



# Contract Risk Assessment Checklist

18 Apr 2024 / Margery Lila

**Complete**

<b>Score</b>	16 / 18 (88.89%)	<b>Flagged items</b>	2	<b>Actions</b>	2
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**Conducted on**

18 Apr 2024 10:32 PST

**Prepared by**

Margery Lila

**Staff (if applicable)**

Nawal Eustorgio  
Minakshi Hariwini  
Freyr Donald

## Flagged items & Actions

2 flagged, 2 actions

### Flagged items

2 flagged, 2 actions

Contract Risk Assessment Checklist / Financial Risks

#### Are there clear calculations of expenditures?

No

They said this will be discussed next meeting but we should have this ASAP

**To do** | Priority: High | Due: 25 Apr 2024 10:38 PST | Created by: SafetyCulture Staff

Follow up on expenditure calculation ASAP

Contract Risk Assessment Checklist / Financial Risks

#### Are there contingency plans in case of unexpected spending or losses?

No

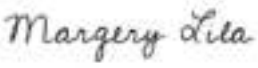
**To do** | Priority: High | Due: 25 Apr 2024 10:40 PST | Created by: SafetyCulture Staff

Follow up on expenditure plan ASAP

### Other actions

0 actions

<b>Contract Risk Assessment Checklist</b>		2 flagged, 2 actions, 16 / 18 (88.89%)
Financial Risks		2 flagged, 2 actions, 3 / 5 (60%)
<b>Is there a clearly defined budget for the project or proposed contract?</b>		Yes
<b>Are there clear calculations of expenditures?</b>		No
They said this will be discussed next meeting but we should have this ASAP		
<b>To do</b>   Priority: High   Due: 25 Apr 2024 10:38 PST   Created by: SafetyCulture Staff		
Follow up on expenditure calculation ASAP		
<b>Are there contingency plans in case of unexpected spending or losses?</b>		No
<b>To do</b>   Priority: High   Due: 25 Apr 2024 10:40 PST   Created by: SafetyCulture Staff		
Follow up on expenditure plan ASAP		
<b>Are there substitute procurement agencies or partners that can easily be contacted in case of emergency?</b>		N/A
Will follow after expenditure planning		
<b>Is there a proper documentation process for all expenditures?</b>		Yes
<b>Are payment terms clear for all parties involved?</b>		Yes
Regulatory Risks		6 / 6 (100%)
<b>Is the project or contract compliant with all legal regulations of the local area?</b>		Yes
<b>Is the project or contract compliant with quality standards set by all parties involved?</b>		Yes
<b>Is there assurance that all employees, contractors, and subcontractors will be paid fairly?</b>		Yes
<b>Are all tasks to be done compliant with local and international safety regulations?</b>		Yes
<b>Are deadlines for compliance with regulatory standards clear and communicated to all?</b>		Yes
<b>Is there a proper documentation process in place?</b>		Yes

Performance Risks		3 / 3 (100%)
Are the project or contract's scope and limitations clearly defined?		Yes
Are the expectations and deadlines set achievable and realistic?		Yes
Are there contingency plans for cases wherein deadlines and expectations are not met?		Yes
Security Risks		4 / 4 (100%)
Are all external partners (such as third party suppliers, software providers, and cloud services) properly screened?		Yes
Do all parties have a safe way of managing and protecting their data?		Yes
Are restricted work areas properly protected and isolated from unauthorized personnel?		Yes
Are there contingency plans in case of mishandled or leaked private information?		Yes
Sign-off		
<b>Additional comments (N/A if none)</b>		
N/A		
<b>Recommendations (N/A if none)</b>		
Follow up on expenditure plan ASAP		
<b>Prepared by</b>		
	Margery Lila 18 Apr 2024 10:40 PST	