# Questionnaire CHECKLIST

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| **Risk Management Questionnaire Checklist-**  |  |
| Air Cadet League of Canada |  |  |  |
| **Squadron #:** |   |  |   |
| **Province:** |   |  |  |
|  |  |  |  |
| **General questions:** |  |  |  |
|  |  |  |  |
| 1In your opinion and for your area of responsibility what would be the worst incident(s)/accident(s) that could likely occur?  |
| What would be the consequences for the organization? |  |  |
| Answer: |  |  |  |
|  |  |  |  |
| 2- In your opinion and for your area of responsibility what would be, the incident(s)/accident(s) most likely to occur that would significantly impact the organization’s activities? |
|  |  |  |
| Answer: |  |  |  |
|  |  |  |  |
| 3- What forthcoming changes do you think could represent an increase in the Risks that the Organization faces? |
| Answer: |  |  |  |
|  |  |  |  |
| 4- In your opinion and for your area of responsibility what are the major challenges, by level of importance, affecting your organization?Answer:5-List any potential opportunity that, if missed, could have an impact on the organization’s future. |
| Answer: |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Risk Checklist** |  |  |  |
|  |  |  |  |
| Risk categories | Potential specific risk scenarios | Can this risk occur and impact the squadron^ | Comments (if any) |
|   |   | Y/N |   |
| Public perception | Negative Reaction to a Cadet Activity |   |   |
|   | Lack of Community Support |   |   |
|   | Lack of Emergency Communication Plan |   |   |
|  | Negative Reaction to a Sponsor  |  |  |
|  | Decrease participation of new cadets and staff |  |  |
|  | Negative Press Release |  |  |
|   |   |   |   |
| Lack of funding | Lack of sponsor support |   |   |
|   | Too much fund raising |   |   |
|   | Inadequate finances |   |   |
|  | Program delivery deficiencies  |  |  |
|   |   |   |   |
| Relations with DND | Tense relationship with DND local staff |   |   |
|   | Poor relation SSC volunteers and CIC staff |   |   |
|  | Funding conflicts |  |  |
|   |   |   |   |
| Parent relations | Conflict with parents and CIC staff |   |   |
|   | Parent Apathy |   |   |
|  | Conflict of parents and SSC |  |  |
|   |   |   |   |
| Volunteer management | Volunteers not following protocols |   |   |
|   | Abuse of any kind |   |   |
|   | Lack of Knowledge of Duties/ Responsibilities |   |   |
|  | Reduced number of volunteers |  |  |
|  | Internal politics issues |  |  |
|   |   |   |   |
| Financial risks | Incomplete insurance/ lack of awareness |   |   |
|   | Internal fraud |   |   |
|   | External fraud |   |   |
|   | Improper/ Inaccurate Record Keeping |   |   |
|   | Improper Controls on Credit/ Debit Cards |   |   |
|   |   |   |   |
| Other human risks | Demographic shift |   |   |
|   | Too many/ too few recruits to sustain squadron |   |   |
|  | Too few staff or volunteers to sustain squadron |  |  |
|   |   |   |   |
| Capital Assets & Facilities | Proper Insurance |   |   |
|   | Cost/Benefit Analysis  |   |   |
|  | Loss of facility, infrastructure or assets |  |  |
|  | Loss of use of facility, infrastructure/accommodation |  |  |
|  |  |  |  |
| Regulatory risks | Filing requirements not met |   |   |
| if a Society /Char. Assoc.  | Terms of agreement not met |   |   |
|   | Required ACL information late or not sent |   |   |
|   |   |   |   |
| Technology risks | Cyber attack |   |   |
|   | Ransomware - Social engineering |   |   |
|   | Poor user and password control |   |   |
|  | Loss of records, files, or information, |  |  |
|   |   |   |   |
| Environmental risk | Spills |   |   |
|   | Release of air born contaminants |   |   |
|   |   |   |   |
| Employee management | Disputes |   |   |
|   | Harassment |   |   |
|   | Discrimination |   |   |
|   | Poor performance |   |   |
|   |   |   |   |