

CALAMBA WATER DISTRICT

Page 1 of 2

Risk .	Assessment No.	RA 04	SECTION/DEPARTMENT: WAREHOUSE	CONDUCTED BY:	Emmanuel T. Salvador			REVIEWED & APPROVED BY/DA P. Samiano Jan 6, 2017		ATEST REVIEWED DATE: Jan 6, 2107		NEXT REVIEW Jan 6, 2018	
	RISK IDENTIFICATION				RISK EVALUATION			RISK CONTROL/ACTION	RE-RISK EVALUAT		RE-RISK EVALUAT	ION	
NO.	ACTIVITY	risk Origin	POTENTIAL FAILURE	EFFECT	EXISTING CONTROL	L	s	RISL LEV EL/ RPN	ADDITIONAL RISK CONTROL	s	RISL LEV EL/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
1	Receiving of 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 3 the Supplier Representative	4	12	Warehouseman	Warehouse Process
2	Stocking of materials	INTERNAL	Inconsistency on recording of materials in and out (e.g. other materials no longer existing on accounting)	Discrepancy on	Reconciliation of records of Warehouse versus Accounting Records	3	4	12	Delegation of responsibility per 3 warehouse activity	4	12	Warehouseman	Warehouse Process
		INTERNAL	No proper documentation of returned materials from installation		Provision of returned materials records for Accounting reference	3	4	12	Assign Personnel to closely 3 monitor the returned materials	4	12	Warehouseman	Warehouse Process
3	Accounting of MSI	INTERNAL	Non observance of warehouse transaction cut - off by other requestor	Discrepancy on acounting records	call the attention of requestor nd remind the cut - off date	3	4	12	cancellation of request one day 3 after the the cut off	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 3 to get the materials, equipments, supplies they requested	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 3 manual reconciliation with Finance Department	4	12	Warehouseman	Warehouse Process



CALAMBA WATER DISTRICT

Page 2 of 2

Risk As:	Assessment No. RA 04	SECTION/DEPARTMENT:	CONDUCTED BY: Emmanuel T. Salvador	REVIEWED & APPROVED BY/DA	LATEST REVIEWED DATE:	NEXT REVIEW
	Assessment No. RA U4	WAREHOUSE		P. Samiano Jan 6, 2017	Jan 6, 2107	Jan 6, 2018

		RIS	K IDENTIFICATION		RISK EVALUATION			RISK CONTROL/ACTION		RE-RISK EVALUAT			ON
NO.		risk Origin	POTENTIAL FAILURE	EFFECT	EXISTING CONTROL	L	S EL RP	ADDITIONAL RISK CONTROL	L	s	RISL LEV EL/ RPN	RESPONSIBLE	INTERFACING DOCUMENT REF./NO
	Likelihood of Detection Severity of Impacts			ts	Note: Severity/Likelihood							RISK LEVEL:	
	SIGNIFICANCE RANK SIGNIFICANCE			RANK	L x S = TOTAL (Indicates the risk leve 1 Very low Almost nil (life e			w Almost nil (life end)	st nil (life end)				15-25 High
	Very Low	1	Very Low	1	S - Severity	2	Low	Almost never, emergency (once in 10 y	/ears))			5-12 Medium
	Low	2	Low	2	L – Likelihood	3	Modera	From time to time, abnormal (once a ye	year)				1-4 Low
	Moderate	3	Moderate	3	"THE HIGHER THE SCORE THE	4	High	Normally occurs, normal (once a week	k to once a month)				
	High	4	High	4	MORE SIGNIFICANT AS RISK	5	Very hig	h Frequent (everyday)					
	Very High	5	Very High	5	COULD BE"								
No.	Revision Details Revised Date			No.	Revi	evision Details Date Revised No.				R	evision Details	Date Revised	
1					3				5				
2					4				6				

Doc. Ref: CWD-QF-TM-004

Revision:00

Effectivity Date: Dec. 28, 2016