QUALITY RISK ASSESSMENT FORM

Section: S12 – Computer Control	Conducted By: *GSH*	Review Date: *30 October 2023*
Dept. IT	Approved By: *CCG*	Next Review Date: *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	Work station	Hardware failure	Users unable to do work.	Regular maintenance using system service log and having spare workstations.	4	2	8					IT Specialist
2	Servers	Hardware failure	Loss of data and inability to access files.	Regular backups and hard drive redundancy.	4	2	8					IT Specialist
3	Calibration of plotter	Plotter out of scale	Inaccurate drawing	Printout every 6 months to verify accuracy by CAD manager	4	1	4					CAD Manager
4	Backup	Unsuccessful backup	No backup copy in event of problems	Daily backup and NAS backup.	4	2	8					IT Specialist

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5	Network Security	Virus infection	Network compromised with potential data lost and security breach.	Regular virus scan and regular update of virus definitions on workstations. Firewall configured to mitigate risk and constant reminder to users to check with IT when encountering suspicious emails.	4	3	12					IT Specialist