



S.A. ENGINEERING COLLEGE

Sponsored by Dharma Naidu Educational and Charitable Trust
 Accredited by NBA, NAAC with 'A' Grade & ISO 9001 : 2015 Certified Institution
 Approved by A.I.C.T.E. and Affiliated to Anna University
 Poonamallee - Avadi Main Road, Thiruverkadu, Chennai - 600 077.
 Phone : 2680 1999, 2680 1499, Fax : 2680 1899



RISK & OPPORTUNITY ASSESSMENT REGISTER LABORATORY

RA NO	RISK TYPE	RISK CONTROL AREA	ISSUE	PROCESS OWNER	LIKELIHOOD RATING	IMPACT RATING	RISK RATING	RISK MITIGATION ACTIONS	CURRENT STATUS
LABORATORY									
RM/LAB R01	LABORATORY	Documenting & Communication	Lack of knowledge in proper conduction of laboratory experiments	HOD/ Lab Incharge/ ISO CO ORDINATORS	1	4	4	Monitored by HoD and verified by AEC member.	Reduced & Continually Monitored
RM/LAB R02	LABORATORY	Documenting & Communication	Unable to track the status and availability of equipments as per the University norms.	Principal HOD/Lab In-charges/ ISO CO ORDINATORS	2	4	8	Periodical verification of stock and submission of report.	Reduced & Continually Monitored
RM/LAB R02A	LABORATORY	Documentation	Non maintenance leads to lack of knowledge in preparing the requirements based on utilization.	HoD/ Lab In-charges /Course instructors	1	2	2	Utilization of equipments should be strictly monitored.	Reduced & Continually Monitored
RM/LAB R03	LABORATORY	Documenting & Communication	Unable to identify the working status of equipments and unable to replace the components.	HoD/ Lab In-charges /Course instructors	2	4	8	Strictly monitored	Reduced & Continually Monitored
RM/LAB R04	LABORATORY	Documentation	Unable to identify the standards of meters and equipments.	HOD/Lab In-charges/ ISO CO ORDINATORS	3	4	12	Calibration certificate should be obtained from NABL.	Contained & Continually Monitored
RM/LAB R05	LABORATORY	Documenting & Communication	Delay in preparing requirements and service of equipments.	HOD/Lab In-charges/ ISO CO ORDINATORS	2	4	8	Working status of equipments has to be checked periodically.	Reduced & Continually Monitored
RM/LAB R05A		Documenting & Communication	Delay in preparing requirements and purchase of consumables in adequate.	HOD/Lab In-charges/ ISO CO ORDINATORS	2	4	8	Stock of the consumables has to be verified periodically	Reduced & Continually Monitored
RM/LAB R06	LABORATORY	Documenting & Communication	Unable to know the status of maintenance carried for the equipment	HOD/Lab In-charges	2	4	8	Maintenance of the equipment has to be done periodically	Reduced & Continually Monitored

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Prepared By: S.P.F (Dr. S. PRIYA)	Approved By:		



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RM/LAB R07	LABORATORY	Documentation	Unable to know the status of the equipment moved to other lab	HOD/Lab In-charges	1	2	2	Movement of equipments should be strictly monitored.	Reduced & Continually Monitored
RM/LAB R08	LABORATORY	Documentation	Unable to know the status of the availability of all equipments as per stock register	HOD/Lab In-charges	2	4	8	Periodical verification of stock and submission of report.	Reduced & Continually Monitored
RM/LAB R09	LABORATORY	Documenting & Communication	Lack of knowledge regarding the facilities and technical support available as per the norms	HOD/ ISO CO ORDINATORS	3	4	12	Monitoring of status of facilities and technical manpower periodically	Contained & Continually Monitored
RM/LAB R10	LABORATORY	Documenting & Communication	Unable to know the availability of facilities for improving the quality of learning in laboratories	HOD/ ISO CO ORDINATORS	3	4	12	Monitoring	Contained & Continually Monitored
Likelihood Rating	Rare - 1	Unlikely - 2		Possible - 3		Likely - 4		Certain - 5	
Impact Rating	Insignificant - 1	Minor - 2		Moderate - 3		High - 4		Very High - 5	

