

# Reviewing and Archiving Standard Risk Assessments in the Assure System

**Note:** The process described requires you to both create a new assessment and archive the old one. This allows you to copy information from the original assessment so you don't have to start from scratch. If you prefer, you can miss Steps 4-6.

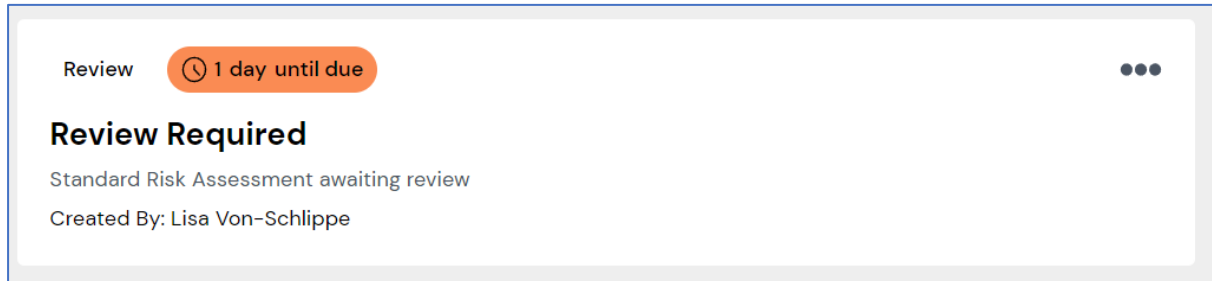
As a Risk Assessor, you will be sent a reminder that a Review is due. When you receive such a reminder, you should take the following steps.

## Step one

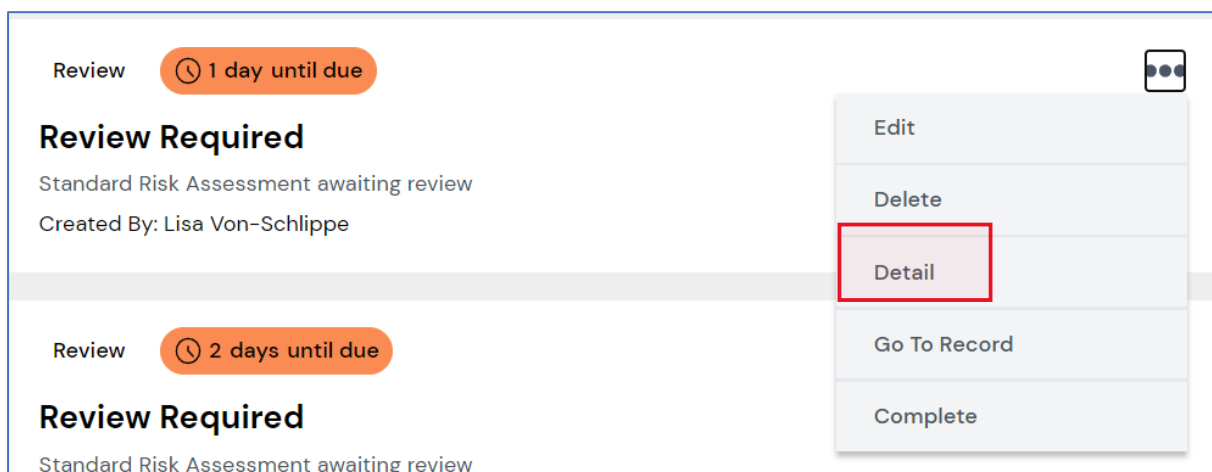
Log on to Assure.

## Step two

Look at your Tasks. If you are due to carry out a review, a message will be displayed.



