

Control Assessment Format

Risk Assessment Report

1. Overview

This document presents an assessment of key controls related to identified risks within the specified process or function. The evaluation provides a summary of control effectiveness, gaps, and recommended actions.

2. Assessed Process

Process Name: _____
Assessment Date: _____
Assessor(s): _____

3. Control Assessment Summary

| No. | Risk Description | Control Description | Control Owner | Control Design Adequacy | Control Operating Effectiveness | Assessment Result | Action Required |
|-----|---------------------------------|----------------------------------------|---------------|-------------------------|---------------------------------|-------------------|----------------------------|
| 1 | Unauthorized system access | User access reviews performed monthly | IT Manager | Adequate | Effective | Control effective | None |
| 2 | Data loss due to backup failure | Automated daily backups and monitoring | IT Supervisor | Adequate | Ineffective | Gap identified | Enhance monitoring process |

4. Detailed Assessment and Recommendations

Example: Backup monitoring alerts are not consistently reviewed, resulting in missed failures. It is recommended to implement escalation procedures for unresolved backup issues.

Important Notes:

- This format is used to document assessment and adequacy of risk controls.
- Include sufficient details for each control and related risk.
- Regular reviews help in early detection of control weaknesses.
- Action plans should be assigned with clear ownership and deadlines.
- The assessment should be updated after significant process or risk changes.