**Risk Reduction Action Plan**

Last update:

By:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Action | Type | Justification | Effects | Control | Resources | Monitoring | Responsible | Time limit | Rate |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Notes:

* the choice of the action option can be:
  + refusal
  + reduction
  + transfer
  + maintenance
* the type of action can be:

a) prevention (decrease in likelihood)

b) protection (mitigation of impact)

c) mixed (reduction of criticality)

* the justification describes the choice of the option, the expected benefits and the external and internal constraints
* effects include new risks and the correlation and interrelation with other risks
* the control concerns the rate of control of the possible effects of the action
* the necessary resources:
  + allocated budget
  + available staff
  + equipment (test)
* the responsible is validated by a person with recognized authority
* the rate of progress (follow-up) is indicated in %