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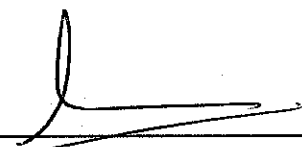
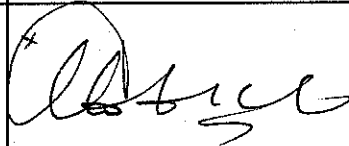
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

# QUALITY PROCEDURE

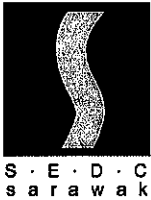
## RISK MANAGEMENT

DOCUMENT NO: QP-SEDC-26

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	<b>Khartini Johari</b>	<b>Haji Abdul Hadi Datuk Haji Abdul Kadir</b>
DESIGNATION	<b>Head, Integrity &amp; Risk Management Unit</b>	<b>General Manager, SEDC</b>
DATE	<b>11 January 2021</b>	<b>11 January 2021</b>

ISSUED TO	IQD		
REVISION NO.	4	DATE	11 January 2021



<b>QUALITY PROCEDURE</b>			
<b>TITLE</b>	<b>RISK MANAGEMENT</b>		
<b>DOCUMENT NO.</b>	QP-SEDC-26		
<b>REVISION</b>	4	<b>PAGE</b>	2 of 5

**1. OBJECTIVE**

To ensure that the associated risk are systematically and formally identified, managed, assessed and monitored.

**2. SCOPE**

This procedure applicable to any risk management processes which requires a risk management approach.

**3. DEFINITION AND RESPONSIBILITIES**

- |    |                                  |   |  |
|----|----------------------------------|---|--|
| a) | SEDC Board                       | - | <p>Monitor and review the implementation of the risk management framework.</p> <p>Oversee and monitor the assessment and management of risk across the Corporation, including commercial undertakings.</p>   |
| b) | Board Risk Committee (BRiC)      | - | <p>Oversee the process for the identification and assessment of the Corporation's overall risk profile.</p> <p>Review the outcomes of the risk management processes.</p> <p>Independently monitor and report on audit and risk activities.</p> <p>Advise Board as necessary.</p> <p>Ensure ongoing maintenance of the Risk Management Framework.</p>   |
| c) | Risk Management Committee (RiMC) | - | <p>Determine risk appetite and risk criteria.</p> <p>Manage risk by identifying , evaluating and treating significant risks.</p> <p>Ensure that risk management processes (including risk register) are established, implemented, maintained and regularly reviewed.</p> <p>Monitor and report to BRiC on the Corporation's risk management activities.</p> <p>In association with BRiC, ensure ongoing maintenance of the Risk Management Framework and Risk Management Policy.</p> |
| d) | Auditors                         | - | <p>Provide independent assurance to SEDC Board, BRiC and RiMC of compliance to policies and procedures.</p>  |



QUALITY PROCEDURE			
TITLE	RISK MANAGEMENT		
DOCUMENT NO.	QP-SEDC-26		
REVISION	4	PAGE	3 of 5

- e) Risk Owners - Manage risk by identifying, evaluating and treating risks within each Division's portfolio.
- Establish, maintain and update Division's risk register and risk treatment plan .
- Implement and support risk management policy, framework and risk management process within the Divisions.
- Implement, monitor and report status of risk mitigation strategies.
- f) Risk Coordinator (Head, Integrity & Risk Management Unit ) - Oversee, review and maintain SEDC's risk management framework and risk management processes.
- Monitor and report to RiMC and BRiC on the Corporation's risk management activities.
- g) Risk Officer, (Integrity & Risk Management Unit) - Oversee, implement and support SEDC's risk management program.
- Facilitate risk assessment including risk identification, analysis, and evaluation.
- Oversee administration of SEDC's risk management reporting processes.
- Maintain central register of risks and supporting tools.
- h) Assistant Risk Owners - To co-ordinate risk management processes and activities, including submission of reports in respective Divisions.
- Develop, maintain and update register of risks for their respective Divisions.

