QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
E1 – Aspect/Impact Identification, Risk Assessment & Control	*YYF*	*30 October 2023*
Dept.	**Approved By:**	**Next Review Date:**
All	*CCG*	*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.	Risk Evaluation	Fail to evaluate the detectability, severity and likelihood of the given risk control measure accurately	Unable to resolve the risk	Environmental Risk Assessment Scoring Matrix in Evaluation Criteria for Environmental Risk Assessment is provided to ease evaluation process	4	1	4					QE Manager

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QUALITY RISK ASSESSMENT FORM

Section: E2 - Identifying Legal & Other Requirements	Conducted By: YYF	Review Date: ***30 October 2023***
Dept. Engineering	Approved By: CCG	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1	Register and update all incoming environmental laws, regulations and policies	Using outdated regulations	Unable to obtain TOP	Publish all environmental laws, regulations and policies through intranet and e-mail circulating to all staffs	2	2	4					QE Manager

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QUALITY RISK ASSESSMENT FORM

Section: E3 – Objectives, Targets & Programmes	Conducted By: CLM	Review Date: ***30 October 2023***
Dept. Engineering	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

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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	Electricity consumption	Failure to achieve the target savings on electricity consumption	Depletion of Natural Resources	To broadcast the monthly trend of electricity consumption through intranet to create awareness. Allocated CAD Staff and Admin Leader are appointed to switch off lights at Drafting Dept and admin/Engineering Dept during lunch time. To turn on after office hour A/C only if necessary	3	3	9					QE Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
E3 – Objectives, Targets & Programmes	CLM	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	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
2	Paper consumption	Failure to achieve the target savings of paper consumption	Depletion of Natural Resources	To reduce printing and to use recycle paper and to work on soft copy whenever possible.	3	3	9					QE Manager

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QUALITY RISK ASSESSMENT FORM

Section: E4 - Communication	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept. Engineering	Approved By: *CCG*	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	Internal Communication	Internal communication of environmental information from regulatory agencies and customers not passed down from Project Manager to project team	Lack of knowledge of environmental information which may cause rework, redesign, etc.	Information disseminated via email, circulars & intranet.	3	4	12					QE Manager/ Department Heads

QUALITY RISK ASSESSMENT FORM

Section: E5 - Emergency Preparedness and Response	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept: Human Resource	Approved By: *CCG*	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.	Fire	• New Staff and visitors are not familiar with evacuation procedures and hence, do not know how to respond.	A fire often consumes most of the available oxygen, slowing the burning process. This "incomplete combustion" results in toxic gases: • Carbon monoxide (the most common) • Hydrogen cyanide (results from the burning of plastics) • Phosgene (formed when vinyl materials are burnt)	• The Emergency Response Plan is readily available on the intranet. All new staff will also be introduced to the Emergency Response Plan during the induction training to understand the evacuation guidelines. • Fire Warden/ Assistant Fire Warden in-charge of the particular zone shall guide all staff and visitors, if any, to the evacuation route during evacuation drills.	4	3	12	-	-	-	-	Fire Warden and Assistant Fire Wardens

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QUALITY RISK ASSESSMENT FORM

Section: E6 - Monitoring & Measurement	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept. Engineering	Approved By: *CCG*	Next Review Date: *30 October 2026*

Score	1	2	3	4	5
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
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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	Record and Review	Cannot achieve continual improvement of Environmental Management System	Non compliance	QE Manager needs to identify the need to systematically improve different processes within the Environmental Management System in order to provide improvements overall.	3	3	9					QE Manager

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QUALITY RISK ASSESSMENT FORM

Section: E7 – Control of Air and Noise Pollution	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept. Engineering	Approved By: *CCG*	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	Air quality	Use of ozone depleting refrigerant for the air conditioning equipment (chiller, VRV/split unit, etc.)	Global warming	Tender specifications shall include non-ozone depleting type refrigerant to be used	4	2	8					Project Manager
		Generation of dust and airborne bacteria in the construction site	Respiratory problems	Site staff to equip with suitable PPE before site inspection	3	4	12					Project Manager/ Site Staff

