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## 1.0 PURPOSE

1.1 This procedure has adopted definitions for key terms developed specifically by NEUST and determined appropriate for its use within the unique requirements of its management system. It does not adopt current ISO definitions, which NEUST has determined are not sufficient for its use.

## 2.0 SCOPE

2.1 The office has established, implemented and maintained this procedure for managing risks and opportunities throughout the NEUST

2.2 Responsibility and authority for this procedure are spread across various functions, and defined within this procedure.

2.3 Note: the QMS documentation occasionally uses the term “opportunity for improvement” when discussing internal audit findings or management review actions; that term does not have the same context as the term “opportunity” used herein.

## 3.0 REFERENCE DOCUMENTS

3.1 ISO 9001:2015 QMS

## 4.0 DEFINITION OF TERMS

4.1 **Risk** - A negative effect of uncertainty.

4.2 **Opportunity** - A positive effective of uncertainty.

4.3 **Uncertainty** - A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)


4.4 **Risk Assessment** - a systematic investigation and analysis of potential risks, combined with the assignment of severities of probabilities and consequences. These are used to rate risks in order to prioritize the mitigation of high risks.

4.5 **Risk Mitigation** - a plan developed with the intent of addressing all known or possible risks and preventing their occurrence.

4.6 **FMEA (Failure Mode Effects Analysis)** - a specific risk treatment method which ranks risks by probability and consequence.

## 5.0 RESPONSIBILITIES


5.1 Responsibility and authority for this procedure are spread across various functions, and defined within this procedure.

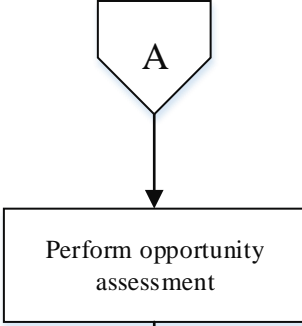
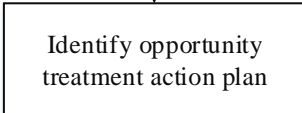
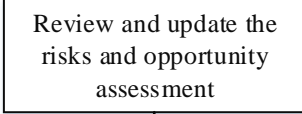

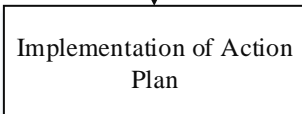
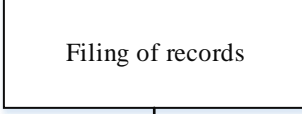
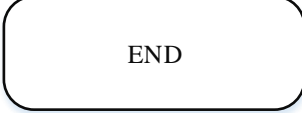
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## 6.0 PROCEDURES

### 6.1 Process Flow Chart

ACTIVITY	RESPONSIBILITY	DOCUMENTS REQUIRED
START		
Prepare the form and risk and opportunity risk assessment criteria	Process Owner, ROA Team	Registry of Risks and Opportunities
Identify the Risk	Process Owner, ROA Team	Registry of Risks and Opportunities
Determine the occurrence rating	Process Owner, ROA Team	Registry of Risks and Opportunities
Determine the severity rating	Process Owner, ROA Team	Registry of Risks and Opportunities
Perform risk assessment	Process Owner, ROA Team	Registry of Risks and Opportunities
Identify risk treatment action plan	Process Owner, ROA Team	Registry of Risks and Opportunities, Action Plan
Identify opportunity	Process Owner, ROA Team	Registry of Risks and Opportunities
A		

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ACTIVITY	RESPONSIBILITY	DOCUMENTS REQUIRED
	Process Owner, ROA Team	Registry of Risks and Opportunities
	Process Owner, ROA Team	Registry of Risks and Opportunities, Action Plan
	Process Owner, ROA Team	Registry of Risks and Opportunities, Action Plan
	Unit Head, QMR, University President	Registry of Risks and Opportunities, Action Plan
	Process Owner	Registry of Risks and Opportunities, Action Plan
	DCC	Registry of Risks and Opportunities, Action Plan
		

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## 6.2 Risk Assessment Criteria


		<b>RISK CRITERIA</b>					
		<b>OCURRENCE/PROBABILITY/LIKELIHOOD OF HAPPENING</b>					
		Not expected to happen, but possible (e.g. <5%)	Could occur occasionally (e.g. possibility of happening once a year / between 5% and 30% chance)	Could occur in some circumstances (e.g. probable to happen up to 2x a year / between 31% and 70% chance)	Is expected to occur in most circumstances (e.g. More than 2x a year / between 71% and 95% chance)	Will occur on almost every occasion (e.g. >95% chance)	
<b>SEVERITY OF CONSEQUENCE</b>	Almost all system breakdown/Stop operation/No output (>95% chance)	Rare (1)	Seldom (2)	Moderate (3)	Frequent (4)	Almost Certain (5)	
	Catastrophic (5)	5	10	15	20	25	
	Most of the offices operations are affected (between 71-95%)	Major (4)	4	8	12	16	20
	Some of the offices are affected (between 31 – 70%)	Moderate (3)	3	6	9	12	15
	Some impact is easily remedied/resolved (between 5% and 30% chance)	Minor (2)	2	4	6	8	10
Will not affect the office operation/No visible impact in the organization (e.g. <5%)	Negligible (1)	1	2	3	4	5	

Rating	Risk Category	Description
15 – 25	High Risk – Unacceptable	Stop Activity & Make Immediate Improvements
10 – 16	Medium High Risk – Immediate Attention	Look to improve within specified time scale
4 – 9	Medium-Tolerable Risk	Look to improve at the next review
1-3	Low – Acceptable Risk	No further action required but ensure controls are maintained

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		<b>OPPORTUNITY CRITERIA</b>					
		<b>OCCURRENCE/LIKELIHOOD OF HAPPENING</b>					
		Not expected to happen, but possible (e.g. <5%)	Could occur occasionally (e.g. possibility of happening once a year / between 5% and 30% chance)	Could occur in some circumstances (e.g. probable to happen up to 2x a year / between 31% and 70% chance)	Is expected to occur in most circumstances (e.g. More than 2x a year / between 71% and 95% chance)	Will occur on almost every occasion (e.g. >95% chance)	
		Rare (1)	Seldom (2)	Moderate (3)	Frequent (4)	Almost Certain (5)	
<b>BENEFIT RATING</b>	Potential enhancements of the Nueva Ecija University of Science and Technology's reputation	(5)	5	10	15	20	25
	Potential improvements in the organization's ability to satisfy regulatory or statutory requirements	(4)	4	8	12	16	20
	Potential improvements to the quality management system	(3)	3	6	9	12	15
	Potential for increased efficiency	(2)	2	4	6	8	10
	Potential for increase productivity (hit or surpass target)	(1)	1	2	3	4	5

<b>Rating</b>	<b>Opportunity Description</b>
15 – 25	Pursue the opportunity
10 – 16	Explore the opportunity in greater detail before proceeding
4 – 9	Accept the opportunity, but under limited and controlled conditions
1-3	Decline the opportunity, due to low anticipated benefit

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## 7.0 FORMS AND RECORDS

- 7.1 Registry of Risks and Opportunities
- 7.2 Action Plan