**SETUP Project Proposal Format**

**PROJECT TITLE:** *(Must already be able to reflect the goal of the project, include firm name for easier identification of the project, and indicate Phase 2 for projects for renewal)*

**PROPONENT:** Firm/Company Name: *(Indicate name and address of Firm)*

Contact Person: *(Include position in the company)*

**PROJECT COST:** TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_ *(Total project cost including counterpart of the proponent)*

SETUP Funds: \_\_\_\_\_\_\_\_\_\_\_

Proponent Equity: \_\_\_\_\_\_\_\_\_ *(refers to the firm’s investment in anticipation of the project, may include the incremental operating expenses of the firm for 3 months once the project has been implemented. Does not include existing equipment, facility, building or land but rather improvements only – estimated value)*

**AMOUNT REQUESTED:** *(DOST-SETUP amount of assistance or amount requested)*

**OBJECTIVES:**

**General Objectives:**

To be able to address the productivity concerns and technical problems of the firm, identified through the conduct of the Technology Needs Assessment or TNA, by the adoption of appropriate technological interventions.

**Specific Objectives:** *(Must be realistic, measurable and relevant to the S&T intervention/s;* ***Indicate only******the applicable objectives, at the minimum it shall cover sales, production and employment****)*

To acquire S&T intervention related equipment: one (1) unit of \_\_\_\_\_\_\_\_\_\_\_;

To increase productivity of the firm by %;

To improve quality of product/s by \_\_\_\_\_\_\_\_\_; *(Improvement of quality could be related to decrease in rejects, complicated designs, precision, standardized products)*

To increase production capacity by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

To decrease rejects \_\_\_\_\_\_;

To supply products to (no.) additional clients

To boost gross sales by %;

To generate \_\_ additional employment ( \_\_\_ direct and \_\_\_ indirect);

Please specify other S&T interventions that can possible be provided by DOST *(GMP, Food Safety, Preventive Maintenance, MPM, Packaging and Labeling, Laboratory Services, and other consultancies)*

**PROJECT BACKGROUND:**

1. **Company Profile:**

| Name of Firm | Company A, Incorporated | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address |  | | | | | | | | | | |
| Contact Person |  | | | | | | | | | | |
| Contact No. |  | | | | | | | | | | |
| e-mail Address |  | | | | | | | | | | |
| Year established |  | | | | | | | | | | |
| Type of Organization  *(please check appropriate box in each row)* |  | Single Proprietorship | |  | Partnership | | |  | Cooperative |  | Corporation |
|  | Profit | |  | Non-Profit | | | | | | |
|  | Micro  (P3M Total Asset Value or less) | |  | Small  (P3,000,001 – P15M Total Asset Value) | | |  | Medium  (P15,000,001 – P100M Total Asset Value) | | |
| Number of Employee  *(Please indicate number of employee)* | Type of Employment | | Male | | | | | Female | | Total | |
| Direct Workers | |  | | | | |  | |  | |
|  | Production |  | | | | |  | |  | |
|  | Non-Production |  | | | | |  | |  | |
| Indirect/Contract Workers | |  | | | | |  | |  | |
| Total | |  | | | | |  | |  | |
| Registration | Office | | Registration Number | | | | | Date of Registration | | | |
| DTI | |  | | | | |  | | | |
| SEC | |  | | | | |  | | | |
| CDA | |  | | | | |  | | | |
| LGU | |  | | | | |  | | | |
| Others, please specify | |  | | | | |  | | | |
| Business Activity/ies:  *(please check appropriate box)* |  | Crop and animal production, hunting, and related service activities | | | |  | Chemicals and chemical products manufacturing | | | | |
|  | Forestry and Logging | | | |  | Basic pharmaceutical products and pharmaceutical preparations manufacturing | | | | |
|  | Fishing and aquaculture | | | |  | Rubber and plastic products manufacturing | | | | |
|  | Food Processing | | | |  | Non-metallic mineral products manufacturing | | | | |
|  | Beverage Manufacturing | | | |  | Fabricated metal products manufacturing | | | | |
|  | Textile Manufacturing | | | |  | Machinery and equipment, Not Elsewhere Classified (NEC) manufacturing | | | | |
|  | Wearing apparel manufacturing | | | |  | Other transport equipment manufacturing | | | | |
|  | Leather and related products manufacturing | | | |  | Furniture manufacturing | | | | |
|  | Wood and products of wood and cork manufacturing | | | |  | Information and Communication | | | | |
|  | Paper and paper products manufacturing | | | |  | Other regional priority industries approved by the Regional Development Council, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Products/Services |  | | | | | | | | | | |
| Brief Enterprise Background |  | | | | | | | | | | |

