6 Third-Party Risk Management Reports to Maintain

Third-party risk management (TPRM) stakeholders such as risk committees, senior leadership, and the board of directors need high-quality reports that will support their decision-making. So, what data should these reports include and what's the best way to keep them current?

Here are 6 types of TPRM reports to develop and maintain:





DATA TO Number of vendors, categorized

1 Inventory

INCLUDE

PURPOSE

by risk level or rating and criticality.

Gives you a big picture of where

risk lies within your organization, so you know which areas require more attention.

Contact your accounts payable

department for a full list of all the entities your organization pays.

GETTING

STARTED

A regular inventory of critical and high-risk

Review your critical and high-risk vendor

PRO TIPS:

inventory at least annually.

vendors should always be included in your regular reporting to the board.

Due Diligence Completed, on schedule, and

2 Risk Assessments/

DATA TO INCLUDE

overdue vendor risk assessments, and number of vendors who weren't approved during due diligence. Helps affirm the effectiveness of your TPRM

processes, such as vendor vetting and

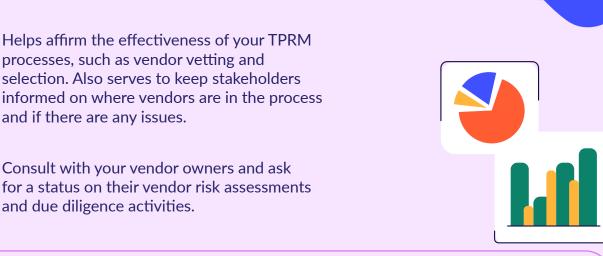
and if there are any issues.

and due diligence activities.

GETTING STARTED

PURPOSE

PRO TIPS: This report should also highlight any significant changes that occur with your vendors, such as



new due diligence requirements or updates to

the inherent risk questionnaire.

3 Contracts

on schedule, or overdue.

A software tool makes it easier to

monitor the status of multiple risk

assessments, whether they're complete,



expiration date.

INCLUDE effective, renewal, and termination dates.

PURPOSE

DATA TO

Keeps you informed of contract statuses, so you're prepared for renegotiation or termination.

List of vendor contracts including

GETTING STARTED

team, such as your legal or accounts payable departments.

Obtain a list of current vendor

contracts from the appropriate

renegotiations as it approaches the

Vendor contracts should be reassessed

outside of formal review periods, such

performance or cybersecurity incidents.

as situations involving poor



Issues

GETTING

STARTED

DATA TO INCLUDE

> problems that could harm your organization.

such as the issue owner, severity level,

Confirms that vendor issues are being addressed to prevent larger

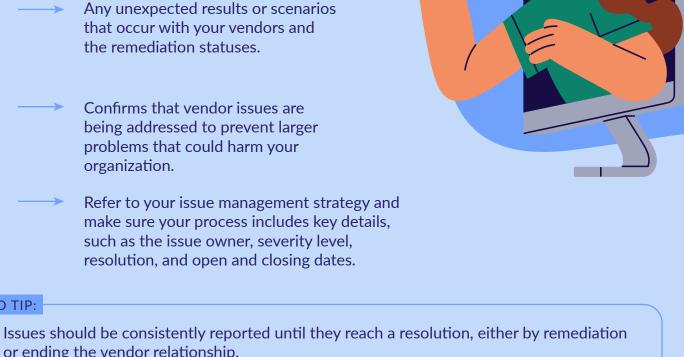
Any unexpected results or scenarios

that occur with your vendors and

the remediation statuses.

resolution, and open and closing dates.

or ending the vendor relationship.





PRO TIP:

Ongoing Monitoring Trends in a vendor's performance, **DATA TO**

INCLUDE

PURPOSE



or risk profile so you can act quickly. **GETTING** Review your vendor's performance

risk assessment.

STARTED

any emerging risks that exist within your organization's industry or your vendor's industry.

standards, which should already be

agreement (SLA). Stay informed of

outlined in the service level

and any new or emerging risks that weren't identified in the inherent

Highlights areas of concern regarding changes in the vendor's performance

GETTING

PURPOSE

PRO TIP: Regulators often look to each other for best practices, so it's recommended to stay informed of new guidance even if they don't apply to your organization or industry.

need to be updated.

Ensures that your TPRM

Review your governance

documents (policy, program, and procedures) and compare them to current TPRM guidance. Identify any areas in your documents that

program aligns with current regulatory expectations.

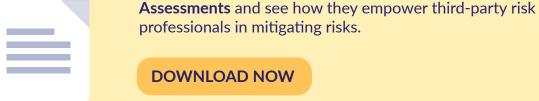




BEST PRACTICE:

The reports we've listed here are not all-encompassing and should be considered a guideline for important data to collect and continuously update.

stakeholders are well-informed to drive action in your program.



Whether you create a single report for each data point, or combine two or more into a single document, it's important to use the right tool to organize and update all the information.

A robust TPRM report will ensure that the appropriate





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