

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.