

## 01 ASSESS TASK

---

### WHAT IS THE TASK YOU PLAN TO PERFORM?

- State the task in short, concise terms.
- If there is a standard operating procedure for the specific task then proceed to **05. PERFORM TASK**, otherwise ask yourself the following questions:
  - Is it unfamiliar?
  - Did it previously go wrong?
  - If it goes wrong can it compromise safety? Damage reputation? Cause financial loss? Waste of labor?

If all your answers are NO then proceed to **05. PERFORM TASK**, otherwise proceed to **02. POTENTIAL PROBLEMS**.

## 02 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.

## 03 CAUSES AND OPTIONS

---

### WHAT COULD CAUSE THE POTENTIAL PROBLEM TO OCCUR? WHAT ELSE?

- Identify likely causes for each potential problem.

### 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.

## 04 MITIGATION ACTIONS

---

### WHAT DO WE DO?

- Decide on appropriate actions to mitigate the risk to an acceptable level.
- Consider preventive as well as contingent actions.

## 05 PERFORM TASK

---

### ARE YOU READY TO PERFORM THE TASK?

- Follow any standard operating procedure if it exists, otherwise perform any risk mitigation action and the task.
- Make sure that the task has had the desired effect.