



DOWNLOADABLE TEMPLATE

RISK & ASSURANCE

AI Risk Register Template

Maintain a clear record of identified AI risks, existing controls, treatment actions, accountable owners and ongoing monitoring requirements.

AI Risk Register Template

This template gives you a single, organisation-wide view of AI-related risk, built from individual AI Risk Assessments. It is designed to be a living document reviewed regularly by your governance committee, not a static record completed once and filed away.

1 How to Use This Register

This register consolidates the outputs of individual AI Risk Assessments into a single, organisation-wide view. It should be reviewed regularly by your AI Governance Committee, not treated as a static record.

- ☐ Every risk entry should trace back to a completed AI Risk Assessment
- ☐ Update residual ratings whenever controls or circumstances change
- ☐ Review the full register at a fixed cadence, in addition to updating individual entries as needed
- ☐ Escalate risks that breach your organisation's risk appetite thresholds without waiting for the next scheduled review

2 Risk Register

Maintain one row per identified risk. A single system may have several associated risks.

RISK ID	SYSTEM / USE CASE	RISK DESCRIPTION	CATEGORY	INHERENT RATING	RESIDUAL RATING	OWNER	STATUS
R-001							
R-002							
R-003							
R-004							
R-005							

3 Risk Heat Map Reference

Use consistent likelihood and impact definitions across all entries, so ratings can be compared meaningfully across different systems and risk categories.

SCORE	LIKELIHOOD DEFINITION	IMPACT DEFINITION
1	Rare — unlikely to occur	Negligible — minimal effect if it occurred
2	Unlikely — could occur occasionally	Minor — limited, easily contained effect

SCORE	LIKELIHOOD DEFINITION	IMPACT DEFINITION
3	Possible — may occur at some point	Moderate — noticeable effect requiring response
4	Likely — expected to occur	Major — significant harm, cost or exposure
5	Almost certain — expected regularly	Severe — critical harm, legal or safety consequence

4 Escalation Thresholds

Define when a risk moves from routine monitoring to active escalation, and how reporting frequency should scale with severity.

RESIDUAL RATING BAND	ESCALATION ROUTE	REPORTING FREQUENCY
1-6 (Low)	Monitored by system owner	Reviewed at scheduled register review
8-12 (Moderate)	Reported to AI Governance Committee	Monthly, until reduced
15-25 (High)	Escalated immediately to AI Governance Committee and Executive Sponsor	Weekly until mitigated or formally accepted

5 Register Governance

Confirm who owns this register and how it connects to wider risk reporting.

REGISTER OWNER

REVIEW FREQUENCY

REPORTING LINE (E.G. AI GOVERNANCE COMMITTEE, BOARD RISK COMMITTEE)



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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