

Departmental Risk Assessment Matrix										Assessment Date	
Impact on Business or System		Severity	Probability	Scale						Score	
Safety											
Not Serious	1		Severity	5	5	10	15	20	25		
Moderate	2			4	4	8	12	16	20		
Moderately Serious	3			3	3	6	9	12	15		
Very Serious	4			2	2	4	6	8	10		
Catastrophic	5			1	1	2	3	4	5		
Auditor				1	2	3	4	5			
Department Manager				Probability							
Audits will be performed at no more than 3 Month intervals											
Audits will be performed at no more than 6 months intervals											
Audits will be performed at no more than 12 months intervals											
Last Audit Date		QA Management Approval							Date		
Next Audit											
Frequency (months)											
1. Last audit (Internal, External, Special, etc...)										Probability	
3 months or less										1 Very Low	
4 to 6 months										2 Low	
7- 12 months										3 Moderate	
More than 12 months										4 High	
No Audit										5 Extremely High	
2. Number of last internal and external audit findings.											
None										1 Very Low	
1 to 3										2 Low	
4 to 6										3 Moderate	
7 to 9										4 High	
10 or more										5 Extremely High	
3. Audit finding comparison											
No previous audit findings										1 Very Low	
Number of last Audit Findings decreased from the previous audit										2 Low	
Same number of Audit findings from previous audit										3 Moderate	
Number of last Audit findings significantly increased from previous audit										4 High	
No previous audit										5 Extremely High	
4. Other findings since last audit											
None										1 Very Low	
Preventative Actions										2 Low	
Repeat Audit findings from previous audit or department related re-receives										3 Moderate	
Customer related CAPA (Warranty, Damage, etc...)										4 High	
CASE or FAA Audit finding										5 Extremely High	
5. Changes in man power.											
None										1 Very Low	
Minor changes / Low Turn-over										2 Low	
Moderate changes / Moderate Turn-over										3 Moderate	
Significant changes / Significant Turn-over										4 High	
Major changes / High Turn-over										5 Extremely High	
6. Changes to QSM or Departmental Work Instructions and/or procedural changes.											
None										1 Very Low	
Minor Revisions and process changes										2 Low	
Moderate changes / Revisions										3 Moderate	
Significant changes / Significant procedural and or process changes										4 High	
Major changes to Policies and Procedures / Major process re-engineering										5 Extremely High	
7. Changes in management or management re-organization											
None										1 Very Low	
Minor										2 Low	
Moderate										3 Moderate	
Significant										4 High	
Major										5 Extremely High	
8. Level of Supervision / Span of control											
Director or Above										1 Very Low	
Manager										2 Low	
Supervisor										3 Moderate	
Technician / Contractor / Individual										4 High	
None										5 Extremely High	
9. Level of Training											
QSM / Department Specific / Specialized Task Training / Outsource Training										1 Very Low	
QSM / Department Specific / Specialized Task Training										2 Low	
QSM / Department Specific										3 Moderate	
Department Specific / Job Specific / Function Specific										4 High	
None										5 Extremely High	
10. Workforce ratio											
100% Staffed										1 Very Low	
90% Staffed										2 Low	
80% Staffed										3 Moderate	
70% Staffed										4 High	
Less than 60% Staffed										5 Extremely High	