Appendix 3 – Risk Assessment and Treatment Report

Change history

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1. Purpose, scope and users

The purpose of this document is to give a detailed overview of the process and documents used during risk assessment and treatment of disruptive risks in [organization name] in the period [specify period].

Risk assessment was applied to the entire Business Continuity Management System (BCMS).

This document is intended for top management of [organization name], [job title responsible for business continuity], owners of information assets, and everyone involved in planning, implementing, monitoring and improving the BCMS.

2. Reference documents

- ISO 22301 standard, clause 8.2.3
- Business Continuity Policy
- Risk Assessment and Risk Treatment Methodology

3. Process of assessment and treatment of information risks

The entire risk assessment and risk treatment process has been carried out according to the Risk Assessment and Risk Treatment Methodology document.

3.1. Purpose of risk management

The purpose of risk assessment is to identify all assets, their vulnerabilities, and threats that could impact such assets, as well as to evaluate these parameters in order to establish the likelihood and impact of threats.

The purpose of risk treatment is to reduce unacceptable levels of reducing or controlling such risks.

3.2. Risk assessment and risk treatment scope

Risk assessment and the risk treatment were carried out at [scope of organization/department]. It coincided with the scope defined in the Business Continuity Policy.

3.3. Time period

Risk assessment was implemented in the period from [day/month/year] to [day/month/year]. Risk treatment was carried out in [timeframe]. The reports and assessments were prepared during this period.

3.4. Participants in the process and collection of information

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3.5. **Brief overview of the applied methodology**

Briefly, the process was conducted in the following way:

- all assets were identified, as well as their owners
- the level of risk was calculated by adding up consequence and likelihood
- risks valued 3 and 4 were determined as unacceptable risks
- 
- 

3.6. **Overview of documents used during the risk assessment and risk treatment process**

The following documents were used or drawn up during the implementation of risk assessment and risk treatment:

- 
- 

4. **Validity and document management**

This document is valid as of [date]. Owner of this document is [job title].

5. **Appendices**

- Appendix 1 – Risk Assessment Table
- Appendix 2 – Risk Treatment Table
[organization name] [confidentiality level]

[Name]

[Signature]

Comment [27A10]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.