QUALITY RISK ASSESSMENT FORM

Section: M1 – Preparation of Consultancy Offer	Conducted By: GA	Review Date: ***30 October 2023***
Dept. - Accounts/Admin	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
1	New client assessment	Bad debt	Non-payment of fee for work done	Credibility check	3	3	9	-	-	-	-	Director
2	Existing client assessment	Bad debt	Non-payment of fee for work done	Review client ‘s track record and current market feedback	2	2	4	-	-	-	-	Director
3	Poor manpower planning / role definition	Loss of client confidence and future projects from the same client	Incompetent technical personnel for the project and loss of competitive edge	Allocation of team members with prior suitable experience for the project	2	2	4	-	-	-	-	Director

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4	Fee bidding	Under quote for the project	Loss of profit	Reference made to data from similar past projects and evaluate pricing strategies vis-à-vis competitors	3	3	9	-	-	-	-	Director
5	Poor definition of work scope / spotty work scope vs bid document requirement	Cost overrun arising from excessive man-hours charged in reconciliation and additional time spent	Loss of profit	Review work scope against bid documents and discussion with other directors before final quote	3	3	9	-	-	-	-	Director

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6	Bid negotiation	Final quote may be lower than costing benchmarked figure	Profit margin below breakeven point	Subsume a percentage hedge in the initial quote to client	3	3	9	-	-	-	-	Director