Auditing & Consulting
ISO Business Management Systems

Risk Assessment Matrix + Register Template

Risk Assessment Matrix (Sample)

Use the likelihood of risks + potential risk impact to determine the overall risk level for all identified risks in your risk assessment register.

Likelihood	Impact				
	Negligible	Minor	Moderate	Major	Catastrophic
Very Low	Low	Low	Low	Medium	High
Low	Low	Low	Medium	Medium	High
Medium	Low	Medium	Medium	High	High
High	Medium	Medium	High	High	Extreme
Very High	Medium	Medium	High	Extreme	Extreme

If the risk level is found to be:

Low - Either accept risk or consider routine risk management.

Medium - Specify responsibility and action for risk management.

High - Implement quarterly routine management review to monitor risks.

Extreme - Implement monthly routine management review to monitor risks.

Risk Assessment Register (Sample)

Risk ID	Risk Description	Category	Likelihood	Impact	Risk Level	Mitigation Strategy	Responsible Person	Status	Last Updated
R001	Server outage due to power failure	Technical	High	Major	High	Implement UPS and generator backup	IT Manager	In Progress	10/20/2025
R002	Data breach due to phishing attack	Cyber Security	High	Catastrophic	Extreme	Employee security training, MFA implementation	Security Officer	Open	10/25/2025
R003	Supply chain disruption for key components	Operational	Low	Moderate	Medium	Diversify suppliers, maintain buffer stock	Operations Manager	Open	10/18/2025
R004	Budget overrun on new project	Financial	Medium	Minor	Medium	Strict budget monitoring, regular financial reviews	Project Lead	Open	10/22/2025
R005	Loss of key personnel	Human Resources	Very Low	Moderate	Low	Succession planning, competitive compensation	HR Director	Resolved	10/15/2025
R006	Regulatory non-compliance	Legal	Medium	Major	High	Regular legal audits, policy updates	Legal Counsel	In Progress	10/26/2025
R007	System performance degradation during peak hours	Technical	High	Moderate	High	Optimise database queries, scale infrastructure	Lead Developer	Open	10/21/2025
R008	Negative public perception from product defect	Reputation	Low	Catastrophic	High	Implement rigorous quality control, PR crisis plan	Marketing Director	Open	10/19/2025
R009	Failure to meet project deadlines	Project Management	High	Negligible	Medium	Agile methodologies, better resource allocation	Project Manager	Open	10/23/2025
R010	Increase in raw material costs	Financial	Medium	Moderate	Medium	Futures contracts, explore alternative materials	Procurement Manager	Open	10/17/2025