



CALAMBA WATER DISTRICT

Risk Assessment No. RA-05		SECTION/DEPARTMENT: DCC		CONDUCTED BY Ethel O. Paderes / Melody E. Oyos				REVIEWED & APPROVED BY/DA Engr. Joselito Gillera		LATEST REVIEWED DATE: Jan. 6, 2017		NEXT REVIEW Jan. 6, 2018		
RISK IDENTIFICATION				RISK EVALUATION				RISK CONTROL/ACTION			RE-RISK EVALUATION			
NO	ACTIVITY	RISK ORIGIN	POTENTIAL FAILURE	EFFECT	EXISTING CONTROL	L		RISL LEVE L/ RPN	ADDITIONAL RISK CONTROL	S		RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
						L	S			S	L			
1	Review of Documents	INTERNAL	Not reviewing	Error with contents resulting to wrong information followed	Review of documents in softcopy	4	4	16	Review in hardcopy through DCN; Review of approved DCN upon receipt	3	3	9	Process Owners; DCC	Control of Documented Information
2	Printing of documents	INTERNAL	Wrong printout due to not checking of format before printing	Wasting of office resources	checking of page setup before printing	3	3	9	Check all format and adjust as per company's PC	2	2	4	Process Owners; DCC	Control of Documented Information
3	Issuance of DCN number	INTERNAL	Double entry of DCN number	Confusion on record	Monitor DCN through Logsheet provided	3	3	9	Consistency in checking DCN Number availability prior issuance	2	2	4	Process Owners; DCC	Control of Documented Information
4	Filing of DCN	INTERNAL	Incomplete details and signatory	Invalid document	Check DCN contents	3	3	9	Re-orient/remind process owner on how to complete the DCN	2	2	4	Process Owners; DCC	Control of Documented Information
5	Stamping of documents	INTERNAL	Wrong stamp used	Repeat printing from final master copy	labelled stamps	2	2	4	checking of stamp label prior picking and stamping	1	2	2	Process Owners; DCC	Control of Documented Information
6	Filing of documents	INTERNAL	Incomplete pages attached due to paper jam during copying	Lack of information provided	Recopying of pages affected by paper jam	2	3	6	Checking of pages prior distribution	1	2	2	Process Owners; DCC	Control of Documented Information
7	Control of Records	INTERNAL	Some records might not be identified in the Matrix of Quality Records	Retention period of the said document could not be defined	Departmental listing of their records (or the copies of document received from DCC)	2	3	6	Checking of the submitted Matrix of Quality Records	1	2	2	Process Owners; DCC	Control of Documented Information
8	Records Retention	INTERNAL	Some records' retention period might not be appropriate (electronic & hardcopy)	Unable to retrieve records	Provision of Request for Retention Extension of records that they wish to extend	2	3	6	Check the organizational requirement, customer requirement, statutory/regulatory and other applicable requirements	1	2	2	Process Owners; DCC	Control of Documented Information
9	Records Disposition	INTERNAL	Some records disposition might not be appropriate (non-confidential hardcopies may be re-use , obsolete electronic records should be in indefinite retention but in a separate labeled folder)	Unable to re-use paper	Provision of Matrix of Quality Records, Archive Form, Records Retention Matrix, Retention Label Sheet and other applicable control of records process.	2	3	6	Ensure the use of the following forms as the need arises	1	2	2	Process Owners; DCC	Control of Documented Information



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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	S	L	RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
Likelihood of Detection		Severity of Impacts		Note: L x S = TOTAL (Indicates the risk level) S - Severity L - Likelihood "THE HIGHER THE SCORE THE MORE SIGNIFICANT AS RISK COULD BE"			Severity/Likelihood		RISK LEVEL: 15-25 High 5-12 Medium 1-4 Low					
SIGNIFICANCE	RANK	SIGNIFICANCE	RANK				1	Very low				Almost nil (life end)		
Very Low	1	Very Low	1				2	Low				Almost never, emergency (once in 10 years)		
Low	2	Low	2				3	Moderate				From time to time, abnormal (once a year)		
Moderate	3	Moderate	3				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				