#### 4. ABBREVIATIONS

BRiC	-	Board Risk Committee
RiMC	-	Risk Management Committee
RO	-	Risk Owner
ARO	-	Assistant Risk Owner
RR	-	Risk Register
IRMU	-	Integrity & Risk Management Unit

#### 5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Risk Register	5 Years	IRMU
-	Risk Management (RM) Manual	5 Years	IRMU

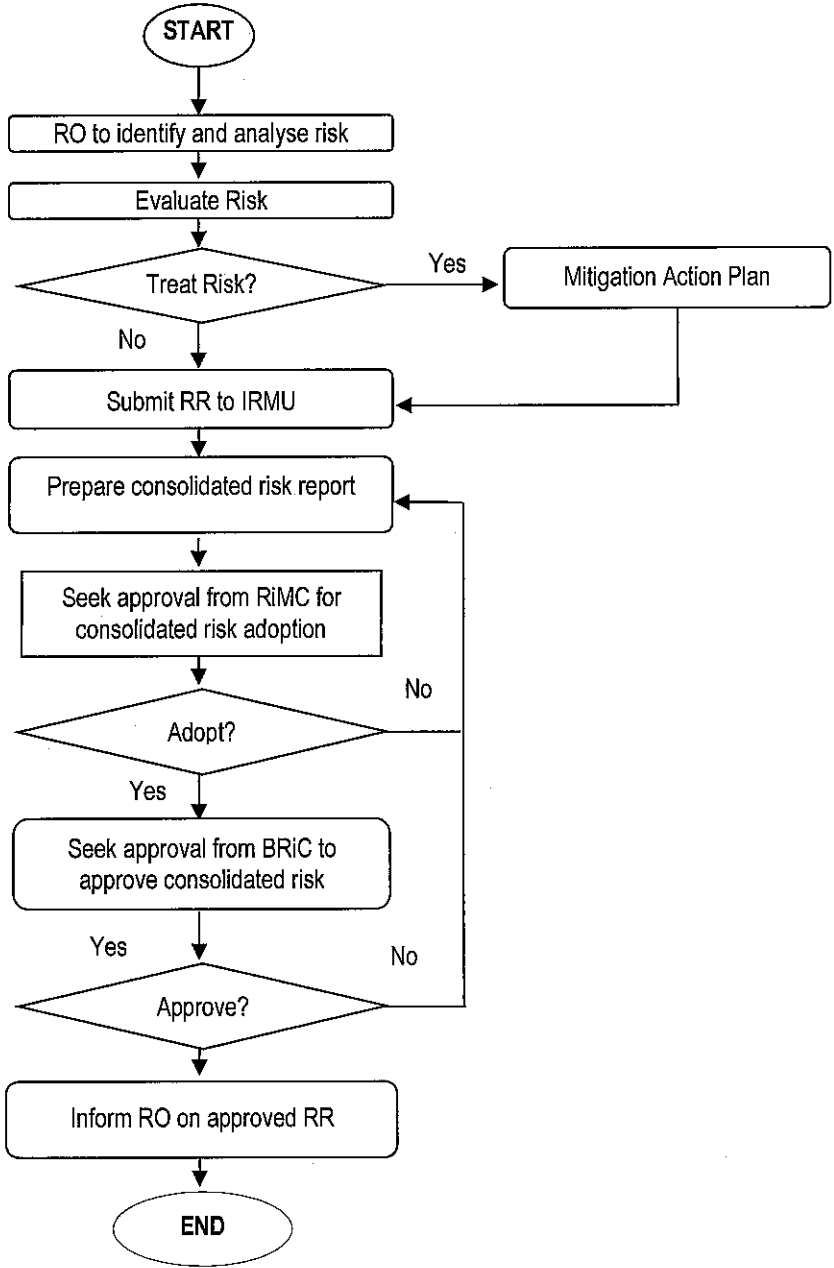


QUALITY PROCEDURE			
TITLE	RISK MANAGEMENT		
DOCUMENT NO.	QP-SEDC-26		
REVISION	4	PAGE	4 of 5

INPUT

- Risk Control System

PROCESS



Responsibility      Quality Record

Risk Owners	<u>Attachment 1:</u> Risk Register
Risk Owners	
Risk Owners	
Risk Owners	
Risk Owners / Risk Officer	<u>Attachment 1:</u> Risk Register

