EIGER MARVEL CONSULTANTS

# Risk Register Template

Write each risk as: If this happens, then that follows.

Company: _____ Prepared by: _____ Date: _____ Next review: _____

| ID | Risk (If... then...) | Category | L (1-5) | I (1-5) | Score (LxI) | Owner (one person) | Action and due date | Status |
|---|---|---|---|---|---|---|---|---|
| *R-01* | *If a main subcontractor fails, the project slips and delay penalties apply* | *Project* | *3* | *5* | *15 High* | *Projects Director* | *Pre-qualify a backup subcontractor by 30 June* | *Open* |
| R-02 | | | | | | | | |
| R-03 | | | | | | | | |
| R-04 | | | | | | | | |
| R-05 | | | | | | | | |
| R-06 | | | | | | | | |
| R-07 | | | | | | | | |
| R-08 | | | | | | | | |
| R-09 | | | | | | | | |
| R-10 | | | | | | | | |
| R-11 | | | | | | | | |
| R-12 | | | | | | | | |

*Row R-01 is an example. Bands: 15 to 25 High, 8 to 12 Medium, 1 to 6 Low. Keep the register to the 15 to 25 risks that matter most.*

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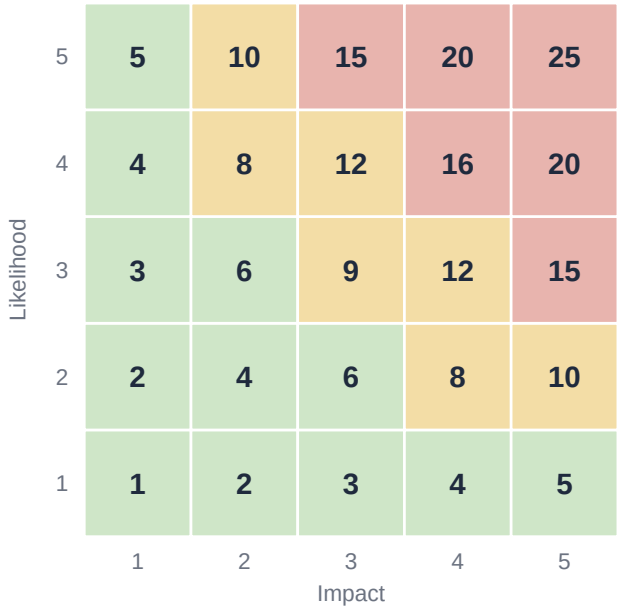
# Scoring guide and review checklist

Agree what the numbers mean before you score.

## 1. Rating scales

| Score | Likelihood (next 12 months) | Impact |
|---|---|---|
| 1 | Rare: hard to imagine it happening | Minor: absorbed in normal work |
| 2 | Unlikely | Noticeable: small cost or delay |
| 3 | Possible: could happen this year | Serious: hits a project margin or a key client |
| 4 | Likely | Major: hits annual profit, a licence or a big contract |
| 5 | Almost certain | Severe: threatens the business or its reputation |

## 2. Heat map (likelihood x impact)




- High 15 to 25: act this month
- Medium 8 to 12: plan and monitor
- Low 1 to 6: review quarterly

## 3. Four ways to respond

**Reduce:** add a control, a backup supplier or a second trained person

**Transfer:** through insurance or contract terms

**Avoid:** walk away from the activity or contract

**Accept:** a recorded decision, for risks that cost more to fix than to carry

## 4. Monthly review checklist

- [ ] Every high risk has one named owner and a dated action
- [ ] Actions due this month are done, or re-dated with a reason
- [ ] Scores updated for anything that changed (contracts, staff, suppliers, regulation)
- [ ] New risks added: new contract, new market, senior resignation, new law
- [ ] Key risk indicators checked (e.g. supplier delays, workers awaiting documents, weeks of cash cover)
- [ ] Closed risks moved to the archive tab
- [ ] Top 10 risks shared with the owner or board (quarterly)


**Want help building your register?**

Our risk management consultants can run the first workshop with your team.
Book a consultation: eigermarvelhr.com/risk-management.html