1. **Management/Administrative Aspect**
   1. Organizational chart

**\_\_\_\_Company Name\_\_\_\_ Organizational Structure**









Note: Indicate position of proposed new employment (if there’s any)

A functional organization is preferred

* 1. Skills and expertise of employee/owner (proponent)

| Skills and Expertise of the employee/owner (proponent) | Managerial skills: *(specify the skills acquired through experience or other means)* |
| --- | --- |
| Technical Skills: *\_\_\_\_\_(specifiy – acquired through education, training, etc.* |
| Other Skills: *\_\_\_\_\_\_(specifiy)\_\_\_\_\_\_\_\_\_\_* |
| Capacity Building and Skills Enhancement Activities | |
| Current: | Regular participation to trainings provided by the company such as \_\_\_\_ or Attendance to special trainings for graphic artist. etc. |
| Project Requirement: | Ex. Preventive maintenance training, GMP or machine/equipment operation, cleaning and maintenance to be conducted by \_\_\_\_\_\_ |

* 1. Compensation

| **Position** | **Major Responsibilities** | **Basic Salary** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Note: Average rate of workers, incentives to employees (monetary and non-monetary) and other employee’s benefits

1. **Plant site or location (including vicinity map or google map)**

*Should be a helpful tool in locating the plant site*

1. **Capacity, volume and cost of production**

| **Product** | **Capacity/ Year** | **Volume of Production /Year** | **Unit Cost of Production (P)** | **Annual Cost of Production (P)** | **Selling Price**  **(P)** | **Annual Sales (P)** | **Projected increase in Volume /year** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Examples:*** |  |  |  |  |  |  |  |
| **Muscovado Sugar ( 250gm pack)** | **960 pcs** | **1,800 pcs** | **P20.00** | **P36,000.00/year** | **P35.00** | **63,000** | **900 pcs** |
| **Pastillas (assorted flavours)** | **20,000 boxes** | **20,000 boxes** | **P120.00/box** | **P2.4 million** | **P200.00** | **P4 Million** | **10,000 boxes** |
|  |  |  |  |  |  |  |  |

\***Additional notes/clarification on the figures** presented in the table may be necessary to further justify the need to acquire the equipment *(particularly the relationship between the firm’s capacity and volume of production/ increased cost of production. If the firm produces several products, choose the top products or products related to SETUP intervention only, or if project-based use by categorization and use average in the computation)*

1. **Raw material/s used and sources of raw material**

| **Raw Material/s** | **Source/s**  *(Specific)* |
| --- | --- |
|  |  |
|  |  |

*All raw materials/ingredients should be declared especially (for food processing) those ingredients derived from materials containing allergens.*

**MARKETING ASPECTS** *(Provide a comprehensive but concise information about the S&T related product/s and the market that will absorb the projected increase in production; specify target customers, volume and sales)*

