

RISK REGISTER

PUSTAKA NEGERI SARAWAK

PUSTAKA INSTITUTE: ORAL HISTORY 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	Consent & ethics management	Inadequate informed consent	Vague forms; non-native language; perceived pressure	Clear, multilingual forms; verbal recorded consent; audit trail	2 (Unlikely)	2 (Minor)	4 (LOW)	Ethics refresher training; periodic consent audit; tiered access options explained	M. Shahrul Bahro	Ongoing
Operational	Field Interviews (planning & conduct)	Interruption of interview session	Equipment failure during interviews	Redundant kits; pre-departure test; spare batteries & storage; silica gel packs	3 (Possible)	4 (Major)	12 (MEDIUM)	Confirmations 48–72h prior; flexible windows; backup interviewees	Zainal Ali	Ongoing
Technical	Recording quality assurance	Poor audio quality (noisy environments)	Ambient noise; wrong mic placement; gain issues	Site selection; lapel mics/ windscreens; monitoring headphones; level checks	3 (Possible)	3 (Moderate)	9 (MEDIUM)	QA checklist; standardize gear; room treatment where feasible	Zainal Ali	Ongoing
Environmental	Field travel & safety (remote areas)	Safety incident due to weather/road conditions	Flooding, landslides, poor connectivity, wildlife/ road risks	Conduct feasibility study	2 (Unlikely)	3 (Moderate)	6 (MEDIUM)	QA checklist; standardize gear; room treatment where feasible	M. Shahrul Bahro	Ongoing
Technical	Digital preservation (storage & backup)	Single-copy master files/ inadequate backups	Storing master files only on local drives or SD cards	NAS + weekly backups	1 (Rare)	4 (Major)	4 (LOW)	Implement 3-2-1 backups; monthly restore tests; off-site copy	Zainal Ali	Ongoing
Technical	Interview conduct (language)	Language/ dialect barriers leading to misinterpretation	Rare dialects; code-switching; technical terminology	Pre-screen language needs; use interpreters/ community facilitators	2 (Unlikely)	1 (Insignificant)	2 (LOW)	Build bilingual glossaries; bilingual consent forms; reviewer checks	Nadzrah Othman	Ongoing
Operational	Transcription & translation	Inaccuracies leading to misrepresentation	inaccuracy during transcription	Two-pass QC; bilingual reviewers; style guide	3 (Possible)	2 (Minor)	6 (MEDIUM)	Timestamped transcripts; reviewer rotation; refresher training	Nadzrah Othman	Ongoing
Ethical	Community protocol & ethics	Cultural sensitivity breach causing distrust	ignorance of local cultural protocol and tradition	Cultural briefings; local liaison; respectful question design	2 (Unlikely)	2 (Minor)	4 (LOW)	Publish protocol guide per community; gift/ thank-you policy aligned with ethics	Nadzrah Othman	Ongoing
Ethical	Interview scheduling & liaison	Interview cancellation/ no-show	Travel disruptions, illness, family obligations	Confirmations 48–72h prior; flexible windows; backup interviewees	3 (Possible)	4 (Major)	12 (MEDIUM)	Offer virtual option; maintain standby list; optimize route planning to reduce waste	Nadzrah Othman	Ongoing