

Procurement Risk Register

Identify, score, assign, mitigate, and monitor commercial and delivery risks.

Prepared for		Prepared by	
Project / reference		Version	1.0
Review date		Decision owner	

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.

How to use this template

- 01 Confirm the requirement and decision owner before completing fields.
- 02 Separate verified facts, assumptions, and unresolved items.
- 03 Retain evidence for material entries, scores, and conclusions.
- 04 Assign open actions and review under applicable organizational rules.

1. Risk identification

Write a clear cause-event-effect risk statement.

Category	
Risk statement	
Source	

2. Inherent assessment

Score exposure before planned controls.

Likelihood	
Impact	
Inherent score	

3. Response planning

Name the action that will reduce or transfer exposure.

Mitigation	
Contingency	
Owner	

4. Monitoring

Set dates, status, and escalation conditions.

Due date	
Status	
Escalation trigger	

5. Residual assessment

Rescore after credible mitigation is in place.

Residual likelihood	
Residual impact	
Residual score	

6. Governance summary

Review severity, overdue items, and acceptance decisions.

High risks	
Overdue actions	
Accepted by	

Final review and authorization

Decision / disposition	
Conditions	
Approved by	
Approval date	
Next action	