QUALITY RISK ASSESSMENT FORM

Section: E7 – Control of Air and Noise Pollution	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept. Engineering	Approved By: *CCG*	Next Review Date: *30 October 2026*

Score	**1**	**2**	**3**	**4**	**5**
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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
2	Noise level	Expose to excessive noise generated during construction	Deafness	Allowable noise level in accordance with NEA requirements are specified Site staff to equip with suitable PPE before site inspection	4	3	12					Project Manager/ Site Staff

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
E8 - Management of Wastes	CKH	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	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	Disposal of Waste	Substantial amount of wastes (e.g. Waste Paper) not disposed	Accumulation of dust and affect IAQ	Once substantial amount of paper wastes has been collected at the main disposal area, the Admin Leader shall arrange for the paper wastes to be disposed by a general waste collector (i.e. paper recycling company)	1	3	3	Nil	-	-	-	All Staff

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QUALITY RISK ASSESSMENT FORM

Section: M1 – Preparation of Consultancy Offer	Conducted By: GA	Review Date: ***30 October 2023***
Dept. - Accounts/Admin	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
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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	New client assessment	Bad debt	Non-payment of fee for work done	Credibility check	3	3	9	-	-	-	-	Director
2	Existing client assessment	Bad debt	Non-payment of fee for work done	Review client ‘s track record and current market feedback	2	2	4	-	-	-	-	Director
3	Poor manpower planning / role definition	Loss of client confidence and future projects from the same client	Incompetent technical personnel for the project and loss of competitive edge	Allocation of team members with prior suitable experience for the project	2	2	4	-	-	-	-	Director

QUALITY RISK ASSESSMENT FORM

Section: M1 – Preparation of Consultancy Offer	Conducted By: GA	Review Date: ***30 October 2023***
Dept. - Accounts/Admin	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
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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
4	Fee bidding	Under quote for the project	Loss of profit	Reference made to data from similar past projects and evaluate pricing strategies vis-à-vis competitors	3	3	9	-	-	-	-	Director
5	Poor definition of work scope / spotty work scope vs bid document requirement	Cost overrun arising from excessive man-hours charged in reconciliation and additional time spent	Loss of profit	Review work scope against bid documents and discussion with other directors before final quote	3	3	9	-	-	-	-	Director

QUALITY RISK ASSESSMENT FORM

Section: M1 – Preparation of Consultancy Offer	Conducted By: GA	Review Date: ***30 October 2023***
Dept. - Accounts/Admin	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
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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
6	Bid negotiation	Final quote may be lower than costing benchmarked figure	Profit margin below breakeven point	Subsume a percentage hedge in the initial quote to client	3	3	9	-	-	-	-	Director

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M2 – Project Commission & Service Agreement	GA	***30 October 2023***
Dept. –	Approved By:	Next Review Date:
Accounts	CCG	***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
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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	Review of service agreement	Terms and conditions stated in the service agreement does not correlate to the letter of offer quoted to client	Potential dispute resulting in loss of reconciliation time, costs and possible civil litigation in future	Review the terms and conditions stated in the service agreement with letter of offer by project director with MD and reconcile with client on discrepancies identified	3	3	9	-	-	-	-	Project director

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M2 – Project Commission & Service Agreement	GA	***30 October 2023***
Dept. –	Approved By:	Next Review Date:
Accounts	CCG	***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
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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
2	Unsigned service agreement	Dispute over the terms throughout and post project causing potential civil litigation	Incur unnecessary additional time costs in reconciliation and possible legal fees resulting in reduced profits	Client sign on letter of offer as acknowledgement of term and conditions	3	3	9	-	-	-	-	Project Director
3	Assignment of Project Tem	Incompetent team member assigned to the project	Additional man hours clocked resulting in cost overrun with reduced profits and reputational damage to the company	Close monitoring of the team member by Project Director at initial stage of project and change of team member if he is still incompetent with approval from client	3	3	9	-	-	-	-	Project Director

