



# **PT. KELLYS EXPRESS RISK MANAGEMENT PROGRAM**

**Commercial & Confidential**



## TABLE OF CONTENTS

<b>1 INTRODUCTION.....</b>	<b>1</b>
1.1 Purpose Of The Risk Management Plan .....	1
<b>2 RISK MANAGEMENT PROCEDURE .....</b>	<b>1</b>
2.1 Process.....	1
2.2 Risk Identification.....	1
2.3 Risk Analysis.....	1
2.3.1 Qualitative Risk Analysis .....	1
2.3.2 Quantitative Risk Analysis .....	2
2.4 Risk Response Planning.....	2
2.5 Risk Monitoring, Controlling, And Reporting.....	2
<b>3 TOOLS AND PRACTICES .....</b>	<b>2</b>
<b>RISK MANAGEMENT PLAN APPROVAL .....</b>	<b>3</b>
<b>APPENDIX A: REFERENCES.....</b>	<b>4</b>



## **1 INTRODUCTION**

### **1.1 PURPOSE OF THE RISK MANAGEMENT PLAN**

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a company's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks. This Risk Management Plan defines how risks associated with a PT. Kellys Express will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the company running the business and provides templates and practices for recording and prioritizing risks.

The Risk Management Plan is created by the Top Management in the Planning Phase and is monitored and updated throughout the year.

The intended audience of this document is the Top Management, Middle Management, and all staff at Kellys Express.

## **2 RISK MANAGEMENT PROCEDURE**

### **2.1 PROCESS**

Top Management, Middle Management and all staff will ensure that risks are actively identified, analyzed, and managed. Risks will be identified as early as possible to minimize their impact. The steps for accomplishing this are outlined in the following sections. The Middle Management (Manager) will serve as the Risk Manager for this project.

### **2.2 RISK IDENTIFICATION**

Risk identification will involve the whole team, and appropriate stakeholders, and will include an evaluation of environmental factors, organizational culture and the company sustainability

A Risk Management Log will be generated and updated as needed and will be stored and collected to the Document Controller Officer at the office.

### **2.3 RISK ANALYSIS**

All risks identified will be assessed to identify the range of possible outcomes. Qualification will be used to determine which risks are the top risks to pursue and respond to and which risks can be ignored.

#### **2.3.1 Qualitative Risk Analysis**

The probability and impact of occurrence for each identified risk will be assessed by the Top Management, with input from the Middle Management (Manager) with the following approach:

##### **Probability**

- High – Greater than <70%> probability of occurrence
- Medium – Between <30%> and <70%> probability of occurrence



- Low – Below <30%> probability of occurrence

**Impact**

- High – Risk that has the potential to greatly impact company sustainability, or performance
- Medium – Risk that has the potential to slightly impact company sustainability, or performance
- Low – Risk that has relatively little impact company sustainability, or performance

Impact	H	Yellow	Red	Red
	M	Green	Yellow	Red
	L	Green	Green	Yellow
		L	M	H
		Probability		

Risks that fall within the RED and YELLOW zones will have risk response planning which may include both a risk mitigation and a risk contingency plan.

**2.3.2 Quantitative Risk Analysis**

Analysis of risk events that have been prioritized using the qualitative risk analysis process and their affect on company sustainability will be estimated, a numerical rating applied to each risk based on this analysis, and then documented in this section of the risk management plan.

**2.4 RISK RESPONSE PLANNING**

Each major risk (those falling in the Red & Yellow zones) will be assigned for monitoring purposes to ensure that the risk will not “fall through the cracks”.

For each major risk, one of the following approaches will be selected to address it:

- **Avoid** – eliminate the threat by eliminating the cause
- **Mitigate** – Identify ways to reduce the probability or the impact of the risk
- **Accept** – Nothing will be done
- **Transfer** – Make another party responsible for the risk (buy insurance, outsourcing, etc.)

For each risk that will be mitigated, officer ways to prevent the risk from occurring or reduce its impact.

For each major risk that is to be mitigated or that is accepted, a course of action will be outlined for the event that the risk does materialize in order to minimize its impact.

**2.5 RISK MONITORING, CONTROLLING, AND REPORTING**

The level of risk will be tracked, monitored and reported during the company running the business.

A “Top 10 Risk List” will be maintained and will be reported

All requests will be analyzed for their possible impact to the company risks.

Management will be notified of important changes to risk status as a component to the Status Report.

**3 TOOLS AND PRACTICES**

A Risk Log will be maintained by the Document Control officer and will be reviewed as a



standing agenda item for Management meetings.

## RISK MANAGEMENT PLAN APPROVAL

The undersigned acknowledge they have reviewed the **Risk Management Plan**. Changes to this Risk Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_



## APPENDIX A: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
	<i>Documented Risk Management</i>	<i>Office, Document Control Officer.</i>