

# Exception Request Risk Assessment Document

**Document ID:**

EXC-RA-2024-###

**Prepared By:**

[Preparer Name]

**Date Prepared:**

[YYYY-MM-DD]

**Request Owner/Department:**

[Owner Name / Department]

## 1. Exception Details

**Description of Exception Request:**

[Provide a clear summary of the exception being requested]

**Reason for Exception:**

[State the reason why the exception is needed]

**Period of Exception:**

[Start Date] to [End Date]

**Related Policy/Control Exception:**

[Reference to policy or control being bypassed]

## 2. Risk Assessment

Risk Description	Likelihood	Impact	Risk Level	Mitigation Strategy
[Describe risk #1]	[Low/Medium/High]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation actions]
[Describe risk #2]	[Low/Medium/High]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation actions]

## 3. Compensating Controls

[List controls that will be applied to reduce risks during the exception period]

## 4. Review and Approval

Role	Name	Date	Signature/Approval
Request Owner	[Name]	[Date]	[Signature]
Risk Owner	[Name]	[Date]	[Signature]
Information Security	[Name]	[Date]	[Signature]

## 5. Additional Comments

[Any additional notes, context, or comments]

### Important Notes

- All exception requests must be justified with clear risk assessments.
- Compensating controls should be identified and applied where feasible.
- This document should be reviewed and approved before exception implementation.
- Periodic review of active exceptions is required for continued risk management.
- Ensure documentation is stored securely and retained as per policy.