

GUIDELINE

Risk Assessment



Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

Visayas State University
Visca, Baybay City, Leyte

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MISSION: *Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment*



Approval

The signatures below certify that this guideline has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendment Record

This guideline is reviewed to ensure its continuing relevance to the system and processes that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Version	Date
1 of 5	Changed Process Owner from "Quality Assurance Center" to "Office of the Vice-President for Planning, Resource Generation and Auxiliary Services"	01	10-01-2020
1 of 5	Changed Document Reference No. from "GL-QAC-01" to "GL-VPR-01"	01	10-01-2020
5 of 5	Added a table on the Measure of the Effectiveness of the Actions to Minimize/Eliminate the Risk	01	10-01-2020
3 of 5	Defined minor and major customer complaints	01	10-01-2020

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1. Title of the Guideline

Risk Assessment

2. Objective

This document shows tables that aid in the identification of risks related to quality and the identification of controls associated with Visayas State University's activities and services and to identify those that are significant so they can be assigned as a high priority for mitigation. It also presents the basis of assessing the effectiveness of the actions in minimizing/eliminating the associated risk.

3. Guidelines

Rank	Criteria: SEVERITY OF CONSEQUENCE	
1	No quality issues	No Customer Complaint
2	Minor quality issues	Minor Customer Complaint/ Claim ^a
3	Major quality issues	Major Customer Complaint ^b

^a Customer complaint that is less serious or less significant than other issues in the University. It may be resolved at the unit level at a reasonable time. It may be an isolated situation except for legal cases.

^b Customer complaint that is more serious and more significant than other issues in the University. Resolution of the complaint is escalated at the higher level. If it will not be resolved at a reasonable time, it may affect the other units of the University which consequently affect the capability of the system to achieve the intended results. Legal cases are considered as major complaints.

Rank	Criteria: OCCURENCE (PROBABILITY)
1	None
	Never; unlikely to happen
2	Low occurrence Possible to occur once a year
3	Moderate occurrence Possible to occur once a month
4	High occurrence Possible to occur daily/weekly

Rank	Criteria: DETECTION
1	Very High
	Regular Inspection
	Regular Monitoring
	Means of communication are highly reliable
2	High
	Consistent Monthly Monitoring
	Inspection Procedure



	Means of communication are reliable
3	Moderate
	Quarterly Audit & Monitoring /Quarterly Inspection
	Inconsistent means of communication
4	Low
	Inconsistent recording/escalation
	Annual Audit & Monitoring /Annual Inspection
	Poor or unreliable means of communication
5	Very Low/ Almost Impossible
	No monitoring/ inspection;
	No detection & recording
	No means of communication

Establish the Level of Significance

Level of significance can be determined using the Risk Priority Number (RPN).

$$RPN = (\text{Severity} \times \text{Occurrence} \times \text{Detection})$$

- **High Risk** ~ if RPN is greater than the set limit based on the aspects rated.
- **Medium Risk** ~ if RPN is within the range of the set limit based on the aspects rated.
- **Low Risk** ~ if RPN is below the range of the set limit based on the aspects rated

Impact/Risk Assessment and Control Measures

Risk Scores		Control Measures
12 and below (Low Risk)	Not Significant	May require monitoring, training of personnel, periodic inspection
13-35 (Medium Risk)	Not Significant	May require inclusion in the company / departmental objectives, setting Integrated Management Programs, Production Control, Audit/Inspection
36 and above (High Risk)	Significant	Requires inclusion in the company / departmental objectives, setting of QMS Programs



A Measure of the Effectiveness of the Actions to Minimize/Eliminate the Risk

% Accomplishment based on the target	Level of Effectiveness	Task/Actions
0-25	Highly ineffective	Assess and take immediate corrective action
26-50	Moderately ineffective	Needs immediate Action for improvement
51 - 75	Moderately effective	Look for opportunities for improvement
76-100	Effective	Maintain/improve existing controls
Above 100	Highly Effective	Validate for best practice or innovation for adoption