| 1. 4P’S OF Marketing | Existing | Proposed | Estimated Increase  (Qty) | Estimated Increase  (Peso Value) |
| --- | --- | --- | --- | --- |
| 1. PRODUCT   (Choose only the applicable strategies (listed below) and you may also add strategy if not mentioned below) |  |  |  |  |
| 1. Product Features Enhancement |  |  |  |  |
| 1. New Products to be Launched  * New Product Line * New Flavor/Variant * New Product Size / Configuration |  |  |  |  |
| 1. Product Packaging |  |  |  |  |
| 1. Branding |  |  |  |  |
| 1. Services |  |  |  |  |
| 1. Warranty |  |  |  |  |
| 1. New or Alternative Usage |  |  |  |  |
| 1. Others |  |  |  |  |
| 1. PRICE   (Choose only the applicable strategies (listed below) and you may also add strategy if not mentioned below) |  |  |  |  |
| 1. Price Reduction |  |  |  |  |
| 1. Premium Pricing |  |  |  |  |
| 1. Categorized Pricing |  |  |  |  |
| 1. Credit Terms Extension |  |  |  |  |
| 1. Credit Limit Increase |  |  |  |  |
| 1. Installment |  |  |  |  |
| 1. Others |  |  |  |  |
| 1. PLACE   (Choose only the applicable strategies (listed below) and you may also add strategy if not mentioned below) |  |  |  |  |
| 1. Opening of Branches / Outlets |  |  |  |  |
| 1. Location / Market Coverage |  |  |  |  |
| 1. New Customer / Market Segment |  |  |  |  |
| 1. Distributor |  |  |  |  |
| 1. Reseller |  |  |  |  |
| 1. Online Platform |  |  |  |  |
| 1. Outlet Renovation |  |  |  |  |
| 1. Others |  |  |  |  |
| 1. PROMOTION   (Choose only the applicable strategies (listed below) and you may also add strategy if not mentioned below) |  |  |  |  |
| 1. Sales Promo (e.g. B1T1, Raffle) |  |  |  |  |
| 1. Loyalty / Frequency Card |  |  |  |  |
| 1. Advertising (e.g. Tri-media, SocMed) |  |  |  |  |
| 1. Public Relations / Endorsement |  |  |  |  |
| 1. Sampling |  |  |  |  |
| 1. Combo / Bundling Promo |  |  |  |  |
| 1. Push Girls |  |  |  |  |
| 1. Others |  |  |  |  |
| 1. COMPETITION |  | | | |
| 1. Number of Competitors |  |  |  |  |
| 1. Name of Major Competitors |  |  |  |  |
| 1. Advantages and Disadvantages vs. Competitors |  |  |  |  |
| 1. Market Share vs. Competitors |  |  |  |  |
| 1. MARKET SITUATION /PRODUCT DEMAND AND SUPPLY |  | | | |
| 1. Local Market |  |  |  |  |
| 1. Target Market |  |  |  |  |
| 1. Size of the Market |  |  |  |  |
| 1. Potential Growth |  |  |  |  |
| 1. International Market |  |  |  |  |
| 1. Target Market |  |  |  |  |
| 1. Size of the Market |  |  |  |  |
| 1. Potential Growth |  |  |  |  |

**TECHNOLOGICAL ASPECTS**

1. **Production Process**

* Process Flow of Production
* Material Balance (if applicable) Required for Food

**Example:**

**POWDERED MUSCOVADO SUGAR**

PROCESS AND MATERIAL FLOW













































1. **Existing Production Equipment**

| **Type of Equipment** | **No. of Units** | **Specifications** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

1. **Technical constraints on the production line and proposed S&T intervention**

| **Process/ Existing Practice/ Problem** | **Proposed S&T Intervention** | **Proposed S&T Intervention-related Equipment / Skills Upgrading** | **Impact Expected** |
| --- | --- | --- | --- |
| **Process:**  *-details of the current practice and encountered problem*  **Manual Portioning, Forming and Wrapping**:   * Labor intensive requiring at least 6 workers to per production shift * Quality of work differs per production personnel in terms of portioning and wrapping style. As a result, product weight and size are inconsistent * Prolong exposure of product to uncontrollable environment increases the risk of contamination which compromises food safety. | **Ensuring Food Safety and product quality**  **Prolonging product shelf-life**  **Production Efficiency and Productivity improvement**  **Waste reduction and management**  **Process improvement** | **Equipment 1 name:**  **Specifications:** | * **Improved productivity by 30%**. Output will increase by \_\_\_ units using the proposed equipment. * **Increased production capacity by 50%.** Current capacity of 20kg per hour will be increased to 30kg per hour. * Compliance to food safety and GMP requirements due to its food-grade stainless steel material * Improved product quality. Screening eliminates the incorporation of soil, sand, dirt, solid particulates, scum and extraneous matters in the juice * Production lead time will be **reduced from 5 days to 2 days**. * Production process will be reduced by 75% from multi-pass to single pass. * Automation will improve production process and eliminate the manual process of polishing/finishing. This will **generate annual savings of Php 230,000.** |
| Process/ Problem/ Practice? | Intervention? | **Equipment 2 name:**  **Specifications:** | * **Cross contamination will be prevented**. Dedicated use of equipment will reduce frequent change over which will protect product quality. Exposure of the product to contaminants will be minimized. * **Improved productivity by 50%.** Finished product output will increase to 100 units per hour of production. * Ease of cleaning. Cleaning/sterilizing and draining of wash is easier due to the installation of drain faucet. |
| Process/ Problem/ Practice? | Intervention? | **Equipment 3 name:**  **Specifications:**  **Picture:** | * **Increased sales by 50%.** New product lines developed will generate an incremental sales amounting to Php\_\_\_. * Outsourcing services will be eliminated. Total expenses that will be saved is **P45,000.00 per year.** |
| Organization not well structured, poor plant layout, low productivity | Technical Consultancy | Manufacturing Productivity Management (MPM) Program | * Well-structured organization. * Improve over-all productivity. * Improve the various aspects of the business including organization, production, financial and marketing. |
| No formal training on equipment operation | Technical Training; Knowledge and Skills Upgrading | Basic training on equipment operation and preventive maintenance | * Improved work operation/ performance and safety * Prolong useful life of equipment and prevent sudden breakdown |
| Poor and inappropriate product packaging; incomplete labeling | Product Improvement and Standardization | Packaging and Labeling Design | Conformance to the mandatory requirements on product labeling  Enhanced product appearance for added value, quality and competitiveness |
|  |  | Nutritional Analysis | FDA compliant -consumer awareness on product nutritional value  Indirectly improved market competitiveness |

