
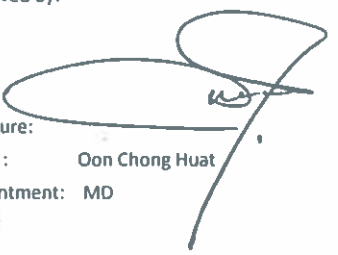



DEPARTMENT:	Tender & Contract	DATE:
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FUNCTION / SCOPE:	Tender & Contract Process
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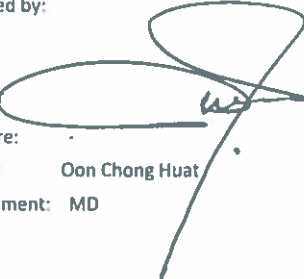

No.	Risk	Impact	Immediate Precaution (Correction Action)	Long Term Precaution & Opportunities (if any)	Opportunities (if any)	Action By	Target Completion Date	Actual Completion Date
1	Unstable Raw material market price	●Unstable Raw material price will made tender pricing higher than other competitors	●Try to work closely with supplier of Raw Material, get a better pricing . This will help Tender costing will not runs out with other competitors ●Recalculate the tender costing with latest adapt market price	●Work closely with Raw material supplier. Get better price for upcoming tender ●Direct purchase with Manufacturer		Operation Manager / Director	30/12/2024	
2	Accuracy of tender may made it too costly for Company	●Miscalculating cost of Tender may impact Company profitable for that particular tender	●Operation Manager fully train Contracts Executive/ Project Engineer on how to address the BQ and obtain proper pricing.	●Operation Manager is responsible to ensure tender price submitted are to be accurate and meet our expectation of profit. ●Work closely with Supplier for better & quality material for upcoming tender submission		Operation Manager/ Director	30/12/2024	
3	Tender / Technical specifications are not clearly indicated	●Will impact on material costing / equipment .	●Issue request for information and get clarification from relevant Consultant / Client	●Adapt to Consultant / Client needs , get clearly specification requirement before submit tender		Operation Manager	30/12/2024	

Prepared by: Signature:  Name: Tan May Tin Appointment: HR Executive Date: 18/8/2023	Verified by: Signature: Name: Philip Yong Appointment: IM Date:	Approved by: Signature:  Name: Oon Chong Huat Appointment: MD Date:	Recorded by: Signature:  Name: Tan May Tin Appointment: QSAE Date:
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DEPARTMENT:	Project	DATE:
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FUNCTION / SCOPE:	Project Implementation
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No.	Risk	Impact	Immediate Precaution (Correction Action)	Long Term Precaution & Opportunities (if any)	Opportunities (if any)	Action By	Target Completion Date	Actual Completion Date
1	Left over material at site without proper handling	•cases of stolen Raw material / electrical accessories often happen	•Implement a standard Handling of Left over material , keep record and manage by Wiring Supervisor •Highlight to Site security if the material left it for certain period until collected back	•Work closely with Site Security, keep record by both parties if able. •Identify the material, if the material is usable for other project		Project Executive / Project Engineer	30/12/2024	
2	Workers expose to high risk of injuries	•Injuries such as sharp material get into workers eyes,	•Workers and supervisor are encourage to wear eye glass when cutting steel piping •Always follow rules & regulation of site safety	•Low risk of injuries		Project Executive / Project Engineer	30/12/2024	
3	Shortage of manpower labour	•Site progress delay	•To work overtime, keep up with site progress	•Increase manpower, employ Foreign Workers •Increase work quality time		Project Executive / Project Engineer / Operation Manager	30/12/2024	

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DEPARTMENT:	Human Resources	DATE:
FUNCTION / SCOPE:	Competency, salary and training	

No.	Risk	Impact	Immediate Precaution (Correction Action)	Long Term Precaution & Opportunities (if any)	Opportunities (if any)	Action By	Target Completion Date	Actual Completion Date
1	Employee with chronic illness	•They contribute to absenteeism and have a negative impact on productivity and business success.	•Review and obtain information necessary to understand any physical limitation.	•A robust well-being programe is essential for supporting employees with health conditions and for helping to prevent certain illness. •Having regular conversations with their staff about well-being and stress management, regardless of any known chronic health condition		HX Executive	30/12/2024	
2	Workers who involved with accident case	•Impact on workplace productivity	•Implementation of Safety guideline & minimise the causes of accident at working place	•Safety equipment & safety vest / safety helmet is compulsory to wear during working •Report to supervisor immediately if accident occur, send for treatment nearest hospital or clinic.		Site Supervisor / Operation Manager / HR Executive	30/12/2024	

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OPERATIONS CONTROL SERVICES

Issue No.:
1

Document
Effective Date:
01 Mar 2017

Page 1 of 1

Risk & Opportunities Assessment Form

Revision No.:
0

Document Ref.:
OCS-REC-ROAF

DEPARTMENT: Purchasing

DATE:

FUNCTION / SCOPE: Project Implementation

No.	Risk	Impact	Immediate Precaution (Correction Action)	Long Term Precaution & Opportunities (if any)	Opportunities (if any)	Action By	Target Completion Date	-Actual Completion Date
1	Suppliers deliver materials late	●Late delivery will delay work schedule	●Try get alternative supplier , this will reduce depend only one supplier	●Serching for new suppliers , in order can get better price and better qualified service		Projct Engineer/Project Executive/ Operation Manager	30/12/2024	
2	Defect / faulty material supply	●Defect or faulty material will impact on the schedule of hand over Projects	●Identify which supplier products is not good quality , give proper instruction to those supplier of what that bad impression their products caused ●To to seraching alternative products , try to minimise using bad quality material.	●Communicate with supplier if their product does not met our expectation of efficiency, discontinue their service of they never take any action		Operation Manager / Project Engineer / Project Executive / Purchasing Executive	30/12/2024	

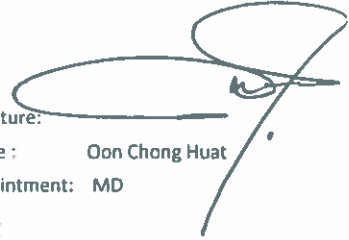
Prepared by:

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Name: Tan May Tin
Appointment: HR Executive
Date: 18 /8 /2023


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