RISK REGISTER
PUSTAKA NEGERI SARAWAK

CORPORATE MANAGEMENT SECTOR: HUMAN RESOURCE DIVISION

RISK CATEGORY	1. RISK IDENTIFICATION			2. RISK ANALYSIS AND EVALUATION				3. RISK CONTROL		STATUS
	Activity/ Process	Risk/ Opportunity	Cause	Current Risk Control	Likelihood	Impact	Level	Recommended Action/ Additional Control	Person In Charge (Risk Owner)	
Operational	Training Planning	Training programmes do not address actual competency gaps	Inadequate training needs analysis; outdated competency data.	Annual TNA survey; management input	3 (Possible)	4 (Major)	**12 (MEDIUM)**	Conduct structured TNA with stakeholders	Training Unit	
Operational	Trainer Selection	Over reliance on external trainers	The ability of internal personnel to facilitate training is constrained by their existing workload and performance indicators tied to their primary roles.	HR review	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Verify trainer credentials & experience	Training Unit	
Operational	Training Delivery	Low attendance of nominated participants.	The ability of internal personnel to participate in training is constrained by their existing workload and performance indicators tied to their primary roles.	Email invitation	2 (Unlikely)	4 (Major)	**8 (MEDIUM)**	Early scheduling & supervisor endorsement	Unit Head	
Operational	Training Scheduling	Training sessions postponed or cancelled.	Venue unavailability; last-minute changes.	Early planning; alternative venues.	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Confirm venues at least one month earlier.	Unit Head	
Operational	Training Materials	Risk of training materials becoming outdated/ irrelevant, resulting in ineffective training delivery.	Lack of structured and periodic content review	Trainer preparation	3 (Possible)	5 (Severe)	**15**	Content approval checklist before training	Trainer / Training Unit	
Operational	Participant Selection	irrelavant participants nominated	Training participants choosen in order to ensure they meet the designated annual training hours	Manual nomination	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Supervisor verification of nominees	Unit Head	
Operational	Attendance	Participants leave early	The ability of internal personnel to participate in training is constrained by their existing workload and performance indicators tied to their primary roles.	Attendance record	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Require supervisor approval for attendance	Unit Head	

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Operational	Training Method	Low engagement	Training delivery was heavily instructor-centred, with low levels of trainee participation and engagement.	Trainer experience	2 (Unlikely)	1 (Insignificant)	**2 (LOW)**	Use interactive & practical methods	Trainer	
Operational	Technical Support	System/ equipment failure	No testing done	IT standby	2 (Unlikely)	1 (Insignificant)	**2 (LOW)**	Conduct technical dry run	IT Support	
Operational	Post-Training Evaluation	Low return of investment from staff training Low morale among staff Low productivity	Effectiveness of the training is difficult to determine because Training Feedback Form and Evaluation Form cannot be analyzed due to Participants did not fill in the evaluation form after attended training/ Supervisor did not fill in evaluation form after 6 months because of Negligence and ignorance of the importance of feedback/ evaluation.	Feedback form	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Pre- & post-training assessment	Training Unit	
Operational	Post-Training Knowledge Transfer	Knowledge gain not applied at work	Staff attitude	Informal monitoring	2 (Unlikely)	3 (Moderate)	**6 (MEDIUM)**	Post-training action plan & follow-up	Unit Head	
Operational	Approval Process	Training conducted without approval	Non compliance to SOP	Management oversight	2 (Unlikely)	3 (Moderate)	**6 (MEDIUM)**	Enforce approval workflow	Training Unit	
Financial	Budget Control	Training budget overrun - insufficient or exceeded	The implementation of ad hoc or unplanned training initiatives, driven by emerging organisational needs, has resulted in deviations from the approved training plan. Unplanned training requirements arising during the year have caused misalignment with the approved training plan.	Budget approval	3 (Possible)	4 (Major)	**12 (MEDIUM)**	Set budget ceiling & cost monitoring	Finance / Training Unit	

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Operational	Internet/ Platform; ICT standby support	Online session disrupted - technical failure during online or hybrid training	Poor connectivity	Ad-hoc troubleshooting	3 (Possible)	3 (Moderate)	**9 (MEDIUM)**	Backup platform & offline materials; Conduct technical testing before session	IT Support	
Operational	Staff Recruitment and Selection	Vacant posts cannot be filled immediately due to lengthy recruitment processes when staff resigns/retire/death	Shortage of human resources, backlog of work & under achievement of KPI at vacated position	Improved recruitment procedure; Contract recruitment in interim; ISO QP-HR-01 Recruitment and Selection	2 (Unlikely)	4 (Major)	**8 (MEDIUM)**	To revise the current recruitment procedure	Human Resource Manager	Open
Operational	Staff Recruitment and Selection	Insufficient manpower and imbalance distribution of work (e.g., only one engineer to manage four campuses)	Inadequate workforce planning and delayed recruitment, coupled with expansion of campuses without proportional increase in engineering manpower	Creation of new post under SODC paper; Adherence to recruitment process, HR policies, procedures and guidelines to fill permanent post. Work prioritisation through approved maintenance schedules, management oversight, and engagement of external contractors for critical tasks.	2 (Unlikely)	5 (Severe)	**10 (MEDIUM)**	Risk Management Audit; Human Resource Planning (Strategic Plan for 10 years)	Human Resource Manager	Open