

	RISK REGISTER SUMMARY													Doc No: SLG/ISO/REC/02				
														Revision: 00				
														Effective Date: 25/08/2023				
														Page: 1 / 1				
Process name: Internal Quality Audit				Dept. / Section: ISO			Rev.:00			Last review date: 03/07/2023								
Process	Risk	Possible Cause	6M	Int.	Ext.	Inherent			Control	Risk Mitigation Plan	Risk Register Date	Target Achive Date	PIC	Residual			Remark	
						Potential Impact	Likelihood of Occurrence	Risk Rating						Potential Impact	Likelihood of Occurrence	Risk Rating		
Prepare Audit Program (Example)	IT facilities breakdown	PC breakdown	M2	•		Medium	Probable	5	i. Manual/hard copy auditing (paper base). ii. Backup on the External Hardisk	all document are store in the Google drive.	Feb-23	Cont	ISO Officer					
		Virus	M2	•	•	High	Probable	8	i. Manual/hard copy auditing (paper base). ii. Updated anti-virus.									
	Insufficient number of competence Auditor	High turn over of experience Auditor	M1	•		Medium	Probable	5	New & existing auditors development program									
								FALSE FALSE								FALSE FALSE		

1. Impact Scale

Rating	Description
High	<ul style="list-style-type: none">Loss of ability to sustain ongoing operationMassive reduction in company's credibility with shareholder, customers supplier, staff and public, loss key competitive advantages/opportunityTime delay > 3 monthsLicense Suspension & Court Action
Medium	<ul style="list-style-type: none">Disruption to normal operation with limited effect on achievement of corporate strategy and objectiveTime delay < 1 monthCompound or stop work from regulatory
Low	<ul style="list-style-type: none">Accounting/Administration problems with no legal, decision making or profitNo material impact on the achievement of corporate strategy and objective. i.e minor loss of production capability, limited damage to reputation, loss of audit trail, minor cost, quality and time impactTime delay < 2 weeksNotice / warning from regulator

2. Likelihood Scale

Rating	Descriptions
Certain (C)	<ul style="list-style-type: none">Probable occur in many circumstances and has occurred several times in SLGC process.This risk occurs in the next 2 weeks.
Probable (P)	<ul style="list-style-type: none">Might occur at some time and has occurred in SLGC process.This risk occurs in the next 1 month
Rare (R)	<ul style="list-style-type: none">Could occur in SLGC process or has occurred in the industry.

3. Risk Matrix

		Severity (Impact)		
		Low (L)	Medium (M)	High (H)
Likelihood	Certain (C)	4	7	9
	Probable (P)	2	5	8
	Rare (R)	1	3	6

Legend:

6M: M1 - Man, M2 - Machine, M3 - Material, M4 - Method, M5 - Measure (KPI), M6 - Mother Nature

Int. & Ext. - Factors

Note: To review at least every 12 months

Risk rating: High (7-9) , Medium (4-6) , Low (1-3)

Mitigation plan needed for High risk rating (7~9)

Prepared by	Review by	Approved by (MD/ED)

4. Risk Rating

Rating	Descriptions
High (7-9)	<u>Immediate attention required</u> Immediate action by HOD with a mitigation plan. Top management attention is required and HOD responsibilities specified.
Medium (4-6)	<u>Caution</u> Risk will be monitored and periodically reviewed to ensure they remain acceptable
Low (1-3)	<u>For notation</u> Accepted and manage by routine procedures.

Rare (R)	• This risk could occur in the next 3 months.
----------	---

--	--	--	--