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M2 – Project Commission & Service Agreement	GA	***30 October 2023***
Dept. –	Approved By:	Next Review Date:
Accounts	CCG	***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
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4	Review of resources	Work overload of competent staff thus compromising efficiency and focus on critical stages of the projects	Lack of focus results in possible basic design error and omissions which ultimately result in damages claim, civil litigation and reputational damage to the company and sanctions imposed on Qualified Persons of the project	Review based on experience of project director	4	4	16	Real time Manpower Planner made available to avoid overloading of work load of staff during allocation of resources for a project	-	-	-	Project Director

QUALITY RISK ASSESSMENT FORM

Section: M2 – Project Commission & Service Agreement	Conducted By: GA	Review Date: ***30 October 2023***
Dept. – Accounts	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
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Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
5	Missing contract documents	Loss in time cost to retrieve the contract documents internally or externally from client	Non availability of contract documents causes delay in internal and external communication resulting in possible conflicts with client in the course of the project	An e-copy of the contract documents are stored at the server in the event of the missing hardcopy documents	3	3	9	-	-	-	-	Project Director/ Accounts

QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2026*

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
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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	Design & Development Planning	Failure to meet Client's schedule deadlines	Company reputation is adversely affected & loss of future projects	Prepare an overall project internal programme including all aspects/activities for design review & verification within a month after the kick-off meeting.	4	2	8	-	-	-	-	Project Manager

QUALITY RISK ASSESSMENT FORM

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M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2026*

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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
2	Organisational and Technical Interfaces	Design does not meet Client's requirement	Time implication to redesign	Prepare the M&E design report and submit to Client for approval.	4	3	12					Project Manager
		Failure to circulate information on design requirement among project team members.	Delay the progress of the project	Create project email address immediately upon award and notify the project team.	4	2	8					Project Manager

QUALITY RISK ASSESSMENT FORM

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M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2026*

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Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
3	Design Input	Failure to meet Client and other consultants design requirement	Abortive work and additional time spend. Company reputation is adversely affected & loss of future projects	Circulate to team members the Client and other consultants design requirement. Any ambiguity and inadequacy shall clarify with the originator.	4	2	8	-	-	-	-	Project Manager
		Use of outdated architectural/structural drawings for M&E design	Abortive work and additional time spend to update M&E design to latest architectural/ structural drawings.	To review drawings upon receipt and circulate the drawings for action to be taken by the respective team members.	4	3	12	-	-	-	-	Project Manager

QUALITY RISK ASSESSMENT FORM

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M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2026*

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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
		Failure to meet the updated code of practice	Abortive work and additional time spend. Professional liability	PD & QP to update the project team member of any authority's new codes, circular or clarification.	4	2	8	-	-	-	-	Project Director/Qualified Person
		Failure to obtain TOP clearance due to greenmark criteria is not met.	Delay in project handover date. Time and cost implication.	PM to implement the greenmark requirements to form part of the design input during design & development phase.	4	2	8					Project Manager

QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2026*

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Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
4	Design Output	Use of outdated software for the purpose of calculation	Generate incorrect output. Abortive work & additional time spend	To verify the version of the software from Section 8.6 of PQP before using.	4	2	8	-	-	-	-	Project Director
		Failure to indicate the revision number to the amended calculation	Use the outdated data for the design. Time implication	Amendments to established calculations shall be clearly indicated and superseded calculation sheets to be strikethrough.	4	1	4	-	-	-	-	Project Director/ Qualified Person

QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
M3 - Design Control	YYF	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*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
5	Design Review & Check	Use of incorrect parameters in design calculations.	Inappropriate equipment selection.	Assign checker to check the design calculation.	4	1	4	-	-	-	-	Project Manager

