Risk Management Policy

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Mogas Design Limited • Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London, W1W 5PF (correspondence address only)

1. Purpose and objectives

This policy provides a proportionate, documented approach to identifying, assessing, controlling and monitoring risks that may affect health and safety, technical integrity, client delivery, legal duties, confidential information, financial resilience, reputation and business continuity. It applies to directors, projects, and independent contractors performing services for Mogas.

2. Business context

Mogas is a remote engineering consultancy owned by two directors (60%/40% shareholding), with no salaried employees. Its main day-to-day work takes place in a converted garden office at a director's home; its London address is a correspondence address, not an occupied operational office. Independent contractors work from their own premises. Mogas provides gas infrastructure engineering design, review, technical approval/appraisal and related services and may attend client-controlled gas sites.

3. Accountability and responsibilities

The responsible director owns the business risk register, decides risk acceptance, allocates mitigation owners and resources, monitors overdue actions and escalates significant exposures. The other director supports governance and deputises as appropriate. Assigned project leads manage project-specific risks. Contractors must promptly report emerging hazards, technical concerns, delays, information-security events and potential conflicts, and must follow applicable client and Mogas arrangements. Professional judgement, authorisation and any client-designated independent approval requirements remain mandatory.

4. Identification and scope

- Technical/design: incorrect pressure, pipe specifications, design assumptions, interfaces, calculations, drawings, standards or independence of approval/appraisal.
- People and competence: illness, limited availability, qualification/authorisation gaps, contractor performance and inadequate supervision or handover.
- Health, safety and environment: display-screen work, garden-office fire/electrical safety, lone working, business travel, site hazards and pollution risks.
- Data and technology: account compromise, lost devices, confidentiality breaches, cloud access failure and inadequate recovery or backup verification.
- Commercial/legal: contracts, professional liability, customer requirements, insurance adequacy, late payment, cash flow and statutory obligations.
- Continuity/reputation: loss of workspace, prolonged outages, missed deadlines, supplier capacity and adverse client feedback.

5. Risk scoring and acceptance

Use a 5 × 5 likelihood–impact matrix for each material risk. Likelihood: 1 Rare, 2 Unlikely, 3 Possible, 4 Likely, 5 Almost certain. Impact: 1 Insignificant, 2 Minor, 3 Moderate, 4 Major, 5 Severe (consider safety, technical, commercial, legal and reputation consequences). Risk score = likelihood × impact. Low 1–4: manage routinely; Moderate 5–9: named controls and scheduled review; High 10–16: director attention and prompt mitigation; Critical 17–25: pause the affected activity until reduced or explicitly escalated with documented justification. Scoring guides priorities and never overrides legal requirements, client specifications, or intolerable life-safety hazards.

6. Risk control hierarchy and treatment

Avoid or remove unacceptable activities where practicable; reduce risk through competent design, checking, protective arrangements, clear instructions, secure systems and project planning; transfer selected financial consequences through appropriate insurance/contracts without transferring statutory duties; accept residual risk only where reasonable and authorised. Apply the hierarchy of controls to health and safety risk, and eliminate or reduce design risk so far as reasonably practicable within applicable designer duties.

7. Engineering project controls

- At project start, confirm scope, client standards, technical inputs, pressure tier, responsibilities, interfaces and approval requirements; establish an appropriate project risk/clarification log.
- Verify safety-critical technical data, including MOP/design pressure, temperature, diameter, wall thickness, material specification, corrosion allowance and design factors where relevant.
- Document assumptions, incomplete information, concessions and deviations; raise formal technical queries rather than infer unsupported facts.
- Use competent checking and maintain required separation/independence for technical approvers and appraisers; track observations and evidence of closure.
- Before issue, confirm revision control, deliverable completeness, consistency across documents and approval status; communicate residual design hazards to the client.

8. Contractor and resource resilience

Maintain a confidential list of suitably qualified engineers, ordinarily identifying two or three potential resources per discipline, capable of supporting work at short notice subject to their actual availability. Before assignment or substitution, verify competence, appropriate registration/approval authority, independence, insurance where required, confidentiality and client agreement. Record handovers and retain current controlled technical information. The list is a contingency arrangement, not a guarantee of immediate mobilisation.

9. Digital resilience and business continuity

Company working information is accessed through authorised cloud-drive and account systems so directors can sign in securely from another trusted device if normal equipment becomes unavailable. Cloud sync is not automatically an independent backup: verify separate backup arrangements, file/version recovery, account recovery and restoration capability through periodic documented tests. Apply access restriction, multifactor authentication and the company Business Continuity Plan. Record and investigate suspected data loss or breaches.

10. Risk register, monitoring and escalation

Maintain a controlled register showing risk ID, date, category, description/cause/consequence, initial likelihood and impact, existing controls, residual rating, accountable owner, mitigation action, due date, status, review date and supporting evidence. Review new or changed risks at contract acceptance, design changes, client comments, contractor replacement and after incidents/near misses. High/critical risks are reported promptly to a director. No unsafe work or unauthorised technical approval may continue merely because a risk score is accepted.

11. Reporting, assurance and lessons learned

Record accidents and near misses using the incident procedure and investigate proportionately. Record nonconformities, customer complaints, security incidents and disruptions. Review corrective actions for effectiveness. Review the business register at least quarterly and project-level registers at project milestones or when material changes occur. Retain appropriate records per contractual and company retention requirements.

12. Implementation and verification actions

- Director to designate the controlled master risk register, ownership and secure location.
- Confirm actual office/site working controls, insurance status and contractor competence evidence.

- Confirm cloud recovery and independent backup/restore arrangements using a documented test.
- Populate initial business risks and project-specific risks; assign due dates for treatments.
- Communicate this policy to relevant contractors and record that they have received it.

13. Review and approval

This policy is reviewed at least annually, and earlier after serious incidents, significant legal/contract changes, or material change to company activities. It is intended to support Achilles UVDB assessment, but does not assert accredited ISO 31000, ISO 9001, ISO 45001 or ISO 27001 certification.

Document control and director approval

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Director	Mohammed Fasiuddin
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Director signature:

Signed copy held on file – available on request.