

TOOL USER GUIDE

RISK ASSESSMENT MANAGER



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1. CREATING RISK ASSESSMENT TEMPLATE

1.1. SETUP DETAILS OF THE RISK ASSESSMENT

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

The screenshot shows the Foods Connected dashboard. The top navigation bar includes 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. The 'Supplier Approval' dropdown menu is open, showing 'Customer Tools' and 'Supplier Tools'. Under 'Customer Tools', 'Risk Assessment Manager' is highlighted with a red box. Other options in the dropdown include 'Supplier Manager', 'Supplier Questionnaires', 'Supplier Audit Manager', 'Supplier Check Manager', 'Traceability Manager', 'Product Intake Manager', 'Supplier Document Manager', 'Incident Manager', 'Visiting & Audit Schedule', 'Open Book Auditing', and 'Supply Chain Manager'. The 'Supplier Tools' section includes 'Customer Manager', 'Company / Approval Documents', 'Customer Required Documents', 'Linked Customers', and 'Customer Activity Overview'. On the right, the 'My Tasks' section shows 97 outstanding tasks, including 'User 1 Abattoir responded to a questionnaire', 'User 1 Meat Processor responded to a Purchasing Enquiry', and 'An order requires confirmation note'.

Step 2: Select **Add New**

This will open a page to enter the Risk Assessment Details.

The screenshot shows the 'Risk Assessment Manager' page. The top navigation bar is the same as the previous screenshot. Below the navigation bar, the page title is 'Risk Assessment Manager'. The main content area has a sub-header 'Risk Assessment Templates' and a list of tabs: 'Received Risk Assessments', 'Activity Overview', 'Reports', and 'Admin'. The 'Received Risk Assessments' tab is selected. Below the tabs, there is a section for 'Currently viewing' with 'ALL SITES' selected and a 'Change Site' button. The 'Add New' button is highlighted with a red box. Below this, there is a table with columns: 'Last Modified', 'Title', 'Created By', 'Review Frequency', 'Completed', and 'Actions'. The table contains two rows of data.

Last Modified	Title	Created By	Review Frequency	Completed	Actions
26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New
13/02/2020 13:34:48	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 12 Month	View Completed	Record New

Step 3: Complete Risk Assessment Template Details.

Risk Assessment Manager - Create Risk Assessment Template

News & Statistics ▾ Supplier Approval ▾ Quality Management ▾ Trading & Planning ▾ More ▾ Steve ▾

← Back to Templates

Details | **Preset Company Details**

Title

Sites

- ☐ Demo Co (Group)
- ☐ Factory 1
- ☐ Factory 2
- ☐ Factory 3

Supplier Type

- ☐ Meat Processor
- ☐ Primal Processor
- ☐ Meat Retail Packer
- ☐ Internal

Single Supplier Per Site Limits this risk assessment to one completion per supplier per site...

Requires Review

Scoring System

None - No scoring required
Default - Percentage of maximum possible score from weighted option points
Addition - Score tallied from weighted option points
Deduction - weighted option points deducted from maximum (per form or per section)

Save & Edit **Cancel**

Step 4: Select how the score is displayed using **Score By/Display Format Total** and use the **Score Display** if only the scoring criteria description is required to appear. Select **Shown** in **Score Summary Display** if a breakdown of scoring per section is required. Once all details have been entered Select **Save & Edit** then select **Risk Assessment Template**.

This will open a page to create the Risk Assessment Template

Scoring System

None - No scoring required
Default - Percentage of maximum possible score from weighted option points
Addition - Score tallied from weighted option points
Deduction - weighted option points deducted from maximum (per form or per section)

Score By/Display Format

Total Score Display

Score Summary Display

this will display summary of scores in each section

Save & Edit **Cancel**

Risk Assessment Template

Response Template

1.2. CREATING / EDITING A RISK ASSESSMENT TEMPLATE

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

The screenshot shows the Foods Connected dashboard. The top navigation bar includes 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. The 'Supplier Approval' dropdown menu is open, displaying two columns of options. In the 'Supplier Tools' column, 'Risk Assessment Manager' is highlighted with a red rectangular box. Other options in the dropdown include 'Customer Tools', 'Supplier Manager', 'Supplier Questionnaires', 'Supplier Audit Manager', 'Supplier Check Manager', 'Traceability Manager', 'Product Intake Manager', 'Supplier Document Manager', 'Incident Manager', 'Visiting & Audit Schedule', 'Open Book Auditing', and 'Supply Chain Manager'. The right side of the dashboard shows a 'My Tasks' section with 97 outstanding tasks.

