

Preparing Authority: Adam Gouker	 P117 - Policy on Foreign Travel	Publication Date: 09/25/23
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In support of our mission, A2LA is committed to providing its services when and where our customers require and/or request; however, it is A2LA's policy to never place our staff or assessors in harm's way. Therefore, the A2LA position for both staff and assessors according to the United States Department of State website (<http://travel.state.gov/content/passports/english/alertswarnings.html>), is as follows:

Travel Advisory Level 4: Staff and assessors may not travel to any economy where there is a travel advisory level 4, recommending that non-essential travel not be undertaken because of a high risk of threats against Americans and United States interests or because of heightened health risks.

Travel Advisory Levels 2-3: Staff and assessors are permitted to travel under a Travel Advisory Level 2-3, however A2LA suggests that they register in the 'Smart Traveler Enrollment Program (STEP)' on the State Department website (<https://step.state.gov/>) prior to departing on any trip that is affected by a Travel Advisory.

The information listed on the State Department website identifies whether the travel advisory applies to all of the economy or only to some parts of it. Travel can be undertaken to those areas where an adverse travel advisory does not apply.

A2LA management will consider equivalent travel restrictions for assessors regardless of their US citizenship and/or geographic location.

If staff or assessor elects not to travel to an area under a **Travel Advisory Level 2-3** they will not be mandated or expected to travel. A2LA does, however, have to balance client requirements against staff/assessor travel concerns. Other members of staff and/or assessors who are willing and able to travel to these areas may undertake the activity after consultation with A2LA Management as necessary.

A2LA Management will advise its customers, as necessary, of its travel policy if they are in the economies for which there are travel advisories. These customers will also be informed that these advisories may change from time to time and that A2LA will notify them as necessary of any changes that have an impact on the ability of A2LA staff and/or assessor to travel to that economy.

For organizations that are located in an area which is currently listed under a **Travel Advisory Level 4**, and that are interested in obtaining A2LA accreditation, A2LA may proceed with generating a cost estimate or quote, but likely will not be able to process any new applications for accreditation as long as the **Travel Advisory Level 4** is in effect. If local technical experts are available to sub-contract, then an assessment may be feasible.

For organizations that are located in an area in which is currently listed under a **Travel Advisory Level 2-3**, and that are interested in obtaining A2LA accreditation, A2LA will continue processing cost estimates and/or quotes, but may be delayed in processing any new applications until a confirmation is obtained that A2LA has staff or assessors available to travel to that locale.

NOTE: A2LA reserves the right and obligation to refuse to handle applications from organizations located in most, if not all, of the countries listed on the U.S. Department of the Treasury 'Sanctions' website (<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>).

For currently accredited organizations, if a **Travel Advisory** goes into effect at the time of the scheduled renewal assessment and A2LA is unable to perform the on-site assessment in the required timeframe, A2LA will consider applying other assessment techniques (i.e. remote surveillance assessment) following a risk assessment of the situation by A2LA management.

For any queries about current US State Department advisories please visit the US State Department Travel Advisory website <http://travel.state.gov/content/passports/english/alertswarnings.html> or contact A2LA at info@A2LA.org.

DOCUMENT REVISION HISTORY

Date	Description
09/25/23	<ul style="list-style-type: none">➤ Added possibility to sub-contract local technical experts for assessments in countries with Level 4 Travel Advisory➤ Removed reference to extending accreditation expiration date up to 12 months following a remote assessment