

Overview

Sample operating document • July 2026

Risk categories

Payment • Quality • Compliance • Lead time • Logistics • Documentation • Communication • Warranty/service

Owner / action / status table

Risk	Owner	Action	Status
Payment terms undefined	Commercial	Draft Incoterms + payment options	Open
Quality acceptance unclear	Quality	Define inspection criteria	Open
Compliance evidence gaps	Compliance	Map certs to model	In progress
Lead-time basis missing	Operations	Split sample vs production LT	Open
Logistics exclusions	Logistics	Confirm packaging + Incoterms	Open
Documentation incomplete	Sales eng.	Close red checklist items	In progress
Communication ownership	Project lead	Assign single technical contact	Open
Warranty scope vague	Service	Publish covered components	Open

Mitigation recommendations

- Do not expand outreach while payment and warranty risks are red
- Attach risk notes to quote comparison, not after award pressure
- Re-score risks after each major document update