[A picture containing drawing

Description automatically generated](https://bit.ly/2XY4JHv)**SAMPLE RISK ASSESSMENT FORM**

|  |  |  |
| --- | --- | --- |
| REF ID NO. | SUBMITTED BY | DATE SUBMITTED |
| #0008 | Grishma | 11/25/22 |

RISK TYPE *select one*

|  |  |  |
| --- | --- | --- |
| ● | Financial | |
|  | Legal / Contractual | |
|  | Reputation / Customer Relations | |
|  | Resources | |
|  | Operational | |
|  | Other: |  |

RISK DESCRIPTION

|  |
| --- |
| There are many competitive airlines selling their tickets with lower prices compared to Delta and providing equal services, customers might prefer choosing other affordable alternative airlines. |

SOURCE OF RISK

|  |
| --- |
| Value of Money |

PERSON(S) IMPACTED *check all that apply*

|  |  |  |
| --- | --- | --- |
|  | Customers / Clients | |
|  | Employees | |
| ● | Contractors | |
|  | Public | |
|  | Other: |  |
|  | Other: |  |
|  | Other: |  |

RISK IMPACT *select one*

|  |  |  |
| --- | --- | --- |
|  | IMPACT LEVEL | DESCRIPTION |
| ● | NOT SIGNIFICANT | Negligible injuries not needing medical treatment |
|  | MINOR | Minor injuries causing temporary impairment needing medical treatment |
|  | MODERATE | Illness and/or injury requiring hospitalization |
|  | MAJOR | Illness and/or injury resulting in permanent impairment |
|  | SEVERE | Fatality |

RISK PROBABILITY *select one*

|  |  |  |
| --- | --- | --- |
|  | PROBABILITY LEVEL | DESCRIPTION |
|  | HIGHLY UNLIKELY | Rare chance of an occurrence |
|  | UNLIKELY | Not likely to occur under normal circumstances |
|  | POSSIBLE | May occur at some point under normal circumstances |
| ● | LIKELY | Expected to occur at some point in time |
|  | HIGHLY LIKELY | Expected to occur regularly under normal circumstances |

RISK SEVERITY MATRIX *based on Impact and Probability Levels*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IMPACT x PROBABILITY** | **NOT SIGNIFICANT** | **MINOR** | **MODERATE** | **MAJOR** | **SEVERE** |
| **HIGHLY UNLIKELY** | LOW | LOW | LOW / MED | MEDIUM | MEDIUM |
| **UNLIKELY** | LOW | LOW / MED | LOW / MED | MEDIUM | MED / HIGH |
| **POSSIBLE** | LOW | LOW / MED | MEDIUM | MED / HIGH | MED / HIGH |
| **LIKELY** | LOW | LOW / MED | MEDIUM | MED / HIGH | HIGH |
| **HIGHLY LIKELY** | LOW / MED | MEDIUM | MED / HIGH | HIGH | HIGH |

RISK SEVERITY LEVEL *select corresponding Severity Level from matrix above based upon Impact and Probability Levels*

|  |  |
| --- | --- |
|  | SEVERITY LEVEL |
|  | LOW |
|  | LOW / MED |
| ● | MEDIUM |
|  | MED / HIGH |
|  | HIGH |

CURRENT CONTROL MEASURES

|  |
| --- |
| Reviewing the purchase record, customer details and revising the plans and offering services with lower price including different facilities |

FURTHER ACTION NEEDED? *select one*

|  |  |
| --- | --- |
| ● | YES |
|  | NO |

ACTIONS TO IMPLEMENT *if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| Provide different deals on flight | Marketing Team | 11/25/22 | Pending… |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| DATE REVIEWED | APPROVING OFFICIAL NAME & TITLE | SIGNATURE |
| 11/25/22 | Swastik Lamsal (Scrum Master) | Swastik Lamsal |

REMARKS

|  |
| --- |
| Grishma, please go left. Review and revise and resubmit. |

|  |
| --- |
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