

## Fraud Risk Assessment

### 1. Assessment Details

Location/Department:	Assessed by:	Site:
	Position:	Date:
	Ref:	Review date:

### 2. General Activities

(X as applicable)

Does the assessed area:

<input type="checkbox"/> Control the supply of products or services?	<input type="checkbox"/> Have access to customer records?
<input type="checkbox"/> Generate revenue?	<input type="checkbox"/> Collect revenue?
<input type="checkbox"/> Provide refunds?	<input type="checkbox"/> Control accounts or expenditure?
<input type="checkbox"/> Appoint or instruct suppliers?	<input type="checkbox"/> Acquire, control or dispose of assets?

Comments:

### 3. Fraud Indicators

(X as applicable)

Does the assessed area:

<input type="checkbox"/> Have a history of fraud or fraud investigations?	<input type="checkbox"/> Frequently override internal controls?
<input type="checkbox"/> Regularly lose key documents, such as invoices or contracts?	<input type="checkbox"/> Have regular or long-standing accounts queries?
<input type="checkbox"/> Continually vary budgets or contracts?	<input type="checkbox"/> Provide overly complicated answers to routine enquiries?
<input type="checkbox"/> Have financial records that cannot be balanced?	<input type="checkbox"/> Engage in excessive movements of cash or transactions?
<input type="checkbox"/> Generate duplicate payments or 'ghost' records?	<input type="checkbox"/> Allow P.O. box numbers as shipping addresses?
<input type="checkbox"/> Pass over lowest tenders with little or no explanation?	<input type="checkbox"/> Have third parties that insist on dealing with only one individual?
<input type="checkbox"/> Have staff exhibiting unusual behaviour?	<input type="checkbox"/> Have staff that insist on dealing with only one individual?

Comments:

#### 4. Control Measures

(X as applicable)

- |  |  |
|--|--|
| <input type="checkbox"/> Are Fraud and Whistleblowing Policies in place?                   | <input type="checkbox"/> Is a Fraud Response Plan documented?                            |
| <input type="checkbox"/> Is the area to be assessed periodically audited for fraud?        | <input type="checkbox"/> Is the area supervised and are fraud indicators monitored?      |
| <input type="checkbox"/> Are random spot checks undertaken from time to time?              | <input type="checkbox"/> Is data analysis undertaken to identify potential fraud?        |
| <input type="checkbox"/> Are individual levels of authority established and complied with? | <input type="checkbox"/> Are staff responsibilities and reporting lines clearly defined? |
| <input type="checkbox"/> Are operational procedures in place and followed?                 | <input type="checkbox"/> Are staff trained in relevant policies and procedures?          |
| <input type="checkbox"/> Are duties and responsibilities segregated in higher risk areas?  | <input type="checkbox"/> Are staff rotated in higher risk areas?                         |
| <input type="checkbox"/> Is proof of ID required before supplying goods and services?      | <input type="checkbox"/> Is proof of ID required before authorising payments?            |
| <input type="checkbox"/> Are original papers required before supplying goods and services? | <input type="checkbox"/> Are original papers required before authorising payments?       |
| <input type="checkbox"/> Has a money laundering review been undertaken?                    | <input type="checkbox"/> Do systems and records provide a full and secure audit trail?   |
| <input type="checkbox"/> Is key documentation sequentially numbered?                       | <input type="checkbox"/> Are new staff in higher risk areas properly vetted?             |
| <input type="checkbox"/> Is sensitive information and intellectual property held securely? | <input type="checkbox"/> Is access to financial stationery restricted?                   |
| <input type="checkbox"/> Do IT systems comply with a recognised security standard?         | <input type="checkbox"/> Is confidential waste held secure and properly disposed of?     |
| <input type="checkbox"/> Are key assets marked and is an asset register maintained?        | <input type="checkbox"/> Is an approved supplier list established?                       |

Comments:

#### 5. Risk Rating

(X as applicable)

Severity	Likelihood	Risk Rating (Severity x Likelihood)	Score
<input type="checkbox"/> 4 = Catastrophic	<input type="checkbox"/> 4 = Almost certain	<input type="checkbox"/> 12 to 16 VERY HIGH	<input style="width: 50px; height: 30px;" type="text"/>
<input type="checkbox"/> 3 = Serious	<input type="checkbox"/> 3 = Likely	<input type="checkbox"/> 8 to 11 HIGH	
<input type="checkbox"/> 2 = Moderate	<input type="checkbox"/> 2 = Possible	<input type="checkbox"/> 4 to 7 MEDIUM	
<input type="checkbox"/> 1 = Minor	<input type="checkbox"/> 1 = Very remote	<input type="checkbox"/> 1 to 3 LOW	

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