*Note: Production Capacity – based on volume or speed*

*Productivity (production efficiency)– based on the unit output*

**Proposed Plant Lay-out** *(Put dimensions of the production layout and measurements of the proposed equipment to verify the space requirement during the actual operation; complete the production processes involved that will illustrate the flow of production)*

1. **Cost and specification of S&T Intervention-Related Equipment**

| **S&T Intervention-related equipment/specification** | **Qty** | **Unit Cost** | **Total Cost** |
| --- | --- | --- | --- |
| Stainless Steel Sugarcane Juice Tank  *Volume Capacity/Speed:*  *Type of Material:*  *Power Requirement: Wattage/Voltage/Frequency/Phase*  *Other Technical Features*  *Material: Gauge 304-Food Grade*  *Stainless Steel*  *Total Capacity: 350-380 Liters*  *Dimension: 180 cm x 180 cm*  *-with cover and screen* |  |  |  |
| Total | | |  |

1. **List of equipment fabricators (name and address are necessary for verification purposes)**

| Particular | Supplier 1 **(Indicate name, address and contact number)** | Supplier 2 **(Indicate name, address and contact number)** | Supplier 3 **(Indicate name, address and contact number)** |
| --- | --- | --- | --- |
| Equipment 1 | Php | Php | Php |
| Equipment 2 | Php | Php | Php |

*Quotation requirements: Capacity, Size/ weight, Motor ratings volts amperes hertz and phase (brand new/ second hand/ fabricated)*

*Terms of payment, Warranty (product, parts, coverage), Commissioning and installation (if applicable)*

1. **Schedule of activities for the proposed project**

| Activity | Timetable/Duration | Responsible Unit/Person |
| --- | --- | --- |
| 1. Conduct of technology needs assessment and preparation/review of TNA report |  | PSTO/SETUP Technical Support Staff (TSS) |
| 1. Preparation and submission of project proposal and supporting documents |  | PSTO  Project-In-Charge  Proponent |
| 1. Review and packaging of project documents for technical evaluation |  | SETUP RPMO |
| 1. RTEC evaluation (*and OUSEC-RO or EXECOM evaluation, if necessary*) |  | RTEC/ SETUP RPMO |
| 1. RTEC Report preparation and transmittal to concerned PSTO and proponent. |  | SETUP RPMO |
| 1. Revision and re-submission of proposal. |  | PSTO  Project-In-Charge |
| 1. Project approval, MOA signing and pre-procurement conference |  | PSTD/  SETUP RPMO Staff/ Proponent |
| 1. Submission of Project Information Sheet | Upon approval and semi-annual thereafter | SETUP TSS |
| 1. Procurement |  | SETUP RPMO Staff/ Project Cooperator/ SETUP TSS/  Admin Staff |
| 1. Project Implementation |  | PSTO/SETUP TSS/ Project Cooperator |
| 1. Refund and Project Monitoring | 3 years (*excluding 6-month grace period*) | SETUP TSS/ Project Cooperator |

