## BASIC VENDOR RISK ASSESSMENT CHECKLIST TEMPLATE

| STATUS | TASK   | DESCRIPTION | ASSIGNED TO | START DATE | END DATE | REVISIT DATE | NOTES |
|--------|--|-------------|-------------|------------|----------|--------------|-------|
|        | Refer to vendor-specific regulations and guidelines        |             |             |            |          |              |       |
|        | Tailor questionnaire to fit vendor's products and services |             |             |            |          |              |       |
|        | Identify and analyze risks                                 |             |             |            |          |              |       |
|        | Determine vendor's risk rating                             |             |             |            |          |              |       |
|        | Determine due diligence for vendor                         |             |             |            |          |              |       |
|        | Put controls in place for vendor                           |             |             |            |          |              |       |
|        | Define controls and requirements in agreement              |             |             |            |          |              |       |
|        | Determine frequency of ongoing monitoring                  |             |             |            |          |              |       |
|        | Establish frequency for auditing and reviewing risks       |             |             |            |          |              |       |
|        |  |             |             |            |          |              |       |
|        |  |             |             |            |          |              |       |
|        |  |             |             |            |          |              |       |

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