



## CALAMBA WATER DISTRICT

<b>Risk Assessment No. RA 04</b>	SECTION/DEPARTMENT: <b>WAREHOUSE</b>	CONDUCTED BY: Emmanuel T. Salvador	REVIEWED & APPROVED BY/DA P. Samiano Jan 6, 2017	LATEST REVIEWED DATE: Jan 6, 2107	NEXT REVIEW Jan 6, 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 LEV EL/ RPN	ADDITIONAL RISK CONTROL	L	S	RISL LEV EL/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Receiving Materials	EXTERNAL	Discrepancy on physical quantity	Delay on project/installation schedule	Use of Receiving Report/Inspection Acceptance Report	4	4	16	On-site/On-the-Spot counting of delivered materials as witnessed by the Supplier Representative	3	4	12	Warehouseman	Warehouse Process
2	Stocking materials	INTERNAL	Inconsistency on recording of materials in and out (e.g. other materials no longer existing on accounting)	Discrepancy on Stock Card	Reconciliation of records of Warehouse versus Accounting Records	3	4	12	Delegation of responsibility per warehouse activity	3	4	12	Warehouseman	Warehouse Process
		INTERNAL	No proper documentation of returned materials from installation	Discrepancy on Accounting Records	Provision of returned materials records for Accounting reference	3	4	12	Assign Personnel to closely monitor the returned materials	3	4	12	Warehouseman	Warehouse Process
3	Accounting of MSI	INTERNAL	Non observance of warehouse transaction cut - off by other requestor	Discrepancy on accounting records	call the attention of requestor and remind the cut - off date	3	4	12	cancellation of request one day after the the cut off	3	4	12	Warehouseman	Warehouse Process
4	Storage	INTERNAL	lack of space to accommodate stock inventory and other safekeep items	Disorganized stocks	continous arrangement of stocks, supplies, materials	3	4	12	call the attention of the requestor to get the materials, equipments, supplies they requested	3	4	12	Warehouseman	Warehouse Process
5	Internal Control	INTERNAL	no single uniformed computer system for proper management of property and supply process	Discrepancy on Accounting Records	follow up request for the inventory system	3	4	12	manual recording on bincard and manual reconciliation with Finance Department	3	4	12	Warehouseman	Warehouse Process



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