Step 2: Select the **dropdown** beside the risk assessment which is being created/updated and select **Edit Risk Assessment**

The screenshot shows the 'Risk Assessment Manager' interface. At the top, there are tabs for 'Risk Assessment Templates', 'Received Risk Assessments', 'Activity Overview', 'Reports', and 'Admin'. Below the tabs, there's a section for 'Currently viewing DEMOCO (GROUP) Risk Assessments'. A table lists several risk assessments. The first row is 'DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)'. A dropdown menu is open for this row, showing options like 'View Completed', 'Completed Comparison Report', 'Completed Analysis Report', 'Completed Snapshot Report', 'Edit Details', 'Edit Template' (highlighted with a red box), 'Edit Response Template', 'Preview', and 'View Edit History'. The table columns include 'Last Modified', 'Title', 'Created By', 'Review Frequency', 'Completed', and 'Record New'.

Last Modified	Title	Created By	Review Frequency	Completed	Record New
09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New
22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New
26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New
07/02/2020 11:50:04	SPECIATION RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New
07/02/2020 11:48:39	VACCP	Steve Jones	1 Year	View Completed	Record New
23/12/2019 08:17:35	HACCP DECISION TREE	Steve Jones	1 Year	View Completed	Record New

Step 3: Select Add New Section to add required fields using form builder and select **Save**

Risk Assessment Manager - Update Form ← Back

Template Name
Risk Assessment Save Title

Form Preview
You have not added any elements to your form yet. To get started, click 'Add New Section'

Add New Section

Section Name

Page Break After ☐ No

Expand / Collapse ☐ No

Intro Text (Optional)
Instructions regarding completing section

Quick Add Section Fields

Label	Type	Hide Label	Required
<input type="text"/>	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	-- Please Select --	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Add Section

1.3. ADDING EXTERNAL FIELDS TO RISK ASSESSMENT TEMPLATE

External fields can be used to supplier information from other tools within Foods Connected. Scoring can be applied to these fields to contribute to the Risk Assessment Outcome

Step 1: Select Add New and select **External Field** from the dropdown options.

Risk Assessment Manager - Update Form ← Back

Template Name
Food Supplier Risk Assessment Save Title

Form Preview
Supplier Certification

Edit Options

- Add New
- Reorder
- Triggers
- Scoring Criteria

Section

- Standard Field
- External Field**

Step 2: Enter the external field details and select **Add Field** when the details have been entered.

Template Name
Risk Assessment Save Title

Edit Options
Add New Reorder Triggers Scoring Criteria

Form Preview
Assessment

Risk Assessment Manager - Update Form - Risk Assessment - Add External Field Back

Cancel Add Field

Enter details for the External Field below. When you are finished click the 'Add Field' button to return to the Form.

Section	Assessment	
Field Label	<input type="text"/>	Show
Tool	Questionnaire Manager	
Form Type	Questionnaire	
Template	Agent/Broker Details questionnaire	
External Field	Agent/Broker Questions - Do you take ownership of the goods?	
Update Status When Changed	<input type="checkbox"/> No	
Status After Update	In Progress	
Retrieval Type	<input checked="" type="radio"/> Latest Weighting <input type="radio"/> Minimum Weighting <input type="radio"/> Maximum Weighting	
Option Weightings	Option	Weighting
	Yes	5
	No	10

Cancel Add Field

select the tool you require information from (Audits / Questionnaires / Supplier Check / Risk Assessments / Specification)

select template the required question is in

If the Risk Assessment requires review when the External Field has been updated, set the **Update Status When Changed** to Yes

N.B. An example of an external field which can be used includes the 'Last Completed Audit Date' from Audit Manager, which can be pulled into the Risk Assessment template to show the last completed audit date for that supplier and audit type. This can be scored according to the length of time that has passed since the last completed audit date.

1.4. ADDING SCORING CRITERIA TO RISK ASSESSMENT TEMPLATE

Create custom outcomes against the Risk Assessment template. Using colour coded Scoring Criteria helps to determine the Risk Assessment Outcome at a glance.

Step 1: Select Scoring Criteria

Step 2: Select Add Criteria

Add Criteria Cancel Done

To add a new criteria click the 'Add Criteria' button. When you are finished click the 'Done' button to return to the Form.

Form/Section/Field Value	Description/Points	Min Value	Max Value	Dependent On	Colour
You have not added any scoring criteria...					

Step 3: To add scoring fill in the required field in the **Add Scoring Criteria** Tab. Select **Add Criteria** when details have been entered.

