QUALITY RISK ASSESSMENT FORM

Section M3 - Design Control	Conducted By: YYF	Review Date: ***30 October 2023***
Dept. Engineering	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	Design & Development Planning	Failure to meet Client's schedule deadlines	Company reputation is adversely affected & loss of future projects	Prepare an overall project internal programme including all aspects/activities for design review & verification within a month after the kick-off meeting.	4	2	8	-	-	-	-	Project Manager

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2	Organisational and Technical Interfaces	Design does not meet Client's requirement	Time implication to redesign	Prepare the M&E design report and submit to Client for approval.	4	3	12					Project Manager
		Failure to circulate information on design requirement among project team members.	Delay the progress of the project	Create project email address immediately upon award and notify the project team.	4	2	8					Project Manager

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3	Design Input	Failure to meet Client and other consultants design requirement	Abortive work and additional time spend. Company reputation is adversely affected & loss of future projects	Circulate to team members the Client and other consultants design requirement. Any ambiguity and inadequacy shall clarify with the originator.	4	2	8	-	-	-	-	Project Manager
		Use of outdated architectural/structural drawings for M&E design	Abortive work and additional time spend to update M&E design to latest architectural/ structural drawings.	To review drawings upon receipt and circulate the drawings for action to be taken by the respective team members.	4	3	12	-	-	-	-	Project Manager

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		Failure to meet the updated code of practice	Abortive work and additional time spend. Professional liability	PD & QP to update the project team member of any authority's new codes, circular or clarification.	4	2	8	-	-	-	-	Project Director/Qualified Person
		Failure to obtain TOP clearance due to greenmark criteria is not met.	Delay in project handover date. Time and cost implication.	PM to implement the greenmark requirements to form part of the design input during design & development phase.	4	2	8					Project Manager

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4	Design Output	Use of outdated software for the purpose of calculation	Generate incorrect output. Abortive work & additional time spend	To verify the version of the software from Section 8.6 of PQP before using.	4	2	8	-	-	-	-	Project Director
		Failure to indicate the revision number to the amended calculation	Use the outdated data for the design. Time implication	Amendments to established calculations shall be clearly indicated and superseded calculation sheets to be strikethrough.	4	1	4	-	-	-	-	Project Director/ Qualified Person

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5	Design Review & Check	Use of incorrect parameters in design calculations.	Inappropriate equipment selection.	Assign checker to check the design calculation.	4	1	4	-	-	-	-	Project Manager