1. **Expected Output/Impact (measured results)**
2. Percentage increase in productivity
3. Improved quality of product/s
4. Contribution to the production line/process
5. Percentage decrease in rejects
6. Additional clients of \_\_\_\_
7. Regulatory compliance
8. DOST Pillars and 11 key priority areas
9. Others (please specify)

**WASTE MANAGEMENT/DISPOSAL**

| **Waste Generated by the Firm** | **Ave. Volume / Month** | **Waste Management Activity** *(please check appropriate box)* | | | |
| --- | --- | --- | --- | --- | --- |
| Recycling | Waste Segregation | Waste Minimization | Others (please specify) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**FINANCIAL ASPECT**

1. **Financial capacity**

| **Total SETUP Assistance** (Php)**:** |  |  |  |
| --- | --- | --- | --- |
| **Equipment Cost** (Php)**:** |  |  |  |
|  |  |  |  |
| **Partial Budget Analysis (1-year)** | | | |
| **A. INCOME INCREASING** | | **B. INCOME REDUCING** | |
| **1. Added Returns:** |  | **1. Added Costs:** |  |
| **a.  Increased production output** *(Quantity \* (Sales – Production cost))* |  | **a.** **Annual depreciation** (Cost of equipment/Life span in yrs) |  |
| **b.  New product line/ service/ by-product** |  | **b. Annual electricity consumption of new equipment** |  |
| **c.  New price/ new cost per product** |  | **c. Salaries of addt’l workers** (include 13th month pay) |  |
| **d. Unserved orders** |  | **d. Annual fuel consumption of new equipment** (*if any*) |  |
|  |  | **e. Repair and Maintenance** (5% to represent consumables & incidental expenses) |  |
|  |  | **f. Amortization** (1st year of refund schedule) |  |
| **2. Reduced Costs** |  | **2. Reduced Returns** |  |
| **a.  Savings on outsourcing or reduced cost in production/ packaging** |  |  |  |
| **b. Reduced cost on deliveries, distribution & other logistical cost** |  |  |  |
| **c. Reduced cost on spoilage, reject and defects** |  |  |  |
| **d. Savings on energy (fuel, electricity, etc.)** |  |  |  |
| **e. Manpower reduction or savings on labor cost** |  |  |  |
|  |  |  |  |
| **SUB-TOTAL (A)** |  | **SUB-TOTAL (B)** |  |
| **NET INCOME (Php) (A-B)** |  | | |

-a Net profit margin (Net Profit/Sales) x 100 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-b Liquidity ratio (Current Assets / Current Liabilities) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

-c Leverage (Debt / Equity) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

-d ROI % = Return (net income in the PBA)   x 100  
             ----------------------------------------  
                    Cost of investment

*Note: Ideal figures on the computation of financial ratios*

* + 1. *10% or higher b. 1.2 or higher c. 0.3 or lower d. 20% or higher*

1. **Financial constraints**

**Example:**

The firm does not have the capacity to acquire the technology intervention on its own because:

1. The firm's Net Incomes for CY 2012 and CY 2013 were PhP 535,716.51 and PhP  491,540.00 respectively;
2. With the firm's projected growth in the future, it intends to utilize its internal resources to fund its concomitant increase in operating expenses; and,
3. The amount in concern (PhP 3.4M for the acquisition of the S&T intervention) is a huge investment that is considered to be a fixed non-current asset affecting the financial liquidity of the firm.
4. **Cash flow/ financial statement/ balance sheet *(see attached)***
5. **Budgetary Requirement for the proposed project**

| **Item of Expenditure** | **Qty** | **Unit Cost** | **Cost** | | |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **SETUP** | **Cooperator** | **Total** |
|  |  |  |  |  |  |
| **Total** | | |  |  |  |

1. **Proposed Refund Schedule**

| **Months** | **Y1** | **Y2** | **Y3** | **Y4** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Month 1 |  |  |  |  |  |
| Month 2 |  |  |  |  |  |
| Month 3 |  |  |  |  |  |
| Month 4 |  |  |  |  |  |
| Month 5 |  |  |  |  |  |
| Month 6 |  |  |  |  |  |
| Month 7 |  |  |  |  |  |
| Month 8 |  |  |  |  |  |
| Month 9 |  |  |  |  |  |
| Month 10 |  |  |  |  |  |
| Month 11 |  |  |  |  |  |
| Month 12 |  |  |  |  |  |
| Total |  |  |  |  |  |

