

Best Practice

Risk Management Master Plan

**for Equipment, Computer Systems, Networked Systems
and Spreadsheet Applications**



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1. Purpose and Scope of this Master Plan

This plan provides a framework and practices for risk management of processes, equipment, computer systems and networked systems for laboratories, offices and manufacturing. It is also applicable to risk management during software development and development and use of Macros and Spreadsheet applications. It applies to new and to legacy systems. The Risk Management Master Plan should ensure that risk assessment and control are carried out efficiently and consistently throughout the organization as well as meeting regulatory, customer, quality and business requirements. The plan should ensure that the company's risk management procedures are understood and followed throughout the organization. The company Risk Management Master Plan is the basis of individual Risk Management Project Plans.

This master plan describes:

- The approach to the company's risk management.
- Who in the organization is responsible for what.
- Other documents related to risk management plans.
- Which products and processes need risk management.
- Contents of individual Risk Management Project Plan.
- How severity and probability are defined.
- Factors contributing to high and low severity
- How to make a high-level risk assessment.
- Detailed steps for risk management.

Specific examples are given for:

- Computer systems
- Network infrastructure
- Macros and Spreadsheet applications
- Legacy systems

The concepts of the examples given can also be applied to other systems. Towards the end you will find a glossary and templates for easy implementation.