QUALITY RISK ASSESSMENT FORM

Section: S2 – Documentation of QEMS Procedure	Conducted By: ***YYF***	Review Date: ***30 October 2023***
Dept. Engineering	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.	Procedure Amendments	Staff referring to obsolete hardcopies of QEMS procedure that they have printed for their use.	Staff will implement outdated procedure for their projects which will lead to non-compliance.	All the soft copies of the QEMS Procedures posted on the Company Intranet are password protected to prevent unauthorised printing, copying and editing. All the staff shall refer to QEMS Procedure made available in the Company Intranet.	4	1	4					QE Manager