FLOW	DETAILS	RESPONSIBILITY
Brainstorm and & review R & O analysis ↓ Identify the Risk / Opportunity ↓ Evaluate & assess Risks / Opportunity ↓ Prioritize significant risks / Opportunity ↓ Determine Actions ↓ Implement the actions ↓ Review the effectiveness of action	Management (Top management and Department Heads) is responsible to brainstorm, establish, review and update Risk & Opportunity Analysis (UP-F86) for internal issue, external issue, health & safety, environmental condition and interested parties need and expectation whenever applicable as: • there is new product / service introduced • purchase of new material • there is a new / change in the management / process • any Quality, Health, Safety & Environmental issue • there is new knowledge / information based on incidents or other sources • there is a new or change of interested parties requirements (include product, legal, customer or vendor etc) • at least once yearly.	Top management and Department Heads
	Management shall assess overall company operation activities, interested parties and applicable product / service legal & other requirements according to Annex 1 Guidelines for evaluation. Allocation of resources gives priority to risks that are significant in Risk & Opportunity Analysis (UP-F86)	Management Management
	Should there is any significant risks, Respective HOD shall review and access whether existing control measure are sufficient to reduce or avoid the risks. For significant opportunity, further action is required depending on management / Director for enhancement. If the existing control measures are not sufficient, management shall discuss with relevant parties to identify the suitable and effective control measures	Respective HOD
	Respective HOD shall • Ensure all control measures being implemented • Review the effectiveness of actions taken to address risks and opportunities; • Discuss further action during meeting or management review.	Respective HOD