Enterprise Risk Management (ERM) Checklist

This checklist serves as a practical tool to help the Provincial Cooperative Development Office (PCDO) and assisted cooperatives identify, assess, manage, and monitor risks that may affect the achievement of objectives, service delivery, and sustainability.

I. Governance and Leadership Risks

☐ Clear organizational structure and defined roles ☐ Approved vision, mission, and strategic objectives ☐ Updated policies, manuals, and guidelines ☐ Functional Board / Management with regular meetings ☐ Conflict of interest policy in place and observed ☐ Succession planning for key positions ☐ Decisions properly documented (Minutes, Resolutions)

II. Strategic and Program Risks

☐ Strategic / Development Plan approved and updated ☐ Annual Work and Financial Plan aligned with strategic goals ☐ Programs responsive to members' / beneficiaries' needs ☐ Targets and performance indicators clearly defined ☐ Risks identified during planning activities ☐ Contingency plans for priority programs

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III. Financial Management Risks

☐ Approved annual budget and authority to disburse ☐ Adequate internal controls over cash and assets ☐ Segregation of duties (collection, recording, custody) ☐ Regular financial reporting and review ☐ Timely payment of obligations and statutory dues ☐ Audit findings addressed and acted upon ☐ Reserve funds and insurance coverage in place

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IV. Operational Risks

☐ Standard operating procedures (SOPs) documented ☐ Staff roles and workloads clearly defined ☐ Adequate staffing and capacity for operations ☐ Monitoring of program implementation conducted ☐ Equipment, facilities, and logistics maintained ☐ Business continuity / disaster preparedness plan ☐ Health, safety, and security measures observed

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V. Compliance and Legal Risks

☐ Compliance with CDA, provincial, and national laws ☐ Valid registrations, permits, and licenses ☐ Timely submission of mandatory reports ☐ Contracts and agreements reviewed and approved ☐ Policies on data privacy and confidentiality ☐ Legal issues or cases properly documented and managed

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VI. Reputational and Stakeholder Risks

☐ Transparent communication with members / stakeholders ☐ Grievance and feedback mechanism established ☐ Complaints properly recorded and addressed ☐ Ethical standards and code of conduct enforced ☐ Public information and disclosures are accurate

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VII. Information and Technology Risks

☐ Secure storage of records (physical and digital) ☐ Access controls for files, systems, and databases ☐ Regular data backup procedures ☐ Use of official Google Forms and Sheets for reporting ☐ Data validation and review mechanisms ☐ Cybersecurity awareness among staff

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VIII. Monitoring and Risk Review

☐ Risk register or risk list maintained ☐ Risks rated according to likelihood and impact ☐ Mitigation measures identified and implemented ☐ Responsible persons assigned per risk ☐ Regular review of risks (quarterly / annually) ☐ ERM integrated into planning, monitoring, and reporting

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IX. Documentation and Reporting

☐ ERM checklist accomplished and updated regularly ☐ Risk-related issues reflected in reports and minutes ☐ Corrective actions documented and tracked ☐ ERM findings reported to Management / Board

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Assessment Guide (Optional): - Compliant / In Place - Partially Compliant - Not Compliant - Not Applicable

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X. Risk Rating Matrix (Likelihood × Impact)

To prioritize risks identified in this checklist, use the Risk Rating Matrix below. Each risk shall be assessed based on **Likelihood** and **Impact**, then assigned an overall **Risk Level**.

A. Likelihood Scale

Rating	Description
1	Rare – Unlikely to occur within the year
2	Unlikely – May occur occasionally
3	Possible – Could occur at some time
4	Likely – Expected to occur in most circumstances
5	Almost Certain – Occurs frequently

B. Impact Scale

Rating	Description
1	Insignificant – Minimal disruption, no financial or reputational impact
2	Minor – Manageable disruption, minimal cost
3	Moderate – Noticeable impact on operations or targets
4	Major – Serious disruption, regulatory or financial consequences
5	Severe – Critical failure, legal sanctions, or loss of public trust

C. Risk Rating Computation

Risk Score = Likelihood × Impact

Risk Score	Risk Level	Required Action
1–5	Low	Monitor and manage through routine controls
6–12	Medium	Implement mitigation measures and monitor regularly

Risk Score	Risk Level	Required Action
15–25	High	Immediate management attention and action required

D. Sample Risk Register Format

Identified Risk	Category	Likelihood	Impact	Risk Score	Risk Level	Mitigation Measures	Responsible Person	Target Date

E. Review and Reporting

- High risks shall be reported immediately to Management / Board
- Medium risks shall be included in regular monitoring reports
- Low risks shall be documented and reviewed periodically

This ERM Checklist may be used during planning, monitoring, internal assessment, and audit preparation activities.