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| 內控文件編號 | | 內控作業文件名稱 | 業管單位名稱及代碼 | | 權責人 | | 內控作業風險分析評估(請各單位自行檢核所屬內控文件之風險程度變動性) | | | | | | | | | | 內控文件相關資訊 | | | | 備註 |
| 原文件編號 | 修改後文件編號(若相同請打V) | 原業管單位名稱及代碼 | 修改後之擬案單位(需填寫至組別)  (若相同請打V) | 職號 | 姓名 | 發生機率( L) | | | 影響程度(I) | | | 風險等級(R=L\*I) | | | | 版次 | 審核層級 | 增修刪 | 最後審核通過日 | (本學年度是否有新增、修訂或廢止作業文件之規劃，請說明) |
| 1 幾乎不可能 | 2可能 | 3非常可能 | 1 輕微 | 2 嚴重 | 3 非常嚴重 | 1 低度風險 | 2中度風險 | 3~6高度風險 | 9級度風險 |
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