



## 26. Risk Assessment Procedure

To Identify the risk that can affect the quality product and identification of controls associated with the BLWD activities and services.

<b>Office or Division:</b>	Administrative Services Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Balanga Water District Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Risk Assessment Matrix (1pc., Original)		Administrative Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	The process owners shall identify risks and possibilities pre activity / process, impact of the risks and the existing controls of the organization.	None	15 minutes	<i>Process Owner</i>
2. None	2. Process Owners shall evaluate quality risk that have or can have significant impacts. Get the priority number to identify what risk needs to be prioritized.	None	15 minutes	<i>Process Owner</i>
3. None	3. Process owner shall generate the necessary actions to address the risks and communicate the generated actions to all involve personnel	None	15 minutes	<i>Process Owner</i>



	<p>for the implementation.</p> <p>3.1 The process owner shall ensure that the actions, responsibilities and expected completion date for the formulated actions are well-defined, understood and agreed by all involved personnel.</p>			
4. None	<p>4. Implement approved actions according to agreed implementation dates and identify and update as necessary the affected processes and documents of the quality management system.</p>	None	15 minutes	<i>Process Owner</i>
5. None	<p>5. Monitoring of the implementation of the actions shall be done by the department. Data results from the implementation of the action shall be gathered and analyzed for further recommendation or improvements</p>	None	<i>30 minutes</i>	<p><i>Process Owner</i></p> <p><i>Administrative Department</i></p>



	of actions taken. 5.1 All risks shall be analyzed to determine trends and areas of significance.			
<b>Total:</b>		None	1 hour and 30 minutes	