# QUALITY RISK ASSESSMENT FORM

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| Section:<br>M6 – Authority Submission | Conducted By:<br>CLM | Review Date:<br>***30 October 2023*** |
| Dept.<br>CAD/Engineering | Approved By:<br>CCG | Next Review Date:<br>***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 | Preparation of drawings | Not in accordance with CP83 and authorities' requirement | Submission rejected by authorities | To use standard drawing checklist & design checklist | 3 | 3 | 9 | - | - | - | - | Project Manager/CAD Manager |
| 2 | Fee payment | Incorrect amount indicated on the submission form | Submission rejected by authorities and approval delayed | To counter check with drawing payable list and acknowledgement letter | 3 | 3 | 9 | - | | | | Project Manager |
| 3 | Status of submission | Authority did not receive the submission due to unknown factors | Delay in obtaining approval | To follow-up with the acknowledgement , correspondences or emails from CORENET after submission | 3 | 3 | 9 | | | | | Project Manager |