



## TRAVELLERS PACK PROCEDURE

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Prepared by: Vijaykumar Rana (Project Manager)

Reviewed by: Biranchi N Pati (AVP & Head-BD & Project)

Approved by: Vinod Wagh (CEO)

## TABLE OF CONTENTS

<b>1</b>	<b>PURPOSE</b>	<b>4</b>
<b>2</b>	<b>SCOPE</b>	<b>4</b>
<b>3</b>	<b>DEFINITIONS</b>	Error! Bookmark not defined.
<b>4</b>	<b>REQUIREMENTS AND ACCOUNTABILITIES</b>	Error! Bookmark not defined.
<b>5</b>	<b>GENERAL INFORMATION</b>	<b>5</b>
5.1	MOROCCO	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.2	HISTORY	5
5.3	POLITICS	6
5.4	PHYSICAL, ECONOMIC AND SOCIAL GEOGRAPHY	6
5.5	WEATHER AND CLIMATE	7
<b>6</b>	<b>PRE-TRAVEL PREPARATION</b>	<b>7</b>
6.1	PASSPORTS	7
6.2	VISAS	7
6.3	VACCINATIONS	7
6.4	CURRENCY	7
6.5	PHOTOS	8
6.6	PACKING	8
6.7	COMMUNICATION	8
<b>7</b>	<b>INTERNATIONAL TRAVEL ARRANGEMENTS</b>	<b>8</b>
7.1	PARIS	9
<b>8</b>	<b>IN-COUNTRY TRAVEL ARRANGEMENTS</b>	<b>9</b>
8.1	ARRIVAL AT CONAKRY AIRPORT	9
8.2	BUS OR VEHICLE TO CONAKRY HOTEL	9
8.3	ACCOMMODATION IN CONAKRY	10
8.4	EATING IN CONAKRY	10
8.5	TRAVEL IN CONAKRY	10
8.6	TRANSFERRING TO CAMPS	10
8.7	ACCOMMODATION MEAL AT THE CAMP	11
<b>9</b>	<b>HAZARDS ASSOCIATED WITH WORK / TRAVEL IN MOROCCO</b>	<b>11</b>
<b>10</b>	<b>INCIDENT RESPONSE</b>	Error! Bookmark not defined.
10.1	CASUALTY EVACUATION MEDICAL FACILITIES ARE AVAILABLE IN KENITRA AND ON SITE. SERIOUS MEDICAL PROBLEMS WILL REQUIRE AIR EVACUATION.	<b>ERROR! BOOKMARK NOT</b>

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

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10.2 MEDICAL FACILITIES

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## 11 REVISION CONTROL

13

Table 2: Revision Control

13

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

## 1 PURPOSE

The purpose of this procedure is to ensure that appropriate information is provided to all international traveller travelling to Morocco, Uganda, DRC. This procedure also aims to ensure that travel is carried out in a safe manner.

## 2 SCOPE

This procedure applies to all employees, contractors and visitors travelling to Morocco for SAMTA Mining and Metal recycling Project.

## 3 DEFINITIONS OF TERMS, ABBREVIATIONS AND ACRONYMS

Term	Definition
New To Site Individual (NTSI)	A new employee or contractor who has not visited Morocco with SM in the last 6 months and will be working unattended on any SM site.
NTSI contact person	SM employee nominated by the Head of Department to assist the NTSI.

## 4 RESPONSIBILITIES

Requirements	Accountabilities
The New To Site Individual (NTSI) shall be provided with this procedure prior to entering Morocco.	Head of Department /NTSI Contact Person
The Head of Department shall notify the following personnel prior to the arrival of the NTSI: <ul style="list-style-type: none"><li>Travel Department: to be informed of the NTSI</li><li>Ensure arrangements have been made for:<ul style="list-style-type: none"><li>All travel and accommodation between home base and Morocco,</li><li>All travel to specific work site, visa requirements,</li><li>Meeting and greeting at airport and transportation to accommodation in Morocco.</li></ul></li><li>HR Department: to be informed of NTSI to co-ordinate all the necessary Inductions and Identification badge.</li><li>Camp Manager and/or Office manager: to be informed of NTSI and prepares work area.</li><li>Relevant General Manager and Team: to be informed of the arrival date of SM and Contractor NTSI.</li><li>IS&amp;T: notified of any requirements for internet, email address and computing hardware and software. Please contact IS&amp;T to obtain the correct forms to use for this purpose.</li></ul>	Head of Department
All travel arrangements and bookings are confirmed and correctly processed by the Travel Department. Tickets and Visa shall be finalised prior to departure.	Department Managers/NTSI Contact Person

