

Travo

Field Movement Accountability Checklist

15 questions every organisation should answer before sending staff into rural, remote or high-risk locations.

1. Is every field movement requested before departure?
2. Who approved the trip, and when was approval given?
3. Is the destination, route, purpose, transport mode, and expected return time recorded?
4. Does the staff member know who to contact if plans change?
5. Are scheduled check-in times clear before the trip starts?
6. Can check-ins be saved when internet is poor or unavailable?
7. What happens when a check-in is missed?
8. Who receives the first missed check-in notification?
9. How is supervisor follow-up documented?
10. Can staff report incidents with time, notes, and evidence?
11. Are photos, voice notes, and incident media handled responsibly?
12. Can management produce a trip audit pack after an incident?
13. Are staff privacy boundaries clearly explained?
14. Is the trip closed after safe return or completion?
15. Can reports show movement, check-ins, incidents, and responses by team or period?

Travo helps organisations approve field movement, track check-ins, document incidents, escalate missed check-ins, and export audit evidence.

Website: <https://travo.basvia.com>