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| **Initial Report**  Section filled out by reporting party | **Description of Potential Risk** |
| Click or tap here to enter text.  *\*Can also include here how the potential risk was identified, what lead to the detection/discovery of this potential risk, explain why the activity/behavior could be a potential risk and with what consequence/impact.* |
| **Initial Assessment of Potential Risk**  Section filled out by investigating/researching party | **Risk Type (select all that apply)** |
| |  |  | | --- | --- | |  | Risk that arises from activities (such as lab work, safety, quality, testimony, etc.) | |  | Risk that arises from relationships (such as relationships between the lab and organization, lab and business partner, etc.) | |  | Risk that arises from relationships of its personnel (such as ownership, governance, management, personnel, shared resources, finances, contracts, etc.) | |
| **Source of Risk** |
| Click or tap here to enter text.  *\*Where is the risk coming/originate from? Customer? Support? Management? Parent agency? Internal/External? Etc.* |
| **Person(s) Impacted (select all that apply)** |
| |  |  | | --- | --- | |  | Management | |  | Scientist | |  | Technician | |  | Support staff | |
| **Current Control Measures (what’s currently in place to mitigate the above risk?)** |
| Click or tap here to enter text. |
| **Risk Evaluation**  Section filled out by designated responsible party | **Determine Severity IF Risk is Not Addressed (S)** |
| Choose an item. |
| **Gauge the Likelihood of Occurrence IF Risk is Not Addressed (O)** |
| Choose an item. |
| **Ability to Detect the Incident/Issue IF Risk is Not Addressed (D)** |
| Choose an item. |
| **Risk Evaluation Results**  Section filled out by designated responsible party | **Risk Priority Number (RPN) = S x O x D** |
| Click or tap here to enter text.  *\*Here, lab can enter in the parameters for when action(s) must be taken given the RPN. For example,*  *Lab can determine that regardless of what the RPN is, if the S/O/D factor is 9-10, then action must be taken. Lab can determine and set ranges for when action is not necessary, recommended, strongly desired, etc. based on Lab’s risk tolerance.*  *This is a good resource to learn a little bit more about the FMEA model:* [*https://www.iqasystem.com/news/risk-priority-number/*](https://www.iqasystem.com/news/risk-priority-number/) |
| **Action(s) Suggested to be Taken to Mitigate Risk** |
| Click or tap here to enter text. |
| **Considerations** |
| Click or tap here to enter text. |

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| **Approved by:** |  |
| **Title of approver:** |  |
| **Date approved:** |  |