Alpha
Consulting Engineers Pte Ltd

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S1 – Document Control	*JI*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Admin	YYF	*30 October 2023*

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	Issuance of controlled documents	Missing or non-receipt of documents.	Unable to trace whether the document has been sent out	To issue documents with a covering letter or transmittal which will be acknowledged by the recipient.	4	3	12					Admin
2	Superseded documents	Incorrect information will be used/given	Time wasted on re-issuing of documents	To check that superseded copies are stamped “SUPERSEDED”	3	3	9					Admin