FACILITIES MANAGERS GUIDE

CONTROL SYSTEM RISK ASSESSMENT TEMPLATE

Identify, evaluate and prioritise risks across your control systems to protect operations, people and assets.

- Protect people and assets
- Reduce downtime and disruptions
- Support compliance and audits
- Improve reliability and performance

1. ASSESSMENT DETAILS

Site / Facility: ....

Department / Area: ....

System / Process: ....

Assessment Date: ....

Assessed By: ....

Role / Position: ....

Review Date: ....

2. RISK RATING GUIDE

RISK SCORE	RISK LEVEL	DESCRIPTION	ACTION REQUIRED
20 – 25	Extreme	Unacceptable risk. Immediate action required.	Take immediate action.
10 – 19	High	High risk. Priority action required.	Priority action required.
5 – 9	Medium	Moderate risk. Plan and monitor.	Plan and monitor.
1 – 4	Low	Low risk. Monitor and review.	Monitor and review.

3. LIKELIHOOD (L)

SCORE	LIKELIHOOD	DESCRIPTION	GUIDANCE
5	Almost Certain	Expected to occur frequently	Occurs regularly in normal operations
4	Likely	Will probably occur	Has occurred before or likely to occur
3	Possible	Might occur at some time	Could occur under some conditions
2	Unlikely	Could occur but not expected	Not expected but still credible
1	Rare	May occur only in exceptional circumstances	Highly unlikely / not known to occur

4. IMPACT (I)

SCORE	IMPACT	DESCRIPTION	EXAMPLES
5	Catastrophic	Severe injury, major asset loss or long-term shutdown	Fatality, major equipment failure, extended production loss
4	Major	Significant downtime or regulatory breach	Prolonged downtime, breach of safety or environmental law
3	Moderate	Noticeable downtime, increased costs	Short-term downtime, repair costs, quality issues
2	Minor	Minor impact on operations	Small delays, minor faults, additional maintenance
1	Insignificant	No noticeable impact	No impact on operations or performance

RISK SCORE (R) = LIKELIHOOD (L) × IMPACT (I) | RISK SCORE RANGE: 1 (Low) to 25 (Extreme)

5. RISK ASSESSMENT REGISTER

REF	ASSET / SYSTEM COMPONENT	HAZARD / RISK DESCRIPTION	POTENTIAL CAUSES	EXISTING CONTROLS (WHAT IS IN PLACE)	LIKELIHOOD (L) 1 – 5	IMPACT (I) 1 – 5	RISK SCORE (L x I) 1 – 25	RISK LEVEL (See Guide)	RECOMMENDED ACTIONS	ACTION OWNER	TARGET DATE	STATUS (Open / In Progress / Closed)

6. KEY NOTES / ADDITIONAL INFORMATION

7. APPROVAL

Reviewed By: ....

Role / Position: ....

Signature: ....

Date: ....

USE THIS TEMPLATE REGULARLY

Review risks at defined intervals or after system changes, upgrades or incidents.

ASSESS — Identify risks and score likelihood and impact.

PRIORITISE — Focus on high and extreme risks first.

MANAGE — Implement controls and track actions to reduce risk.

REVIEW — Monitor, review and update regularly to stay effective.

ASSESSED TODAY. SAFER TOMORROW. STRONGER OPERATIONS.