QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***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	Testing & Commissioning	Calibration certificate of instrument has expired	Incorrect readings are recorded	Contractors to provide the certificate of calibration for the instrument to the Site Staff for verification before taking the readings.	4	4	16	Site Staff record the serial no. of the instrument together with calibration date in the inspection form	4	2	8	Project Manager/ Site Staff

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		Incorrect testing procedures. Site Staff witnessing the testing and commissioning is not able to assess the results.	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Site staff to use the approved T&C forms, which indicate the proper procedure and expected results.	4	4	16	Provide checklists for Site Staff to monitor the progress of testing & commissioning	2	2	4	Project Manager and Engineers

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		Untrained personnel carried out the T&C.	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Contractor to ensure personnel with relevant skill and knowledge to be assigned for the work. Site staff to discuss with the contractor assigned personnel on the testing procedure and clear any doubt before proceeding with the T&C.								

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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
		Client's requirement on the performance of the equipment/ system are not make known to the site staff/ contractor	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Specific requirement from the client should be recorded in the design brief and must be highlighted during the review of the shop drawings. A copy of the design brief and approved shop drawings must be copied to the site staff.				Whenever there is specific requirement from the client, the checklist must be updated to capture the requirement before issuance to the site staff.				

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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
		Incorrect instrument is used for the testing and commissioning. Instrument used is not of the correct unit and scale range.	Performance of equipment/system does not meet the requirement	Contractor to ensure right instrument and worker with the relevant skill is assigned for the work.	4	3	12					Project Manager and Engineers