QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S8 – Drawing Control	NHS	*30 October 2023*
Dept.	Approved By:	Next Review Date:
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 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	Preparation of Drawing	Incorrect drawing standards, legends, notes, title blocks, details, etc. used	Drawings produced are not in-line with the company's standards or as required based on client's requirements	To refer to company's /client's drawing manual. To use company's drafting checklist.	5	2	10	-	-	-	-	CAD Team/ Project Team
		Incorporating wrong/outdated architectural, structural, ID, Landscape, etc. onto the M&E plans	Resulting in incorrect M&E layouts	Informing/updating team members of the correct layouts by means of discussions/ emails Cad files to be kept in the Drawing server with the correct folder and dates indicated	5	5	25	Further discussion with CAD Team/ Project Team	5	1	5	CAD Leader/ Project Team

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2	Coordination among the M&E services. Coordination between the M&E services, architectural and structural.	Incorrect services' routing & installation.	Contractor issuing RFIs. Clashing of the M&E services, architectural & structural elements.	Discussion among CAD & Project team members	5	3	15	-	-	-	-	CAD Team/ Project Team

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3	Printing/ Plotting	Some elements were not generated on print.	Missing information	Hardcopy/Softcopy check	5	3	15	-	-	-	-	CAD Team
4	Printing/ Plotting	Incorrect pen table/plot style used.	Non-standard drawings	Hardcopy/Softcopy check	5	3	15	-	-	-	-	CAD Team
5	CAD File naming	Incorrect file name used.	CAD file cannot be located. Overwriting of CAD files.	To use correct project code, service code, etc. To refer to company's CAD manual.	5	5	25	Supervision from CAD Manager	5	1	5	CAD Team

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6	Copying of CAD files to CD/DVD	CAD files unreadable/data lost	Time & cost implication.	To open/view CAD files from CD/DVD after burning. To open/view from another PC.	2	2	4	-	1	1	1	CAD Team/ Project Team