



Energy Procurement Risk Assessment Checklist

Supplier Due Diligence

Assess financial stability, reputation, and ethical practices of potential suppliers.

Supplier Credit Rating

Financial Stability Assessment

- Excellent
- Good
- Fair
- Poor

Reputation & Ethical Practices Summary

Financial Statements (e.g., Balance Sheet)

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Compliance with Relevant Laws & Regulations

- Compliant
- Non-Compliant
- Pending Review

Last Due Diligence Review Date

Enter date...

Contractual Terms & Conditions

Review contract clauses related to pricing, volume, delivery, and termination.

Contracted Volume (kWh/month)

Enter a number...

Contract Start Date

Enter date...

Contract End Date

Enter date...

Pricing Structure

- Fixed Price
- Variable Price
- Indexed Price

Price Escalation Factor (if applicable)

Enter a number...

Special Contract Clauses/Notes

Write something...

Payment Terms

- Net 30
- Net 60
- Other

Default Currency

Write something...

Market Volatility & Price Risk

Evaluate exposure to fluctuations in commodity prices and energy markets.

Historical Price Volatility (Standard Deviation)

Enter a number...

Projected Price Volatility (Range)

Enter a number...

Hedging Strategy in Place?

- Yes
- No
- Under Review

Last Price Forecast Update Date

Enter date...

Estimated Price Sensitivity (%)

Enter a number...

Notes on Current Market Conditions

Write something...

Geopolitical & Regulatory Risks

Analyze potential impacts from political instability, policy changes, and environmental regulations.

Country Risk Score (e.g., from World Bank)

Enter a number...

Summary of Recent Political Instability Events

Write something...

Regulatory Framework Stability (High/Medium/Low)

High

Medium

Low

Date of Last Major Regulatory Change

Enter date...

Description of Potential Regulatory Impacts (e.g., Carbon Taxes)

Write something...

Likelihood of New Tariffs/Trade Restrictions (High/Medium/Low)

High

Medium

Low

Supporting Documents (e.g., Regulatory Reports)

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Cybersecurity & Data Security

Assess supplier's cybersecurity protocols and data protection measures.

Supplier's Cybersecurity Framework (e.g., NIST, ISO 27001)

- NIST Cybersecurity Framework
- ISO 27001
- Other (Specify)

Data Encryption Level (e.g., 128-bit, 256-bit)

Enter a number...

Data Breach Response Plan Availability

- Yes
- No
- N/A

Description of Supplier's Security Awareness Training Program

Write something...

Security Controls Verified (Select all that apply)

- Firewall
- Intrusion Detection System
- Antivirus Software
- Multi-Factor Authentication
- Data Loss Prevention (DLP)

Last Security Audit Date

Enter date...

Supply Chain Resilience

Evaluate supplier's ability to maintain consistent supply during disruptions.

Lead Time for Critical Supplies (Days)

Enter a number...

Supplier Geographic Diversification (High/Medium/Low)

- High
- Medium
- Low

Description of Supplier's Business Continuity Plan

Write something...

Last Review/Update of Supplier BCP

Enter date...

Potential Supply Chain Disruptions Considered (Select all that apply)

- Natural Disasters
- Geopolitical Instability
- Cyberattacks
- Labor Disputes
- Transportation Issues

Redundancy of Key Suppliers (Yes/No/Partial)

- Yes
- No
- Partial

Contract Performance Monitoring

Track supplier performance against agreed-upon metrics and KPIs.

Volume Delivered (Actual vs. Contracted)

Price Deviation from Contract Rate

Delivery Punctuality (%)

Quality Compliance (Meet Specification?)

- Yes
- No
- N/A

Last Performance Review Date

Enter date...

Comments/Observations on Performance

Write something...

Issue Resolution Timeliness (Rating)

- Excellent
- Good
- Fair
- Poor

Insurance & Liability Coverage

Verify adequacy of supplier's insurance coverage for potential risks.

General Liability Insurance Limit (USD)

Enter a number...

Workers' Compensation Insurance Limit (USD)

Enter a number...

Type of Insurance Coverage (e.g., Commercial General Liability, Auto Liability)

- Commercial General Liability
- Auto Liability
- Professional Liability
- Property Insurance
- Other

Insurance Policy Expiration Date

Enter date...

Insurance Certificate of Insurance (COI)

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Notes/Comments on Insurance Coverage

Write something...

Sustainability & ESG Considerations

Evaluate supplier's environmental, social, and governance (ESG) performance.

Carbon Footprint Reduction Target (%)

Enter a number...

Supplier's Environmental Certifications (e.g., ISO 14001)

ISO 14001

LEED

Other

None

Description of Supplier's Sustainability Initiatives

Write something...

Supplier's commitment to ethical labor practices?

Fair Wages

Safe Working Conditions

No Child Labor

Freedom of Association

N/A

Supplier's approach to waste management?

Reduce

Reuse

Recycle

Landfill

N/A

Date of Last Sustainability Audit

Enter date...

Contingency Planning & Business Continuity

Review supplier's plans for responding to unforeseen events and ensuring business continuity.

Does the supplier have a documented Business Continuity Plan (BCP)?

- Yes
- No
- Unsure

Last BCP Review/Update Date

Enter date...

Summary of BCP Key Components

Write something...

Estimated Recovery Time Objective (RTO)

Enter a number...

Estimated Recovery Point Objective (RPO)

Enter a number...

Potential Disruptions Addressed in BCP

- Natural Disasters
- Cyberattacks
- Supply Chain Disruptions
- Pandemics
- Geopolitical Instability
- Equipment Failure

BCP Document (Optional)

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