



CALAMBA WATER DISTRICT

Risk Assessment No.: RA-3	SECTION/DEPARTMENT: MOTOR POOL	CONDUCTED BY: EDWIN L. CARTAGO	REVIEWED & APPROVED BY/D: Jan. 05, 2017	LATEST REVIEWED DATE: Jan. 05, 2017	NEXT REVIEW Jan. 05, 2018
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RISK IDENTIFICATION					RISK EVALUATION			RISK CONTROL/ACTION	RE-RISK EVALUATION					
NO.	ACTIVITY	RISK ORIGIN	POTENTIAL FAILURE	EFFECT	EXISTING CONTROL	L	S	RISL LEVE L/ RPN	ADDITIONAL RISK CONTROL	L	S	RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Preventive Maintenance Record	INTERNAL	Lack of staff to handle the Preventive Maintenance Record	Vehicle/Equipment Breakdown	Unorganized preventive maintenance record filing / safekeeping	2	2	4	Manual sorting of PM record	1	2	2	Motor Pool Personnel	Motor Pool Management Process
2	Preventive Maintenance	INTERNAL	Inconsistency on the conduct of preventive maintenance	Vehicle breakdown	Monitoring of In charge using Travel Order Form and Trip Ticket (META) and job order form	2	2	4	Monthly checking of PM schedule	1	2	2	Auto - Mechanic / Driver	Motor Pool Management Process
3		INTERNAL	No record of preventive maintenance report	Irregular preventive maintenance schedule	Monitoring of incharge staff using vehicle history record	2	3	6	Systematic and organized filing of preventive maintenance report	2	3	6	ASD staff	Motor Pool Management Process
4	Breakdown Maintenance	INTERNAL	Lack of equipment breakdown report	Redundancy of vehicle breakdown	Breakdown history report must be filled properly	2	2	4	Regular monitoring of breakdown history report	1	1	1	ASD staff	Motor Pool Management Process
5		INTERNAL	Unreported service vehicle / motorcycle defect	Damagre to service vehicle / motorcycle due to unreported defect	Proper monitoring of service vehicle / motorcycle	3	4	12	Check details of job request and job repair form	2	2	4	Auto - Mechanic / Driver	Motor Pool Management Process
6		EXTERNAL	Some external service provider has no documented service report	Potential internal / external audit findings	CWD's internal form to monitor the equipment repair conducted by the servicee provider	2	4	8	Request to external service provider to submit any documented report of repair	3	4	12	ASD staff	Motor Pool Management Process



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	Likelihood of Detection		Severity of Impacts		Note:			Severity/Likelihood						
	SIGNIFICANCE	RANK	SIGNIFICANCE	RANK	L x S = TOTAL (Indicates the risk level)			1	Very low	Almost nil (life end)		RISK LEVEL: 15-25 High 5-12 Medium 1-4 Low		
	Very Low	1	Very Low	1	S - Severity			2	Low	Almost never, emergency (once in 10 years)				
	Low	2	Low	2	L - Likelihood			3	Moderate	From time to time, abnormal (once a year)				
	Moderate	3	Moderate	3	"THE HIGHER THE SCORE THE MORE SIGNIFICANT AS RISK COULD BE"			4	High	Normally occurs, normal (once a week to once a month)				
	High	4	High	4				5	Very high	Frequent (everyday)				
	Very High	5	Very High	5										

No.	Revision Details	Revised Date	No.	Revision Details	Date Revised	No.	Revision Details	Date Revised
1			3			5		
2			4			6		