

Risk register

Describe events, consequences and decisions clearly.

01 / USE THE EXAMPLE

See what a useful entry contains

Every row below is illustrative. It shows the level of specificity that makes a record useful: a real event, an accountable role, evidence and a later decision.

02 / MAKE IT YOURS

Replace before use

Download the editable CSV, delete the example rows, then enter your own case. Check requirements and privacy before adding sensitive details. Review the record with the people doing the work.

WORKED EXAMPLE · FICTIONAL SCENARIO

Example status	Risk event	Consequence	Existing control	Likelihood 1-5	Impact 1-5	Owner role	Treatment and due date	Review trigger
ILLUSTRATIVE	Single supplier cannot deliver	Customer orders delayed	Monthly capacity check	3	4	Procurement lead	Qualify alternate by 2026-11-01	Supplier capacity or quality change
ILLUSTRATIVE	Shared account compromised	Client information exposed	MFA and access review	2	5	IT lead	Remove shared access by 2026-10-15	New system or incident
ILLUSTRATIVE	Key machine unavailable	Production interrupted	Weekly maintenance	3	3	Production lead	Test spare-part lead time by 2026-10-12	Breakdown or increased volume

How to review it

Ask whether an owner can show a dated example, explain the decision and demonstrate that an action changed the result. A completed template alone does not establish conformity with any standard.