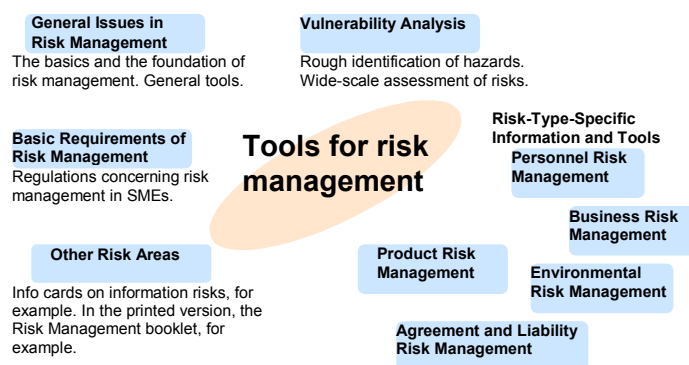


Toolkit Contents List

► The SME Risk Management Toolkit contains information and tools for risk management in SMEs. This card lists all the materials available in the toolkit in different languages. Contact information and details on how to get further information can be found at the end of this document.

As illustrated, the materials have been grouped according to the different themes in risk management. There are several kinds of tools:

- **Booklets.** Instruction books or workbooks on risk management.
- **Info cards.** Concise single-A4 summaries on a specific theme of risk management.
- **Work cards.** Single-A4 tools, usually a checklist or a method description.



The language abbreviations used in the table are the following:

- FI = Finnish
- DE = German
- EN = English
- SV = Swedish

| Tool | Language | | | |
|---|----------|----|----|----|
| | FI | DE | EN | SV |
| Using the Toolkit – instructions for the use of the toolkit | ■ | ■ | ■ | ■ |
| Toolkit Contents List | ■ | ■ | ■ | ■ |
| Toolkit Glossary | | | ■ | |
| Toolkit Flowchart | | | ■ | |
| Hinweise zur Nutzung dieser Materialien | | ■ | | |
| Description of the SME Risk Management Website | ■ | | | |
| 1. General Issues in Risk Management | | | | |
| Risk Management Basics (booklet) | ■ | ■ | ■ | ■ |
| Risk Management for Beginning Entrepreneur (info card) | ■ | | | |
| Risk Management at Different Stages (info card) | ■ | | | |
| Good Operational Quality Reduce Risks (info card) | ■ | | | |
| Individual Risk Management Styles (info card) | ■ | | | |
| Assessment of a Company's Risk Management (work card) | ■ | ■ | ■ | ■ |
| Reviewing Risks (info card) | ■ | | | |
| Potential Problem and Opportunity Analysis (info card) | ■ | | | |
| Potential Problem and Opportunity Analysis Keyword List (info card) | ■ | | | |
| Planning for Risk Management (info card) | ■ | ■ | ■ | |
| Comparison and Selection of Corrective Measures (info card) | ■ | | | |
| Risk Management Measures (summary sheet/work card) | ■ | ■ | ■ | ■ |
| Collecting Information of Problems and Risks (info card) | ■ | | | |
| 2. Basic Requirements of Risk Management | | | | |
| Basic Requirements of Risk Management (info card) | ■ | ■ | ■ | ■ |
| Basic Requirements of Risk Management (booklet) | ■ | | | |
| Legal System - Basic Information for All (booklet) | ■ | | | |

| Tool | Language | | | |
|--|----------|----|----|----|
| | FI | DE | EN | SV |
| 3. Specialist Services | | | | |
| Risk Management Specialist Services (info card) | | | | |
| Risk Management Specialist Services (booklet) | | | | |
| Assessment of Risk Management Services (work card) | | | | |
| Assessment of Training Services (work card) | | | | |
| 4. Vulnerability Analysis | | | | |
| SME Vulnerability Analysis (work card) | | | | |
| SME Vulnerability Analysis (booklet) | | | | |
| Vulnerability Analysis Workbook (booklet) | | | | |
| 5. Business Risk Management | | | | |
| SME Business Risks (work card) | | | | |
| SME Business Risks (booklet) | | | | |
| Potential Problem and Opportunity Analysis Keyword List for Business Risks (info card) | | | | |
| SWOT Analysis of Business Operations (work card) | | | | |
| Risks of Stakeholder Co-operation (info card) | | | | |
| Managing Risks of Networking (info card) | | | | |
| How to Manage Contractual Risks (info card) | | | | |
| Export - a Risk or Opportunity (info card) | | | | |
| Trap Holes of Taxation (info card) | | | | |
| Dependency Can Be a Big Risk (work card) | | | | |
| Risk of Change of Generation (info card) | | | | |
| 6. Agreement and Liability Risk Management | | | | |
| SME Agreements and Liabilities (work card) | | | | |
| Information on Agreements and Liabilities for SMEs (booklet) | | | | |
| Freedom of Contract (info card) | | | | |
| Checklist of Offers (work card) | | | | |
| General Terms of Contract (info card) | | | | |
| Specifying Subject of an Agreement (work card) | | | | |
| Checklist of Sale Price (work card) | | | | |
| Checklist of Terms of Payment (work card) | | | | |
| Checklist of Terms of Delivery (work card) | | | | |
| Checklist of Time of Delivery (work card) | | | | |
| Checklist of Contract Penalty (work card) | | | | |
| Liabilities of an Entrepreneur (info card) | | | | |
| Limiting Liability (info card) | | | | |
| Liability Insurance (info card) | | | | |
| 7. Product Risk Management | | | | |
| SME Product Risks (work card) | | | | |
| Managing Product Risks (booklet) | | | | |
| Risks Related to Product Concepts (work card) | | | | |
| Risks Related to Product Development (work card) | | | | |
| Risks Related to Compliance with Requirements (work card) | | | | |
| Risks Related to Production (work card) | | | | |
| Sales and Marketing Risks (work card) | | | | |
| Risks Related to Delivery, Guarantee and Environment (work card) | | | | |
| Use of the Product and Product Liability (work card) | | | | |
| Ensuring Safety of the Product (info card) | | | | |
| Product Safety Analyses (info card) | | | | |

