[A picture containing drawing

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

|  |  |  |
| --- | --- | --- |
| REF ID NO. | SUBMITTED BY | DATE SUBMITTED |
| #00002 | Swastik Lamsal |  |

RISK TYPE *select one*

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

RISK DESCRIPTION

|  |
| --- |
| Delta must verify each individual credit card before sending a confirmation number otherwise we are accepting money that could not be ensured. |

SOURCE OF RISK

|  |
| --- |
| The end user is ready to complete their purchase and they grab out their wallet and pull out their expired debit card. They continue to type in their credentials and the system accepts their expired card. Delta is losing a lot of money sending free flights. |

PERSON(S) IMPACTED *check all that apply*

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

|  |
| --- |
| Grabbed a cheap API to validate all the cards currently being passed though. This will work for now. |

FURTHER ACTION NEEDED? *select one*

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

ACTIONS TO IMPLEMENT *if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **ASSIGNED TO** | **DUE DATE** | **STATUS** |
| Schedule a Team B zoom call and create a verification system plan to validate each credit card credential | Grishma | 11/28/22 | PENDING… |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| DATE REVIEWED | APPROVING OFFICIAL NAME & TITLE | SIGNATURE |
| 11/25/22 | GRISHMA | Grishma |

REMARKS

|  |
| --- |
|  |

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| --- |
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