

[organization name]

Appendix 1 – Registry of Key Risks and Opportunities

Source of risk/opportunity		Impact			Deadline		Evaluation results
Key Risks							
e.g. Human Resources	e.g. Shortage of qualified technicians	e.g. May not be able to perform all tests in the near future			e.g. March 3, 2018		e.g. Looking for new personnel
e.g. Purchasing		e.g. We may not find the materials we need.	e.g. Purchasing needs		e.g. March 10, 2018		
Key Opportunities							
e.g. New Automotive Plant will be built very close to our location			e.g. Sales have to create an action plan		e.g. June 1, 2018		e.g. Looking for more work

[job title]

[first and last name]

[signature]

Commented [170251]: Quality manager or another manager responsible for risks and opportunities.

Only necessary if document is in paper form.