

Air Travel

Standard

A risk based approach will be used to ensure that air travel is incident free, as well as minimise the business impact in the event of an incident.

This standard applies to all individuals undertaking work on behalf of SDL and its subsidiary companies i.e. employees, contractors, consultants, agents, directors, or officers undertaking air travel.

All aviation service providers are to be approved in accordance with SDL procedures, specifically:

- Scheduled Air Carriers – meet the International Air Transport Association (IATA) Operational Safety Audit standards, (IOSA) or equivalent and are listed in the SDL Preferred Aviation Provider Listing
- Air Charter Suppliers – meet the Basic Aviation Risk (BAR) Standard, or equivalent and have an approved SDL Aviation Journey Management Plan and a completed Pilot Fit for Duty Checklist prior to departure.

Minimum aircraft (fixed and rotary wing) requirements are:

- Must be multi-engine and operated by an integrated two person flight crew
- An operational Enhanced Ground Proximity Warning System is fitted

Travel plans, including risk assessment, to be completed for all air travel.

Restrictions are that following combinations cannot fly together:

- The Chairman and CEO
- More than two members of the Board
- More than two EXCO members
- More than four members of Senior Management (Band level 6+)
- Senior Managers and their delegates
- Board approval is required for CEO and CFO to travel together

Approval from the CEO is required for an additional:

- EXCO member with 2 Board members
- Board Member with the 2 EXCO members

In times of emergency such as during unanticipated periods of civil unrest or as a consequence of natural disaster the CEO can provide approval to operate outside of this Standard only if:

- Prior to giving such approval the CEO facilitates a risk assessment using all available information and determines that greater risk will arise by complying with this Standard.
- A report detailing the risk assessment and decisions taken is provided to the Audit and Risk Committee as soon as practicable.

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Document No Air Travel Rev B					Page 1 of 1