D 6.1.2 – RISK RATING SCALE & MATRIX

RISKS RATING SCALE			
SEVERITY	**LIKELIHOOD**	**ACTIONS REQUIRED IF:**	**LAST UPDATE: 11/01/23**
1 = No potential for harm or significant effects	1 = Very unlikely	**Severity (S)= 5**	
2 = Distraction/ Limited effect on production efficiencies	2 = Possible, but not likely	**Likelihood (L) = 5**	
3 = Negative effect on sales and reputation. / Negative effect on production efficiencies	3 =Quite possible	**RPN > 8**	
4 = Loss of customers/ significant drop in revenue	4 =Likely		
5 =Death to employees/ business closure	5 =Very likely		

RISKS MATRIX

PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
PLANNING	▪ In a rush to finish	▪ Incomplete project	3	2	6					
	▪ Inadequate/ Incomplete research	▪ Repair, redo, rearrange resources	3	2	6					
	▪ Lack of a contingency/ emergency Plan	▪ Uncertainty or loss of confidence on management	3	1	3					W 6.1.1 Emergency and Contingency Plan

RISKS MATRIX

PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
SALES & CUSTOMER SERVICE	▪ Missing sales forecast	▪ Reduction in Cash flow	4	2	8					
	▪ Competitors	▪ Loss of business	4	2	8					
	▪ Late orders	▪ Dissatisfied customers	4	2	8					
	▪ Customer complaints	▪ Dissatisfied customers	3	2	6					
	▪ Missing or wrong job orders	▪ Defective product	2	1	2					
	▪ Unpublished, unscheduled orders	▪ No production, no delivery to customer	3	1	3					

RISKS MATRIX

PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
PRE-PRESS & DIE SHOP	▪ Missing/ wrong plates	▪ Defective product	2	2	4					
	▪ Wrong art revision	▪ Defective product	2	1	2					
	▪ Late orders	▪ Delay in production	2	1	2					
	▪ Sudden changes to schedule	▪ Disruption of normal process flow	2	4	8					
	▪ Damaged Die set	▪ Defective product	2	2	4					
	▪ Having incorrect sample for Size and Style	▪ Delay on job while investigating correct sample	2	3	6					

	RISKS MATRIX									
PROCESS	**RISKS**	**EFFECT**	**S**	**L**	**RPN**	**ACTIONS PLANNED**	**S**	**L**	**RPN**	**COMMENTS**
SCHEDULING & MANUFACTURING	▪ Downtime	▪ Delay in production	2	2	4					
	▪ Unbalance schedule	▪ Delay in production	2	1	2					
	▪ Rush orders	▪ Disruption of normal process flow	2	4	8					
	▪ Non-conforming product	▪ Customer complaint ▪ Scrap & waste	2	3	6					
	▪ Injuries/ Absenteeism	▪ Slowdown in production	1	2	2					
	▪ Mechanical Problems	▪ Delay in production ▪ Possible delay in deliveries	3	2	6					PM> 95% achieved last 12 months New PM> 97% minimum
	▪ Overtime	▪ Increase cost	2	4	8					

	RISKS MATRIX									
PROCESS	**RISKS**	**EFFECT**	**S**	**L**	**RPN**	**ACTIONS PLANNED**	**S**	**L**	**RPN**	**COMMENTS**
PURCHASING	▪ Cost increases	▪ Need to increase our FG price/ Not lean	4	2	8					
	▪ Supplier disruptions	▪ Impact on production schedule ▪ Loss time to investigate and DMR	1	1	1					
	▪ Inadequate supplier capabilities	▪ Impact on production schedule	1	1	1					
	▪ Defective product	▪ Impact on production schedule ▪ Loss time to investigate and DMR	2	2	4					
	▪ In-transit damage	▪ Impact on production schedule ▪ Loss time to investigate and DMR	1	2	2					

	RISKS MATRIX									
PROCESS	**RISKS**	**EFFECT**	**S**	**L**	**RPN**	**ACTIONS PLANNED**	**S**	**L**	**RPN**	**COMMENTS**
WAREHOUSE. RECEIVING/SHIPPING	▪ Late deliveries/ Late shipments	▪ Customer complaints	3	2	6					
	▪ Non-conforming product	▪ Customer complaints	3	2	6					
	▪ Inadequate packaging	▪ Customer complaints	3	2	6					
	▪ Mishandling	▪ Delay in production	2	2	4					
	▪ Wrong item or quantity shipped	▪ Customer complaints ▪ Invoicing issues	3	2	6					
	▪ Paperwork wrong	▪ Customer complaints ▪ Invoicing issues	3	2	6					

	RISKS MATRIX

PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
DOCUMENTS & RECORD CONTROL	▪ Obsolete documents available	▪ Confusion in processes	2	2	4					
	▪ Revisions not published	▪ Partial information to employees	1	2	2					
	▪ Records deleted	▪ Unable to show evidence	3	2	6					
	▪ Records misfiled	▪ Time consuming to locate	1	2	2					

	RISKS MATRIX									
PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
TRAINING & DEVELOPMENT	▪ Safety	▪ Accidents, loss time	3	2	6					
	▪ Competency not achieved	▪ Unable to attain objectives	3	2	6					Alchemy training program. Video shared with Temps agency for pre-hiring screening.
	▪ Too busy to train	▪ Productivity lost	3	2	6					Install TV in cafeteria to promote indirect training and communication.
	▪ New skills not included in training	▪ Productivity lost. ▪ Lack of motivation. ▪ Unimproved efficiencies	3	2	6					

	RISKS MATRIX									
PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
MANAGEMENT REVIEW	▪ Top management not engaged	▪ Unable to attain objectives	3	1	3					
	▪ Too busy	▪ Difficult to complete projects	3	2	6					
	▪ No follow-through on action items	▪ Unable to attain objectives, projects	3	2	6					

	RISKS MATRIX									
PROCESS	RISKS	EFFECT	S	L	RPN	ACTIONS PLANNED	S	L	RPN	COMMENTS
IMPROVEMENT PROCESSES	▪ Too busy/ Multitasking	▪ Incomplete projects	3	2	6					
	▪ Failure to follow through	▪ Wasted resources	3	2	6					
	▪ No training on improvement tools	▪ Low impact on culture change	3	2	6					
	▪ No budget assigned	▪ No launched project	3	2	6					
	▪ Overspent budget	▪ Negative impact in profit ▪ Project not approved	3	2	6					

	RISKS MATRIX									
PROCESS	**RISKS**	**EFFECT**	**S**	**L**	**RPN**	**ACTIONS PLANNED**	**S**	**L**	**RPN**	**COMMENTS**
QUALITY	▪ Too busy/ Multitasking	▪ Incomplete CAPAs	3	2	6					
	▪ Failure to follow through	▪ Wasted resources/	4	1	4					
	▪ No training on CAPA tools	▪ Poor improvements	2	2	4					
	▪ No budget assigned	▪ No improvements trend	2	3	6					