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

<ul style="list-style-type: none"> <li>Prepare for the Country Induction in Morocco, and have the appropriate NTSI ID badge prepared; coordinate the training with the relevant departments for the Local Site Induction and all other required inductions.</li> </ul>	HR Department
<ul style="list-style-type: none"> <li>The following actions shall be undertaken prior to travel: <ul style="list-style-type: none"> <li>Read the Country Briefing Package and ensure that it is understood and adhered to;</li> <li>Make sure the Yellow fever vaccination is up to date;</li> <li>Commence malaria prophylaxis, if desired, as per directions;</li> <li>Finalise itinerary and confirm with host that you will be met at airport;</li> <li>Ask for a contact phone number from your Manager;</li> <li>Discuss any health concerns with your host and your physician to find out if your conditions are suitable for travelling to this part of the world;</li> <li>Current passport with more than 6 months before expiring and 2 blank pages.</li> </ul> </li> </ul>	NTSI

## 5 GENERAL INFORMATION

### 5.1 Morocco

Designation	Details
Full Name	Morocco
Capital:	Rabat
Area:	710850 km <sup>2</sup> (274460 Sq. mile)
Population:	37 million
Time Zone:	GMT +1.0
Languages:	official languages are Arabic and Berber; French and the Moroccan dialect of Arabic are also widely spoken.
Religion:	Mainly Muslim with few Christian and Jews
Dialling Code:	212
Currency:	Moroccan Dirham (MAD)
Climate:	In general the country has a tropical climate, with temperatures reaching as high as 35°C (95°F) and as low as 5°C (41°F)
Location:	Morocco is located in the northwest corner of Africa and is bordered by the North Atlantic Ocean and the Mediterranean Sea. Algeria and Western Sahara are the land borders to the south and east.

### 5.2 History

The history of human habitation in Morocco spans since the Lower Paleolithic, with the earliest known being Jebel Irhoud. Much later Morocco was part of Iberomaurusian culture,

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

including Taforalt. It dates from the establishment of Mauretania and other ancient Berber kingdoms, to the establishment of the Moroccan state by the Idrisid dynasty followed by other Islamic dynasties, through to the colonial and independence periods.

Archaeological evidence has shown that the area was inhabited by hominids at least 400,000 years ago. The recorded history of Morocco begins with the Phoenician colonization of the Moroccan coast between the 8th and 6th centuries BCE, although the area was inhabited by indigenous Berbers for some two thousand years before that. In the 5th century BCE, the city-state of Carthage extended its hegemony over the coastal areas. They remained there until the late 3rd century BCE, while the hinterland was ruled by indigenous monarchs. Indigenous Berber monarchs ruled the territory from the 3rd century BCE until 40 CE, when it was annexed to the Roman Empire. In the mid-5th century CE, it was overrun by Vandals, before being recovered by the Byzantine Empire in the 6th century.

The region was conquered by the Muslims in the early 8th century CE, but broke away from the Umayyad Caliphate after the Berber Revolt of 740. Half a century later, the Moroccan state was established by the Idrisid dynasty. The Saadi dynasty ruled the country from 1549 to 1659, followed by the Alaouites from 1667 onwards, who have since been the ruling dynasty of Morocco.

### 5.3 Politics

Politics of Morocco take place in a framework of an official parliamentary constitutional monarchy, whereby the prime minister of Morocco is the head of government, and of a multi-party system. Executive power is exercised by the government. Legislative power is vested in both the government and the two chambers of parliament, the Assembly of Representatives of Morocco and the Assembly of Councillors. The Moroccan Constitution provides for a monarchy with a Parliament and an independent judiciary.

On June 17, 2011, King Mohammed VI announced a series of reforms that would transform Morocco into a constitutional monarchy.

The Economist Intelligence Unit rated Morocco a "hybrid regime" in 2022.

### 5.4 Physical, Economic and Social Geography

Morocco is located in the northwest corner of Africa and is bordered by the North Atlantic Ocean and the Mediterranean Sea. Algeria and Western Sahara are the land borders to the south and east. Morocco is about the same size as California. The high Atlas Mountains separate the mild coastline from the harsh Sahara

The economy of Morocco is considered a relatively liberal economy, governed by the law of supply and demand. Since 1993, in line with many Western world changes; Morocco has followed a policy of privatisation of certain economic sectors which used to be in the hands of the government. Morocco has become a major player in African economic affairs, and is the 5th largest African economy by GDP (PPP). The World Economic Forum placed Morocco as the most competitive economy in North Africa, in its African Competitiveness Report 2014–2015.

