QUALITY RISK ASSESSMENT FORM

Section: S9 – Administration 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	Outgoing correspondence	Typing error on Address/Addressee/ letter content. Letter format not consistent Emails sent to the wrong party Confidentiality of the document will be compromised.	Produce an unprofessional image to clients. Extra time taken to amend error.	Refer to the company's standard letter format. Check typed letter/emails before sending. Admin to be notified on any change of address/addressee.	4	3	12					Admin

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2	Incoming correspondence	Circulation of email to the wrong project email. Incoming letters given to the wrong PM in charge. Documents/ drawings not stamped or date is wrong	Related document which requires the required personnel's attention will be delayed. Information leaked. Difficulty in tracing when the documents/ drawings were received	Read through emails/letters thoroughly before circulating. To check that all documents/drawings are stamped before it is circulated. To check the date stamp before stamping of documents/drawings	4	3	12					Admin