



QASF Co. Ltd.

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Road No. 12,
Dong Xuyen Industrial Park,
Rach Dua ward,
Vung Tau City,
Vietnam.
Tel/Fax : +84 64 614299

Document Title	RISK ASSESSMENT PROCEDURE
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Document Number	HSE-04
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Included Forms	Risk Assessment Report
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Department	Engineering
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Type	Procedure
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Revision	0
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Date	23 April 2023
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Responsible person(s)	Engineering Manager
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APPROVAL

NAME: _____ POSITION: _____

SIGN: _____ DATE: _____



RISK ASSESSMENT PROCEDURE

1 INTRODUCTION

- 1.1 This procedure details the requirements for assessing, mitigating and controlling risk associated with work and projects at QASF workshop.
- 1.2 No work or project shall be performed if identified risk for a task or project cannot be reduced to an acceptable level.
- 1.3 Any member of QASF can stop a job if they suspect the level of risk has changed.

2 REVISIONS

Rev.	Date	Nature of Changes	Approved By
0	23.4.23	Issued for Use	NHD

3 GENERAL

- 3.1 A general workshop risk assessment shall be performed for tasks considered normal at QASF workshop.
- 3.2 Normal tasks will include;
 - Material handling
 - Material forming, rolling, bending
 - Gas flame cutting
 - Grinding
 - Machine cutting and drilling
 - Welding, SMAW, GTAW, FCAW
 - CNC Cutting operations
 - Shot Blasting
 - Painting
 - NDE
 - Hydrostatic Testing
 - Leak Testing
 - Inspection
- 3.3 The general workshop risk assessment shall be performed and reviewed once per annum or if a production process has changed or it is requested by any QASF employee. The Risk Assessment Report shall be used for this process.



4 Assessing Risk

- 4.1 For tasks that are not considered normal, for example;
- Post Weld Heat Treatment
 - Heavy lifts
 - Other
- 4.2 The Risk Assessment Report shall be used to record the identification process.
- 4.3 If risk cannot be reduced to an acceptable level, then the management team shall endeavor to modify the work process in order to eliminate the risk.

5 Risk Management

- 5.1 The Risk Assessment Report shall be used to identify, mitigate and control risk associated with work and projects.
- 5.2 All tasks shall be identified in the 'TASKS' column.
- 5.3 Associated possible risk involved in performing these tasks shall be recorded in the 'RISKS' column.
- 5.4 The matrix value shall be recorded. If the matrix value is 'M' or 'H' then steps will be taken to reduce the risk until a matrix value of 'L' is obtained. If a matrix value of 'L' cannot be obtained then the work or tasks will not be performed until operational and procedural changes have been made to eliminate this risk.
- 5.5 The completed Reports shall be kept on file for reference for future similar work or tasks.

6 FORMS

Risk Assessment Report



QASF Co. Ltd.

RISK ASSESSMENT REPORT

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Report No:

PROJECT No.	
DESCRIPTION	
DATE	
RESPONSIBLE PERSON	

HAZARD IDENTIFICATION

No	HAZARD	SEVERITY	POSSABILITY	MITIGATION
1		Select	Select	
PREVENTATIVE MEASURE			ACTION BY	DATE COMPLETED
No	HAZARD	SEVERITY	POSSABILITY	MITIGATION
2		Select	Select	
PREVENTATIVE MEASURE			ACTION BY	DATE COMPLETED

RISK EVALUATION:

RISK		
RISK LEVEL	Select	
RISK EVALUATION	TYPE: FREQUENCY: DURATION: IMPACT:	? Occasional Minimal Production
MITIGATION		



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RISK ASSESSMENT MATRIX

		PROBABILITY		
CATEGORY		OCCASIONAL	SELDOM	UNLIKELY
SEVERITY	CATASTROPHIC	H	H	M
	CRITICAL	H	M	L
	MARGINAL	M	L	L
	NEGLIGIBLE	L	L	L

SEVERITY

CATASTROPHIC	May result in death or serious property or equipment damage
CRITICAL	May result in serious injury, equipment or property damage and financial loss
MARGINAL	May result in minor injury, equipment or property damage and financial loss
NEGLIGIBLE	No threat of injury or loss

PROBABILITY

OCCASIONAL	Four times or less per year
SELDOM	One time per year
UNLIKELY	One time in five years



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RISK MANAGEMENT				
TASK	RISK	MATRIX VALUE	MITIGATION	FINAL MATRIX VALUE