



Company: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

No.	Issue (record details of what requires corrective action)	Risk Rating (low, medium, high)	Corrective Action (specific, measurable, achievable, realistic, timely)	Assigned to (single person only, not departments)	<u>Target</u> Completion date (record a specific date)	<u>Actual</u> Completion date (specify date)
1		Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.
2		Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.
3		Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.
4		Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.
5		Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.



## How to assign a risk rating

		Probability			
		Extremely Remote	Remote	Likely	Most likely
Severity		1	2	3	4
Negligible	1	1	2	3	4
Minor	2	2	4	6	8
Serious	3	3	6	9	12
Fatality	4	4	8	12	16
Risk Ranking					
Severity = How serious the result of the incident might be in terms of injury or loss					
Probability = How likely the hazard will result in incident					
Risk = Severity x Probability					
Low risk = 1 - 3 (Level acceptable and to be monitored)					
Medium risk = 4 - 8 (Level acceptable and should be reduced if practicable)					
High risk = 9 - 16 (Level not acceptable and task must be stopped and reduced to an acceptable level before continuing)					