**Final Risk Assessment Report Criteria**

A checklist is provided below to ensure the final Risk Assessment Report produced by a consultant is in accordance with the NERAG and WA ERM Guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment criteria** | **How to assess the criteria** | **Complete Y/N** | **Additional notes** |
| The risk assessment methodology used throughout the ERM process is consistent with the NERAG, WA ERM Guidelines and ISO31000:2009 standards. | Review the **Risk Assessment Report**:   * Confirm evidence of the 5 main steps of the ERM process (establish the context, identify risk, analyse risk, evaluate risk, treat risk) within the report. * Confirm evidence of ongoing communication and consultation. * Confirm evidence of stakeholder involvement. * Verify how data was gathered (i.e. workshop method, desk top study etc.) |  |  |
| The context of the report is tailored and suitable to the community. | Review the **Project Plan**:   * Establish that your community environment and the scope of the project are described and considered appropriately. |  |  |
| All relevant hazards have been assessed. | Review the **Risk Assessment Report**:   * Confirm all relevant hazards have been identified and furthermore that each identified hazard has been appropriately assessed. |  |  |
| The risk register is complete. | Review the **Risk Assessment Report**:   * Ensure all appropriate columns are complete   *For reference, an example of a completed risk register can be found in the 2015 National Emergency Risk Assessment Guidelines. Please note, this risk register is an example only and your risk register may vary as appropriate.* |  |  |
| Risks have been ranked in order of priority. | Review the **risk register**:   * Confirm that all risks have been ranked in order of priority for treatment purposes. |  |  |
| Potential treatment strategies have been identified. | View the **Risk Assessment Report**:   * Ensure that where appropriate, potential treatment strategies have been identified. * Ensure the potential treatment strategies are achievable and can be accomplished with realistic resourcing and that progress can be measured. |  |  |
| All required document outputs are provided in support of the risk assessment report. | Verify that the following **documents** are provided:   * Project Plan * Risk Register * Local Level Risk Assessment Summary Document * Preliminary treatment strategies plan |  |  |