



# Risk Management Checklist

Risk Management Checklist

Complete

<b>Score</b>	10 / 18 (55.56%)	<b>Flagged items</b>	4	<b>Actions</b>	1
<b>Name of reviewer</b>					Sage Brown
<b>Position / role</b>					Supervisor
<b>Department or business unit</b>					Product
<b>Date of assessment</b>					05.06.2026
<b>Location / site</b>					200 Lowe St, Dayton, TX 77535, USA (30.050805, -94.884095)
<b>Review period covered</b>					
<b>Risk management framework applicable</b>					ISO 31000

Answer each item on this checklist based on evidence and documentation available at the time of assessment.

For each risk in Section 1, complete all columns: description, category, scores, owner, response strategy, and mitigation actions.

Rate Likelihood (1-5) and Impact (1-5) and manually multiply to get the Risk Score. Any risk scoring 15 or above requires immediate escalation.

Any item answered No in Sections 2 and 3 is automatically flagged. Add supporting evidence and assign a corrective action before submitting.

<b>Flagged items &amp; Actions</b>	4 flagged, 1 action
Flagged items	4 flagged, 1 action
Escalation Gates	
<b>Does every open risk have a due date and review date recorded?</b>	No
Open risks need to be assigned a due date to be addressed accordingly.	
<b>To do</b>   Assignee: SafetyCulture Staff   Priority: High   Due: 08.06.2026 10:00 PST   Created by: SafetyCulture Staff	
Assign due dates for open risks	
Also need to add review dates to check if open risks have been resolved	
Section 3: Monitoring and Review	
<b>Is a review date set for every open and in-progress risk in the register?</b>	No
See previous annotation.	
Section 3: Monitoring and Review	
<b>Are high-priority risks (score 15 or above) scheduled for review at least quarterly?</b>	No
See previous annotation.	
Section 3: Monitoring and Review	
<b>Are closed risks retained in the register with a documented closure date and final status note?</b>	No
Other actions	0 actions

## Section 1: Risk Register

0 / 4 (0%)

	Risk Description	Category	Likelihood (1-5)	Impact (1-5)	Risk Score	Risk Owner	Response Strategy	Mitigation Actions	Due Date	Review Date	Status
1	Material supply delays due to vendor issues	Operational	3	5	15	Procurement Manager					
2	Quality regulatory approvals delayed	Compliance	3	4	12	Production Manager					
3	Labor shortages due to high demand	Reputational	2	5	10	HR Manager					
4	Client revisions for product design	Operational	3	5	15	Project Manager					

## Escalation Gates

1 flagged, 1 action, 2 / 3 (66.67%)

Is every risk scoring 15 or above escalated to senior leadership and documented?

Yes

Does every open risk have a named owner assigned?

Yes

Does every open risk have a due date and review date recorded?

No

Open risks need to be assigned a due date to be addressed accordingly.

**To do** | Assignee: SafetyCulture Staff | Priority: High | Due: 08.06.2026 10:00 PST | Created by: SafetyCulture Staff

Assign due dates for open risks

Also need to add review dates to check if open risks have been resolved

**Section 2: Risk Response and Controls**

6 / 6 (100%)

Confirm that a response strategy and control measures are documented for every risk in the register. Review the mitigation actions and escalation paths before proceeding.

<b>Does every risk in the register have a response strategy recorded (avoid, transfer, reduce, or accept)?</b>	Yes
<b>Are specific mitigation actions documented for every risk where the response strategy is Reduce?</b>	Yes
<b>Is a transfer mechanism (e.g. insurance, contractual clause) documented for every risk where the response strategy is Transfer?</b>	Yes
<b>Are risks marked Accept reviewed and acknowledged by the responsible risk owner?</b>	Yes
<b>Is an escalation path defined for every high-priority risk (score 15 or above)?</b>	Yes
<b>Are residual risk scores recorded after controls are applied for all Reduce-strategy risks?</b>	Yes

### Section 3: Monitoring and Review

3 flagged, 1 / 4 (25%)

Confirm that monitoring and review processes are in place for all risks in the register. Review cadence should reflect risk priority level: high-priority risks quarterly, medium risks every six months, low risks annually at minimum.

**Is a review date set for every open and in-progress risk in the register?**

No

See previous annotation.

**Are high-priority risks (score 15 or above) scheduled for review at least quarterly?**

No

See previous annotation.

**Is the risk register reviewed following any significant operational, regulatory, or organizational change?**

N/A

**Are closed risks retained in the register with a documented closure date and final status note?**

No

**Is the risk management process documented in a way that is consistent with ISO 31000 principles - identify, assess, treat, and monitor?**

Yes

## Completion Pag

Submitting this checklist creates a timestamped audit record. Check all rows in the risk register before signing. Confirm every open risk has a named owner, a response strategy, a due date, and a review date. Confirm all risks scoring 15 or above are escalated and documented.

Responses in Sections 2 and 3 are auto-saved and flagged items are captured automatically. Review any flagged items before signing. Any item answered No in Sections 2 or 3 must be assigned to a named owner with a target closure date before this review is closed.

---

### Inspector sign-off

*Sage Brown*

Sage Brown  
05.06.2026 11:56 PST

---

### Supervisor / manager sign-off

*Benedict Wayer*

Benedict Wayer  
05.06.2026 11:57 PST