

FOR EXAMPLE – CANADA
Risk Assessment (Subject) (Date)
Basic Tool

RISK ASSESSMENT

Risk Assessment

Step
1 **Initiate the Process**
Establish the Context

End
Go Back
Next step and/or take action

Step
2 **Identify and Assess Risks**

End
Go Back
Next step and/or take action

Step
3 **Control the Risk**

End
Go Back
Next step and/or take action

RISK TREATMENT

Risk Treatment

Step
4 **Take Action**

End
Go Back
Next step and/or take action

Step
5 **Monitor Impact and Follow-Up**

Document the Process

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RISK ASSESSMENT

STEP 1: Initiate the Process / Establish the Context

<i>Pre-Assessment Scan and Scope Tool Results</i>
(a) What's the condition, or situation, or immediate concern, or change?
<u>Associated issues</u>
<u>Assumptions</u>
<u>Constraints</u>
<u>Comment :</u>
(b) Who is the decision maker?
<u>Comment :</u>
(c) Who else is, or should be, involved?
<u>Who are the stakeholders?</u>
<u>Is consultation necessary?</u>
<u>Comment :</u>

STEP 2: Identify and Assess Risks

what are the components of the condition, or situation, or immediate concern, or change (Hazard) and risks associated with the activity?	
Components of the hazard	Associated Risks

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(d) What can happen?	
<u>Comment</u> :	
(e) How could it happen?	
<u>Comment</u> :	
(f) What are the consequences?	
<i>Refer to scenario building table as necessary: RDIMS #</i>	
<u>Comment</u> :	
(g) What is the level of risk?	
<i>Refer to the risk scale and matrix guidance at: RDIMS # 6000379</i>	
<u>Comment</u> :	

STEP 3: Control the Risk

(h) What are the possible methods / options for controlling the risks identified?
<u>Comment</u> :
(i) What is the preferred option?
<u>Comment</u> :
(j) If the option is used, will the risk level be acceptable? <i>(Include any Residual Risk)</i>

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Comment :

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Recommended Risk Control Option

Team Leader (Risk Assessment):

Name:

Title:

Signature:

Phone number:

Email address [Hyperlink preferable]:

Date:

RISK TREATMENT

STEP 4: Take Action

(k) What needs to be done, by whom and when?

Comment :

STEP 5: Monitor Impact / Follow-up

(l) Were the risk control measures completed?

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<u>Comment</u> :
(m) Were the risk control measures effective?
<u>Comment</u> :
(n) Is further action or assessment required?
<u>Comment</u> :

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Decision maker (Risk Treatment) :
Name: Title:
<div style="padding-left: 20px;"><input type="checkbox"/> I accept the risk control option recommended by the Risk Assessment Team. <input type="checkbox"/> I reject the risk control option recommended by the Risk Assessment Team. <input type="checkbox"/> I accept the risk control option recommended by the Risk Assessment Team with the following conditions.</div> <div>Comments / Conditions: _____</div> <div style="height: 100px;"></div> <div>Decision maker signature: _____</div> <div>Date : _____</div>

Insert the RDIMS number in the footer

Note: The follow-up must be saved in RDIMS as a new version of the document. Furthermore, the document should be marked final upon completion of all follow-up actions.