QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S6 – Archive Control	NHS	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Admin/CAD	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	Labelling of DVDs.	Incorrect project no. and sub-folders	Unnecessary time spent to retrieve materials. Loss of materials.	To check labelling against the DVD contents	5	2	10	-	-	-	-	Admin Leader/ CAD Manager
2	Verifying materials sent to be archived	Materials to be archived are not verified	Loss of materials	To check DVD contents against the submitted Archive form. To open softcopies.	5	3	15	-	-	-	-	Admin Leader/ CAD Manager

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3	Retention period of materials	Materials are not retained as per the period stated in the Archive Control procedures	Loss of materials	To refer to Archive Control procedures	5	2	10	-	-	-	-	Admin Leader/ CAD Manager
4	Archive forms to be endorsed by Project Manager	Forms are not endorsed	Unauthorised archiving of materials	To ensure forms are duly endorsed	5	1	5	-	-	-	-	Project Manager/ Admin Leader/ CAD Manager
5	Filing of Archive forms	Archive forms misplaced/not filed	Records loss	To retain hard & soft copies of Archive forms	5	3	15	-	-	-	-	Admin Leader/ CAD Manager

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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
6	Retrieving & returning of archived materials	Materials on loan are not returned	Loss of materials	Admin Leader/CAD Manager to keep track of loan list and date of return of materials.	5	3	15	-	-	-	-	Admin Leader/ CAD Manager
7	Destruction of archived materials	Unauthorised destruction of materials	Loss of materials	To ensure forms are duly endorsed	5	3	15	-	-	-	-	Project Manager/ Admin Leader/ CAD Manager