

CHECKLIST RISK ANALYSIS

1. Assess whether the scope of the risk analysis has been accurately stated. If a new risk analysis, specify the scope and scope boundary of processes or activities, by limits.
2. Determine if a thorough and detailed systems analysis has been performed and if all risks are identified from the systems analysis.
3. Perform an information analysis and determine if the analysis is context relevant and free of misleading features, bias and vested interests? Is the information assessed for distorted or incorrect data?
4. List all possible hazardous raw materials, equipment and processes in the area of the scope (the first level of hazards). This list should include 'uncertain' or potential hazards.
5. List all secondary risks from first level failures (bursting pipes, tanks, failed instruments, etc).
6. Perform an assessment of compliance with all acts, regulations and standards relevant and applicable and in particular the OHS Act and Regulations. List additional risks stemming from no or only partial compliance.
7. Review previous risks where prior lists of risks have been prepared.
8. Prepare a full formal HAZOP analysis on the total system processes.
9. Prepare a final risk assessment matrix – stating the risk consequences from 'insignificant' to 'catastrophic' and likelihood of occurrence from 'remote' to 'almost certain'.
10. Submit the assessment to the next responsible line manager for approval and review.
11. Refine the risk assessment after the higher-level reviews. Prepare the corrective and preventative programs listing. Develop project status controls to ensure projects are implemented and properly controlled.

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