

Risk Assessment Format for Due Diligence

1. Basic Details

Project/Transaction Name	
Date of Assessment	
Assessed By	
Department/Team	

2. Risk Identification & Evaluation

#	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Risk Rating (Low/Med/High)	Mitigation/Control Measures
1					
2					
3					

3. Overall Risk Level

Inherent Risk Level	
Residual Risk Level	

4. Recommendations & Next Steps

Recommendations	
Responsible Person(s)	
Timeline	

Important Notes:

- This document provides a structured approach to identifying and evaluating risks during due diligence processes.
- Clearly define risk criteria and use consistent methodology across all assessments.
- Review and update the assessment as new information becomes available or circumstances change.
- Use multiple sources of information to ensure comprehensive risk identification.
- Maintain confidentiality and security of all due diligence documents.