



Contract Risk Assessment Checklist

15 May 2026 / Margery Lila

Complete

Score	16 / 18 (88.89%)	Flagged items	2	Actions	2
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Conducted on

15.05.2026 13:19 PST

Prepared by

Margery Lila

Staff (if applicable)

Nawal Eustorgio
Minakshi Hariwini
Freyr Donald

Flagged items & Actions

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Contract Risk Assessment Checklist / Financial Risks

Are there clear calculations of expenditures?

No

Will be discussed next meeting

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 22.05.2026 13:24 PST | Created by: SafetyCulture Staff

Follow Up and Revise Calculation

Revise to include a detailed breakdown of expenditures, calculation formulas, payment schedules, and supporting financial documentation.

Contract Risk Assessment Checklist / Financial Risks

Are there contingency plans in case of unexpected spending or losses?

No

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 22.05.2026 13:27 PST | Created by: SafetyCulture Staff

Revise Contingency Terms

Revise emergency funding procedures, cost-sharing arrangements, reserve allocations, and financial risk management protocols

Other actions

0 actions

Contract Risk Assessment Checklist		2 flagged, 2 actions, 16 / 18 (88.89%)
Financial Risks		2 flagged, 2 actions, 3 / 5 (60%)
Is there a clearly defined budget for the project or proposed contract?		Yes
Are there clear calculations of expenditures?		No
Will be discussed next meeting		
To do Assignee: SafetyCulture Staff Priority: High Due: 22.05.2026 13:24 PST Created by: SafetyCulture Staff		
Follow Up and Revise Calculation		
Revise to include a detailed breakdown of expenditures, calculation formulas, payment schedules, and supporting financial documentation.		
Are there contingency plans in case of unexpected spending or losses?		No
To do Assignee: SafetyCulture Staff Priority: High Due: 22.05.2026 13:27 PST Created by: SafetyCulture Staff		
Revise Contingency Terms		
Revise emergency funding procedures, cost-sharing arrangements, reserve allocations, and financial risk management protocols		
Are there substitute procurement agencies or partners that can easily be contacted in case of emergency?		N/A
Will follow after expenditure planning		
Is there a proper documentation process for all expenditures?		Yes
Are payment terms clear for all parties involved?		Yes
Regulatory Risks		6 / 6 (100%)
Is the project or contract compliant with all legal regulations of the local area?		Yes
Is the project or contract compliant with quality standards set by all parties involved?		Yes
Is there assurance that all employees, contractors, and subcontractors will be paid fairly?		Yes
Are all tasks to be done compliant with local and international safety regulations?		Yes

Are deadlines for compliance with regulatory standards clear and communicated to all?	Yes
Is there a proper documentation process in place?	Yes
Performance Risks	3 / 3 (100%)
Are the project or contract's scope and limitations clearly defined?	Yes
Are the expectations and deadlines set achievable and realistic?	Yes
Are there contingency plans for cases wherein deadlines and expectations are not met?	Yes
Security Risks	4 / 4 (100%)
Are all external partners (such as third party suppliers, software providers, and cloud services) properly screened?	Yes
Do all parties have a safe way of managing and protecting their data?	Yes
Are restricted work areas properly protected and isolated from unauthorized personnel?	Yes
Are there contingency plans in case of mishandled or leaked private information?	Yes
Sign-off	

Additional comments (N/A if none)

N/A

Recommendations (N/A if none)

Follow up on expenditure plan ASAP

Prepared by



Margery Lila
15.05.2026 13:29 PST