

Risk Assessment Report

1. General Information

Project/Process Name	[Enter Name Here]
Date	[YYYY-MM-DD]
Assessor(s)	[Assessor Name(s)]
Department	[Department Name]
Review Date	[Review Date]

2. Purpose

Briefly state the purpose or objective of the risk assessment.

3. Scope

Define the boundaries and areas included in the assessment.

4. Risk Identification & Analysis

#	Risk Description	Likelihood	Impact	Risk Level	Mitigation Measures	Owner	Status
1	[Describe Identified Risk]	[Low/Medium/High]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Action]	[Owner Name]	[Open/Closed]
2	[Describe Identified Risk]	[Low/Medium/High]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Action]	[Owner Name]	[Open/Closed]

5. Conclusion & Recommendations

Summarize key findings, overall risk rating, and provide recommendations.

6. Approval

Prepared By	[Name, Title, Date]
Reviewed By	[Name, Title, Date]
Approved By	[Name, Title, Date]

Important Notes

- Risk assessments should be reviewed and updated regularly to address changes.
- Engage relevant stakeholders to ensure comprehensive identification of risks.
- Documented mitigation actions should be monitored for effectiveness.
- This report supports informed decision-making and risk management planning.
- All entries should be clear, concise, and supported with evidence where possible.