Risk Assessment Matrix Template

6 Aug 2026 / Northgate Logistics Hub — Phase 2 / Sarah Bennett

Complete

Score	19 / 21 (90.48%)	**Flagged items**	2	**Actions**	0

Inspector Name	Sarah Bennett
Position / Role	Risk & Compliance Officer
Date of Assessment	06.08.2026
Project / Site Name	Northgate Logistics Hub — Phase 2
Location	Industrial Dr, Charlotte, NC 28134, USA (35.1032233, -80.886079)
Department / Team	Risk Management
Assessment Reference No.	RA-2026-0806-021

The next page contains the risk assessment matrix. Complete all fields in the risk matrix. Each row should only contain one identified risk.

Score Likelihood and Impact on a 1 to 5 scale using the definitions agreed for this assessment. Manually enter the product of both scores in the Risk Score column. Assign a Risk Level based on the color zone thresholds defined accordingly.

Leave Owner blank only if no individual has yet been assigned, then flag for follow-up before sign-off. Review all rows before proceeding to Section 2.

Flagged items

2 flagged

Section 3: Template Reuse and Process Readiness

Are the scoring scale and color zone definitions identical to those used in previous assessments across this project or department?

No

Scale changed from prior assessments; scores not directly comparable.

Section 3: Template Reuse and Process Readiness

Is there a documented schedule confirming when the next full matrix review will take place?

No

Next review date not yet scheduled; to be confirmed with department lead.

Section 1: Risk Assessment Matrix

4 / 4 (100%)

	Risk ID	Risk Description	Category	Likelihood (1 to 5)	Impact (1 to 5)	Risk Score (L x I)	Risk Level (Low / Medium / High / Critical)	Control / Mitigation Action	Owner (named individual)	Review Date
1	RISK-001	Forklift-pedestrian near miss in loading dock zone	Safety	3	4	12	High (10 to 19)	Install pedestrian barriers and designated walkways at dock zone	David Reyes, Warehouse Operations Manager	11.09.2026
2	RISK-002	Loss of power to refrigerated storage units	Operational	2	5	10	High (10 to 19)	Install backup generator with automatic transfer switch for cold storage	Angela Torres, Facilities Manager	09.09.2026
3	RISK-003	Unauthorized access to warehouse management system	Cybersecurity	2	4	8	Medium (5 to 9)	Enforce multi-factor authentication on WMS login	Brian Cho, IT Security Lead	13.09.2026
4	RISK-004	Missing fire extinguisher inspection tags in Bay 3	Compliance	3	3	9	Medium (5 to 9)	Schedule monthly fire extinguisher inspection and tagging	Lauren Miller, EHS Coordinator	08.09.2026

Section 2: Scoring Criteria and Color Zone Verification

9 / 9 (100%)

Confirm that the scoring scale and color zone thresholds were defined and agreed before any scores were entered in the matrix. Scoring is only valid if everyone completing this assessment used the same definitions.

Were the definitions for each likelihood score level (1 through 5) documented and agreed before scoring began?	Yes
Were the definitions for each impact score level (1 through 5) documented and agreed before scoring began?	Yes
Is the risk score for every row calculated as the product of the likelihood score multiplied by the impact score?	Yes
Have the color zone thresholds been defined and locked for this assessment? **NOTE: Low (1 to 4), Medium (5 to 9), High (10 to 19), Critical (20 to 25)**	Yes
Does the risk level assigned to every row in the matrix match the color zone threshold definitions confirmed above?	Yes
Have all risks assigned a risk level of High or Critical been escalated to a senior stakeholder or decision-maker?	Yes
Has a control or mitigation action been documented for every risk scored above the accepted threshold?	Yes
Has a named individual, not a team or department, been assigned as owner for every risk in the matrix?	Yes
Has a review date been set for every open risk in the matrix?	Yes

Section 3: Template Reuse and Process Readiness

2 flagged, 6 / 8 (75%)

Confirm that the risk assessment matrix is maintained as a live working document and is structured for consistent reuse across projects, sites and departments. Answer each question based on the current state of the completed matrix.

Question	Response
Are the scoring scale and color zone definitions identical to those used in previous assessments across this project or department?	No
Scale changed from prior assessments; scores not directly comparable.	
Has the matrix been reviewed at the current project milestone or operational review cycle and updated to reflect the current state of each risk?	Yes
Have risks where controls or mitigation actions have been implemented been rescored to reflect the updated residual likelihood and impact?	Yes
Have risks that no longer apply to the current project phase or operational context been closed out in the matrix?	Yes
Is the matrix accessible to all individuals responsible for monitoring or acting on the risks recorded?	Yes
Does every row in the matrix include enough detail in the risk description for someone reading it in three months to understand what was meant?	Yes
Is there a documented schedule confirming when the next full matrix review will take place?	No
Next review date not yet scheduled; to be confirmed with department lead.	
Is this matrix consistent with the organization's documented risk assessment methodology and agreed scoring criteria?	Yes

Completion Page

Before signing, check all rows in the risk matrix. Confirm no likelihood scores, impact scores, risk levels, mitigation actions, owners or review dates are missing.

Confirm all risks rated High or Critical have been escalated in Section 2. Confirm scoring definitions and color zones were locked before any scores were entered.

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

Inspector / Assessor name and signature

Sarah Bennett
07.08.2026 10:44 PST

Supervisor / Senior Manager name and signature

Robert Hines
07.08.2026 10:44 PST