Per Form/Section – add scoring criteria per form and/or per section

Description - what each score boundary means e.g. pass/fail

Min Value/Max Value – Select the score boundaries

Colour – Select a colour for each score boundary

Affect Frequency – Update frequency based on score

Step 4: Once all scoring criteria has been added select **Done**

Risk Assessment Manager - Update Form - Food Supplier Risk Assessment - Scoring Criteria ← Back

To add a new criteria click the 'Add Criteria' button. When you are finished click the 'Done' button to return to the Form.

➕ Add Criteria Cancel Done

Form/Section/Field Value	Description/Points	Min Value	Max Value	Dependent On	Colour	
Form	Low Risk	0	10	----	Green	🔄 Update 🗑️
Form	Medium Risk	11	20	----	Yellow	🔄 Update 🗑️
Form	High Risk	21	30	----	Red	🔄 Update 🗑️

1.5. ADDING CONFIRMATION ACTIONS TO RISK ASSESSMENT TEMPLATE

Confirmation Actions update the Supplier Compliance Rule based on the Risk Assessment Outcome

Step 1: Select **Triggers** and then select **Confirmation Actions**

Risk Assessment Manager - Update Form ← Back

Template Name
Food Supplier Risk Assessment 📄 Save Title

Edit Options
➕ Add New ↕ Reorder 🔔 Triggers ☑ Scoring Criteria ✎

Form Preview
🔔 Confirmation Actions

☑ Supplier Certification ⚙ ↺

Step 2: Select **Add Action** to add Confirmation Actions

Risk Assessment Manager - Update Form - Food Supplier Risk Assessment - Confirmation Actions ← Back

To add a new Confirmation Action click the 'Add Action' button below. When you are finished click the 'Done' button to return to the Form.

➕ Add Action Cancel Done

Step 3: Enter **Action Title** and select **Supplier Compliance Rule Assignment** in the **Action Type** dropdown. Select the **Supplier Compliance Rule** which the Supplier should be moved to on completion of the Risk Assessment

Risk Assessment Manager - Update Form - Food Supplier Risk Assessment - Confirmation Action [← Back to List](#)

Action Setup

Action Title:

Apply Changes to Historic Records? **Please Note:** Depending on number of records affected this may take a while to complete

Action Type:

Supplier Compliance Rule:

Step 4: Enter the **Risk Assessment Scores** which this Confirmation Action applies to and Select **Save** to add.

Action Criteria

Form Score: Minimum Score: Maximum Score:

Field Conditions

Field	Condition
No form field conditions added...	

[+ Add Condition](#)

Email Notifications

Select Users (if notifications required): [Add to list](#)

[Cancel](#) [Save](#)

2. RECORDING, UPDATING & VIEWING RISK ASSESSMENTS

2.1. RECORDING RISK ASSESSMENTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: Select **Record New**

Risk Assessment Manager

▲ Risk Assessment Templates ← Received Risk Assessments Activity Overview Reports Admin

Currently viewing: DEMOCO (GROUP) Risk Assessments Change Site Viewing 10 results | Page 1 of 1

+ Add New Duplicate Selected Delete Selected

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New
<input type="checkbox"/>	22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New

Step 3: Select required **Site** and **Supplier** then Select **Continue**

Select Site & Supplier

Please select a site and supplier for this risk assessment.

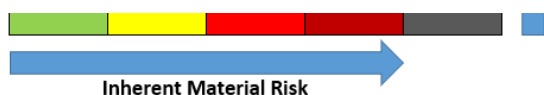
This risk assessment is linked to the following supplier types, therefore the supplier dropdown below will be filtered to reflect this: Meat, Ingredients, Bakery, Dairy, Packaging, Oil, Veg, Salt, Seafood, Fruit, Farm, Services, Agent / Broker, Abattoirs, Distribution centres, Cold stores, Transport, Finished Foods, Internal, Customer, Meat Retail Packer, Meat Processor, Primal Processor

Site: Demo Co (Group)

Supplier: - Select -

Cancel Continue

Step 4: Complete Risk Assessment then select **Save** and Select **Save Progress & Exit**



Cancel Save

Save Progress

Save Progress & Exit

Step 5: Select **Dropdown** at completed Risk Assessment and select **Confirm Risk Assessment**

Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK) ← Back

Between Dates: Site: Supplier: Supplier Type: Supplier Associated Site: Status: Lead Technical: Filter Clear Filters

Completed By: Supplier Status: Score: Sort By: View Selected Show Scoring

<input type="checkbox"/>	Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status	
<input type="checkbox"/>	16/12/2019 14:52:00	27/05/2020 23:07:22	Group	Dairy supplier	Steve Jones	03/02/2021		<div>Require Your Action</div> <div>View Risk Assessment</div> <div>Edit Risk Assessment</div> <div>Share</div> <div>Recall Risk Assessment</div> <div>Request More Info</div> <div>Confirm Risk Assessment</div> <div>Close & Lock</div>
<input type="checkbox"/>	18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	30/09/2020		
<input type="checkbox"/>	06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones			
<input type="checkbox"/>	30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021		
<input type="checkbox"/>	31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021		

Step 6: Enter any additional detail required and select **Save**

Risk Assessment status will show as 'Confirmed'.

