QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process 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	Review/ Approval of Contractor's Submittals	Approved shop drawings/equipment not in accordance with contract requirements	Variation claims/EOT from contractor	Ensure contract documents and drawings are available for all project members when reviewing the equipment/material submittals.	3	3	9					Project Manager
		Incomplete review of shop drawings/ material submission	Multiple resubmission of shop drawings/ material required. Contractor claim for EOT	Ensure review of shop drawings/ material submittals are thorough and return timely	4	3	12					Project Manager

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2	Contractor's Request for Deviation	Accepted material/ equipment not fit for purpose	Time & cost implication for abortive work due to non-compliance	PM to review the deviation submission in detail and seek Client 's consensus	3	2	6					Project Manager
3	Site Monitoring & Inspection	Non-conformances at site due to using non approved equipment/material & outdated shop drawings	Time & cost implication	Site Staff shall refer to the updated list of equipment/material & shop drawing. To indicate the approved shop drawing no./revision on the part print of the drawing use for inspection.	4	3	12					Project Manager/ Site Staff

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		Approved material list not given to the site staff.	Material installed on site different from approved list. Time and cost implication if need to replace material.	When replying the contractor's material submission, highlight that they must print and distribute a copy of the approved material to the site staff for their information.	4	4	16	Copy the site staff in the reply of all material submission.	4	2	8	Project Manager

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		Site staff are not aware of client's requirement during inspection	Client's requirement is not captured by site staff during inspection.	Ensure that the owner's requirements are captured and reflected on the shop drawings so that during inspection, the site staff will be able to pick up the requirements.	5	4	20	Instruction/correspondences relating to client's request shall be copied to Site Staff.	5	2	10	Project Manager

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4	Progress Payment Evaluation	Incorrect evaluation of work done	Over payment to contractor. Client lose confidence on our evaluation	To check validity of work done claimed by Contractor. To verify evaluation based on monthly progress report submitted by the contractor. To identify potential omission works are not certified.	5	3	15					Project Manager/ Site Staff