WORKING TEMPLATE

Procurement risk register

Know what needs attention before you commit.

Record what could interrupt the purchase or delivery, who owns the next action, and what would make you pause. Revisit the record as new information arrives.

Prepared for / organization

Prepared by

Project / reference

Version / revision

Review date

Decision owner

How to use it

Describe each risk in practical terms. Separate the initial risk from the risk left after your response. Keep the scoring method consistent. Use one worksheet per risk, or the Excel register to manage a risk list.

Type into the fields, save a copy, or print and write by hand. Enter scores and totals manually in this PDF. Use the Excel workbook for calculations or additional rows.

Use this as a starting point. Adapt it to the assignment, available evidence and applicable organizational, legal and regulatory requirements. Agree final scope and deliverables separately and obtain appropriate professional review. The buyer retains decision and approval authority.

01 Risk identification

Write a clear cause-event-effect risk statement.

Category

Risk statement

Source

Procurement risk register

02 Inherent assessment

Score exposure before planned controls.

Likelihood

Impact

Inherent score

03 Response planning

Name the action that will reduce or transfer exposure.

Mitigation

Contingency

Owner

Procurement risk register

04 Monitoring

Set dates, status, and escalation conditions.

Due date

Status

Escalation trigger

05 Residual assessment

Rescore after credible mitigation is in place.

Residual likelihood

Residual impact

Residual score

Procurement risk register

06 Governance summary

Review severity, overdue items, and acceptance decisions.

High risks

Overdue actions

Accepted by

07 Decision and next action

The buyer or authorized reviewer records the decision. Name any conditions and the person responsible for the next step.

Decision / disposition

Conditions

Approved by

Approval date

Next action