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

## 5.5 Weather and Climate

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Min (°C)	9	9.9	11.7	13.4	16	18.7	20.4	21	19.6	16.9	12.9	10.5	15
Max (°C)	17.6	18.1	19.7	20.6	22.8	24.5	26	26.6	25.8	24.4	21.1	18.9	22.2
Mean (°C)	13.3	14	15.7	17	19.4	21.6	23.2	23.8	22.7	20.6	17	14.7	18.55

## 6 PRE-TRAVEL PREPARATION

### 6.1 Passports

When travelling to Morocco, passport is required by all nationalities. The passport must be valid for a minimum of 6 months from departure date. Please ensure there is at least one blank page available in passport.

### 6.2 Visas

Morocco visa is required. There are several types of visa:

- Tourist Single Entry. Valid for 3 months. Available at any Moroccan embassy.
- Multiple Entry Visa - valid for 6 months - available only in Morocco
- Long Stay visa - valid for one year + carte de séjour - available only in Morocco

Passport and 2 passport photos are required. Visa application can be made in the Moroccan Embassy in your home country. For traveller who does not have an embassy in their home country, please enquire with our Travel Department.

### 6.3 Vaccinations

REQUIREMENT	VACCINE TYPE
Mandatory	Yellow fever vaccination.
Recommended	Hepatitis B and A, Typhoid, Polio, Tetanus, Meningococcal meningitis, Rabies (if working in remote location).

### 6.4 Currency

Your line manager will be able to assist with local currency:

- Moroccan Dirham – MAD : Notes are in denominations of MAD - 20, 50, 100, 200.
- Currency exchange US Dollars or Euros can be exchanged at some hotels and main banks in Casablanca.
- Credit cards and ATM: Generally, not accepted (just one single international ATM for visa card).

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

- Currency Restrictions: Import and export of local currency is prohibited.

Exchange Rate Indicators (01/02/2020):

Currency	Rate
INR 1	0.12 MAD
\$USD 1	1003 MAD
EURO 1	1084 MAD
GBP 1	12.65 MAD
AUD 1	6.45 MAD

Following are useful links for the assistance in the currency conversion:

<http://www.xe.com>

## 6.5 Photos

Do not take photos in and around police or military personnel, equipment or operations. It is not recommended photos are taken within any of the major towns. If you want to photograph people, people at work or in their daily environment please ask their permission first.

## 6.6 Packing

Do not put any items of value in your 'checked in' luggage. It is essential to keep laptops, cameras, CD players, iPods and any other small valuable pieces of equipment in your hand luggage.

**Carry a change of clothes (long sleeves, long pants) in hand luggage in case of delays or lost luggage.**

## 6.7 Communication

Communication	Comment
Telephone & internet:	Country Code: 212 International direct dialling operates nationwide. International telephone calls placed from hotels are expensive. Fax facilities are available at most major hotels. Internet facilities are not widely available. Several internet service providers operate in the country.
Mobile coverage:	Orange is the sole provider for SM in Morocco and has a reasonable communications network including access at the two Camps, Roaming is available in some locations other than Morocco (information with the IT Department).
Radios:	Most of the vehicles in morocco are either fitted with a HF radio or drivers carry portable HF radio devices in case of emergency.

## 7 INTERNATIONAL TRAVEL ARRANGEMENTS

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	



## 7.1 Paris

If you are transiting through Charles de Gaulle (CDG) airport in Paris make sure the connections allow for a suitable time for the luggage transfer and personal transfer to the correct terminal (min 2 hours).

**Carry a change of clothes in hand luggage in case of delays or lost luggage.**

## 8 IN-COUNTRY TRAVEL ARRANGEMENTS

### 8.1 Arrival at Airport

When the plane lands in Conakry, there will be a numerous people between the plane and immigrations. Ignore all these people.

On the "CARTE D'EMBARQUEMENT / DEBARQUEMENT" (immigration form):

- Reason for travel & Contact: SAMTA Mining
- Accommodation: Guest House

At immigration have ready:

- Passport
- Immigration card
- Yellow fever vaccination card

After immigration, proceed to the baggage claim area. Your baggage will arrive randomly on the belt. You must have your luggage receipt tags and will be asked to show your luggage receipt tags (attached to your flight ticket).

