Business Processes Risk Assessment

i Document development, review and version history							
Development and Review							
			Name		Date		
	Au	thored/Revised b	oy XXXXXXXX	ΚΧΧ	XXXX-XX-XX		
		Reviewed by	YYYYYYY	YY	xxxx-xx-xx		
		Released by	ZZZZZZZZ	ZZZ	xxxx-xx-xx		
Version Hist	ory						
_	Version	Date	Author	Sur	nmary of Chan	ges	
_	0.1	xxxx-xx-xx	XXXXXXXXX		Initial draft		

This is an explanation and 'dictionary' for the High Level Risk Assessment tool of the platform.

The file is structured as a process following the steps below:

1	Explain the risk, its consequences and its root causes
	• Determine the potential impact of the risk (Impact). Generally, conservative approach: the

maximal potential impact

- Determine the likelihood of the risk (before mitigating actions)
- Determine the risk's detectability (before mitigating actions)

Risk priority A

Risk assessment

- Priority of the risk before mitigating actions
- •Composite score of the risk category (low/medium/high) and the detectability (high/medium/low)

Risk treatment

- •The mitigating actions suggested
- Controls suggested for detecting the events
- •The suggested mitigating actions may change either the likelihood of the risk and/or the detectability of the event

(residual) Risk Assessment after treatment

- •Re-assess the likelihood of the risk
- •Impact of the risk is expected to stay the same

Risk priority B

- •Priority of the risk AFTER mitigating actions are in place
- •Composite score of the updated risk category (low/medium/high) and the updated detectability (high/medium/low)

The variables of decision are:

- Risk area:
- · Risk Subarea
- Impact of risk (A):
 - ► Minor (1 point)
 - Major (3 points)
 - Critical (6 points)
- Likelihood (A): how likely is the event to take place (before mitigating actions are in place):
 - Unlikely (1 points)
 - ► Possible (2 points)
 - ► Likely (3 points)
- Risk A = multiplication of impact x likelihood
- Risk A category: categorization of Risk according to points received in Risk A
 - ► 1-2: Low (green)
 - ▶ 3-8: Medium (yellow)
 - ≥9 High (red)

- Detectability A: how fast and easily is the risk effect detected, potentially before consequences (before mitigating actions are in place):
 - ► High (easy to detect, 'jumps' to the eye immediately)
 - Medium (is detectable if one pays attention or examines this point specifically with a critical eye)
 - ► Low (hard to detect, only detectable if rigorously and specifically looking for problems)
- Priority A: The 'final' risk category and priority in need for handling (i.e., before mitigating actions). Is conditional on the Risk-A category and on the Detectability A according to the PharmaSUG suggestion (Figure 2) using for "risk class" the defined Risk Category A
- Risk treatment: the mitigating actions that can be implemented. Examples of possibilities are provided. Mitigating actions may:
- Reduce the likelihood of a risk to occur
- Increase the likelihood of detection of the risk occurring
- Risk analysis after treatment:
- Impact = the same as the impact in the risk assessment (does not change)
- Likelihood B: The likelihood of the risk to happen (Once mitigating actions are in place)
- Risk B: the calculated risk based on impact and the new likelihood
- Detectability B: the new detectability (Once mitigating actions are in place)
- Priority B: Final, residual, priority of the risk (once mitigating actions are in place)
- Risk monitoring: TO BE FILLED per CTU according to local SOPs and guidelines (local QM)

The high level risk assessment is available here.