Grootvlei Risk Assessment Template Rev2
Compiled by :

Dashboard Indicators	
Highest Consequence Rating: *(manual input)*	
Highest Likelihood Rating: *(manual input)*	
Risk/contingency as **(10%)** 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.

Design, procure, manufacture, install, test, commission, optimize and hand-over the fully functional operator training simulator

#	Risk Statement	Y/N	Consequence Description	Consequence Rating	Likelihood	Potential Exposure	Risk Control	Priority for Attention	Contingency	Treatment/Control Strategy	Triggers	Assignee
	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.	1	A - <5% Probability	Departmental Impact	Fully Effective	II - M/Term (<3mths)	training requirements for contractor employees specified in the contract.	Contractor to provide training his/her employees.	Lack of information and misunderstanding.	Project manager/ Project coordinator
4	Have the contract considered spares holding?	N										
5	Was supplier infrastructure establishment considered?	Y	Non compliance to SHEQ requirements.	1	E - 99% Probability	BU Impact	Fully Effective	IV - Ongoing	Cost to be included in the contract if there is a need to establish site (preliminaries and general)	Cost to be included in the contract if there is a need to establish site (preliminaries and general)	infrustructure unavailability	Project manager/ Project coordinator
6	Does the contract cater for SHE/plans?	Y	non compliance and inability to plan ahead, resulting in physical injury / damage to property.	1	C - >20% Probability	Departmental Impact	Fully Effective	IV - Ongoing	Submission of a SHE plan is a specified requirement in the contract	The contractor shall submit safety plans which comply to safe work procedure for the employer and it must be accepted by the Service Manager	Physical injury or property damages	Project manager/ Project coordinator
7	Does the contract cater for risk assessments?	Y	Physical injury or property damages	1	C - >20% Probability	Departmental Impact	Fully Effective	IV - Ongoing	Risk assessment is specified and is included in safety requirements.	The contractor shall submit daily risk assessment forms (STA) to the project leader	Non compliance, Physical injury or property damages	Project manager/ Project coordinator
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 or delayed project completion.	1	C - >20% Probability	BU Impact	Fully Effective	IV - Ongoing	duty to inform is included in the contract.	Decisions to be approved by the Service Manager and the Contract Supervisor.	Delayed completion	Project manager/ Project coordinator
12	Were medical/induction and associated costs considered?	Y	If contractor does not go through induction and medical,contrator will not have site access causing delays.	1	A - <5% Probability	Departmental Impact	Fully Effective	III - 1Yr	Cost to be included in the contract if there is a need to establish site (preliminaries and general)	Cost to be included in the contract if there is a need to establish site (preliminaries and general)	No access to site	Project manager/ Project coordinator
13	Will the contractor be responsible for access permit/costs?	N										Project Supervisor
14	Were the suppliers qualification and experience defined or requested?	Y	Poor quality workmanship due to Contractor incompetency.	2	A - <5% Probability	Departmental Impact	Fully Effective	II - M/Term (<3mths)	skills required specified in the contract.	Technical evaluation of tenders before contrct award.	Poor workmanship	Project manager/ Project coordinator
15	Were quality requirements/objectives set in the contract?	Y	Contractor incompetence and poor quality workmanship	2	D - >50% Probability	BU Impact	Fully Effective	I - S/Term (1mth)	Quality requirements specified in the contract.	The contractor must adhere to quality control plan requirements,use IBII tool (job observation, pre-job debriefs etc)	Reworks	Project manager/ Project coordinator
16	Was CIDB compliance specified in the contract?	N										Project manager/ Project coordinator/ C&I Engineering
17	Was a implementation program requested in the contract?	Y	Timelines or deadlines not met.	2	D - >50% Probability	Departmental Impact	Fully Effective	I - S/Term (1mth)	Included in the contract	effective communication & supervision.	late completion of tasks	Project manager/ Project coordinator
20	Any risk for contract to be up and running?	Y	Delays in the contract start date	1	D - >50% Probability	Departmental Impact	Fully Effective	I - S/Term (1mth)	project and commercial plan	effective communication.	poor planning & backlog at tender office.	Project manager/ Project coordinator
21	Does the contract pose a risk for loss of opportunities?	N										
22	Was the learning curve for staff been considered?	N										Project manager/ Project coordinator/ C&I Engineering
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										Project manager/ Project coordinator/ C&I Engineering
27	Were the quality of deliverables specified?	Y	Poor quality hardware delivered	1	B - >5 Probability	Departmental Impact	Fully Effective	IV - Ongoing	All plant to be used to meet the specified requirements .	Material must be QC checked and be of good quality when delivered and must comply with SABS & ISO Standards	Quality inspections	Project manager/ Project coordinator/ C&I Engineering
28	Are there any threat of safety with contract deliverables?	N										
29	Was the acceptance criteria specified?	Y	incompetent contractor and inability to deliver the expected outputs.	1	B - >5 Probability	Deparimental Impact	Fully Effective	IV - Ongoing	Contract deliverables are specified in the contract	Eskom specifications supplied in the contract	All plant should meet the specified requirements in the scope.	Project manager/ Project coordinator
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	There is a contingency provided.	Compensation events	Project manager/ Project coordinator
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 of work.	Internal training where applicable shall be provided by Eskom, external training shall be provided by the Contractor.	Training requirements are stipulated in the contract.	Project manager/ Project coordinator
33	Are there a risk for costs in mistakes?	Y	Scope creep will result in increased costs		A - <5% Probability	BU Impact	Fully Effective	I - S/Term (1mth)	detailed scope issued	There is a contingency provided.	Compensation events	Project manager/ Project coordinator
34	Does the contract pose in financial risk or exposure?	N										
35	Are there any risk i.t.o. skills and availability?	N										
36	Were the employment requirements considered?	Y	Incompetent personnel	1	C - >20% Probability	BU Impact	Partially Effective	IV - Ongoing	only qualified personel for the work should be employed.	Employment requirements included in the contract.	Contractor not adhering to employment requirements	Project manager/ Project coordinator
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 affect on existing job descriptions?	N										
40	Could the contract affect 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	Contractor must work according to approved specifications and standards.	Contractor must work according to approved specifications and standards.	Reworks	Project manager/ Project coordinator/ C&I Engineering
42	Could the contract lead to negative reactions?	N										
43	Was the cost of maintenance considered?	N										
44	Is a Disaster Recovery Plan required?	Y	Delays in construction	2	C - >20% Probability	BU Impact	Fully Effective	IV - Ongoing	included in the contract	Effective communication and control measures on disaster management in place.	Delays in project completion	Project manager/ Project coordinator
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	Disputes	Project manager/ Project coordinator
48	Could industrial action have an effect on contract execution/steps taken?	Y	System interuptions and delays	2	B - >5 Probability	BU Impact	Partially Effective	IV - Ongoing	Contract duration is sufficient	NEC Clause X2	Delays in project completion	Project manager/ Project coordinator
49	What role will weather conditions play in the execution of the contract?	N										
50	Is the contract period the best option?	Y	exceeding the budget & allocated period	1	A - <5% Probability	BU Impact	Fully Effective	IV - Ongoing	CPA costs included in ERA	The program to be monitored and managed closely.	poor management of the project	Project manager/ Project coordinator
51	What communications risk exist for the contract?	N										
52	Are there any procurement risks?	Y	Yes, delays in 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.	Delays in commercial process	Project manager/ Project coordinator
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										