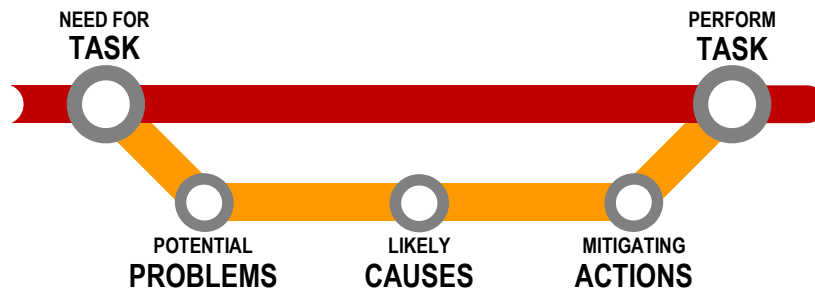


to-the-point RISK MITIGATION



1. NEED FOR TASK

What is the task you plan to perform?

- State the task in short, concise terms.
- If all your answers are NO to the following questions:
 - Is it unfamiliar?
 - Did it previously go wrong?
 - If it goes wrong can it then compromise safety? Damage reputation? Cause financial loss? Waste of labor?...

then proceed to **5. PERFORM TASK**, otherwise proceed to **2. POTENTIAL PROBLEMS**.

2. POTENTIAL PROBLEMS

What could happen or go wrong? What else?

- Picture the steps and inputs to perform the task, e.g. *the task cannot start on time, the task is interrupted during execution* (separate into minor steps if needed), *the subsequent operation experiences deviations*.

3. LIKELY CAUSES

What could cause the potential problem to occur? What else?

- Identify likely causes for each potential problem.

4. MITIGATING ACTIONS

What can we do to keep the causes from happening?

- Identify specific preventive options.

What can we do to reduce the adverse consequences if it happens anyway?

- Identify specific contingent options.

What do we do?

- Decide on and perform appropriate actions to mitigate the risk to an acceptable level.

5. PERFORM TASK

Are you ready to perform the task?

- Perform the task and make sure that the task has had the desired effect.