(Note: Refund will start after six months from the start of project implementation)

**RISK MANAGEMENT PLAN** *(tick box if impact/response is likely to happen)*

| **RISK** | **LIKELIHOOD** | | | **POTENTIAL IMPACT**  *(may add other impact as needed)* | | **RESPONSE**  *(may add other plans/response as needed)* |
| --- | --- | --- | --- | --- | --- | --- |
| **Likely**  *(Potential or possibility of the risk from happening. Use Hazard Hunter app for Geo-hazards determination)* <https://hazardhunter.georisk.gov.ph/> | **Unlikely**  *(Do not proceed with the plan, if the risk is unlikely to happen)* | |
| **Natural** | | | | | | |
| **Earthquake** | Prone: Slight to destructive earthquake | ☐ | | ☐ Collapsed building  ☐ Injured employees  ☐ Damaged equipment  ☐ Business operation will be disrupted  ☐ Others: pls. specify  ☐ N/A | | ☐ Headcount/ Roll call of employees based on masterlist  ☐ Building structure assessment  ☐ N/A |
| **Landslide** | Susceptibility to rain-induced: Low to moderate | ☐ | | ☐ Infrastructure damage  ☐ Injured employees  ☐ Others: pls. specify  ☐ N/A | | ☐ Headcount of employees  ☐ Infrastructure inspection  ☐ N/A |
| **Tsunami** | Prone; Inundation depth 1 to 1.99 meter | ☐ | | ☐ Damaged Equipment/ machines  ☐ Vital/Confidential records ruined  ☐ Disrupted operation  ☐ Injured employees  ☐ Others: pls. specify  ☐ N/A | | ☐ Infrastructure inspection  ☐ Stay safe and be alert  ☐ N/A |
| **Volcanic Eruption** | Pinatubo: Distance 43.0 km | ☐ | | ☐ Health of employees affected due to ashfall  ☐ Plant inaccessible  ☐ Disrupted operation  ☐ Others: pls. specify  ☐ N/A | | ☐ Stay safe and be alert  ☐ Evacuate/Relocation  ☐ N/A |
| **Flood** | Susceptibility: Moderate  Flood height: 0.5 to 1 meter | ☐ | | ☐ Flood will reach the production; operation stoppage  ☐ Damaged Equipment/ Machines  ☐ Plant inaccessible  ☐ Others: pls. specify  ☐ N/A | | ☐ Stay safe and be alert  ☐ When safe, secure properties that can possibly be recovered  ☐ N/A |
| **Storm surge** | Susceptibility: Low to Moderate  Surge inundation: 0.5 to 1m | ☐ | | ☐ Inland flooding esp. if coincides w/ high tide  ☐ Damaged Equipment/ Machines  ☐ Others: pls. specify  ☐ N/A | | ☐ Stay safe and listen to weather update  ☐ N/A |
| **Disease -outbreak** | ☐ Avian Flu  ☐ African Swine Flu  ☐ Other Infectious Disease ☐ Outbreak/Epidemic/Pandemic | ☐ | | ☐ Operation shutdown  Livestock affected  ☐ Health of employees affected  ☐ Others: pls. specify  ☐ N/A | | ☐ Stay safe and follow the government authorities  ☐ N/A |
| **Human-induced or project-related** | | | | | | |
| **Technical**  Risks related to technical aspect of the project such as Technical Requirements, Technology, Complexity and Interfaces, Performances and Reliability, and Quality | ☐ Performance failure of equipment (underperformance, incompatible, etc.) | ☐ | | ☐ Production delay  ☐ Others: pls. specify  ☐ N/A | | ☐ Report the problem  ☐ Perform work adjustment  ☐ N/A |
| ☐ Power outage/ failure | ☐ | | ☐ Production interruption  ☐ Others: pls. specify  ☐ N/A | | ☐ Production break & exit safely in the area  ☐ N/A |
| ☐ Failed equipment maintenance/ after sales service | ☐ | | ☐ Equipment breakdown/ production stoppage  ☐ Others: pls. specify  ☐ N/A | | ☐ Contact reliable repair shop  ☐ N/A |
