



# RISK REGISTER FORM

<b>Process</b>		<b>Department/Section</b>		<b>Date</b>	
<b>Risk Category (✓)</b>	Corporate Risk (Company) <input type="checkbox"/>	Operational Risk (Department) <input type="checkbox"/>	Project Risk (Particular for Project) <input type="checkbox"/>		
<b>6M</b>	Machine <input type="checkbox"/>	Man (Manpower) <input type="checkbox"/>	Material <input type="checkbox"/>	Method <input type="checkbox"/>	Measure (KPI) <input type="checkbox"/>
<b>Issue</b>	Internal <input type="checkbox"/>	External <input type="checkbox"/>			
<b>Descriptions</b> (Detail of issue/risk)					
<b>Responsible Dept.</b>					
<b>Risk(s)</b>	<b>Possible Cause</b>				
<b>Descriptions of Impact</b>					
<b>Risk Rating (Tick (X) for risk rating)</b>					
<b>Likelihood</b>	<b>Description</b>				
<input type="checkbox"/> Certain	<ul style="list-style-type: none"> <li>Probable occur in many circumstances and has occurred several times in SLGC process.</li> <li>This risk occurs in the next 2 weeks.</li> </ul>				
<input type="checkbox"/> Probable	<ul style="list-style-type: none"> <li>Might occur at some time and has occurred in SLGC process.</li> <li>This risk occurs in the next 1 month</li> </ul>				
<input type="checkbox"/> Rare	<ul style="list-style-type: none"> <li>Could occur in SLGC process or has occurred in the industry.</li> <li>This risk could occur in the next 3 months.</li> </ul>				
<b>Impact</b>	<b>Description</b>				
<input type="checkbox"/> High	<ul style="list-style-type: none"> <li>Loss of ability to sustain ongoing operation</li> <li>Massive reduction in company's credibility with shareholder, customers supplier, staff and public, loss key competitive advantages/opportunity</li> <li>Time delay &gt; 3 months</li> <li>License Suspension &amp; Court Action</li> </ul>				
<input type="checkbox"/> Medium	<ul style="list-style-type: none"> <li>Disruption to normal operation with limited effect on achievement of corporate strategy and objective</li> <li>Time delay &lt; 1 month</li> <li>Compound or stop work from regulatory</li> </ul>				
<input type="checkbox"/> Low	<ul style="list-style-type: none"> <li>Accounting/Administration problems with no legal, decision making or profit.</li> <li>No 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 impact</li> <li>Time delay &lt; 2 weeks</li> <li>Notice / warning from regulator</li> </ul>				



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## Risk Matrix (Circle the Risk Rating)

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

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

\*Mitigation plan needed for High Risk Rating (7~9)

Mitigation Plans		Target Achieve Date
Prepared by (HOD):	Approved by (MD/ED):	Register by (ISO Officer):
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Designation:</b>	<b>Designation:</b>	<b>Designation:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>

Comment: