

# Exception & Risk Acceptance Form

**Version:** 1.0

**Status:** Controlled Document

**Applies to:** All systems, applications, cloud services, and operational processes

**Last Updated:** (Insert Date)

## 1. Request Information

**Request Title:**

(Describe the exception or risk acceptance requested)

**Request Type:**

- Patch Exception
- Vulnerability Exception
- Configuration Exception
- Compliance Exception
- Other (Specify): \_\_\_\_\_

**Requested By:**

Name / Department

**Date Submitted:**

(Insert Date)

**Business Owner:**

(Name and Department)

**System/Application Affected:**

(Provide details of system, asset ID, or environment)

## 2. Description of the Exception

Provide a clear explanation of what requirement cannot be met, why the exception is being requested, and the operational/security context.

## 3. Reason for Exception

Explain why the issue cannot be remediated within the required timelines or policy expectations.

Common reasons:

- Operational dependency
- Vendor awaiting patch/fix
- Legacy system awaiting retirement
- Application incompatibility
- Resource constraints

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## 4. Risk Assessment

Risk Area	Risk Level (Low/Med/High)	Notes
Exploitability		
Business Impact		
Data Sensitivity		
External Exposure		
Likelihood of Attack		
Compensating Controls Effective? Yes / No		Details: _____

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## 5. Compensating Controls

Describe additional safeguards to reduce risk, such as:

- Increased monitoring
- Network isolation
- Access restrictions
- Temporary configuration changes
- Stronger authentication
- Logging enhancements

If no compensating controls exist, explain why.

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## 6. Duration of Exception

**Start Date:**

(Insert Date)

**Expiry Date:**

(Must include review cycle — e.g., 30, 60, 90 days)

**Review Frequency:**

- Weekly
  - Monthly
  - Quarterly
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## 7. Residual Risk Explanation

Describe the risk that will continue to exist if the exception is approved.

Explain how it may affect confidentiality, integrity, or availability.

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## 8. Approval Workflow

### 8.1 Required Approvals

Role	Name	Signature	Date
Requestor			
IT/Security Lead			
Business Owner			
Senior Management / DPO			

### 8.2 Final Decision

- Approved
- Approved with Conditions
- Rejected

**Approval Notes:**

(Insert final comments or conditions)

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## 9. Follow-Up & Monitoring

- Exception added to Risk Register
  - Monitoring controls implemented
  - Next review date logged
  - Assigned owner notified
  - Exception flagged for renewal before expiry
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## 10. Closure

**Closure Date:**

(Insert Date)

**Closure Notes:**

Summarise remediation or reason for closure.

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## 11. Document Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
1.0	(Insert Date)	(Insert Name)	Initial Release