OUTPUT

- PROCESS OUTPUT:
- Risk Register

- REFERENCE DOCUMENTATION:
- None



QUALITY PROCEDURE			
TITLE	RISK MANAGEMENT		
DOCUMENT NO.	QP-SEDC-26		
REVISION	4	PAGE	5 of 5

### REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	Page 1 - 11 <ul style="list-style-type: none"> <li>• Change in number of pages from 11 pages to 6 pages.</li> <li>• Change in the procedure name from "Risk and Opportunities" to "Risk Management".</li> <li>• Add the word "Responsibilities" in item no.3 of the Quality Procedure.</li> <li>• Additional two Attachments in the Quality Procedure, i.e, "Attachment 1 – Risk Register" and "Attachment 2 – Risk Treatment Plan"</li> </ul>
2.	Page 2 <ul style="list-style-type: none"> <li>• Amend the Objective and Scope of the procedure.</li> </ul> Page 4 - 5 <ul style="list-style-type: none"> <li>• Combine Part A and B of Risk Control System processes</li> <li>• Change the revision number from revision 1 to revision 2</li> </ul>
3.	Change of General Manager's name and Unit Head's name
4.	Page 3 – 4 Item 3(h) Definition      Change Risk Assistant Coordinators to Assistant Risk Owner Delete the word " Assist Risk Owners" from the sentence Abbreviation              Delete Risk Treatment Plan (RTP) from the abbreviation Quality Record            • Attachment 1 (Location) – Change to IRMU from Risk Assistant Coordinator • Delete Risk Treatment Plan from Quality Record • Add Risk Management (RM) Manual
	Process Flow No.5        Prepare Risk Treatment Plan change to Mitigation Action Plan Process Flow No.6        Delete the word RTP from the process Process Flow No.12      Delete the word RTP from the process Quality Record Column   Attachment 2: Risk Treatment Plan change to RM Manual

**ATTACHMENT 1  
Risk Register (RR)**

<b>(a) Risk ID:</b>	<b>(b) Objective:</b>		
<b>(c) Risk Title:</b>			<b>(d) Risk Category:</b>
<b>(e) Risk Description:</b>			
<b>(f) Period under review:</b>		<b>(g) Risk Owner:</b>	
		<b>(h) Risk Champion:</b>	
<b>(i) Possible root causes</b>			
1.			
<b>(j) Consequences</b>			
1.			
<b>(k) Existing controls</b>			
1.			
<b>(l) Risk Rating</b>			
<b>Impact</b>	<b>Likelihood</b>	<b>Risk Level</b>	
		Colour	No.
<b>(m) Control effectiveness:</b>		Weak ( )	Some weaknesses ( X )
		Satisfactory ( )	
<b>(n) Risk Treatment Strategy</b>			
Terminate ( )	Reduce ( X )	Accept ( )	Pass on ( )
Note:			
<b>(o) Management Action Plan / Mitigation Action</b>			
No.	Action Plan	Responsibility	Target Completion
1.			
<b>(p) Potential Risk Rating</b>			
<b>Impact</b>	<b>Likelihood</b>	<b>Risk Level</b>	
		Colour	No.
<b>(q) Justification for Change in Risk Level:</b>			
Prepared by:		Reviewed by:	
Name: .....		Name: .....	
Designation:		Designation:	
Division:		Division:	
Date:		Date:	