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QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M4 – Design Change Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*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	Source of Change	Team members not knowing exact scope of work and unable to identify additional work scope when client requests additional changes.	Additional scope of work & time spent outside project allocation Loss of profit	Project Announcement Project Briefing to project team members prior to commencement of project.	4	4	16	Create 100-series sub-job number to record time spent for future reimbursement from Client (if necessary)	4	2	8	Project Manager
2	Change Note	Change note was not raised	Loss of profit Loss of record	PM to justify the additional changes require to raise change note	4	3	12	-	-	-	-	Project Manager
3	Assessment of Changes	Under estimation of time spend	Loss of profit	PM to justify the additional time spend for the changes	4	3	12	-	-	-	-	Project Manager

QUALITY RISK ASSESSMENT FORM

Section: M5 – Tender Process and Evaluation	Conducted By: CLM	Review Date: ***30 October 2023***
Dept. Engineering	Approved By: CCG	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	Selection of tenderers	Tenderers selected do not meet the basic criteria	Contractor unable to deliver project due to incapability. Company's reputation at stake	List of tenderers to be approved by PD and/or Client	5	3	15	-	-	-	-	Project Manager
2	Issuance of Enquiry document	Document issued to the wrong company Tender deposit cheque payable to the wrong company and/or indicate wrong amount	Implication to the tender submission. Company's reputation at stake	To check the Letter of Invitation carefully before issuance of the enquiry document	4	3	12	-	-	-	-	Project Manager/ Admin Leader

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M5 – Tender Process and Evaluation	CLM	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*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
3	Extension of tender closing date	Tender closing date extended without prior agreement from Client	Impact the whole tender schedule and may lead to late award of tender	To seek agreement from the Client	5	3	15	-	-	-	-	Project Manager
4	Receipt and opening of tenders	Tenders are opened inadvertently. Enter the incorrect tender sums against each tenderer.	Confidentiality exposed. Mislead Client on the tenderer's position.	The process to be witnessed by minimum 2 parties. To create tender box to receive the tender submission	5	3	15	-	-	-	-	Project Manager
5	Tender evaluation	Failure to detect arithmetical error. Failure to detect deviations. Issue questionnaire to the wrong company.	Wrong evaluation of the tender and mislead the position of the tenderers.	Sums shall be entered on an excel worksheet for auto-summation. Tender submissions to be thoroughly checked.	5	3	15	-	-	-	-	Project Manager

QUALITY RISK ASSESSMENT FORM

Section: M5 – Tender Process and Evaluation	Conducted By: CLM	Review Date: ***30 October 2023***
Dept. Engineering	Approved By: CCG	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
6	Tender validity	Failure to extend the tender validity.	Tender offer will be made invalid and may require re-tender	To monitor the tender validity by inputting the information on the calendar. To add task to alert the extension of tender validity min. 2 weeks before expiry	5	3	15	-	-	-	-	Project Manager
7	Tender report	Incorrect information/ content in the report.	Influence the decision on awarding the contract.	Report to be thoroughly reviewed before submission to Client	4	3	12	-	-	-	-	Project Manager
8	Compilation of contract document	Left out important correspondences.	May lead to cost implications to the project	To list out the tender correspondences progressively in advance	4	3	12	-	-	-	-	Project Manager

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QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M6 – Authority Submission	CLM	***30 October 2023***
Dept.	Approved By:	Next Review Date:
CAD/Engineering	CCG	***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	Preparation of drawings	Not in accordance with CP83 and authorities' requirement	Submission rejected by authorities	To use standard drawing checklist & design checklist	3	3	9	-	-	-	-	Project Manager/CAD Manager
2	Fee payment	Incorrect amount indicated on the submission form	Submission rejected by authorities and approval delayed	To counter check with drawing payable list and acknowledgement letter	3	3	9	-				Project Manager
3	Status of submission	Authority did not receive the submission due to unknown factors	Delay in obtaining approval	To follow-up with the acknowledgement , correspondences or emails from CORENET after submission	3	3	9					Project Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2023*

