Alpha
Consulting Engineers Pte Ltd

QUALITY RISK ASSESSMENT FORM

Section: S7 – Filing Control	Conducted By: *JI*	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	Prospective Projects (PP) and Secured Project Nos.	Wrong projects number be given. Documents will be filed in the wrong project folder/ files. Confidentiality of the document will be compromised.	Retrieval of documents related to the project will be hampered and time wasted.	To check the project folder/files on a daily basis for any incorrect filing.	4	3	12					Accounts
2	Master Outgoing/ Incoming Correspondence	Transferring the documents to the wrong folder. Wrong naming.	Time wasted on searching for the document	Before transferring of document, to check that it is being named correctly.	4	3	12					Admin