

Grootvlei Risk Assessment Template Rev2

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Dashboard Indicators

Highest Consequence Rating: (manual input)

Highest Likelihood Rating: (manual input)

Risk/contingency as (0%) of the contract value: (manual input)

Risk/contingency % as monetary value (R): (manual input - correspond with Contract Strategy & Cost Analysis)

Note:

Once printed, insert in contract file.

Management Of Civil Structures

#	Risk Statement	Y/N	Consequence Description	Consequence Rating	Likelihood	Potential Exposure	Risk Control	Priority for Attention	Contingency	Treatment/Control Strategy
	Link to Reference Document			Table 4	Table 5	Table 3	Table 7	Table 8		
1	Were interfacing contracts identified?	N								
3	Was IBI training specified in the contract?	Y	Miscommunication during the execution, resulting in bad quality work.		1A - <5% Probability	Departmental Impact	Fully Effective	II - M/Term (<3mths)	training requirements for consultant employees specified in the contract.	consultant to provide training his/her employees.
4	Have the contract considered spares holding?	N								
5	Was supplier infrastructure establishment considered?	N								
6	Does the contract cater for SHE/plans?	Y	non compliance and inability to plan ahead, resulting in physical injury / damage to property.		1C - >20% Probability	Departmental Impact	Fully Effective	IV - Ongoing	Submission of a SHE plan is a specified requirement in the contract	The consultant shall submit safety plans which comply to safe work procedure for the employer and it must be accepted by the Employers Agent
7	Does the contract cater for risk assessments?	Y	Physical injury or property damages		1C - >20% Probability	Departmental Impact	Fully Effective	IV - Ongoing	Risk assessment is specified and is included in safety requirements.	The consultant shall submit daily risk assessment forms (STA) to the project leader
9	Is there any risk in the contract strategy e.g. term, service, supplier?	N								
10	PSR responsibility	N								
11	Will decision making by the supplier impose a risk to the organisation?	Y	Wrong decisions may lead to injury or property damage.		1C - >20% Probability	BU Impact	Fully Effective	IV - Ongoing	duty to inform is included in the contract.	Decisions to be approved by the Employers Agent and the Contract Supervisor.
12	Were medical/induction and associated costs considered?	Y	If consultant does not go through induction and medical, consultant will not have site access causing delays.		1A - <5% Probability	Departmental Impact	Fully Effective	III - 1Yr	Cost included in the contract	Cost included in the contract
13	Will the consultant be responsible for access permit/costs?	Y	there will be delays, the consultant's employees will not have site access.		1A - <5% Probability	Departmental Impact	Fully Effective	IV - Ongoing	Cost included in the contract	Cost included in the contract
14	Were the suppliers qualification and experience defined or requested?	Y	Poor quality workmanship due to consultant incompetency.		2A - <5% Probability	Departmental Impact	Fully Effective	II - M/Term (<3mths)	skills required specified in the contract.	Technical evaluation of tenders at the beginning, and review of resources every 3
15	Were quality requirements/objectives set in the contract?	Y	consultant incompetence and poor quality workmanship		2D - >50% Probability	BU Impact	Fully Effective	I - S/Term (1mth)	Quality requirements specified in the contract.	The consultant must adhere to quality control plan requirements, use IBI tool (job observation, pre-job debriefs etc)
16	Was CiDB compliance specified in the contract?	N								
17	Was a implementation program requested in the contract?	Y	Timelines or deadlines not met.		2D - >50% Probability	Departmental Impact	Fully Effective	I - S/Term (1mth)	Included in the contract	effective communication & supervision.
20	Any risk for contract to be up and running?	Y	Delays in the contract start date		1D - >50% Probability	Departmental Impact	Fully Effective	I - S/Term (1mth)	project and commercial plan	effective communication.
21	Does the contract pose a risk for loss of opportunities?	N								
22	Was the learning curve for staff been considered?	N								
23	Is there any risk of double processing or duplication of work or in contract?	N								
24	Is this contract dependant on additional external consultants/ costs?	N								
26	Does the contract pose a threat for downtime or service disruption?	N								
27	Were the quality of deliverables specified?	N								
28	Are there any threat of safety with contract deliverables?	Y	Structural failures due to incorrect recommendations.		3C - >20% Probability	BU Impact	Partially Effective	IV - Ongoing	Recommendations will be made by a Professional Engineer.	Recommendations will be made by a Professional Engineer.