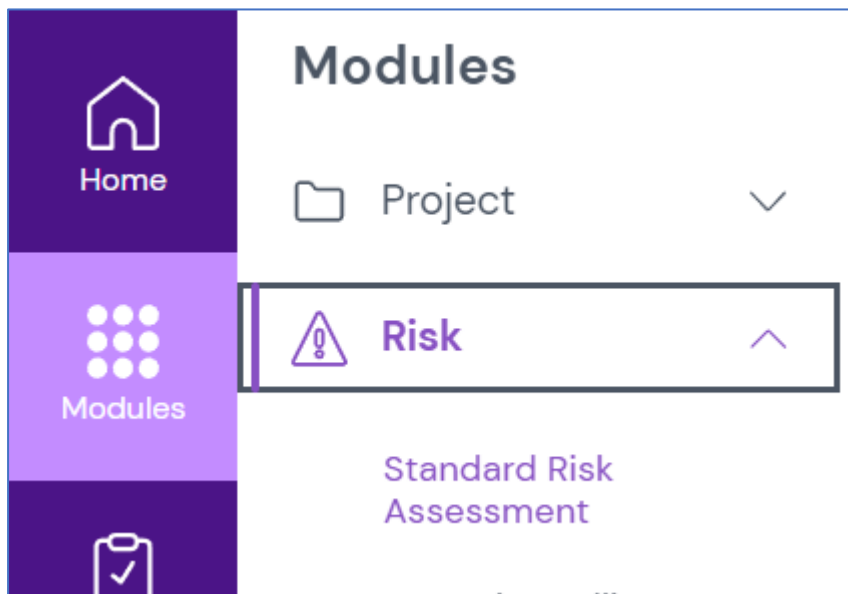
Click on the three dots on the top right, which gives you some options.



Check the **Details** of the record (third option in the list) and make note of the number of the assessment.

## Step three

Go to **Modules, Risk** then **Standard Risk Assessment**



Locate the risk assessment you need to review.

## Step four

Click on the three dots in the right-hand corner of the assessment you want to review – that will give you a menu.

Reference	Organisational Unit	Date of Assessment	Assessor Name	
15	Business Continuity and...	14/03/2022	Lisa von Schlippe	<ul style="list-style-type: none"> <li>Detail</li> <li>Reports</li> <li><b>Copy</b></li> <li>Delete</li> <li>Approvals</li> <li>Reviews</li> <li>Logs</li> <li>Email</li> </ul>
Related	Title of Assessment	Overall Residual Risk Level	Last update	
1	test 14 March	6	18/07/2022 16:33:41	
Reference	Organisational Unit	Date of Assessment	Assessor Name	
13	Trial Area 2 (PSS Divisions)	10/03/2022	Gavin Rainey	
Related	Title of Assessment	Overall Residual Risk Level	Last update	
	Notification test	0	10/03/2022 09:51:34	

Select **Copy** (third option down).

You will be given a number of options on the screen – ignore them (leave them blank) and click on **Copy**.

### Copying Options

▼ Copying Options

**Reference\*** Automatic Reference  System Assigned

Copy Actions

Copy Attachments

Copy Policies

➤ Record Review

Copy

## Step five

All the information from the original risk assessment will be copied. You can now review and update it (see Guide for creating a risk assessment). At the very least, you will need to change the date of the assessment to today's date.



## Step six

Once you are satisfied that you have made all the necessary changes, you can **Save and Close**. You can also **Save and Close** if you realise that you will need to return to the assessment at a later date.

## Step seven

Return to the original risk assessment (*note: although the number in the screen shots has changed, the process is as described*).

Reference	Organisational Unit	Date of Assessment	Assessor Name	
82	Business Continuity and...	15/09/2022	LISA VON SCHLIPPE	Re-open Submit Approved Archive
Related	Title of Assessment	Overall Residual Risk Level	Last update	
1	For screen grabs	12	16/09/2022 10:36:27	

If it shows **Approved**, click on the three dots top right, and select **Reviews**:

Reference	Organisational Unit	Date of Assessment	Assessor Name	
82	Business Continuity and...	15/09/2022	LISA VON SCHLIPPE	Detail Reports Edit Copy Delete Approvals Reviews Logs Email
81	Test Internal	09/09/2022	Graham Willers	
Related	Title of Assessment	Overall Residual Risk Level	Last update	
	Test RA - 09.09.22	8	09/09/2022 11:17:13	
Reference	Organisational Unit	Date of Assessment	Assessor Name	
80			Graham Willers	

In the following view, click on the cogwheel bottom right



## Review

[+ New Record](#)

Search:

