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| **INTEGRATED SYSTEM PROCEDURE**  RISK ANTICIPATION AND MANAGEMENT PROGRAM |

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**Purpose**

This procedure provides the guidelines to identify the risk and evaluate the risks pertaining to quality of process.

1. **Scope**

This procedure applies to all departments / sections of Bin Rasheed Colors & Chemicals & Pakistan Coating Chemicals.

1. **Responsibility**
   1. **QHSE Team**
2. A Multi-Disciplinary QHSE Team is comprised of carrying out RAMP as per this procedure for risk assessment and determining appropriate controls.
3. QHSE Team members from designated departments are responsible for annually reviewing all functions and ensuring that it should be implemented according to the activities in their respective departments.
4. **Procedure**
   1. **Risk Anticipation** 
      1. Compliance team with QHSE team will identifies the risk associated with scope of operational performances at Bin Rasheed Colors & Chemicals & Pakistan coating chemicals.
      2. The Team takes into consideration every step of process of Bin Rasheed Colors & Chemicals& Pakistan coating chemicals.
      3. All the Risks are anticipated keeping in view **the**/ to;
5. Internal & external issues (SWOT Analysis, DOC #: BRCC&PCC/MGT/ ISM-001)
6. Needs and expectations of interested parties (DOC #: BRCC&PCC/MGT/ ISM-001)
7. give assurance that the quality management system can achieve its intended result(s)
8. enhance desirable effects
9. prevent, or reduce, undesired effects
   * 1. RAMP will be conducted by the nominated team and if required external party (consultants) will involve, ensuring that a thorough review has been conducted.
     2. The same team rates the activities and identified risks in the format of RAMP.
     3. Compliance team will approve the findings, if there is any ambiguity in the results; a member is nominated by the GM to resolve the ambiguity.
     4. To keep an update on the RAMP, they are re-evaluated on the basis of their significance at least once in a year by the implementation team/Compliance team.

**Note:** Risk is defined as “effect of uncertainty”

* 1. **Risk Sheet**

This 'risk Sheet' is a format to record and analyze information regarding risks.

The assessment is based on the formula:

**Risk** = Probability x Severity

**Probability:** Chance of occurring uncertainty

**Severity:** Value of effect due to occurrence of uncertainty

* + 1. Guidance on usage of risk register is as given below:

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| |  |  | | --- | --- | | Column | Notes | | **ID** | Assign a unique reference in order to be able to identify each risk unambiguously (e.g. "12/27" might be the 27th risk introduced into the analysis during 2012). Sequential numbers allow the table to be sorted sensibly! | | **Risk** | Describe the risk briefly so that people will understand what risk you are assessing. | | **Risk Source** | Describe the causes/ sources of risk which can lead to uncertainty. | | **Raw probability** | [Enter the probability or likelihood that the risk would occur if it was totally untreated**.**](file:///E:\BRCC\RAMPS\Updated%20RAMPS\Updated-Combined%20RAMP%20U1.xlsm#'Guidance on scoring'!A1) (see the guidance on scoring) | | **Raw Severity** | [Enter the potential business impact if the risk occurred without any treatment(see the guidance on scoring).](file:///E:\BRCC\RAMPS\Updated%20RAMPS\Updated-Combined%20RAMP%20U1.xlsm#'Guidance on scoring'!A1) | | **Raw risk rating** | This is the product of the raw probability and Severity values, in other words the raw/untreated/inherent level of risk. (see the guidance on scoring) | | **Preventive actions** | Describe how the risk is to be treated. Note that controls are just one option: risks can also be avoided, transferred or accepted. | | **Targeted probability** | [Enter the probability that the risk will eventuate once the controls etc. are fully in effect, in the same way as for before mitigation(see the guidance on scoring).](file:///E:\BRCC\RAMPS\Updated%20RAMPS\Updated-Combined%20RAMP%20U1.xlsm#'Guidance on scoring'!A1) | | **Targeted severity** | [Enter the likely severity once the controls etc. are fully in effect; in the same way as before mitigation(see the guidance on scoring).](file:///E:\BRCC\RAMPS\Updated%20RAMPS\Updated-Combined%20RAMP%20U1.xlsm#'Guidance on scoring'!A1) | | **Target risk rating** | This is the product of the anticipated probability and severity values once the preventive action is fully implemented. | |