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	Review/ Approval of Contractor's Submittals	Approved shop drawings/equipment not in accordance with contract requirements	Variation claims/EOT from contractor	Ensure contract documents and drawings are available for all project members when reviewing the equipment/material submittals.	3	3	9					Project Manager
		Incomplete review of shop drawings/ material submission	Multiple resubmission of shop drawings/ material required. Contractor claim for EOT	Ensure review of shop drawings/ material submittals are thorough and return timely	4	3	12					Project Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2023*

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
2	Contractor's Request for Deviation	Accepted material/ equipment not fit for purpose	Time & cost implication for abortive work due to non-compliance	PM to review the deviation submission in detail and seek Client 's consensus	3	2	6					Project Manager
3	Site Monitoring & Inspection	Non-conformances at site due to using non approved equipment/material & outdated shop drawings	Time & cost implication	Site Staff shall refer to the updated list of equipment/material & shop drawing. To indicate the approved shop drawing no./revision on the part print of the drawing use for inspection.	4	3	12					Project Manager/ Site Staff

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2023*

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
		Approved material list not given to the site staff.	Material installed on site different from approved list. Time and cost implication if need to replace material.	When replying the contractor's material submission, highlight that they must print and distribute a copy of the approved material to the site staff for their information.	4	4	16	Copy the site staff in the reply of all material submission.	4	2	8	Project Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2023*

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
		Site staff are not aware of client's requirement during inspection	Client's requirement is not captured by site staff during inspection.	Ensure that the owner's requirements are captured and reflected on the shop drawings so that during inspection, the site staff will be able to pick up the requirements.	5	4	20	Instruction/correspondences relating to client's request shall be copied to Site Staff.	5	2	10	Project Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M7 – Construction Process Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*30 October 2023*

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
4	Progress Payment Evaluation	Incorrect evaluation of work done	Over payment to contractor. Client lose confidence on our evaluation	To check validity of work done claimed by Contractor. To verify evaluation based on monthly progress report submitted by the contractor. To identify potential omission works are not certified.	5	3	15					Project Manager/ Site Staff

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Engineering	CCG	***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	Testing & Commissioning	Calibration certificate of instrument has expired	Incorrect readings are recorded	Contractors to provide the certificate of calibration for the instrument to the Site Staff for verification before taking the readings.	4	4	16	Site Staff record the serial no. of the instrument together with calibration date in the inspection form	4	2	8	Project Manager/ Site Staff

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Engineering	CCG	***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
		Incorrect testing procedures. Site Staff witnessing the testing and commissioning is not able to assess the results.	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Site staff to use the approved T&C forms, which indicate the proper procedure and expected results.	4	4	16	Provide checklists for Site Staff to monitor the progress of testing & commissioning	2	2	4	Project Manager and Engineers

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Engineering	CCG	***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
		Untrained personnel carried out the T&C.	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Contractor to ensure personnel with relevant skill and knowledge to be assigned for the work. Site staff to discuss with the contractor assigned personnel on the testing procedure and clear any doubt before proceeding with the T&C.								

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Engineering	CCG	***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
		Client's requirement on the performance of the equipment/ system are not make known to the site staff/ contractor	Performance of equipment/system does not meet the expected requirement and installation does not comply with the code requirement	Specific requirement from the client should be recorded in the design brief and must be highlighted during the review of the shop drawings. A copy of the design brief and approved shop drawings must be copied to the site staff.				Whenever there is specific requirement from the client, the checklist must be updated to capture the requirement before issuance to the site staff.				

