

### Checklist tool for a high-quality SaMBA

When conducting a Small and Micro Business Assessment (SaMBA) for an impact assessment, Departments should complete the five steps outlined below. In certain cases, these specific metrics may not provide the most effective measure of impact on small and micro businesses. As such, they can be adjusted given that: (1) the Department provides a thorough explanation of its methodology; and (2) that the substituted metrics are more effective than those outlined below in identifying impacts of the proposed regulation on small and micro businesses. For full SaMBA guidance, please visit our website [here](#).

Table 1: Checklist for a High Quality SaMBA

Have you considered...	for micro businesses?	for small businesses?
Into what sector and/or subsector the affected businesses fall		
Number of businesses in scope of the regulation		
Market share of businesses in scope/other relevant metrics		
Impact on businesses (do these impacts fall disproportionately on small and micro business?)		
Appropriate exemption or mitigation measures for businesses (see figure 1 below)		

Note: If the policy demonstrates at 'number of businesses' stage that no small or micro businesses are affected, or likely to be in the (near) future then the SaMBA will be sufficient, and 'impact on businesses' and 'appropriate mitigation for businesses' would not be required.

If it is proportionate to do so, all five steps should be completed separately for small and micro businesses (SMBs). If this is not completed, appropriate justification must be provided, or at the very least, an assessment of the number of SMBs in scope of the measure, and a narrative provided on differences of impact between micro and small businesses.

Figure 1: Flow diagram for considering Exemption/Mitigation for Small and Micro Businesses

