

Contract title:	[●]The supply and delivery of Laboratory chemicals and consumables at Kusile Power station for a period of 5 years on an “as and when required basis”.	Contract No		Rev		Date:	22/11/2024
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Notes on completion and use of the Risk Register

1. “Risk Register” is a defined term in the SC3 and its use is an integral part of the administration of the contract. Risk is always allocated in terms of the contract and not changed in any way by being entered into the Register. The Risk Register and its associated risk reduction meeting are tools designed to bring the listed risks to the attention of the contract role players in the hope that they may be able to shrink or avoid any adverse effect of the identified risk.
2. Clause 11.2(14) states: “The Risk Register is a register of the risks which are listed in the Contract Data [before award] **and** the risks which the *Supply Manager* or the *Supplier* has notified as an early warning matter [after award]. It includes a description of the risk and a description of the actions which are to be taken to avoid or reduce the risk.”
3. After contract award, clause 16.1 requires that the *Supply Manager* enters both his and the *Supplier’s* early warning matters in the Risk Register.
4. Clause 16.4 requires that the *Supply Manager* revises the Risk Register to record the decisions made at each risk reduction meeting and issues the revised Risk Register to the *Supplier*. If a decision needs a change to the Goods Information, the *Supply Manager* instructs the change at the same time as he issues the revised Risk Register.
5. The format on the following page can be used or revised to suit circumstances. The terms in the table have the following meanings:

Risk event: A specific happening that can influence the subject matter of an early warning event. Each risk event may be triggered by one or more causes and may result in several outcomes.

Cause: The trigger of the event.

Possible outcomes: These could include increasing the total of the Prices, a delay to Delivery, or an impairment of the performance of the *goods* or *services* in use.

Action to avoid or reduce the risk: Whilst hopefully constructive it could also include, “monitor and review from time to time” or “take no action” if the likelihood of it occurring is low. That status may change later.

Action status: These abbreviations could be used in the action status column (add others or revise as required):

A = Actioned

N = Take no action.

M = Monitor and review.

T = To be actioned.

#	Notified by	Entry date	Description of the risk		Action to avoid or reduce the risk		Status
			Risk event	Cause & possible outcome	Action to be taken and who in terms of the contract is responsible for taking it	Timetable for implementation	
1	Contract Manager	22/11/2024	Pandemics such as COVID-19	Country lockdowns might cause delays or shortages in the delivery of products	Supplier should keep a minimum of 25% of the yearly stock in case there's a shortage or limited access to required products	Per clause 32.2	M & T