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
M8 – Testing & Commissioning	CKH	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Engineering	CCG	***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
		Incorrect instrument is used for testing and commissioning. Instrument used is not of the correct unit and scale range.	Performance of equipment/system does not meet the requirement	Contractor to ensure right instrument and worker with the relevant skill is assigned for the work.	4	3	12					Project Manager and Engineers

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S1 – Document Control	*JI*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Admin	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	Issuance of controlled documents	Missing or non-receipt of documents.	Unable to trace whether the document has been sent out	To issue documents with a covering letter or transmittal which will be acknowledged by the recipient.	4	3	12					Admin
2	Superseded documents	Incorrect information will be used/given	Time wasted on re-issuing of documents	To check that superseded copies are stamped “SUPERSEDED”	3	3	9					Admin

QUALITY RISK ASSESSMENT FORM

Section: S2 – Documentation of QEMS Procedure	Conducted By: *YYF*	Review Date: *30 October 2023*
Dept. Engineering	Approved By: *CCG*	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.	Procedure Amendments	Staff referring to obsolete hardcopies of QEMS procedure that they have printed for their use.	Staff will implement outdated procedure for their projects which will lead to non-compliance.	All the soft copies of the QEMS Procedures posted on the Company Intranet are password protected to prevent unauthorised printing, copying and editing. All the staff shall refer to QEMS Procedure made available in the Company Intranet.	4	1	4					QE Manager

QUALITY RISK ASSESSMENT FORM

Section: S3 – Documentation of Project Quality Plan	Conducted By: CLM	Review Date: ***30 October 2023***
Dept. Engineering	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	Preparation of Project Quality Plan	Failure to prepare the Project Quality Plan within the stipulated time frame	Unable to trace the records of the project information	To conduct meeting at 3 months interval to go through the PQP to ensure that it is updated.	4	3	12					Project Manager
2	Updating of Project Quality Plan	Failure to update the Project Quality Plan	Records are not updated and may result in non-compliance	To conduct meeting at 3 months interval to go through the PQP to ensure that it is updated.	4	3	12					Project Manager

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QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S4 - Specification Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering/Admin	CCG	*30 October 2023*

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	Technical Specification	Technical specification of equipment is not in accordance with current Green Mark requirements and client's requirements as agreed in the Design Brief Report	Cost & time implication as Contractor will claim for VO and EOT	Technical specifications shall be reviewed by Checker.	4	3	12					Project Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S4 - Specification Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering/Admin	CCG	*30 October 2023*

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
		Project specifications are copied from another project rather than taken from the master specifications.	Project specifications copied from another project might be tailored to fit that particular project's need and it might not be suitable for the project	Selection list to be properly filled up by the project team and approved by PD.	4	3	12					Project Manager
		Amendments are made to the project specifications without the approval from the PD.	Amendments made might not be suitable for the project and not up to company standards	All amendments made to the project specification shall be highlighted in the selection list and approved by PD.	4	3	12					Project Manager

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

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
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

QUALITY RISK ASSESSMENT FORM

Section: S6 – Archive Control	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. Admin/CAD	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	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

QUALITY RISK ASSESSMENT FORM

Section: S6 – Archive Control	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. Admin/CAD	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
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

QUALITY RISK ASSESSMENT FORM

Section: S6 – Archive Control	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. Admin/CAD	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
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

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 2023***

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

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 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	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

QUALITY RISK ASSESSMENT FORM

Section: S8 – Drawing Control	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. CAD	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
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

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 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
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

QUALITY RISK ASSESSMENT FORM

Section: S8 – Drawing Control	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. CAD	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
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

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 2024***

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

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 2024***

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
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

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S10 - Purchasing Control	GA	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Accounts/Admin	YYF	***30 October 2023***

