

Contract title:	Contactless fingerprint scanner	Contract No	TBC	Rev	0	Date:	06/05/2025
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Notes on completion and use of the Risk Register

1. "Risk Register" is a defined term in the TSC3 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 *Service Manager* or the *Contractor* 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 *Service Manager* enters both his and the *Contractor's* early warning matters in the Risk Register.
4. Clause 16.4 requires that the *Service Manager* revises the Risk Register to record the decisions made at each risk reduction meeting and issues the revised Risk Register to the *Contractor*. If a decision needs a change to the Service Information, the *Service 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, interference with the timing of the *service*, or an impairment of the effectiveness of the *service*.

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 ¹	SM	06-03-11	Access to households in Zone 3 may be denied due to unrest in that area. (Affected Property which belongs to Others)	Homeowners do not comply with <i>Employer's</i> request for access to be provided which will interfere with timing of the service.	<i>Contractor</i> agreed to revise his plan to accommodate the delay as it will suit his method of working elsewhere. SM to accept this revision to <i>Contractor's</i> plan.	Per clause 22.1	T & M
			Delayed delivery of fingerprint scanner units	Due to supplier logistics issues or custom delays, the equipment may arrive late, delaying installation and commissioning	Track procurement status regularly, include lead times in project schedule, identify alternate suppliers as contingency. Contractor under procurement obligations in the contract		
			Fingerprint scanner incompatible with existing access control system	Lack of interface compatibility or software integration support may render the scanner unusable, requiring redesign or replacement	Conduct interface and system integration review early in the project, validate technical specifications with existing infrastructure. Contractor's responsibility for design and installation		
			Unauthorized access during commissioning	Temporary disabling of access controls during installation/testing may allow unauthorized personnel into secure areas, posing a security risk	Implement temporary physical security measures, coordinate with site security team during access interruptions. Station security management team and project manager to provide coordination and oversight		
			Health and safety incident during installation	Electrical/mechanical connection activities may pose injury risks to personnel	Ensure method statements and task risk assessment are conducted and approved before task execution; enforce PPE and permit-to-work systems. Contractor and Occupation Health and Safety department/Compliance		

¹ An example of a risk has been included where the *Employer* is unable to guarantee access to households in which the *Contractor* is required to service DB's. Remove this and this footnote when the first entry is made.

			Network latency or bandwidth issues affecting real time verification	Delays in biometric data transmission to authentication servers can result in slow access or denied	Assess network performance at location; consider edge computing or local caching solutions. Contractor, Network infrastructure support (IT/C & I)		
			Power failure affecting scanner functionality	Uninterrupted power supply not provided or incorrectly rated, causing scanner to shutdown during power outages, affecting access	Specify and install appropriate UPS or backup power systems during design phase. Project Engineer/Project Manager		
			Software integration failure with central database	Data from scanners may not synchronize with the access control or HR database due to Application Programming Interface or network configuration issues	Perform pre-installation system testing in a controlled environment; ensure Application Programming Interface documentation and network compatibility. Contractor and System Access * Support (C & I/IT)		
			Failure of biometric enrolment process	Scanner may fail to recognize or enrol users due to poor lighting, finger positioning, or dirty sensors, delaying system commissioning	Perform pilot enrolment; calibrate scanner for environment conditions; train users on proper usage. Contract and Project Manager		
			Scanner failure due to electromagnetic interference (EMI)	High electromagnetic fields from nearby power equipment may interfere with scanner operation, leading to malfunctions or false readings.	Conduct EMI assessment during site survey; install shielding or relocate scanner as needed. Contractor to conduct technical installation and environmental compatibility		