**RISK REGISTRY**

*Effective as of: Month day, year (e.g. February 10, 2022)*

| **No** | **Risk Identification** | | | **Risk Analysis &**  **Risk Evaluation** | | | **Risk Treatment** | | | **Target Risk Assessment**  *(after treatment)* | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Declared Process & Risk Description | Risk Causes & Consequences | Current controls | Likelihood (L) | Impact  (I) | Risk Rating (RR) | Action/ Response | Person/Office Responsible | Target Date | L | I | RR |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |

**Declared Process & Risk Description** – List the declared process and describe the corresponding risk area and event. What can go wrong?

**Risk Causes & Consequences** - Describe the risk event cause/s and consequence/s. What would cause it to go wrong? What are the impacts if it does go wrong?

**Current controls** - Describe any existing policy, procedure, practice, or mechanism that acts to minimize the risk. What is in place now that reduces the likelihood of this risk occurring or its impact if it does occur?

**Likelihood** – Rate the current Risk Likelihood. How likely is this risk to occur?

**Impact** – Rate the current Risk Consequence. How big would the impact of this risk be if it occurs

**Risk Rating** – Give the product of the Likelihood and Impact

**Treatment** - Describe the actions to be undertaken for those risks requiring further treatment

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| Prepared by: | Approved by: |
| **NAME** | **NAME** |
| Bureau/Service Director CO)/ Division Chief (RO/SDO)/ Process Owner (School) | Undersecretary/Assistant Secretary In-Charge (CO)  RD/SDS (RO/SDO)/  School Head (School) |