Add Note/Comment ×

Enter note/comment... (optional)

2.2. VIEWING COMPLETED RISK ASSESSMENTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: In Risk Assessment Manager select **View Completed** at relevant Risk Assessment

News & Statistics ▾ Supplier Approval ▾ Quality Management ▾ Trading & Planning ▾ More ▾ Steve ▾ ⚙

Risk Assessment Manager

⚠ Risk Assessment Templates ← Received Risk Assessments 📅 Activity Overview 📄 Reports ▾ 🛠 Admin

Currently viewing **DEMO CO (GROUP)** Risk Assessments [Change Site](#) Viewing 10 results | Page 1 of 1

[+ Add New](#) [🔄 Duplicate Selected](#) [🗑 Delete Selected](#)

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed		
<input type="checkbox"/>	09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New	⋮
<input type="checkbox"/>	22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New	⋮
<input type="checkbox"/>	18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New	⋮
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New	⋮

Step 3: Select **Dropdown** at completed Risk Assessment and select **View Risk Assessment**

Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK) [← Back](#)

Between Dates Site All ▾ Supplier All ▾ Supplier Type All ▾ Supplier Associated Site All ▾ Status All ▾ Lead Technical All ▾ [Filter](#) [Clear Filters](#)

Completed By All ▾ Supplier Status All ▾ Score All ▾ Sort By Date Completed (A-Z)

[👁 View Selected](#) [📊 Show Scoring](#)

<input type="checkbox"/>	Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status	
<input type="checkbox"/>	16/12/2019 14:52:00	27/05/2020 23:07:22	Group	Dairy supplier	Steve Jones	28/05/2021	Confirmed	⋮
<input type="checkbox"/>	18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	30/09/2020		⋮
<input type="checkbox"/>	06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones			⋮
<input type="checkbox"/>	30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021		⋮
<input type="checkbox"/>	31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021		⋮

- View Risk Assessment
- Edit Risk Assessment
- Share
- Recall Risk Assessment
- Request More Info
- Confirm Risk Assessment
- Close & Lock

2.3. UPDATING RISK ASSESSMENTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: View Completed at relevant Risk Assessment

The screenshot shows the 'Risk Assessment Manager' interface. At the top, there's a navigation bar with 'News & Statistics', 'Supplier Approval', 'Quality Management', 'Trading & Planning', 'More', and 'Steve'. Below this, the 'Risk Assessment Manager' header is visible. A sub-header shows 'Risk Assessment Templates', 'Received Risk Assessments', 'Activity Overview', 'Reports', and 'Admin'. The main content area shows 'Currently viewing DEMOCO (GROUP) Risk Assessments' with a 'Change Site' button. Below this, there are buttons for 'Add New', 'Duplicate Selected', and 'Delete Selected'. A table lists risk assessments with columns: 'Last Modified', 'Title', 'Created By', 'Review Frequency', 'Completed', and 'Record New'. The 'Completed' column has a red box around the 'View Completed' link for the first row.

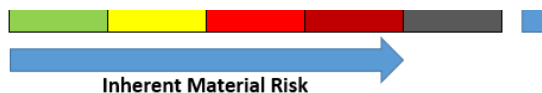
Last Modified	Title	Created By	Review Frequency	Completed	Record New
09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New
22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New
26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New

Step 3: Select **Dropdown** at completed Risk Assessment and select **Edit Risk Assessment**

The screenshot shows the 'Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)' interface. It features a filter section with various dropdowns: 'Between Dates', 'Site', 'Supplier', 'Supplier Type', 'Supplier Associated Site', 'Status', 'Lead Technical', 'Completed By', 'Supplier Status', 'Score', and 'Sort By'. A 'Filter' button is present. Below the filters, there are buttons for 'View Selected' and 'Show Scoring'. A table lists risk assessments with columns: 'Date Completed', 'Last Updated', 'Site', 'Supplier', 'Last Updated By', 'Review Date', and 'Status'. The 'Status' column has a red box around the 'Edit Risk Assessment' link in the dropdown menu for the first row.

Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status
16/12/2019 14:52:00	27/05/2020 23:07:22	Group	Dairy supplier	Steve Jones	28/05/2021	Confirmed
18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	30/09/2020	
06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones		
30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021	
31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021	

Step 4: Complete Risk Assessment then select **Save** and Select **Save Progress & Exit**



The screenshot shows the bottom of the interface with a 'Cancel' button and a 'Save' button. Below the 'Save' button, there is a dropdown menu with options: 'Save Progress', 'Save Progress & Exit', and 'Close & Lock'. The 'Save Progress & Exit' option is highlighted with a red box.

Step 5: Select **Dropdown** at completed Risk Assessment and select **Confirm Risk Assessment**

Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK) ← Back

Between Dates: Site: Supplier: Supplier Type: Supplier Associated Site: Status: Lead Technical: Filter Clear Filters

Completed By: Supplier Status: Score: Sort By: View Selected Show Scoring

<input type="checkbox"/>	Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status
<input type="checkbox"/>	16/12/2019 14:52:00	27/05/2020 23:07:22	Group	Dairy supplier	Steve Jones	03/02/2021	Requires Your Action
<input type="checkbox"/>	18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	30/09/2020	
<input type="checkbox"/>	06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones		
<input type="checkbox"/>	30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021	
<input type="checkbox"/>	31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021	

Requires Your Action
View Risk Assessment
Edit Risk Assessment
Share
Recall Risk Assessment
Request More Info
Confirm Risk Assessment
Close & Lock

Step 6: Enter any additional detail required and select **Save**

Risk Assessment status will show as 'Confirmed'.

Add Note/Comment ×

Enter note/comment... (optional)

Cancel Save

2.4. CLOSING RISK ASSESSMENTS

Closed Risk Assessments will no longer require review.

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: In **Risk Assessment Manager** select **View Completed** at relevant Risk Assessment

News & Statistics ▾ Supplier Approval ▾ Quality Management ▾ Trading & Planning ▾ More ▾ Steve ▾

Risk Assessment Manager

▲ Risk Assessment Templates ← Received Risk Assessments Activity Overview Reports ▾ Admin

Currently viewing **DEMOCO (GROUP)** Risk Assessments [Change Site](#) Viewing 10 results | Page 1 of 1

[Add New](#) [Duplicate Selected](#) [Delete Selected](#)

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New
<input type="checkbox"/>	22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New

Step 3: Select **Dropdown** at completed Risk Assessment and select **Close & Lock**

Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK) [← Back](#)

Between Dates Site All Supplier All Supplier Type All Supplier Associated Site All Status All Lead Technical All [Filter](#) [Clear Filters](#)

Completed By All Supplier Status All Score All Sort By Date Completed (A-Z)

[Delete Selected](#) [View Selected](#) [Show Scoring](#)

<input type="checkbox"/>	Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status	
<input type="checkbox"/>	18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	17/12/2020	Confirmed	View Risk Assessment
<input type="checkbox"/>	06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones		Closed	Edit Risk Assessment
<input type="checkbox"/>	30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021	Confirmed	Share
<input type="checkbox"/>	31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021	Confirmed	Recall Risk Assessment
								Request More Info
								Confirm Risk Assessment
								Close & Lock

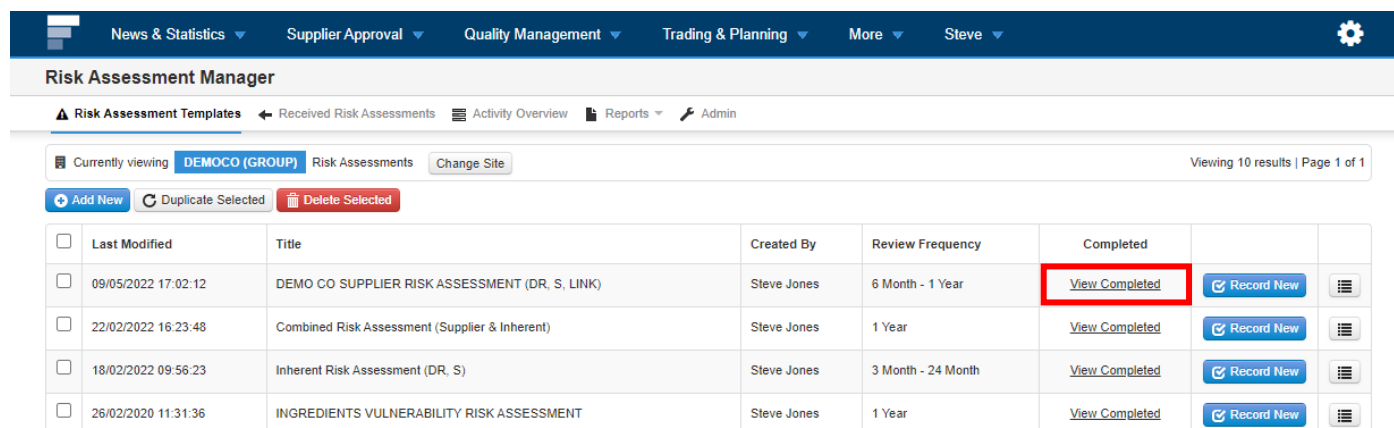
Viewing 4 results | Page 1 of 1 25 50 100 | << first < previous next > >>