There are numerous people in the baggage claim area. Several people will come up to you and ask you (in French) to help you with your bags. Politely respond with "Non-Merci".

If nobody is available please stay in the luggage area and contact: SAMTA Mining Security Manager, Phone: TBD

The SAMTA Mining Travel representative will be wearing either a SAMTA Mining uniform with the Company logo, holding a SAMTA Mining Panel and will have a SAMTA Mining identification badge. You will report to him stating your name (cross check with the flight manifest). He will guide you on the baggage location and leaving the airport. Your bags might be inspected by the police. It is not uncommon to be asked for money by the Customs Officer. SM employees and contractors do not pay these fees. In English, repeat that you do not understand and they will let you pass through. They may mark your bag with chalk.

### 8.2 Bus or vehicle to Conakry Hotel

When you exit the terminal, there will be a crowd outside. You will be proposed various supports. Do not accept any of these and continue to follow your SM representative. The

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	



representative will accompany you to the SM bus after helping you to put your luggage in a pickup.

Your SM representative will then tell you the shuttle schedules from the hotel to the main office for the following day. In the unlikely event that a SM representative is not in the baggage area, several individuals will approach you, ignore them and wait for your luggage.

### 8.3 Accommodation in Morocco

Hotel accommodation in Morocco is various and visitors are advised to book well in advance. The larger hotels are generally comfortable with air conditioning

Name of Hotel	Location	Telephone number

### 8.4 Eating in Morocco

- The hotels listed above all have restaurant facilities, serving European style food.
- There are several restaurants in Conakry as well as street food stalls. If you wish to try local cuisine, choose a busy restaurant that serves freshly cooked hot meals.

### 8.5 Travel in Morocco

- Bush Taxis and trucks ply all the major routes but the roads are bad, the vehicles unsafe and the trips long and slow. Taxis are not metered and fares should be negotiated in advance.
- No employee or contractor will drive in Morocco without authorization from the SAMTA Mining, drivers will be supplied.

### 8.6 Transferring to camps

Travel time to site is approximately 5 hours. You will be transported on a bus or vehicle. The vehicle will drop you off in the parking area where you will be met by one of the Security guards who will check for entry passes. You will be escorted to your accommodation and shown where it is located.

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

All NTSI are required to complete Site Induction in the Training Room. The induction process will be confirmed to you by your Contact person.

## 8.7 Accommodation meal at the camp

Full board is provided and details of the site will be provided during your induction when you arrive on site. Your first visit should be coordinated with your host, who will ensure you understand the process for future visits to site. Please bring all personal toiletries, medication and requirements as there are no shops at site.

The European style food comprising a range of salads and hot dishes.

- A choice of continental and hot breakfast options is provided.
- All vegetables and salads are washed in a mild chlorine solution.
- The choice of hot dishes for those whose diet does not include meat is currently limited to rice, pasta or potatoes and usually one or two vegetables. Some personnel choose to use dietary supplements whilst on site.
- Special dietary and nutritional needs will be catered for where practicable.
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## 9 HAZARDS ASSOCIATED WITH WORK / TRAVEL IN Morocco

Hazards	Risk management strategies
Road travel	Safety and Public Transportation service are poor. Urban and Rural Road conditions are poor. Limit the amount of road travel where possible.
Malaria	Malaria is a serious health concern in Morocco and is caused by Plasmodium parasites. The main type of human malaria encountered in Morocco is Plasmodium falciparum which is the deadliest. Insecticide impregnated bed-nets are provided in all bedrooms at the camp. The wearing of long sleeves and trousers is mandatory at all time (except when exercising). A vector control programme is implemented which includes indoor spraying with residual insecticides, external thermal fogging and flushing of standing water. Drugs can also be used to prevent malaria. Travellers may choose to take chemoprophylaxis – a medication designed to prevent infection.
Yellow Fever	Yellow fever is a viral disease and is prevalent in Morocco. It is an acute viral haemorrhagic disease transmitted by infected mosquitoes. Vaccination is the single most important preventive measure against yellow fever and all travellers to Morocco must present a valid yellow fever vaccination certificate to be permitted to pass through customs.
Sexually Transmitted Disease	Morocco has a high HIV/AIDS prevalence rate. HIV is transmitted through unprotected sexual intercourse, transfusion of contaminated blood, sharing of contaminated needles, and between a mother and her infant during pregnancy, childbirth and breastfeeding. Hepatitis B is also prevalent in Morocco. Hepatitis B is a viral infection that attacks the liver and can cause both acute and chronic disease. The virus is transmitted through contact with the blood or other body fluids of an infected person - not through casual contact. Avoid all sexual contact and take appropriate precautions when giving first aid.

