

Borang Penilaian Risiko Analisis Mod Kegagalan dan Kesan  
(Borang FMEA)

Cawangan/Unit: Unit Pentadbiran dan Kewangan  
Tajuk Prosedur: Pengendalian Surat Mesyuarat  
Nama Ahli Pasukan Pengurusan Risiko: En.Mohd Azizol/Pn. Rahanah  
No Pindaan: Pindaan 8  
Tarikh Kuatkuasa: 9/2/2020

Proses (Process)	Mod kegagalan/ Mod bakal kegagalan	Keterangan akibat (KT)	K T	Punca-punca kepada kegagalan (KB)	K B	Kawalan Sediada	P S	NKR	Risiko ketara (Ya/ Tidak)	Cadangan tindakan menangani risiko	Tanggungjawab dan tarikh jangkaan siap	Action Results (Clause 6.1.2 (b)2)					Risiko ketara (Ya/ Tidak)
												Tindakan yg diambil	R 1	R 2	K T	K B	
Pengendalian surat menyurat	Surat lewat diterima oleh pegawai	(Potential Failure Mode)	3	(Potential Cause of Failure)	6	(Current Process Controls)	3	(RPN) (Clause 6.1.1)	TIDAK	(Recommended Action (s) (Clause 6.1.2))	(Responsibility and Target Completion Date)	Action Taken (Clause 6.1.2 (b)1)					
		(Potential Effects of Failure)	3	(Potential Cause of Failure)	6	(Current Process Controls)	3	(RPN) (Clause 6.1.1)	TIDAK	(Recommended Action (s) (Clause 6.1.2))	(Responsibility and Target Completion Date)	Action Taken (Clause 6.1.2 (b)1)					
		(Potential Effects of Failure)	3	(Potential Cause of Failure)	6	(Current Process Controls)	3	(RPN) (Clause 6.1.1)	TIDAK	(Recommended Action (s) (Clause 6.1.2))	(Responsibility and Target Completion Date)	Action Taken (Clause 6.1.2 (b)1)					

Note: R1: Tarikh kajisemula yang dirancang  
R2: Tarikh kajisemula sebenar

Disedia oleh:


RAHANAH BT MAT NOR  
Pembantu Tadbir  
Program Kesihatan Pergigian  
Kementerian Kesihatan Malaysia

Tandatangan: 

Disemak oleh:

MOHD AZIZOL SIN ABDUL AZIZ  
Penolong Pegawai Tadbir  
Program Kesihatan Pergigian  
Kementerian Kesihatan Malaysia

Tandatangan:

  
9/2/2020