2.5. REOPENING CLOSED RISK ASSESSMENTS

Reopen Risk Assessments to review and update.

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: In **Risk Assessment Manager** select **View Completed** at relevant Risk Assessment



Risk Assessment Manager

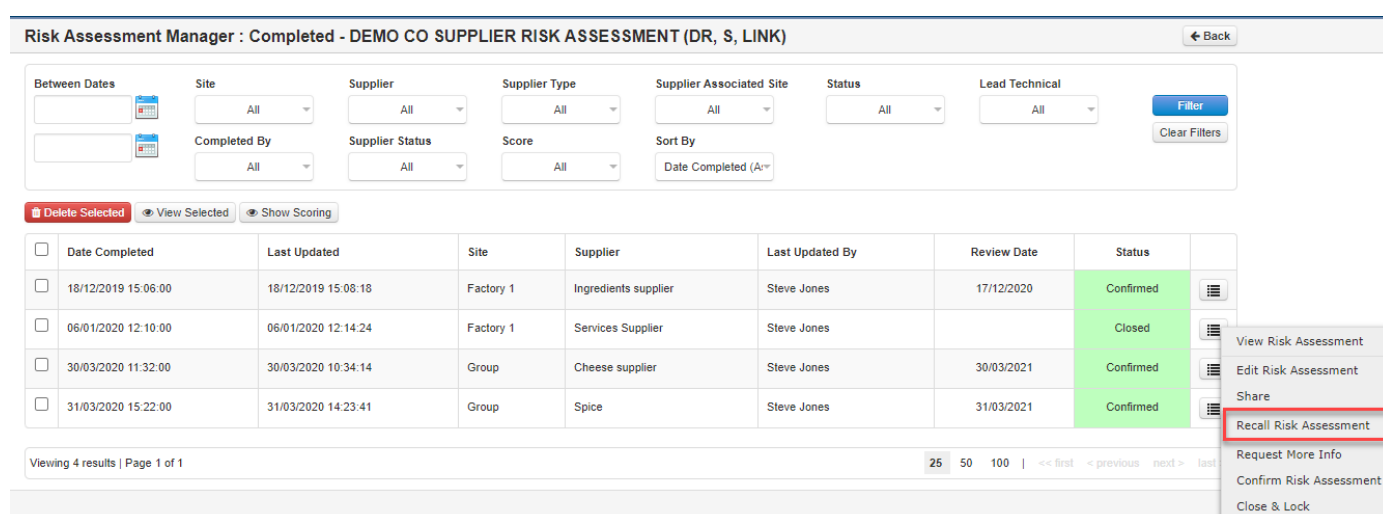
▲ Risk Assessment Templates ← Received Risk Assessments Activity Overview Reports Admin

Currently viewing **DEMO CO (GROUP)** Risk Assessments [Change Site](#) Viewing 10 results | Page 1 of 1

[Add New](#) [Duplicate Selected](#) [Delete Selected](#)

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	09/05/2022 17:02:12	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 1 Year	View Completed	Record New
<input type="checkbox"/>	22/02/2022 16:23:48	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	18/02/2022 09:56:23	Inherent Risk Assessment (DR, S)	Steve Jones	3 Month - 24 Month	View Completed	Record New
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New

Step 3: Select **Dropdown** at completed Risk Assessment and select **Recall Risk Assessment**



Risk Assessment Manager : Completed - DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK) [Back](#)

Between Dates: Site: All Supplier: All Supplier Type: All Supplier Associated Site: All Status: All Lead Technical: All [Filter](#) [Clear Filters](#)

Completed By: All Supplier Status: All Score: All Sort By: Date Completed (A-Z)

