

COMPANY	PETROGAS		
LOCATION	DAMANSARA		
CATEGORY	P040 - LOGISTIC SECURITY PROCEDURE		
DATE ASSESSED	19/12/2018	DATE LAST REVISED	
ACTIVITY	P040 - LOGISTIC SECURITY PROCEDURE		

CONDUCTED BY					
	NAME	POSITION		NAME	POSITION
1			4		
2			5		
3			6		

* PROBABILITY	X	** SEVERITY	=	*** RISK RANKING
Probability Index A Performance unheard in industry B Performance heard in industry C Performance has occurred in company D Happens several times per year in company E Happens several times per year at location	Severity Index 0 No injury or damage to health 1 Slight injury of health effects 2 Minor injury of health effects 3 Major injury or health effects 4 Single fatality or permanent total disability 5 Multiple fatalities	People Asset Environment Reputation		Score (Colour) Level <div> <div>GREEN</div>Low <div>YELLOW</div>Medium <div>RED</div>High </div> <p><i>Note: Result based on Risk Assessment Matrix Table</i></p>

SUB-ACTIVITY	PERFORMANCE IDENTIFICATION			LEGAL & OTHER REQUIREMENTS	RISK ASSESSMENT			CURRENT RISK CONTROL	RISK ASSESSMENT			RISK CONTROL RECOMMENDED ACTION	STATUS	
					BEFORE				AFTER					
	ISSUES (R/O)	RISK	EFFECTS		*	**	***		*	**	***			
					PROB.	SEV.	RISK RANK		PROB.	SEV.	RISK RANK			
1) Strategic Plan for Logistic	Improper planning	Planning failure	Miscommunication	Custom ACT 1967 [ACT 235]	D	3	D3	Organize strategic meeting for logistic plan	D	2	D2	-	AJAB	
	Lack of awareness	Lack of participation	Lack of information		B	3	B3	Training & Development Procedure (PG/QMS/HRA/P030) Awareness & Competencies Procedure (PG/QMS/HRA/P029)	B	2	B2	-	AJAB	
2) Pre-Logistic Event	No travel and logistic form	Untrackable movement and logistic	Insufficient travel or logistic evidence	-	C	3	C3	Raise Requisition Order Form (PG/QMS/PRO/F005)	C	2	C2	-	RAIHAN	
	No delivery order	No evidence of arrival & acceptance of order	Insufficient delivery evidence	-	C	3	C3	Delivery Order	C	2	C2	-	RAIHAN	
	No commercial invoice	Poor logistic quality	Insufficient logistic evidence	-	C	3	C3	Commercial invoice	C	2	C2	-	RAIHAN	
	No packing list	Poor logistic quality	Insufficient logistic evidence	-	C	3	C3	Packing List	C	2	C2	-	RAIHAN	
	No competency certificate	Unsafe working method	Inappropriate personnel	-	C	3	C3	Competency Certificate	C	2	C2	-	RAIHAN	
	No insurance declaration	Incident occurrence	Insufficient resources coverage	-	C	3	C3	Insurance issuance and declaration	C	2	C2	-	RAIHAN	
3) Logistic Execution	No issuance of lifting permit	Unsafe working method	Inappropriate lifting method	-	C	3	C3	Issuance internal & external lifting Permit	C	2	C2	-	QAC	
	No toolbox meeting	Lack of participation	Lack of information	-	C	3	C3	Conduct toolbox meeting to raise the awareness when lifting in progress	C	2	C2	-	QAC	

* PROBABILITY	X	** SEVERITY					=	*** RISK RANKING	
Probability Index	Severity Index	People	Asset	Environment	Reputation		Score (Colour)	Level	
A Performance unheard in industry	0 No injury or damage to health		No damage	No effect	No impact		GREEN	Low	
B Performance heard in industry	1 Slight injury of health effects		Slight damage < 10K	Slight effect	Slight impact		YELLOW	Medium	
C Performance has occurred in company	2 Minor injury of health effects		Minor Damage 10k - 100k	Minor effect	Minor impact		RED	High	
D Happens several times per year in company	3 Major injury or health effects		Local damage 100k-500k	Localised effect	Considerable impact				
E Happens several times per year at location	4 Single fatality or permanent total disability		Major damage 500k-1M	Major effect	National impact				
	5 Multiple fatalities		Extensive damage > 1M	Massive effect	International impact				
Note: Result based on Risk Assessment Matrix Table									

SUB-ACTIVITY	PERFORMANCE IDENTIFICATION			LEGAL & OTHER REQUIREMENTS	RISK ASSESSMENT			CURRENT RISK CONTROL	RISK ASSESSMENT			RISK CONTROL RECOMMENDED ACTION	STATUS	
					BEFORE				AFTER				ACTION BY	COMPLETION DATE
	ISSUES (R/O)	RISK	EFFECTS		*	**	***		*	**	***			
					PROB.	SEV.	RISK RANK		PROB.	SEV.	RISK RANK			
4) Post Logistic	Lack of participation	Lack of communication	Unsafe working environment	-	C	3	C3	Act Card	C	2	C2	-	QAC	
5) Record Control	Poor handling document and record	Unattended record	Unretrievable record	-	D	2	D2	Controls of Document and Record (PG/QMS/QAC/P007)	D	1	D1	-	QAC	
	Unregistered document and record	APGence of record register	Untrackable record	-	D	2	D2	Internal Document Masterlist Register (PG/QMS/QAC/F001)	D	1	D1	-	QAC	
	Poor archive and storage	APGence of hard copy	Untraceable record	-	D	2	D2	Record Control Register PETROGAS kota damansara Shared Drive	D	1	D1	-	QAC	
	No feedback to staff	Incorrect information	Impede learning curve	-	C	2	C2	IMS Process Flowchart (PG/QMS/ASW/PF040)	C	1	C1	-	QAC	
6) Review & Verify	Lack of communication	Producing mistake and error	Poor task outcome	-	C	2	C2	Participation, Communication & Consultation (PG/QMS/QAC/P004)	C	1	C1	-	QAC	
	APGence of cold eye view	Inaccurate deliverables	Unoptimized outcome	-	C	2	C2	IMS Process Flowchart (PG/QMS/ASW/PF040)	C	1	C1	-	QAC	
	No approval	Sole liability and responsibility	Unattended liability	-	C	2	C2	IMS Process Flowchart (PG/QMS/ASW/PF040)	C	1	C1	-	QAC	
	Poor QC	Insufficient record information	Insufficient document and record compliance	-	C	2	C2	Quality Assurance & Control of Non-Conformance (PG/QMS/QAC/P008)	C	1	C1	-	QAC	
7) Control & Monitoring	APGence monitoring of record and data	Insufficient record information	Insufficient data for monitoring and analyzation	-	C	2	C2	Control, Monitoring, Measurement, Analysis & Evaluation of Data (PG/QMS/QAC/P013)	C	1	C1	-	QAC	
	No feedback to the process	Incorrect information	Impede learning curve	-	C	2	C2	Corrective & Preventive Action Request (PG/QMS/QAC/P015)	C	1	C1	-	QAC	

PREPARED BY	REVIEWED BY	VERIFIED BY
NAME:	NAME:	NAME:
DATE:	DATE:	DATE: