



CALAMBA WATER DISTRICT

Risk Assessment No. RA-07	SECTION/DEPARTMENT: Laboratory	CONDUCTED BY MLBRimas / EOPaderes	REVIEWED & APPROVED BY/D/A Engr. Joselito Gillera	LATEST REVIEWED DATE: Jan. 6, 2017	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 LEVE L/ RPN	ADDITIONAL RISK CONTROL	S	L	RISL LEVE L/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Sample Reception	EXTERNAL	No proper Identification of sample(s)	Repeat Analysis	Checking of information on Request For Analysis Form versus Actual Sample	3	3	9	Create a Checklist for Sample Reception	2	3	6	Quality Division Control	Water Sampling Process
2	Training	External	not updated on job competency	non competent staff	Annual training plan	3	3	9	quarterly review of training plan	2	3	6	Quality Division / HRD Control	Identification of Training Needs and competence
3	Housekeeping	Internal	non adherence to housekeeping schedule	cross contamination	Daily Cleaning schedule	4	4	16	include cleaning schedule to lab aid, part or job description	3	3	9	Quality Division / HRD Control	Job description
4	Equipment Calibration	Internal	non adherence to calibration schedule	equipment accuracy	Establish a calibration schedule	4	4	16	provide a summary to the purchasing department on the next calibration schedule	3	3	9	Quality Division Control	Equipment Monitoring Form
5	Customer feedback	External	feedback not conducted	no record for client's feedback	Feedback form	4	4	16	interview style of getting customer's feedback	3	3	9	Quality Division Control	Handling of Customer feedback
6	Sending of samples for analysis	External	non acceptance of test sample by the external provider	delay in monitoring and testing of water sample	Contract with the external provider	3	3	9	Identified two external provider to capable of conducting the test	2	2	4	Quality Division Control	Outsourcing of Test
7	Assurance of quality test and result	Internal	non participation to proficient test	non issuance of accreditation	early registration for proficiency test	3	3	9	close coordination with NRL about the receipt of registration for proficiency test	2	2	4	Quality Division Control	Accreditation Checklist
8	Laboratory Safety	Internal	exposure of laboartory personnel to unsafe working condition / environment	accident	safety training	4	4	16	annual safety training	2	2	4	Quality Division Control	Laboratory Safety Process
9	Waste management	Internal	improper segegation of waste	non compliance to environmental standards	inventory / documentation of waste for disposal	3	3	9	training on waste segragation and disposal	2	2	4	Quality Division Control	Waste management process
10	Results recording	Internal	wrong entry of results	incorrect report of results	use of raw data logbook , coding of samples	3	3	9	strict evaluation of results by the signatories	2	2	4	Quality Division Control	Raw Data logbook and Test report



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	Likelihood of Detection		Severity of Impacts		Note:			Severity/Likelihood			RISK LEVEL: 15-25 High 5-12 Medium 1-4 Low			
	SIGNIFICANCE	RANK	SIGNIFICANCE	RANK	L x S = TOTAL (Indicates the risk level)	1	Very low	Almost nil (life end)						
	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		