**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11805&utm_source=integrated-content&utm_campaign=/content/risks-opportunities-template&utm_medium=Risk+and+Opportunity+Register+doc+11805&lpa=Risk+and+Opportunity+Register+doc+11805)RISK AND OPPORTUNITY REGISTER TEMPLATE**

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| --- | --- | --- | --- | --- | --- | --- |
| RISK DESCRIPTION | IMPACT DESCRIPTION | IMPACT  LEVEL | PROBABILITY LEVEL | PRIORITY LEVEL | OPPORTUNITIES | OWNER |
| Give a brief summary  of the risk. | What will happen if the risk  is not mitigated or eliminated? | Rate  1 (LOW) to  5 (HIGH) | Rate  1 (LOW) to  5 (HIGH) | ( IMPACT X   PROBABILITY ) Address highest first. | What opportunities do we have to lower or eliminate the impact or probability? | Who's responsible? |
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**RISK AND OPPORTUNITY REGISTER – EXAMPLE**

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| RISK DESCRIPTION | IMPACT DESCRIPTION | IMPACT  LEVEL | PROBABILITY LEVEL | PRIORITY LEVEL | OPPORTUNITIES | OWNER |
| Give a brief summary  of the risk. | What will happen if the risk  is not mitigated or eliminated? | Rate  1 (LOW) to  5 (HIGH) | Rate  1 (LOW) to  5 (HIGH) | ( IMPACT X   PROBABILITY ) Address highest first. | What opportunities do we have to lower or eliminate the impact or probability? | Who's responsible? |
| Material delivery is delayed | Production stops | 5 | 2 | **10** | Keep in contact with supplier, and alternative suppliers on retainer. | Hazel Christensen |
| Machinery breakdowns | Production delayed | 4 | 1 | **4** | Increase inspections.  Have spare parts on site. | Jason Desjardins |
| Leaks from roof during rain make the floor slippery | Slips and falls | 3 | 5 | **15** | – Order safety signage – Have mops on hand  – Fix roof | Luiza Smith |
| Shortage of eye protection | – Increase in injuries – Production delayed – Increased premiums | 5 | 1 | **5** | – Increase supply  – Low inventory warnings  – Find alternative suppliers | Sheldon Greene |
|  |  | 5 | 5 | **25** |  |  |
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