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	Identifying the need and planning the purchase	Insufficient funding	Delay in making the purchase with possible downtime with inherent cost to company	Obtain appropriate approvals from finance director before undertaking process and improve purchase planning	3	3	9	-	-	-	-	Director-in-charge
2	Identifying potential sources	Using an existing source which is not economically competitive	Failure to obtain value for money thus reducing profits	Annual evaluation of existing vendors	3	3	9	-	-	-	-	Director-in-charge
3	Evaluating offers	Inconsistent evaluations leading to biased with subjective and not objective evaluation conclusion	Wrong evaluation leads to time lost and additional costs	Provide staff with appropriate evaluation skill	3	3	9	-	-	-	-	Director-in-charge

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S10 - Purchasing Control	GA	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Accounts/Admin	YYF	***30 October 2023***

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
4	Selecting the successful bidder	Select the wrong bidder when bidders offer same strengths during evaluation	Failure to fulfil the purchase/ contract	Complete evaluation criteria review before awarding the bidder	3	3	9	-	-	-	-	Director-in-charge
5	Contract management	Inadequately administering the contract	Full benefits of contract not achieved which may result in contract/supplies disputes in future	Related staff are trained in contract management	3	3	9	-	-	-	-	Director-in-charge
6	Products in transit	Loss/damaged to products in transit	Delay in delivery, downtime and liability disputes	Accept delivery only after physical inspection of products	3	3	9	-	-	-	-	Requestor

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S10 - Purchasing Control	GA	***30 October 2023***
Dept.	Approved By:	Next Review Date:
Accounts/Admin	YYF	***30 October 2023***

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
7	Evaluate the purchasing/ procurement process	Failure to identify and address problems	Purchasing/ procurement objectives not achieved and possible failure in the future	Systematic evaluation methods, techniques and evaluation criteria	2	3	6	-	-	-	-	Director-in-charge/ Requestor

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: YYF	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
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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	Conducting induction training for new staff	New staff may gain only a limited understanding of the organization and their role in it; they may also fail to grasp what is actually expected of them	• Having low confidence to fit into the organization's culture, new staff may jump ship and look for alternative job opportunities • Time to achieve competency may be extended	Systematic induction training (with proper documentation) will be conducted with all new staff	3	3	9	-	-	-	-	Director-in-charge, Admin Leader and Supervisor of new staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	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
2	Identifying training needs	• Not all training needs can be picked up by the Director-in-charge at annual staff appraisal • Staff may fail to identify their own training needs	Staff may not be fully productive and efficient in meeting job expectations; they may even make mistakes that may be detrimental to the organization's reputation	• Training needs will be identified and discussed between the Director-in-charge and staff at annual staff appraisal • Training plan will be prepared on a yearly basis • Director-in-charge will nominate staff to attend relevant training as and when available	3	3	9	-	-	-	-	Director-in-charge, Supervisor and Staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	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
3	Training evaluation	Completed hastily with little comments/ suggestions by trainee	Lack of accurate analysis of the effectiveness of training	• All trainees must complete the Training Evaluation Form at the end of the training • The immediate supervisor of the trainee must evaluate the effectiveness of training	2	2	4	-	-	-	-	Director-in-charge, Supervisor and Staff

QUALITY RISK ASSESSMENT FORM

Section: S11 – Training Control	Conducted By: *JI*	Review Date: ***30 October 2023***
Dept: Human Resource	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
4	Maintaining training materials	Staff may forget to hand over the training materials to the Librarian	Training materials will not be uploaded to the intranet by the Librarian and other staff will not have access to the materials which may be useful to their job functions	Extending training materials to the Library is made a requirement in the Training Evaluation Form	2	3	6	-	-	-	-	Staff and Librarian

QUALITY RISK ASSESSMENT FORM

Section: S12 – Computer Control	Conducted By: *GSH*	Review Date: *30 October 2023*
Dept. IT	Approved By: CCG	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	Work station	Hardware failure	Users unable to do work.	Regular maintenance using system service log and having spare workstations.	4	2	8					IT Specialist
2	Servers	Hardware failure	Loss of data and inability to access files.	Regular backups and hard drive redundancy.	4	2	8					IT Specialist
3	Calibration of plotter	Plotter out of scale	Inaccurate drawing	Printout every 6 months to verify accuracy by CAD manager	4	1	4					CAD Manager
4	Backup	Unsuccessful backup	No backup copy in event of problems	Daily backup and NAS backup.	4	2	8					IT Specialist

