

# FOR EXAMPLE – CANADA

## Terms of Reference

### Risk Assessment

<Subject>

#### Background:

<Insert short description to provide context of the issue>

#### System Under Review:

<Describe the system under review>

#### Subject of Risk Assessment:

<Specify succinctly on what a risk assessment is conducted, with due consideration to the scope>

#### Decision Maker:

<Specify name, title, and email address for the Decision Maker>

#### Methodology:

<The Pre-Assessment Scan and Scope tool will provide direction on the optimum Risk Assessment Tool to be used >

#### Proposed Team Composition:

Key Competency	Team Member	Role
		Team Leader

#### Definitions:

<This is an optional section and the Risk Management Lexicon at RDIMS No. 6083986 could be used. However, terms should be relevant to the system under review >

Terms	Definition

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### Reporting:

<The Summary Sheet which is part of the Conventional Tool, should be used as a cover sheet to convey the results of the Risk Assessment to the Decision Maker within “insert time frame” working days of its completion>

### Financial Arrangements:

Costs for travel and accommodation for non-Transport Canada members of the Risk Assessment Team will be borne by the respective individuals/organizations.

Costs for travel and accommodation for Transport Canada members of the Risk Assessment Team will be borne by their division/branch.

All hospitality, administrative and associated costs will be borne by the Decision Maker.

### Duration:

The Risk Assessment Team will assemble at <insert location> and commence their work on <insert date>.

**Target dates for each phase of the Risk Assessment are as follows**

Phase	Dates	Remarks

### Approval:

Original signed by Team Leader.

<Elevate to a new RDIMS version prior to submitting for final approval>

<Name>	Date
<Title>	
<Organization>	

Approved by Decision Maker.

<Once signed, insert in the RDIMS version properties a statement that the document was signed by “insert name and date”, and thereafter, mark the document final on the RDIMS profile>

<Name>	Date
<Title>	
<Organization>	