



Risks and Opportunities Registry

DFA-QMS F02

Rev.03, 17 October 2018

Office/Division								Rev./Date		
PROCESS / ACTIVITY	PRIMOF-PESTLE-SWOT	RISK/ OPPORTUNITY STATEMENT	R/O	RESPONSIBLE PROCESS OWNER	IMPACT	PROBABILITY	ASSESSMENT	CAUSES	ACTION PLAN AND TIMELINE	STATUS OF PLAN (per semi-annual review)
Where risk or opportunity is likely to occur or be encountered	Identify which factor in the PRIMOF-PESTLE-SWOT	A risk/opportunity statement describing 1) impact on the process and 2) the cause	Identify whether a Risk or an Opportunity	Person/office responsible for addressing risk/opportunity	Severity of Impact Low-1; Medium-2: High-3	Likelihood of occurrence Unlikely (Low)-1; Likely (Medium)-2; Certain (High)-3	Impact multiplied by probability (I x P) (If actionable, score of 3 and above, proceed to next columns)	Possible cause of risk or source of opportunity (Man, Machine, Material, Method or Environment)	Action to address cause of risk or take advantage of the opportunity (Indicate date when action to be taken; Use P-D-C-A process)	Plan completed, risk closed; Plan completed, risk still open; Plan ongoing, risk still open

APPROVALS	SIGNATURES	DATE
Prepared by		
Reviewed by		
Approved by		