QUALITY RISK ASSESSMENT FORM

Section: S12 – Computer Control	Conducted By: *GSH*	Review Date: *30 October 2023*
Dept. IT	Approved By: CCG	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
5	Network Security	Virus infection	Network compromised with potential data lost and security breach.	Regular virus scan and regular update of virus definitions on workstations. Firewall configured to mitigate risk and constant reminder to users to check with IT when encountering suspicious emails.	4	3	12					IT Specialist

QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
S13 – Non-Conformity and Corrective Action Procedures	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	CCG	*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	Identification of Non-Conformity	Inability to correctly identify non-conformity	Recurring non-conformity	Audit checks and awareness training	3	4	12					QE Manager

QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
S14 – Quality & Environmental Management System Audit	LCY	***30 October 2023***
Dept.	**Approved By:**	**Next Review Date:**
All	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	Audit Procedures	Auditor fail to identify the non-compliance item using the standard audit questionnaire.	Non-compliance item becomes major non-compliance during external audit.	QE Manager to ensure that non-standard audit questionnaires are included during the audit.	4	2	8					QE Manager/ Auditor

QUALITY RISK ASSESSMENT FORM

Section: S15 – Feedback Reporting	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. All	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	Feedbacks received from external/ internal parties	Problems or deficiencies found in the working practices/standard forms are not highlighted	Unproductive, correct or inefficient working practices may continue with no improvement.	To submit Feedback form.	3	4	12	-	-	-	-	All Staff
2	Report generation	Feedbacks received are not recorded	Other Staff will not be aware of problems & deficiencies and their consequences	To submit Feedback form.	3	4	12	-	-	-	-	All Staff

QUALITY RISK ASSESSMENT FORM

Section: S15 – Feedback Reporting	Conducted By: NHS	Review Date: ***30 October 2023***
Dept. All	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
3	Dissemination of feedback information to Staff	Only a number of Staff are aware of feedback information	Unproductive, correct or inefficient working practices	Information to Staff via emails, circulars or discussions.	4	3	12	-	-	-	-	Director/Admin Leader
4	Recording of feedbacks	Feedback forms are not properly recorded and misplaced	Missing information	Types of media: Hardcopy – to be filed Softcopy – to be posted on intranet	4	3	12	-	-	-	-	Admin Leader

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QUALITY RISK ASSESSMENT FORM

Section: S16 - Clients Feedback	Conducted By: CKH	Review Date: ***30 October 2023***
Dept. Engineering	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	Client's Feedback Reporting	Failure to obtain unbiased feedback from Client representative	Misled by the feedback to provide relevant improvement	PD to review the feedback obtained with the project team	4	3	12	-	-	-	-	Project Manager

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QUALITY RISK ASSESSMENT FORM

Section: S17 - Management Review	Conducted By: YYF	Review Date: ***30 October 2023***
Dept. -	Approved By: CCG	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	Review the achievement of organization's quality & environmental performance	Annual management review not convened	Unable to detect the causes of non performance	Annual management review to find out the root of causes and opportunities for improvement	2	2	4					Director-in-Charge/QE Manager

QUALITY RISK ASSESSMENT FORM

Section	Conducted By:	Review Date:
S18 – Risk Identification, Assessment & Control	*YYF*	*30 October 2023*
Dept.	Approved By:	Next Review Date:
All	CCG	*30 October 2023*

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.	Risk Evaluation	Fail to evaluate the severity and likelihood of the given risk control measure accurately	Unable to resolve the risk	Quality Risk Assessment Scoring Matrix in Evaluation Criteria for Quality Risk Assessment is provided to ease evaluation process	4	1	4					QE Manager