QUALITY RISK ASSESSMENT FORM

Section: S5 – Library Control	Conducted By: ***GPL***	Review Date: ***30 October 2023***
Dept. Admin	Approved By: YYF	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	Borrowing from the Library	Loan is not recorded in the Loan Register. The material may be misplaced wrongly in the library.	Missing material will be untraceable.	Check the library material against the library register bi-monthly. Send reminder to the staff who loan the material to return.	3	3	9	-	-	-	-	Librarian

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2	Recording of library materials	Incorrect updating of records (e.g. it should be in Mechanical Category but it was updated in the Electrical Category)	Borrowers may not be able to find the required materials. Time needed to check and placed it in the correct category.	Check with the relevant parties for the correct category before updating the library database. Library record updates to be checked every 2 months to ensure that all materials are placed in the correct category.	4	3	12	-	-	-	-	Librarian