QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S10 - Purchasing Control	GA	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Accounts/Admin	YYF	*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	Identifying the need and planning the purchase	Insufficient funding	Delay in making the purchase with possible downtime with inherent cost to company	Obtain appropriate approvals from finance director before undertaking process and improve purchase planning	3	3	9	-	-	-	-	Director-in-charge
2	Identifying potential sources	Using an existing source which is not economically competitive	Failure to obtain value for money thus reducing profits	Annual evaluation of existing vendors	3	3	9	-	-	-	-	Director-in-charge
3	Evaluating offers	Inconsistent evaluations leading to biased with subjective and not objective evaluation conclusion	Wrong evaluation leads to time lost and additional costs	Provide staff with appropriate evaluation skill	3	3	9	-	-	-	-	Director-in-charge

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4	Selecting the successful bidder	Select the wrong bidder when bidders offer same strengths during evaluation	Failure to fulfil the purchase/ contract	Complete evaluation criteria review before awarding the bidder	3	3	9	-	-	-	-	Director-in-charge
5	Contract management	Inadequately administering the contract	Full benefits of contract not achieved which may result in contract/supplies disputes in future	Related staff are trained in contract management	3	3	9	-	-	-	-	Director-in-charge
6	Products in transit	Loss/damaged to products in transit	Delay in delivery, downtime and liability disputes	Accept delivery only after physical inspection of products	3	3	9	-	-	-	-	Requestor

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7	Evaluate the purchasing/ procurement process	Failure to identify and address problems	Purchasing/ procurement objectives not achieved and possible failure in the future	Systematic evaluation methods, techniques and evaluation criteria	2	3	6	-	-	-	-	Director-in-charge/ Requestor