# Questionnaire CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |
|  |  |  |  |