



Project Risk Register Template

18 Mar 2026 / Riverside Commercial Complex – Phase 2 /
Derek Matthews

Complete

Score	17 / 27 (62.96%)	Flagged items	1	Actions	1
Inspector Name	Derek Matthews				
Position / Role	Site Safety Officer				
Date of Inspection	18.03.2026				
Project Name	Riverside Commercial Complex – Phase 2				
Location / Site	420 E Riverside Dr, Austin, TX 78704, USA (30.2537655, -97.7431594)				
Project Phase	Structural Construction (Superstructure)				

The next page contains the project risk register. Answer each item based on what you observe at the time of inspection.

Score Probability and Impact on a scale of 1 to 5, then manually enter the product of the two scores in the Risk Rating column. Ratings of 15 and above are high priority and require escalation.

Complete all fields in the risk record. One row per identified project risk. Review all rows before proceeding to Section 2.

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 1 action

Section 2: Risk Scoring and Escalation Gate

Has a named individual, not a team or department, been assigned as risk owner for every risk in the register?

No

Risk 1 (rating 16) and Risk 2 (rating 15) have not yet been formally escalated to a senior stakeholder or project sponsor.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 13.07.2026 09:55 PST | Created by: SafetyCulture Staff

Escalation of high-rated risks to project sponsor

Escalate Risk 1 (steel delivery delay) and Risk 2 (fall from height) to project sponsor for review.

Other actions

0 actions

Section 1: Project Risk Register

4 / 12 (33.33%)

Risk ID	Risk Description	Category	Probability (1 to 5)	Impact (1 to 5)	Risk Rating (Probability x Impact)	Risk Owner	Treatment / Response	Notes	Status	Review Date
1	1	Delayed delivery of structural steel due to supplier backlog	Schedule	4	4	16				
2	2	Fall from height during formwork installation on upper floors	Other	3	5	15				
3	3	Unexpected soil conditions requiring redesign of foundation	Technical	2	5	10				
4	4	Cost overrun from rising concrete and rebar prices	Budget	4	3	12				

Section 2: Risk Scoring and Escalation Gate

1 flagged, 1 action, 5 / 7 (71.43%)

Complete this section after reviewing the risk record. Confirm that scoring is current, high-rated risks have been escalated and every risk has a named owner and a review date before proceeding to sign-off.

Have all risks in the register been scored for both probability and impact?

Is the risk rating for each row calculated as the product of the probability score and the impact score?

Yes

Have all risks with a risk rating of 15 or above been flagged for escalation to a senior stakeholder or project sponsor?

Yes

Has a named individual, not a team or department, been assigned as risk owner for every risk in the register?

No

Risk 1 (rating 16) and Risk 2 (rating 15) have not yet been formally escalated to a senior stakeholder or project sponsor.

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 13.07.2026 09:55 PST | Created by: SafetyCulture Staff

Escalation of high-rated risks to project sponsor

Escalate Risk 1 (steel delivery delay) and Risk 2 (fall from height) to project sponsor for review.

Has a treatment response been documented for every risk in the register?

Yes

Has a review date been set for every open or in-progress risk in the register?

Yes

Have any risks previously scored as high priority been rescored to reflect changes in their likelihood or impact since the last review?

Yes

NOTE: Per ISO 31000:2018, risk scoring should be updated continuously as the project evolves. A register with unchanged high-priority scores over multiple review cycles is a common audit finding.

Section 3: Risk Register Review and Audit Readiness

8 / 8 (100%)

This section helps identify whether the risk register aligns with ISO 31000:2018, ISO 21500:2021 and PMBOK risk management documentation requirements. Answer each question based on the current state of the completed risk record.

Is the risk register connected to an identified risk source, such as a team brainstorm, previous project data or stakeholder input?	Yes
Does every risk in the register include enough detail in the description field for someone reading it in three months to understand what was meant?	Yes
Is the risk categorization used in this register consistent with the project's risk management plan or agreed category definitions?	Yes
Has the register been reviewed at the current project milestone and updated to reflect the current state of each risk? NOTE: Per ISO 21500:2021, risk management is a continuous process throughout the project lifecycle. A register that has not been reviewed since kickoff does not meet this requirement.	Yes
Have risks that no longer apply to the current project phase been closed out or removed from the active register?	Yes
Does every treatment response entry include a rationale explaining why that option was selected for the specific risk?	Yes
Has the risk register been made visible to all stakeholders who are responsible for monitoring or acting on the risks recorded?	Yes
Is there a documented schedule confirming when the next full risk register review will take place?	Yes

Completion Page

Before signing, check all rows in the risk record. Confirm no probability scores, impact scores, risk ratings, owners, treatment responses or review dates are missing. Confirm all risks with a rating of 15 or above have been flagged for escalation in Section 2.

Flagged responses in Sections 2 and 3 are captured automatically. Review these before signing.

The completed risk record is an audit evidence document. It records the project team's risk identification and treatment decisions. Determination of actual compliance with any standard sits with an accredited auditor or certifying body.

Project Manager / Inspector name and signature

Derek Matthews
06.07.2026 09:58 PST

Project Sponsor / Supervisor name and signature

Priya Anand
06.07.2026 09:58 PST