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RISK & OPPORTUNITY ASSESSMENT REGISTER LIBRARY

RA NO	RISK TYPE	RISK CONTROL AREA	ISSUE	PROCESS OWNER	LIKELIHOOD RATING	IMPACT RATING	RISK RATING	RISK MITIGATION ACTIONS	CURRENT STATUS
LIBRARY									
RM/LIB R01	LIBRARY	Documentation	Unable to track the status and availability of books and their volumes.	Director/ Principal/ HOD/ ISO CO ORDINATORS	2	4	8	Periodical verification of stock and submission of report.	Contained & Continually Monitored
RM/LIB R02	LIBRARY	Documentation	Non maintenance leads to lack of knowledge in preparing the requirements based on utilization.	ISO CO ORDINATORS	3	3	9	Utilization of library should be strictly monitored.	Contained & Continually Monitored
RM/LIB R02 A	LIBRARY	Documentation	Non maintenance leads to lack of knowledge in preparing the requirements based on utilization.	ISO CO ORDINATORS	3	3	9	Utilization of library should be strictly monitored.	Contained & Continually Monitored
RM/LIB R03	LIBRARY	Documentation and internal Audits	Unable to monitor the Library stock	Director/ Principal/ HOD/ ISO CO ORDINATORS	2	3	6	Verification of stock and submission of report.	Contained & Continually Monitored
RM/LIB R04	LIBRARY	Documentation & Communication	Delay in subscription of Journals and Magazines.	Director/ Principal/ HOD/ ISO CO ORDINATORS	2	3	6	Monitoring the availability of subscription	Contained & Continually Monitored
RM/LIB R05	LIBRARY	Documentation & Communication	Unable to track the status and availability of reference books and their volumes.	Director/ Principal/ ISO CO ORDINATORS	2	3	6	Verification of reference books and its utilization	Contained & Continually Monitored
RM/LIB R06	LIBRARY	Documentation & Communication	Unable to track the status and availability of CD/VCD/DVD.	Director/ Principal/ ISO CO ORDINATORS	2	3	6	Verification of CD/VCD/DVD and its utilization	Contained & Continually Monitored



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RM/ LIB R07	LIBRARY	Documentin g & Communicat ion	Non maintenance leads to lack of knowledge in preparing the requirements based on utilization and maintenance of stock.	Director/ Principal/ HOD/ ISO CO ORDINAT ORS	3	4	12	Utilization of library should be strictly monitored.	Contained & Continually Monitored	
RM/ LIB R08	LIBRARY	Documentin g & Communicat ion	Unable to track the unavailability of books and unable to purchase the recommended books prescribed by the university.	Director/ Principal/ HOD/ ISO CO ORDINAT ORS	3	3	9	Periodical verification of stock and submission of report.	Contained & Continually Monitored	
RM/ LIB R09	LIBRARY	Documentin g & Communicat ion	Unable to purchase the text books prescribed by the university.	Director/ Principal/ HOD/ ISO CO ORDINAT ORS	3	3	9	Periodical verification of stock and submission of report.	Contained & Continually Monitored	
RM/ LIB R011	LIBRARY	Documentin g & Communicat ion	Delay in purchasing of books and calendars.	Director/ Principal/ HOD/ ISO CO ORDINAT ORS	2	3	6	Should submit the budget on time	Contained & Continually Monitored	
Likelihood Rating		Rare - 1		Unlikely - 2		Possible - 3		Likely - 4		Certain - 5
Impact Rating		Insignificant - 1		Minor - 2		Moderate - 3		High - 4		Very High - 5

Risk Mitigation:

Whenever the **Risk Rating is 12 and above** the same is recorded and suitable mitigation efforts are initiated for Risk Mitigation, Reduction, Avoidance and Containment as required.

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