[Delete Selected](#) [View Selected](#) [Show Scoring](#)

<input type="checkbox"/>	Date Completed	Last Updated	Site	Supplier	Last Updated By	Review Date	Status	
<input type="checkbox"/>	18/12/2019 15:06:00	18/12/2019 15:08:18	Factory 1	Ingredients supplier	Steve Jones	17/12/2020	Confirmed	View Risk Assessment
<input type="checkbox"/>	06/01/2020 12:10:00	06/01/2020 12:14:24	Factory 1	Services Supplier	Steve Jones		Closed	Edit Risk Assessment
<input type="checkbox"/>	30/03/2020 11:32:00	30/03/2020 10:34:14	Group	Cheese supplier	Steve Jones	30/03/2021	Confirmed	Share
<input type="checkbox"/>	31/03/2020 15:22:00	31/03/2020 14:23:41	Group	Spice	Steve Jones	31/03/2021	Confirmed	Recall Risk Assessment

Viewing 4 results | Page 1 of 1

25 50 100 | << first < previous next > last

3. CREATING REPORTS

3.1. CREATING COMPARISON REPORTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: Select dropdown beside relevant Risk Assessment and select **Completed Comparison Report**

Risk Assessment Manager

▲ Risk Assessment Templates ← Received Risk Assessments Activity Overview Reports Admin

Currently viewing ALL SITES Risk Assessments Change Site Viewing 10 results | Page 1 of 1

+ Add New Duplicate Selected Delete Selected

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	17/06/2020 23:51:33	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	13/02/2020 13:34:48	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 12 Month	View Completed	Record New
<input type="checkbox"/>	07/02/2020 11:50:04	SPECIATION RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	07/02/2020 11:48:39	VACCP	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	23/12/2019 08:17:35	HACCP DECISION TREE	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	23/12/2019 08:17:17	TACCP	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	18/12/2019 13:01:14	HACCP RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New

- View Completed
- Completed Comparison Report**
- Completed Analysis Report
- Completed Snapshot Report
- Edit Details
- Edit Template
- Edit Response Template
- Preview
- View Edit History

Step 3: Select required reporting parameters and select **Next**

INGREDIENTS VULNERABILITY RISK ASSESSMENT - Comparison Report: Step 1

← Back to Risk Assessments

Next > Back

Fields Display: Top to Bottom

Completion Date Filtering: ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date ☐ Company Period ☐ Last Period ☐ Current Period

Date Range:

Supplier Options: ☒ All Current Suppliers whenever report is run ☐ Filtered Supplier selection from current list

Next >

Step 4: Select fields to compare then select **Generate Report**. Select the responses you require to report on (if all responses are required select **Options** checkbox and select **Generate Report**).

INGREDIENTS VULNERABILITY RISK ASSESSMENT - Comparison Report: Step 2

Search Questions...

Back **Generate Report**

Section	Field
<input type="checkbox"/> Risk Assessment	Number of Incidences in last 5 years.
<input type="checkbox"/> Risk Assessment	Number of times the country has had incident in last 5 years.
<input type="checkbox"/> Risk Assessment	Seasonal
<input type="checkbox"/> Risk Assessment	Harvest / Disease
<input type="checkbox"/> Risk Assessment	Grown in Specific Region

INGREDIENTS VULNERABILITY RISK ASSESSMENT - Comparison Report: Step 3

Back **Generate Report**

Select if all responses are required in the report

Field	Options
Risk Assessment - Number of Incidences in last 5 years.	<input type="checkbox"/> No evidence <input type="checkbox"/> 1 incident <input type="checkbox"/> 2 incident <input type="checkbox"/> 3 incident <input type="checkbox"/> 4 incident <input type="checkbox"/> 5 or there has been an incident in the last 12 months

Generate Report

3.2. CREATING SNAPSHOT REPORTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: Select dropdown beside relevant Risk Assessment and select **Completed Snapshot Report**

Risk Assessment Manager

▲ Risk Assessment Templates ← Received Risk Assessments Activity Overview Reports Admin

Currently viewing ALL SITES Risk Assessments Change Site Viewing 10 results | Page 1 of 1

