



FirstLight Tours

Project Risk Management Plan

Department: Sales

Product or Process: Tour

Document Owner: Adam west

Version	Date	Author	Change Description
V1.1	08/012/2010	A.W	Implementation
V1.2	06/07/2011	A.W	Reference Docs added

Tour Risk Management Plan

The Tour Risk Management Plan incorporates the goals, strategies, and methods for performing risk management on a tour. The Tour Risk Management Plan encompasses all aspects of the risk identification, estimation, evaluation, and control processes.

Confidential

Risk Management Plan.docx

Last printed 4/1/2004 1:16:00 PM

Stakeholder Roles and Responsibilities

Role	Risk Management Responsibility	Assignment
Guide	Responsible for the Tour Risk Management Plan being implemented and for reporting to the Project Sponsor and Management Group.	Adam West

Risk Management Process and Activities

Risk Management Activity	Risk Management Task Description	Ownership (Participants)
Application forms and risk identification	All those taking part in the tour will complete a Visitor and Participant Agreement waiver	Adam West
Fitness Assessment	Test general wellbeing of candidates. Check for visible signs of fitness	Adam West
Ability Assessment	Ask and document the level of ability of the candidates.	Adam West
Competency Assessment	Ask and document competency levels of the candidates	Adam West
Weather check	Check 3 reliable sources for weather forecast for the current week ahead	Adam West
Gear check	Check that all gear is suitable for use in the upcoming conditions	Adam West
Test communication and navigation devices	All mobile phone, GPS, compasses and epiirbs will be tested before and during all tours regularly	Adam West
Report tour to relevant Authorities	Log detailing names and contact details for all candidates that will be participating in the tour and this will be lodged with the relevant National parks and wildlife office detailing the expected duration of the tour.	Adam West

Risk Management Plan Audit Log

Record Name	Responsibility	Approval Authority	Distribution
Tour log book	Adam West	Adam West	Available for view by all.
Tour histories	Adam West	Adam West	Available online and also at head office.

Risk Assessment and Management Table

Risk Type	Risk and Description	Risk Chance	Risk Impact	Risk Priority	Risk Owner
Fall	Falling due to uneven or unstable ground	Medium	Medium	Low	everyone
Avalanche	Snow slide due to unstable snow layering	Low	high	Medium	everyone
Sunburn	Risk of sunburn due to the high sun reflection form snow surface	Low	Low	Low	everyone
Dehydration	Dehydration occurs when the body doesn't have enough water and other fluids to carry out its normal functions	Low	Medium	Low	everyone
Hypothermia	Hypothermia occurs when the body temperature drops below 35 degrees Celsius.	Low	Medium	Low	everyone



Risk Management Plan Approvals

Prepared by:

 Project Manager

Approved by:

 Project Sponsor