



# AI Risk Assessment Template

An **AI Risk Assessment Template** is essential for Clause 6 of AIMS (Risk Management). It helps identify, analyze, evaluate, and treat risks related to AI systems.

Here's a **comprehensive template + example** you can include in your training:

## 1. General Information

- **AI System Name:** \_\_\_\_\_
- **Process / Function:** \_\_\_\_\_
- **Date of Assessment:** \_\_\_\_\_
- **Assessor(s):** \_\_\_\_\_

## 2. Risk Identification & Analysis

Risk ID	Risk Description	Source of Risk	Potential Impact	Likelihood (1-5)	Impact (1-5)	Risk Rating (LxI)	Existing Controls	Risk Owner
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### 3. Risk Evaluation & Treatment

Risk ID	Risk Rating (Before Treatment)	Treatment Option (Avoid / Reduce / Share / Accept)	Planned Actions	Residual Risk Rating	Responsible Person	Timeline
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### 4. Monitoring & Review

- Frequency of Risk Review: \_\_\_\_\_
- Method of Monitoring (e.g., dashboards, audits, bias testing, feedback loops): \_\_\_\_\_
- Reporting To: \_\_\_\_\_

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### Example: AI Recruitment System Risk Assessment

#### Risk Identification & Analysis

Risk ID	Risk Description	Source of Risk	Potential Impact	Likelihood (1-5)	Impact (1-5)	Risk Rating (LxI)	Existing Controls	Risk Owner
R1	Algorithmic bias leading to unfair hiring decisions	Training data imbalance	Reputational damage, legal non-compliance, employee distrust	4	5	20 (High)	Data pre-processing, fairness algorithm	AI Development Lead



R2	Data privacy breach from AI system	Insecure data storage	Regulatory fines, loss of stakeholder trust	3	5	15 (High)	Encryption, access controls	IT Security Officer
R3	System downtime during peak recruitment season	Cloud provider outage	Business disruption, lost revenue	2	4	8 (Medium)	Vendor SLA, backup servers	IT Operations Manager

### Risk Evaluation & Treatment

Risk ID	Risk Rating (Before Treatment)	Treatment Option	Planned Actions	Residual Risk Rating	Responsible Person	Timeline
R1	20 (High)	Reduce	Implement regular bias audits; train HR staff to spot anomalies	10 (Medium)	HR Manager & AI Lead	6 months
R2	15 (High)	Share	Outsource data hosting to compliant cloud provider with stronger security	6 (Low)	IT Security Officer	3 months
R3	8 (Medium)	Accept	Maintain existing vendor SLA; implement downtime alert system	8 (Medium)	IT Ops Manager	Ongoing



This template gives both a **blank format** for learners to use and a **worked example** for clarity.