+ Add New Duplicate Selected Delete Selected

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed		
<input type="checkbox"/>	17/06/2020 23:51:33	Combined Risk Assessment (Supplier & Inherent)	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	26/02/2020 11:31:36	INGREDIENTS VULNERABILITY RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	13/02/2020 13:34:48	DEMO CO SUPPLIER RISK ASSESSMENT (DR, S, LINK)	Steve Jones	6 Month - 12 Month	View Completed	Record New	
<input type="checkbox"/>	07/02/2020 11:50:04	SPECIATION RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	07/02/2020 11:48:39	VACCP	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	23/12/2019 08:17:35	HACCP DECISION TREE	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	23/12/2019 08:17:17	TACCP	Steve Jones	1 Year	View Completed	Record New	
<input type="checkbox"/>	18/12/2019 13:01:14	HACCP RISK ASSESSMENT	Steve Jones	1 Year	View Completed	Record New	

- View Completed
- Completed Comparison Report
- Completed Analysis Report
- Completed Snapshot Report**
- Edit Details
- Edit Template
- Edit Response Template
- Preview
- View Edit History

Step 3: Select required reporting parameters and select **Next**

Risk Assessment Manager

Risk Assessment Snapshot - INGREDIENTS VULNERABILITY RISK ASSESSMENT ← Back to Templates Next >

Supplier Options

☒ All Current Suppliers whenever report is run ☐ Filtered Supplier selection from current list

Next >

Step 4: Complete requirements for the report and select **Generate Report**

Risk Assessment Snapshot - Combined Risk Assessment ← Back to Templates Previous Next... Generate Report

Date Filtering ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date

Date Range

Report on Field of Type ☒ Dropdown ☐ Overall Count

Dropdown Fields

Charts Type

Legend Percentages ☐ Shown ☒ Hidden

Total/Average per Outcome ☐ Shown ☒ Hidden

Filter By Add

Summarize By Add

Report Comments

Previous Next... Generate Report

Select the field which you would like to report on

refine reports further by adding additional filters

define the report should be broken down if required e.g. by supplier

Step 5: Select Create Dashboard Widget. Select **Save As** then select **New Widget**.

Combined Risk Assessment - Snapshot Report

Date Range: 02/05/2018 to 05/06/2020

Suppliers: All

Dropdown Field: Overall Supplier Risk Rating

Overall Total: 1016

Average Per Outcome: 254

Overall Supplier Risk Rating

Key	Outcome	Total
Agreed	Agreed	64
Disagreed	Disagreed	38
None	None	9
Questioned	Questioned	1

[Create Dashboard Widget](#)

Combined Risk Assessment - Snapshot Widget

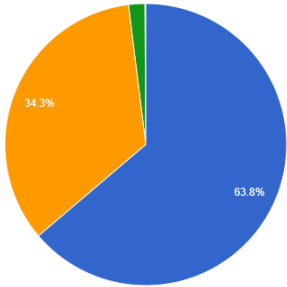
Widget Title:

Widget Site:

Widget Access Level:

Back To... Amend Parameters Save As... **New Widget**

Overall Supplier Risk Rating - Is the Risk Rating agreed, disagreed or questioned?



Key	Outcome	Total
Agreed	Agreed	64
Disagreed	Disagreed	38
None	None	9
Questioned	Questioned	1

3.3. CREATING ANALYSIS REPORTS

Step 1: Sign in to Foods Connected and select **Supplier Approval** then select **Risk Assessment Manager**

Step 2: Select dropdown beside relevant Risk Assessment and select **Completed Analysis Report**

Step 3: Select required reporting parameters and select **Next**

Risk Assessment Manager

Risk Assessment Analysis - INGREDIENTS VULNERABILITY RISK ASSESSMENT

[Back to Risk Assessment Templates](#) [Next](#)

Supplier Options

☒ All Current Suppliers whenever report is run ☐ Filtered Supplier selection from current list

[Next](#)

Step 4: Select fields to analysis and select the **Chart Style** then select **Generate Report**.

Risk Assessment Manager

Risk Assessment Analysis - INGREDIENTS VULNERABILITY RISK ASSESSMENT

[← Back to Risk Assessment Templates](#)
[← Previous](#)
[Generate Report](#)

Date Range: 10/02/2020 26/02/2020

Fields:

<input type="checkbox"/>	Section	Field	Chart Style
<input checked="" type="checkbox"/>	Risk Assessment	Breed / Variety / Process Claim	Line Chart
<input checked="" type="checkbox"/>	Risk Assessment	Number of Touch Points in Supply Chain	Pie Chart
<input checked="" type="checkbox"/>	Risk Assessment	Tests Available for Adulteration, Substitution and Dilution	Bar Chart - Vertical
<input type="checkbox"/>	Risk Assessment	Harvest / Disease	Pie Chart
<input type="checkbox"/>	Risk Assessment	Grown in Specific Region	Pie Chart
<input type="checkbox"/>	Risk Assessment	Provenance	Pie Chart