[A picture containing drawing

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

|  |  |  |
| --- | --- | --- |
| REF ID NO. | SUBMITTED BY | DATE SUBMITTED |
| #00003 | Grishma Thapaliya |  |

RISK TYPE *select one*

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

RISK DESCRIPTION

|  |
| --- |
| If Delta airlines will not provide all the trip protection facilities due to certain software update problems, it might result in legal risk. For example, customer requested for refund, but the software was not able to process the data and company rejected to refund. |

SOURCE OF RISK

|  |
| --- |
| Software update problem |

PERSON(S) IMPACTED *check all that apply*

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

|  |
| --- |
| Notify customers about system update regularly |

FURTHER ACTION NEEDED? *select one*

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

ACTIONS TO IMPLEMENT *if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| We need to test the software while updating the system in every update/release | Yuba | 11/28/2022 | Pending… |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| DATE REVIEWED | APPROVING OFFICIAL NAME & TITLE | SIGNATURE |
| 11/24/22 | Yuba Oli | Yuba |

REMARKS

|  |
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|  |

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