

Process Change Risk Assessment Record

Process/Change Title

Location / Department

Assessor

Date of Assessment

Description of Proposed Change

Hazard Identification & Risk Assessment

Activity / Step	Hazard	Potential Consequences	Existing Controls	Initial Risk Rating	Additional Controls Required	Residual Risk Rating	Responsible Person

Implementation & Review

Action Plan / Implementation Steps

Planned Review Date

Reviewer

Review Comments

Approval

Name	Position	Signature	Date