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

Heat Stress	Elevated temperatures and humidity may pose a risk of thermal stress; it is important to keep hydrated. A minimum of two litres of bottled water should be consumed each day, and more if undertaking physical activity.
UV Radiation	The UV index is high to very high in the range from 10.0 to 14.0 Protection from natural UV radiation in the form of wide brimmed hats, long-sleeved shirts, long trousers and the use of factor 30 + sunscreen on exposed skin is recommended.
Tuberculosis (TB)	TB is a common disease in Morocco, particularly due to the association with HIV. Inoculations should be kept up to date.
Polio	No recent outbreaks have been reported, however anti-polio inoculations should be kept
Reptiles, Insects (e.g. Blister Beetles)	Wear appropriate clothing and footwear. Use appropriate insect repellent e.g. DEET Venomous reptiles and insects such as snakes, scorpions, spiders, bees, hornets and wasps may be encountered. Be aware of environment you are working and identify any possible risk of disturbing venomous reptiles and bugs and talk with supervisor of risks.
Animal	Avoid animals such as jackals, domestic dogs as they may be carriers of rabies. Any bite or scratch from a possible carrier must be treated urgently for rabies. If bitten or scratched by an animal: <ul style="list-style-type: none"> <li>• Immediately cleanse the wound with soap and water and an iodine solution if available.</li> <li>• Let the wound bleed freely.</li> <li>• Seek medical advice from SM doctor or a qualified source and notify local health authorities immediately to assess the need for rabies post-exposure vaccination, even if you have had pre-exposure vaccination. (THIS CAN BE LIFE SAVING)</li> </ul>
Plants	Do not eat any wild mushrooms, fungi, wild fruits, nuts or berries, as many are likely to be toxic.
Political Instability	Remain vigilant and monitor local news. Be prepared to adjust travel plans in response to local developments. Avoid political gatherings and demonstrations. Check with security on any updates.
Swimming, bathing and water-borne disease	Do not swim, wade, raft, or bath in rivers, streams or lakes. Do not use fresh water for bathing or showering unless it has been heated to 150 degrees F (65OC) for at least 5 minutes or held in a storage tank for at least three days. Towelling oneself dry after unavoidable or accidental exposure to contaminated water may reduce the likelihood of schistosomiasis but does not reliably prevent the disease and is no substitute for the precautions above.

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	

Water, food and hygiene related disease	<p>Hepatitis A is a viral liver disease that can cause mild to severe illness. It is spread by faecal-oral (or stool to mouth) transmission when a person ingests food or drink contaminated by an infected person's stool. The disease is closely associated with poor sanitation and a lack of personal hygiene habits, such as handwashing. Typhoid fever is a bacterial disease, caused by <i>Salmonella typhi</i>. It is transmitted through the ingestion of food or drink contaminated by the faeces or urine of infected people. Travellers to Morocco should always ensure the following:</p> <ul style="list-style-type: none"> <li>• Consider being vaccinated before travelling to Morocco.</li> <li>• Wash hands prior to eating.</li> <li>• Use bottled water to drink and brush your teeth and check that the seal is intact before use.</li> <li>• Use iodine drops or bleach with all suspect water.</li> <li>• Avoid iced drinks.</li> <li>• Carry and use alcohol-based anti-bacterial hand cleansing gel.</li> <li>• Consume only pasteurised dairy products.</li> <li>• Avoid uncooked food, including salads and fruit that you cannot peel.</li> <li>• If you wish to try local cuisine, choose a busy restaurant that serves freshly cooked hot meals</li> <li>• Ensure poultry and egg products are thoroughly cooked.</li> </ul> <p>Other illnesses that may be contracted and which are associated with poor hygiene and water quality include Giardiasis; <i>E. coli</i>; listeriosis and Cholera.</p>
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## 10 REVISION CONTROL

Version	Revision comments	Date
0.0	First Revision	03/04/2023
1.0		
2.0		

Table 1: Revision Control

Title/Subject <b>Travellers Pack Procedure</b>		Number SM-HSSEC-3002	
Owner <b>Hind Abouali</b>	Date <b>03/04/2023</b>	Version <b>00</b>	