| Tool | Language | | | |
|--|----------|----|----|----|
| | FI | DE | EN | SV |
| 8. Personnel Risk Management | | | | |
| SME Personnel Risks (work card) | | | | |
| Personnel Risk Management (booklet) | | | | |
| Employment Risks (info card) | | | | |
| Checklist of Employment Risks (work card) | | | | |
| Expertise (work card) | | | | |
| Occupational Risks (work card) | | | | |
| Occupational Safety and Health Policy (info card) | | | | |
| Occupational Safety and Health (info card) | | | | |
| Violence at Work (info card) | | | | |
| Violence Control Measures (work card) | | | | |
| Health and Well-being (work card) | | | | |
| Stress Management (work card) | | | | |
| Special Risks of Entrepreneurship (work card) | | | | |
| Acts of Damage (work card) | | | | |
| Work Community (work card) | | | | |
| Traffic Risks (work card) | | | | |
| Risks of Working Abroad (info card) | | | | |
| 9. Environmental Risks | | | | |
| SME Environmental Risks (work card) | | | | |
| Management of Environmental Risks (booklet) | | | | |
| Environmental Legislation (work card) | | | | |
| Checklist of Environmental Legislation (work card) | | | | |
| Environmental Expertise of the Personnel (work card) | | | | |
| Activities of the Contractors and Subcontractors | | | | |
| Air Pollution and Noise (work card) | | | | |
| Waste Treatment (work card) | | | | |
| Transport of Chemicals (work card) | | | | |
| Handling and Storage of Chemicals (work card) | | | | |
| Chemicals and Knowledge of Chemicals (work card) | | | | |
| Risks Related to the History of the Property (work card) | | | | |
| Maintenance (work card) | | | | |
| Emissions into the Water and Earth (work card) | | | | |
| Fuels and Other Oils (work card) | | | | |
| Stakeholders in Environmental Matters (info card) | | | | |
| Actions and Communication in Environmental Accidents (work card) | | | | |
| Voluntary Environmental Management Systems (info card) | | | | |
| Surrounding Society and Nature (work card) | | | | |
| 10. Other Risk Areas | | | | |
| Information Risks | | | | |
| Information Risks (work card) | | | | |
| Important Questions of Information Risks (info card) | | | | |
| Examples of Realized Information Risks (info card) | | | | |
| Organisation of Information Risk Management (work card) | | | | |
| Knowledge and Working Methods in Information Risk Management (work card) | | | | |
| Data Security of Operating Environment and Premises (work card) | | | | |
| Protection of Information Systems (work card) | | | | |
| Fire Risks | | | | |
| Fire Risks (info card) | | | | |
| Assessment of Fire Risks (work card) | | | | |
| Instructions for Assessment of Fire Risks (info card) | | | | |
| Safety Plan (info card) | | | | |
| Other Risks | | | | |
| Risks of Interruption Damage (info card) | | | | |
| Crime Risks (info card) | | | | |
| Project Risks (info card) | | | | |

| Risk Management Literature | FI | DE | EN | SV |
|--|----|----|----|----|
| Risk Management Literature (info card) | | | | |
| Risk Management Literature (booklet) | | | | |

Where to get these materials?

- **Further information.** You can ask for further information about the Toolkit by email: pk-rh@vtt.fi, or by post: PK-RH, P.O. Box 1306, 33101 Tampere, Finland, or by fax: +358 3 316 3282. More detailed information about the availability of the risk management materials can be found from our web service at www.pk-rh.com.
- **Printable PDF versions** are available free of charge on the Internet – the Toolkit's pages are at www.pk-rh.com. (Requires that you have the free Adobe Acrobat Reader software installed.)