

Deliberate Risk Assessment Worksheet

1. Mission / Task description

Mission	Date (yyyy-mm-dd)
Task description	

2. Prepared by

Rank	Surname	Given name	Initial(s)
Duty title / Position		Unit	
Telephone (CSN / Commercial (Include area code))		Work e-mail	

Five steps of risk management: (i) Identify the hazards (iv) Implement controls
 (ii) Assess the hazards (v) Supervise and evaluate
 (iii) Develop controls & make decisions (Step numbers not equal to numbered items on form)

a. Subtask / Substep of mission / task	b. Hazard	c. Initial risk level	d. Control	e. How to implement / Who will implement	f. Residual risk level

2. Prepared by (cont'd)

a. Subtask / Substep of mission / task	b. Hazard	c. Initial risk level	d. Control	e. How to implement / Who will implement	f. Residual risk level

3. Overall residual risk level (all controls implemented)

Extremely high
 High
 Medium
 Low

4. Overall supervision plan and recommended course of action

Date (yyyy-mm-dd)	Signature of preparer
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5. Approval or disapproval of mission or task

Approve
 Disapprove

Rank	Surname	Given name	Initial(s)
Duty title / Position			
Additional guidance			
Date (yyyy-mm-dd)	Signature of approval authority		

Risk Assessment Matrix		Probability (expected frequency)				
		Frequent Occurs very often, continuously experienced	Likely Occurs several times	Occasional Occurs sporadically	Seldom Remotely possible; could occur at some time	Unlikely Can assume will not occur, but not impossible
Severity (expected consequence)		A	B	C	D	E
Catastrophic <i>Loss of ability to accomplish the mission or mission failure. Death or permanent disability. Loss of political support or coalition effectiveness. Loss of major or mission-critical system or equipment. Major property (facility) damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.</i>	I	E	E	H	H	M
Critical <i>Significantly degraded mission capability, unit readiness, or personal disability. Damage to political support or coalition effectiveness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.</i>	II	E	H	H	M	L
Marginal <i>Degraded mission capability or unit readiness. Minor impact on political support of coalition effectiveness. Minor damage to equipment or systems, property, or the environment. Injury or illness of personnel.</i>	III	H	M	M	L	L
Negligible <i>Little or no adverse impact on mission capability. No adverse affect on political support or coalition effectiveness. First aid or minor medical treatment. Slight equipment or system damage, but fully functional and serviceable. Little or no property or environmental damage.</i>	IV	M	L	L	L	L
LEGEND: E - Extremely high H - High risk M - Medium risk L - Low risk						

6. Risk assessment review (required when assessment applies to ongoing operations or activities)

Rank	Surname		Given name		Initial(s)
Duty title / Position		Date (yyyy-mm-dd)	Signature of approval authority		

Rank	Surname		Given name		Initial(s)
Duty title / Position		Date (yyyy-mm-dd)	Signature of approval authority		

Rank	Surname		Given name		Initial(s)
Duty title / Position		Date (yyyy-mm-dd)	Signature of approval authority		

7. Feedback and lessons learned

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8. Additional comments or remarks

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Instructions

1. Mission/Task description: Briefly describe the overall mission or task for which the deliberate risk assessment is being conducted.
2. Prepared by: Information provided by the individual conducting the deliberate risk assessment for the operation or training.
Legend: UIC = Unit Identification Code; CIN = Course ID Number; CSN = Canadian Switched Network; COMM = commercial
 - a. Sub-task / Sub-Step of Mission / Task: Briefly describe all subtasks or substeps that warrant risk management.
 - b. Hazard: Specify hazards related to the subtask in block 4.
 - c. Initial risk level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified. probability, severity and associated risk level; enter level into column.
 - d. Control: Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.
 - e. How to Implement / Who will implement: Briefly describe the means of employment for each control (i.e., briefing, rehearsal) and the name of the individual unit or office that has primary responsibility for control implementation.
 - f. Residual risk level: After controls are implemented, determine resulting probability, severity, and residual risk level.
3. Overall risk after controls are implemented: Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).
4. Supervision plan and recommended course of action: Completed by preparer. identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.
5. Approval / Disapproval of Mission / Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.
6. Risk assessment review: Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.
7. Feedback and lessons learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.
8. Additional comments or remarks: Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.