Reference	Organisational Unit	Date of Assessment	Assessor Name	<a href="#">Re-open</a>	...
82	Business Continuity and...	15/09/2022	LISA VON SCHLIPPE	<a href="#">Submit</a>	
Related	Title of Assessment	Overall Residual Risk Level	Last update	<a href="#">Approved</a>	<a href="#">Archive</a>
1  0  0  0	For screen grabs	12	16/09/2022 10:36:27		

Due Date	Review By	Complete Date
17/09/2022	Lisa Von-Schlippe	

Showing 1 to 1 of 1 entries

Select **Complete** from the drop down

## Review

[+ New Record](#)

Search:

Reference	Organisational Unit	Date of Assessment	Assessor Name	<a href="#">Re-open</a>	...
82	Business Continuity and...	15/09/2022	LISA VON SCHLIPPE	<a href="#">Submit</a>	
Related	Title of Assessment	Overall Residual Risk Level	Last update	<a href="#">Approved</a>	<a href="#">Archive</a>
1  0  0  0	For screen grabs	12	16/09/2022 10:36:27		

Due Date	Review By	Complete Date
17/09/2022	Lisa Von-Schlippe	


Showing 1 to 1 of 1 entries

- Edit
- Complete**
- Delete
- Detail

UK Version: 16.5.12960.0

Uncheck the box **Setup Next Review**, then you can **Save and Close**.

▼ Complete Review

Complete Date\*  

Review By Lisa Von-Schlippe

Comments

Setup Next Review

▶ Assessment Details

▶ Project Risk Assessment Reference

▶ Hazards And Control Measures

▶ Conclusion

▶ Record Detail

On the following view, click on **Archive**



## Review

+ New Record

Reference	Organisational Unit	Date of Assessment	Assessor Name	
82	Business Continuity and...	15/09/2022	LISA VON SCHLIPPE	<a href="#">Re-open</a> <a href="#">Submit</a>
Related	Title of Assessment	Overall Residual Risk Level	Last update	<a href="#">Approved</a> <a href="#">Archive</a>
1	For screen grabs	12	16/09/2022 10:36:27	
Due Date	Review By	Complete Date		
17/09/2022	Lisa Von-Schlippe	16/09/2022		

Showing 1 to 1 of 1 entries

Write a comment in the Comment box (e.g. give the number of the new SRA which has superseded this one).



Standard Risk Assessment ☆ Actions 📎 Attachments 📄 Notes 👤 Signatures

▼ Archive Record

**Date** 16/09/2022

**Comments**  
99965 characters left

SRA 82 has been replaced by SRA 84.

▶ Assessment Details

▶ Project Risk Assessment Reference

▶ Hazards And Control Measures

▶ Conclusion

▶ Record Detail

📄 Save & Close Cancel Expand

### Save and Close

The record will now show as being Archived.





## Approval

<p>Reference <b>82</b></p> <p>Related 📄 1   📎 0   📖 0   🗨️ 0</p>	<p>Organisational Unit <b>Business Continuity and...</b></p> <p>Title of Assessment <b>For screen grabs</b></p>	<p>Date of Assessment <b>15/09/2022</b></p> <p>Overall Residual Risk Level <b>12</b></p>	<p>Assessor Name <b>LISA VON SCHLIPPE</b></p> <p>Last update <b>16/09/2022 10:36:27</b></p>	<p> <b>Re-open</b></p> <p> Submit</p> <p> Approve</p> <p> Archived</p>	<p>⋮</p>
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Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments	
Auto Assigned	15/09/2022	Lisa Von-Schlippe	Risk Assessor	15/09/2022		No		
Rejected	15/09/2022	Graham Willers	Risk Assessor	15/09/2022		No		
Submitted	15/09/2022	Graham Willers			Lisa Von-Schlippe	No		
Submitted	16/09/2022	Graham Willers			Lisa Von-Schlippe	No		
Approved	16/09/2022	Graham Willers			Graham Willers	Yes		
Archived (Current)	16/09/2022	Lisa Von-Schlippe					SRA 82 has been repl	

Showing 1 to 6 of 6 entries

If you didn't do so earlier, complete the new risk assessment.