

# PACKAGES CONVERTORS LIMITED

Document type: Work Instructions

Title: Work Instructions for Risk Assessment template

Prepared by Safdar Hussain <i>with 2 in</i>	Approved by Salman Rehman <i>JS</i>	PAGE 1(3)	REV 03	DATE 01.07.2024	DOC NO. WIART/BUFC/7.3.1/07
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Reviewed by:	Reviewed by:	Reviewed by:	Reviewed by:
Approved on (Date):	Approved on (Date):	Approved on (Date):	Approved on (Date):
Approved by:	Approved by:	Approved by:	Approved by:

## 1. Purpose:

To ensure that the risk assessment template of ART department shall be carried out under controlled conditions.

## 2. Scope:

These instructions are applicable to ART department.

## 3. Overall responsibility:

Overall responsibility lies with the BUM.

*with 2 in*



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#### 4. Instructions:

Process Step	Potential Hazard	Control Measure in Place	Responsibility
Mechanical Preparation	Wrong Layout Making Size, Panel Positions	Sizes as per SAP, Layout as per Customer's Art Work or as per Printer's given layout if any.	Designer/Manager Art
	Wrong Placement of Graphics	As per Customer's Art Work and printing specifications	Designer/Manager Art
	Text Missing	As per Customer's Art Work	Designer/Manager Art
	Wrong Placement of Colours	As per Customer's Art Work and printing specifications	Designer/Manager Art
Final Output	Wrong Border Sizes	As per SAP	Designer/Manager Art
	Wrong Colour Sequence	As per SAP	Designer/Manager Art
	Wrong Trapping Pairs	Guidelines for final output	Designer/Manager Art
	Wrong Bleeding	As per layout	Designer/Manager Art
	Wrong Stretch Factor if required in WB polymer	As per given specifications	Designer/Manager Art
Backup System	Data loss due to Power Failure (or Surge)/Viruses/Sabotage or any other reasons)	Existence of updated data on MAC and PC Server. Dual Backup on DAT Tapes at two different premises, Monthly final backup as per SAP	Designer/Manager Art



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5 Quality record of the above activities will recorded on [REDACTED] and shall be revised/ reviewed on and when required basis

6. Following are the Risk rating terminologies for the above checklist.

- A. Business Risk      Impact to business/product      1 low- 5 high
- B. Operational Risk      Level of complexity/skill required      1 low- 5 high
- C. Controls      Level of confidence/fail safe control      1 high -3 low

While rating in line with the above assessment, the assessor shall take three parameters in mind which are severity, likelihood and probability.

- Priorities by risk rating
- High      27-75
  - Medium      8-25
  - Low      1-6