29	Was the acceptance criteria specified?	N								
30	Will this contract impact other contracts/projects?	N								
31	Was the cost of implementation considered?	Y	Scope creep will result in increased costs	1 A - <5% Probability	Departmental Impact	Fully Effective	I - S/Term (1mth)	detailed scope issued	Employees are going to work as per the stipulated hours in the NEC doc.	
32	Was the cost of training considered?	Y	Incompetent personnel	1 A - <5% Probability	BU Impact	Fully Effective	II - M/Term (<3mths)	included in the scope	Internal training will be provided by Eskom, external training will be provided by the consultant.	
33	Are there a risk for costs in mistakes?	N								
34	Does the contract pose in financial risk or exposure?	N								
35	Are there any risk i.t.o. skills and availability?	Y	Incompetent personnel	1 A - <5% Probability	Departmental Impact	Fully Effective	IV - Ongoing	included in the scope	included in the scope	
36	Were the employment requirements considered?	Y	Incompetent personnel	1 C - >20% Probability	BU Impact	Partially Effective	IV - Ongoing	only qualified personee for the work should be employed.	Employment requirements included in the contract.	
37	Does the contract require a change management component?	N								
38	Will the contract have an impact on working conditions?	N								
39	Will the contract have an effect on existing job descriptions?	N								
40	Could the contract effect staff morale?	N								
41	Does the contract specify compliance to specific standards?	Y	Poor quality	2 A - <5% Probability	BU Impact	Fully Effective	IV - Ongoing	consultant must work according to approved specifications and standards.	consultant must work according to approved specifications and standards.	
42	Could the contract lead to negative reactions?	Y	Delays in the contract start date	1 B - >5 Probability	BU Impact	Fully Effective	IV - Ongoing	included in the scope	included in the scope	
43	Was the cost of maintenance considered?	N								
44	Is a Disaster Recovery Plan required?	Y	Delays on activities	2 A - <5% Probability	BU Impact	Fully Effective	IV - Ongoing	the contract is on an as and when required basis, new working arrangements will be communicated.	the contract is on an as and when required basis, new working arrangements will be communicated.	
45	Could there be a risk i.t.o. supplier vulnerabilities?	N								
46	Could the contract/ data result in lack in customer service?	N								
47	Were legal requirements captured or referred to?	Y	Breach of contract, legal requirements listed in the contract	2 B - >5 Probability	Departmental Impact	Fully Effective	II - M/Term (<3mths)	contractual agreement to be signed by both parties.	NEC to be signed by all parties involved	
48	Could industrial action have an effect on contract execution/steps taken?	Y	production delays	2 B - >5 Probability	BU Impact	Partially Effective	IV - Ongoing	Contract duration is sufficient	NEC Clause X2	
49	What role will weather conditions play in the execution of the contract?	Y	Adverse weather conditions may cause scope execution delays.	2 B - >5 Probability	BU Impact	Partially Effective	IV - Ongoing	Contract duration is sufficient	Contract duration is sufficient	
50	Is the contract period the best option?	Y	Delays in the contract start date	1 A - <5% Probability	BU Impact	Fully Effective	IV - Ongoing	project and plan will be submitted.	project and plan will be submitted.	
51	What communications risk exist for the contract?	Y	Delays in scope execution	1 A - <5% Probability	BU Impact	Fully Effective	IV - Ongoing	included in the scope	included in the scope	
52	Are there any procurement risks?	Y	Yes, delays on commercial process	1 C - >20% Probability	BU Impact	Partially Effective	IV - Ongoing	tender office delays incorporated in the commercial plan.	tender office delays incorporated in the commercial plan.	
53	Does time constraints pose a risk to the contract?	N								
54	Any risks in scope increasing/	N								
55	Any risks in the costs/ analysis of the contract?	N								

Triggers	Assignee
Lack of information and misunderstanding.	consultant / Contract Supervisor
Physical injury or property damages	Lead Engineer and Employers Agent
Non compliance, Physical injury or property damages	Lead Engineer and Project Leader
Poor reporting	Lead Engineer / Employers Agent / Contract Supervisor
non compliance to contractual requirements.	Contract Supervisor / Employers Agent
non compliance to contractual requirements.	Employers Agent and Contract
Staff turnover	Employers Agent and Contract Supervisor
Tasks incorrectly assigned.	Lead Engineer and Employers Agent
no implementation plan	Contract Supervisor / Employers Agent
poor planning & backlog at tender office.	
Incorrect analysis.	Lead Engineer and Employers Agent

Exceeding overtime hours	Lead Engineer and Contract Supervisor
Training requirements are stipulated in the contract.	Contract Supervisor / consultant Manager
incompetent personnel	Lead Engineer and Employers Agent
consultant not adhering to employment requirements	Contract Supervisor / consultant Manager
non adherence to contract specifications.	Contract Supervisor and System Engineer
Delays during recruitment	Employers Agent and Contract Supervisor
Poor coommunication.	Employers Agent and Contract Supervisor
Contract not signed	Employers Agent and Contract supervisor
extention of industrial action.	Employers Agent and Contract supervisor
Adverse weather conditions.	Employers Agent and Contract supervisor
delays in sourcing skills	Lead Engineer and contract supervisor
Bad reporting	Lead Engineer and Employers Agent
Delays on commercial process	Contract Supervisor