Alpha
Consulting Engineers Pte Ltd

# QUALITY RISK ASSESSMENT FORM

| Section: | Conducted By: | Review Date: |
|---|---|---|
| M4 – Design Change Control | *YYF* | *30 October 2023* |
| Dept. | Approved By: | Next Review Date: |
| Engineering | CCG | *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 | Source of Change | Team members not knowing exact scope of work and unable to identify additional work scope when client requests additional changes. | Additional scope of work & time spent outside project allocation<br>Loss of profit | Project Announcement<br>Project Briefing to project team members prior to commencement of project. | 4 | 4 | 16 | Create 100-series sub-job number to record time spent for future reimbursement from Client (if necessary) | 4 | 2 | 8 | Project Manager |
| 2 | Change Note | Change note was not raised | Loss of profit<br>Loss of record | PM to justify the additional changes require to raise change note | 4 | 3 | 12 | - | - | - | - | Project Manager |
| 3 | Assessment of Changes | Under estimation of time spend | Loss of profit | PM to justify the additional time spend for the changes | 4 | 3 | 12 | - | - | - | - | Project Manager |