

## CASPP021- Risk Management Policy Procedures

### 1. Purpose

The aim of these procedures is to provide the structural framework to identify, prioritize and manage the risks involved in implementing the activities of different faculties.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences

**QAD:** Quality Assurance Department

**Risk Record:** a record or a list containing a description of risks, the probability of impact, risk indicators, solutions to deal with risks and entities responsible for implementing action plans to deal with these risks.

**Risk Management Committee:** a committee that is formed in each college to deal with risks and develop appropriate solutions for each risk. It is chaired by the Dean and includes Assistant Deans, and the Heads of Departments and Centers in the college as members.

**Departments:** these are the supporting academic departments, the departments of the supporting academic centers, the department of administrative and financial affairs and the departments of the Dean's Office.

**Centers:** The academic supporting centers.

**Risk Indictor:** Probability× Impact

### 3. Procedures

1. The formation of a Risk Management Committee at the beginning of each academic year in each college.

2. Preparation of a risk management record by the QAD (risk description, risk impact, probability of risk, risk indicator, solutions and responsibilities).
3. Distribution of the Risk Record to all departments and centers in the college to fill it in based on the expected risks of each department.
4. Preparation of a general risk management record for the college based on the risks provided by the centers and departments, preparing the supporting action plans to deal with these risks and submitting it to the college council for accreditation.
5. Training all staff and faculties on implementing the risk management procedures in the college (prepare a risk management manual in the college).
6. Monitoring and follow-up of the risk management procedures in the college by the Crisis Management Committee.
7. Submission of periodic reports on the work progress to the college deanship with evaluation and the continuous updating of the expected risks.

#### 4. Supporting Materials

Risk Management Manual

#### 5. Approval Agency

The Board of Trustees.

#### 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

#### 7. Procedures' Sponsor

The General Director of the Colleges of Applied Sciences.

#### 8. Contact person/office

QAD in the colleges.