

ALL PURPOSE CHECKLIST

NO.	ITEM	YES	NO	NA
<p>Operational Risk Management (ORM) OPR: Jimmy Campbell 7-2934</p>		<p>DATE 22 January 2004</p>		
<p><u>This checklist is general in nature and is NOT considered all-inclusive. All personnel need to be familiar with ORM requirements and the following:</u></p> <ul style="list-style-type: none"> • AFPD 90-9, Operational Risk Management • AFI 90-901, Operational Risk Management • AFMCI 90-902, Operational Risk Management • HAFB Sup 1 to AFMCI 90-902, Operational Risk Management • AFPAM 90-902, Operational Risk Management 				
1.	Is there evidence that the organizational commander is an advocate for the ORM program? (AFMCI 90-902 paras 5.3.1./5.7.1.)			
2.	Is integration of ORM into planning at all levels supported by the organization commander? (AFMCI 90-902 paras 5.3.3.1. & 5.7.2)			
3.	Is implementation of ORM evident throughout the organization? (AFMCI 90-902 paras 5.7.2./5.7.4.)			
	a. Can the organization show ORM integration at all levels in all functional areas down through shop level?			
	1) Is the program documented?			
	2) Is integration of the ORM process monitored?			
	3) Is integration of ORM processes stressed (to prevent superficial ORM programs)?			
	b. If there are shortfalls in implementation, is there evidence the commander has been informed of these shortfalls and corrective actions taken in a timely manner?			
4.	Risk Decision Making. (AFMCI 90-902 Para 5.7.5.)			
	a. Do policy, guidance and taskings require and support ORM processes?			
	b. Are there published center/organizational policies for elevating risk decisions?			
	c. Are risk decisions made at the appropriate level?			
5.	Have sufficient ORM instructors/advisors/facilitators attended the AFSC sponsored ORM applications course for instructors/advisors/facilitators, or locally taught equivalent? (AFMCI 90-902 Para 5.7.3.)			
6.	Have sufficient ORM instructors/advisors/facilitators been appointed to assist with ORM application within the organization? (AFMCI 90-902 Para 5.7.3.)			
7.	ORM Training. (AFMCI 90-902 Paras 5.6./5.7.6./5.7.8.)			
	a. Is there a program in place to provide all organization personnel appropriate ORM training?			
	b. Have 90% or more of organization supervisory personnel been trained?			
	c. Have 90% or more of organization worker-level personnel be trained?			
	d. Is there a process for training new personnel soon (nominal 60 days) after assignment?			
	e. Are personnel who have not received ORM training scheduled to receive the appropriate training?			
	f. Is supplemental ORM training provided as warranted by job or mission changes?			
8.	Can personnel identify, in general terms, the six steps of the ORM process? (AFMCI 90-902 para 5.7.6.)			
9.	Do commanders (or equivalent) and supervisors ensure personnel apply ORM to daily activities? (AFMCI 90-902 para 5.7.7.)			

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE		
Operational Risk Management (ORM)					
NO.	ITEM	YES	NO	NA	
10.	Is there evidence that personnel at all levels apply ORM principles, concepts, and techniques to assess the risks associated with their daily activities, both on and off duty, as appropriate? (AFMCI 90-902 para 5.7.7.)				
11.	Has the organization assessed its ORM program within the last 12 months? (AFMCI 90-902 Para 5.7.9.)				
12.	Will the organization, following the current ORM program, meet all Para 5.8. goals by the end of FY 2005? (AFMCI 90-902 para 5.8.)				
13.	Is Level 3 Training documented by the supervisor on AF Form 55, Employee Safety and Health Record, under "Principles of Risk Management"? (AFMCI 90-902/Hill Supplement 1, Para 5.6.1.)				
<p>Date of Inspection Review: _____</p> <p>Supervisor's Signature: _____</p> <p>Status: All items satisfactory: _____</p> <p>All Items satisfactory except: _____</p> <p>Action being taken to correct these discrepancies:</p> <p>Estimated completion date: _____</p> <p>Actual completion date: _____</p>					