

Risk Tiering Worksheet

System name: [Name] **Case ID:** [ID] **Assessed by:** [Name] **Date:** [Date]

Risk Indicator Scoring

Start at Tier 1. For each "yes" answer, move up one tier (cap at Tier 4). The triage designee may adjust based on context and judgement.

#	Question	Yes / No	If Yes: +1 Tier
1	Affects access to services, benefits, or opportunities?		
2	Could cause physical, financial, or reputational harm?		
3	Operates in a regulated domain?		
4	Uses sensitive personal data?		
5	Automated decision-making without human review?		
6	Novel use of AI for the organization?		

Count of "Yes" answers: ___

Tier Assignment

Tier	Risk Level	Criteria
Tier 1	Low	Internal use only, decision support, no personal data, low consequence of error

Tier	Risk Level	Criteria
Tier 2	Medium	Customer/employee-facing with human oversight, personal data with consent, moderate consequence
Tier 3	High	Affects rights/opportunities, automated decisions with significant impact, sensitive data, regulated domain
Tier 4	Prohibited / Executive Escalation	Prohibited by law or policy, unacceptable risk, exceeds council risk appetite

Calculated tier (based on score): [] Tier 1 [] Tier 2 [] Tier 3 [] Tier 4

Adjusted tier (if different): [] Tier 1 [] Tier 2 [] Tier 3 [] Tier 4

Reason for adjustment (if any):

Review pathway:

- Tier 1: Self-serve with templates. Champion confirms.
- Tier 2: Champion review with lightweight assessment.
- Tier 3: Full council review with impact assessment, model card, and security review.
- Tier 4: Escalated to executive sponsor. May be blocked.