PROTECT THE BUSINESS

Business risk and asset protection checklist

Name _____ Business _____ Date _____

You will finish with
Your top 3 risks, what the worst one would cost, and one step to protect against it this week.

A **risk** is anything that could stop income, add sudden costs or stop you trading.

1. Tick the risks that could happen to you

Think about a normal working day. Tick every risk that could stop work for a day or more.

- **CHECKLIST**
  - ☐ Tools, equipment or vehicle stolen, broken or damaged
  - ☐ Stock or ingredients stolen, spoiled or damaged
  - ☐ Phone, laptop or card machine lost or stolen
  - ☐ Owner or key helper injured or sick
  - ☐ Main supplier cannot deliver
  - ☐ A big customer does not pay
  - ☐ Scam, fraud or someone gets into your bank or WhatsApp account
  - ☐ No power or water for several days
  - ☐ Fire, flood or damage to your premises
  - ☐ A customer or member of the public claims you caused harm or damage

2. Choose your top 3

From your ticks, write the 3 risks that would hurt income the most. Put the worst one first. You will use this list again on the **Simple risk assessment table**.

My top 3 risks (e.g. 1. Delivery bakkie breaks down)

_____

_____

_____

3. Work out what risk 1 would cost

Business interruption means the business cannot earn because something it needs is missing or broken. The cost is more than the repair. Add the income you lose while work is stopped.

Cost of risk 1

Cost	How to work it out	Amount (R)
Repair or replace	e.g. new tyre and parts R3 000	
Lost income	Income per day × days stopped (e.g. R800 × 5 days = R4 000)	

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Cost	How to work it out	Amount (R)
Extra costs	e.g. hire a car, rush delivery, wages while stopped	
Total cost	Repair + Lost income + Extra costs	

TIP

Rough is fine

Do not wait for exact numbers. A close guess shows you if the risk is small or serious.

Money I could use today to pay this total (savings or spare cash, e.g. R4 000)

Total cost - Money I could use = Shortfall: R _____

If there is a shortfall, this risk needs a plan now.

4. Choose one step for risk 1

Tick one step you can take this week, or write your own.

CHECKLIST

- ☐ Make it less likely (e.g. lock it away, service it, check payments before you release goods)
- ☐ Find a backup (e.g. a second supplier, someone who can lend or rent you equipment)
- ☐ Put money aside each week for this risk
- ☐ If the shortfall is too big to save for, find out if insurance could help (use the **Insurance readiness conversation guide**)

Next step

The step I will take for risk 1 _____

Who will do it _____

By when _____

When to redo this

Every 6 months, and whenever you add a big customer, supplier, tool or vehicle. Your risks change as the business changes.

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