CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY	**2. DATE** *(DD/MM/YYYY)*

3. PREPARED BY

a. Name *(Last, First, Middle Initial)*	b. Rank	c. Duty Title/Position

d. Unit	e. Email	f. Telephone

g. Signature of Preparer

Five steps of Risk Management: (1) Identify the hazards   (2) Assess the Risks   (3) Develop Controls & Make Decisions
(4) Implement controls   (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)

4. SUB- ACTIVITY or SPECIFIC TASK Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.	**5. HAZARD** Consider Hazards from each of the "5-M" categories in CAPP 163: - Member - Medium - Machine - Mission/ Activity - Management	**6. INITIAL RISK LEVEL** Use Risk Assessment Matrix on page 3.	**7. RISK CONTROL** Describe the actual control being used to address the specific risk.	**8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT** Describe how the risk control will be implemented and monitored, and who is responsible.	**9. RESIDUAL RISK LEVEL** Use Risk Assessment Matrix on page 3 of form
				How: **Who:**	
				How: **Who:**	
				How: **Who:**	

ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2

10. OVERALL RESIDUAL RISK LEVEL - *(The highest residual risk level in Column 9, with all controls implemented)***:**

EXTREMELY HIGH	HIGH	MEDIUM	LOW

NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY   APPROVE   DISAPPROVE

a. Name *(Last, First, Middle Initial)*	b. Rank	c. Duty Title/Position	d. Signature of Approval Authority

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

(Use CAPF 160HL if additional space is needed)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

Risk Assessment Matrix		Probability (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EH	H	H	M	L
Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability	III	H	M	M	L	L
Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	IV	M	L	L	L	L

Legend: **EH** – extremely high risk   **H** – high risk   **M** – medium risk   **L** – low risk

NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC

13. RISK ASSESSMENT REVIEW

a. Date	b. Name (Last, First)	c. Rank	d. Duty Title/Position	e. Signature of Reviewer

14. AFTER-ACTION FEEDBACK AND LESSONS LEARNED

Instructions for Completing CAPF 160 - Deliberate Risk Assessment Worksheet

1. **Activity:** Briefly describe the overall Activity for which the deliberate risk assessment is being conducted (e.g., SAREX, Wing Encampment, NCSA, etc.).

2. **Date:** Self Explanatory.

3. **Prepared By:** Information provided by the individual conducting the deliberate risk assessment for the activity.

4. **Sub-Activity or Specific Task:** Use a separate block to describe each sub-activity or task. Examples might include Obstacle Course, PT Test, Aircraft Parking, or other tasks that are a part of the overall Activity.

5. **Hazard:** Specify hazards related to the subtask in block 4. There may be multiple hazards associated with each sub-activity. Use a separate row for each hazard.

6. **Initial Risk Level:** Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified, using probability and potential severity. Enter resulting Risk Level in this column.

7. **Control:** Describe or explain the risk controls or methods to be used to reduce the risk level associated with the hazard identified in block 5.

8. **How to Implement / Who Will Implement:** Briefly describe how each control will be implemented and the name of the individual who has primary responsibility for implementing and monitoring the risk control.

9. **Residual Risk Level:** Assuming the controls will be effective, determine the residual risk level based on the predicted probability and possible severity with the controls in place. NOTE: Any residual risk identified as "EH" or "H" must be approved by CAP/CC.

10. **Overall Risk After Controls Are Implemented:** Assign an overall residual risk level. This is the highest residual risk level (from block 9). NOTE: Any activity with residual risk identified as "EH" or "H" must be approved by CAP/CC.

11. **Supervision Plan and Recommended Course of Action:** Completed by preparer. Summarize the overall risk management plan for the Activity, including identification of individual responsible for on-going evaluation of plan and supervision of real time risk management.

12. **Approval/Disapproval of Activity:** The leader in charge of the event (Activity Director, Commander, Incident Commander, etc.) approves or disapproves the Activity based on the overall risk assessment in Block 10.

13. **Risk Assessment Review:** For on-going activities, the approval authority (Block 12) should appoint individuals with sufficient oversight of the activity to periodically review risk controls to determine if they are effective or if overall risk has changed. If the overall risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations. Signature signifies review complete and event continues as planned.

14. **After-Action Feedback and Lessons Learned:** Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practical solutions, or alternate actions. Submit and brief valid lessons learned as outlined in CAPR 160-1.

Additional Guidance: Use CAPF 160HL if additional rows are needed for hazard assessments.