* + 1. Guidance on scoring is as following:

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| --- | --- | --- |
| **Probability** | **Score** | **Description** |
| **ALMOST CERTAIN** | **5** | It is expected to occur at some time in the near future (daily) |
| **LIKELY** | **4** | Will probably occur in most circumstances (weekly) |
| **POSSIBLE** | **3** | Might occur at some time (monthly) |
| **UNLIKELY** | **2** | Could occur at some time (six months to a year) |
| **RARE** | **1** | The event may occur only in exceptional circumstances |
| **Severity** | **Score** | **Description** |
| **Insignificant** | **1** | Minimal damage, negligible cost |
| **MINOR** | **2** | Noticeable but limited damage |
| **MODERATE** | **3** | Significant damage, moderate cost |
| **MAJOR** | **4** | High damage but survivable, High cost |
| **Extreme** | **5** | Complete failure. Unrecoverable effect |

* 1. **Determination of Controls**
     1. When the risks are evaluated, their cause is found out and then the control measures are suggested.
     2. The control measures are prioritized according to the magnitude of the risk.
     3. The risks are prioritized as;

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| --- | --- | --- |
| **Risk** | | **Priority** |
| 15-25 | High | First priority |
| 8-12 | Medium | Second Priority |
| 1-6 | Low | Third Priority |

* + 1. When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy;
    2. After implementing appropriate controls residual risk assessment is carried out to measure the effectiveness of the applied controls. If the controls are ineffective than new controls are implemented and further the residual risk assessment is carried out until the hazard is under controlled (Rating of risk come into the range of rating of low risk) condition and impact of hazard become minimized.

1. **Associated Documented Information**
2. QHSE Team
3. RAMP sheet

**Amendment History Record**

| **Revision Number** | **DCR Number** | **Section** | **Amended Text** |
| --- | --- | --- | --- |
| 1 | ISP-012 | 0.0 | ~~HAZARD ANALYSIS AND RISK ASSESSMENT~~to RISK ANTICIPATION AND MANAGEMENT PROGRAM |
| 1 | ISP-012 | 4.1 | ~~Management Representative (MR)~~ with QHSE Team Lead |
| 1 | ISP-012 | 5.0 | ~~Record~~ with Documented Information |
| 1 | ISP-012 | 1.0 | ~~The risk to~~ is replaced with the risks pertaining to process, performance, productivity… |
| 1 | ISP-012 | 1.0 | ~~Work environment~~ is replaced with environment for operation of processes. |
| 1 | ISP-012 | 2.0 | Addition of table includes: process, productivity, performance |
| 1 | ISP-012 | 3.1 | 1. ~~QHSE Teamis responsible for carrying out all the activities related to this Procedure such as identification of OH&S hazards~~is replaced with QHSE Teamis comprised of carrying out RAMP as per this procedure 2. ~~QHSE Team members from different departments are responsible for periodically reviewing this procedure~~ with QHSE Teammembers from designated departments are responsible annual reviewing all functions |
| 1 | ISP-012 | 4.1 | ~~OH&S Hazard Identification~~with identification of risk |
| 1 | ISP-012 | 4.1.1 | ~~MR will identify the occupational health and safety hazards associated with the operational activities~~withQHSE Team Lead will identify the risk associated with scope of operational performances |
| 1 | ISP-012 | 4.1.3 | ~~OH&S Hazard~~with Risks |
| 1 | ISP-012 | 4.1.4  4.1.6 | ~~OH&S risk analysis~~with RAMP |
| 1 | ISP-012 | 4.2 | ~~Section 4.2 of OH&S risk assessment~~ is replaced by RAMP Procedure |
| 1 | ISP-012 | 5.0 | 1. Addition of RAMP Register 2. CPA 3. Risk Poster |
| 2 |  | 4.2 | Scoring matrix is replaced with simple matrix (5x5) |