| ☐ Sanitary/ Quality defect | 🗹 | ☐ Customer complaint  ☐ Illness/ poisoning  ☐ Compromised brand image  ☐ Others: pls. specify  ☐ N/A | | ☐ Investigate & take action on the incident  ☐ Follow GMP, Quality Manual  ☐ N/A | |
| **Organizational**  Risks related to organizational aspect of the project such as Project dependencies, Resources, Funding, Prioritization | ☐ Frequent Absenteeism of employees | ☐ | ☐ Delay/ under production  ☐ Others: pls. specify  ☐ N/A | | ☐ Prioritize urgent orders  ☐ Create on-call workers  ☐ N/A | |
| ☐ Change in management/ structure/ priorities/ direction | ☐ | ☐ Production slowdown  ☐ Business closure  ☐ Others: pls. specify  ☐ N/A | | ☐ Attend to issues according to priority  ☐ N/A | |
| ☐ Loss of competent employees/ key officials | ☐ | ☐ Low business performance  ☐ Others: pls. specify  ☐ N/A | | ☐ Provide training  ☐ Outsource competent employees  ☐ N/A | |
| ☐ Low skills/ lack of training/ refuse to learn | ☐ | ☐ Low business performance  ☐ Others: pls. specify  ☐ N/A | | ☐ Conduct appropriate training needs  ☐ N/A | |
| ☐ Financial difficulty/ mismanagement/ low cash position | ☐ | ☐ Low business credit rating  ☐ Business closure  ☐ Others: pls. specify  ☐ N/A | | ☐ Additional capital infusion  ☐ Manage sales & costs effectively  ☐ N/A | |
| **External**  Risks related to Suppliers, Regulatory Bodies, Market, and Customer | ☐ No available or lack of supply of raw materials | ☐ | ☐ Low or stoppage of production  ☐ Change in production cost  ☐ Loss of customer/ sales | | ☐ Use of Alternatives  ☐ Inform the customers  ☐ N/A | |
| ☐ Unceasing rise of costs of raw materials & other operating costs | ☐ | ☐ Higher production cost  Minimal profit/ breakeven/ profit loss  ☐ Others: pls. specify  ☐ N/A | | ☐ Review market pricing  ☐ Review cost structures  ☐ N/A | |
| ☐ Change in rental terms/ agreement | ☐ | ☐ Higher operating cost  ☐ Production shutdown  ☐ Others: pls. specify  ☐ N/A | | ☐ Revisit contract agreement  ☐ Relocate  ☐ N/A | |
| ☐ Low demand/ shift in customer preference or consumption | ☐ | ☐ Low sales performance  ☐ Others: pls. specify  ☐ N/A | | ☐ Be more responsive on customer demand  ☐ Review product mix  ☐ N/A | |
| ☐ Economic crisis/ collapse of the industry | ☐ | ☐ Business performance affected  ☐ Business closure  ☐ Others: pls. specify  ☐ N/A | | ☐ Streamline the operation  ☐ Explore other business opportunities  ☐ N/A | |
| ☐ Implementation of a more stringent government policies | ☐ | ☐ Business performance affected  ☐ Others: pls. specify  ☐ N/A | | ☐ Comply and study the implication  ☐ N/A | |
| ☐Proliferation of competitors in the market | ☐ | ☐ Lower market share  ☐ Others: pls. specify  ☐ N/A | | ☐ Focus on the Primary Target Market (PTM)  ☐ Highlight competitive advantage  ☐ N/A | |
| **Others**  Other risks that may be related to business and/or project implementation | ☐ Theft or robbery | ☐ | ☐ Disrupted operation  ☐ Low cash position  ☐ Others: pls. specify  ☐ N/A | | ☐ Report & investigate the incident  ☐ Revisit internal control  ☐ N/A | |
| ☐ Fire accidents | ☐ | ☐ Damaged facility  ☐ Injured employees  ☐ Business closure  ☐ Others: pls. specify  ☐ N/A | | ☐ Stay safe & be alert  ☐ Report & investigate the incident  ☐ Review safety measures  ☐ N/A | |