



DOWNLOADABLE TEMPLATE

RISK & ASSURANCE

AI Risk Assessment Template

Identify, evaluate and document the material risks associated with an AI system or use case before deployment and throughout its operational lifecycle.

AI Risk Assessment Template

This template provides a structured way to assess the risks of an individual AI system or use case before deployment, and on an ongoing basis afterwards. Completed assessments should feed directly into your AI Risk Register.

1 System / Use Case Details

Identify the system or use case under assessment and link it to its inventory entry.

SYSTEM / USE CASE NAME

INVENTORY REFERENCE (SYSTEM ID)

SYSTEM OWNER

ASSESSMENT DATE

BRIEF DESCRIPTION OF THE SYSTEM AND ITS INTENDED USE

2 Risk Identification

Work through each risk category below and record any material risks identified. Not every category will apply to every system – but each should be actively considered, not skipped by default.

CATEGORY	RISK DESCRIPTION	LIKELIHOOD (1-5)	IMPACT (1-5)	INHERENT RATING
Bias & Fairness				
Data Privacy				
Security				
Safety				
Transparency & Explainability				
Human Oversight				
Third-Party / Vendor				
Legal & Regulatory				

CATEGORY	RISK DESCRIPTION	LIKELIHOOD (1-5)	IMPACT (1-5)	INHERENT RATING
Reputational				
Operational Resilience				

Inherent Rating = Likelihood x Impact, assessed before considering existing controls.

3 Existing Controls

For each material risk identified above, record what controls are already in place to reduce it.

EXISTING CONTROLS

4 Residual Risk Rating

Re-assess likelihood and impact after accounting for existing controls to arrive at a residual rating.

RISK	RESIDUAL LIKELIHOOD	RESIDUAL IMPACT	RESIDUAL RATING

5 Risk Tolerance Decision

Decide how each material residual risk will be treated, and record the rationale.

RISK	DECISION (ACCEPT / MITIGATE / TRANSFER / AVOID)	RATIONALE

6 Mitigation Actions

Where risks are being mitigated rather than accepted, record the specific actions, owners and dates.

ACTION	OWNER	DUE DATE	STATUS

7 Sign-off & Approval to Proceed

GUIDANCE

High-risk systems should not proceed to deployment without formal sign-off from the AI Governance Committee, in line with the escalation thresholds in your AI Governance Framework.

ROLE	NAME	DATE	SIGNATURE
System Owner			
Risk / Compliance Reviewer			
AI Governance Committee (if required)			

8 Review Trigger Conditions

This assessment should be revisited when any of the following occur, not only on a fixed schedule.

☐ Material change to the model, its training data, or its configuration

☐ Material change to the data sources feeding the system

☐ A safety, security or fairness incident involving the system

☐ A relevant change in law or regulatory guidance

☐ Scheduled annual review, whichever comes first



Need help putting this into practice?

INTAI works with organisations to design, implement and assure practical AI governance — from first strategy through to ongoing risk management and regulatory readiness. If you would like support applying this template to your organisation, our team is glad to help.

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