

TECHNICAL SERVICES 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	Acquisition of Library Materials	Delay growth of the Library Materials	Funding	- Contract of Supply and Delivery of Information Resources & Materials to Pustaka Negeri Sarawak - Collection Development Policy, Rancangan Malaysia (RMK)	2	2	4 (low)	- Procurement of core and purchase request from registered member - explore alternative program and partnerships through Gift and Exchange initiative and enforcement of Legal Deposit	Norassima, Ahmad, Fiona	In Progress	
Operational	Acquisition of Library Materials	Delayed delivery, incomplete order or service disruption	Poor performance of appointed supplier affecting delivery of library information resources Global or local chain supply disruption	- Contract of Supply and Delivery of Information Resources & Materials to Pustaka Negeri Sarawak - Collection Development Policy - CDMC Meeting ISO9001:2015	2	4	4 (low)	- Comply procedure QP-TS-03 and QP-TS-03 - Performance review for supplier by bi-annual	Norassima, Ahmad, Fiona	In Progress	
Operational	Organization of Acquired Library Materials	Technical Services staff unable to perform the RFID tagging process and delay in processing of library materials.	RFID Tag Machine	- Panduan Pemprosesan Bahan Perpustakaan	5	3	15 (High)	- Upgrade or maintain RFID machines - Seek vendor technical support as needed.	Norassima, Ahmad, Fiona	In Progress (request budget 2027 for new purchase of RFID machine for all campus.)	