TOOL OVERVIEW

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RISK ASSESSMENT MANAGER

TOOL OVERVIEW – RISK ASSESSMENT MANAGER

TOOL SUMMARY

Our Risk Assessment Manager tool enables you carry out comprehensive risk assessments on all your suppliers in a format that is clear and user friendly. Using our customisable form builder you are able to combine standard form fields with supplier information pulled from other tools within the Foods Connected system to create an accurate and up to date risk assessment.

By pulling supplier information from other tools within the system, a live representation of the suppliers' risk is provided. As risk assessments are stored in one central platform there is no duplication of work and you can be certain that the relevant company team members are all viewing the same supplier risk assessment. Fully tracked update history means the supplier allows for better accountability and transparency of changes made.

Our reporting functionality helps you to analyse and compare your suppliers risk assessments and the customisable charts in our dashboards can provide a summarised overview of the information that is of key importance to you.

KEY FUNCTIONALITY

Our Risk Assessment Manager has many features, the table below highlights the main actions you will be able to undertake using this tool and describes how each functionality is utilised within the system.

FORM BUILDER	Create supplier risk assessments using numerous different customisable field types within our form builder, to risk assess your suppliers based on information inputted in the system as well as your own criteria.
CONFIRMATION TRIGGERS	Set up automatic confirmation triggers to set supplier compliance rules based on the perceived risk the supplier poses.
SCORING CRITERIA	Scoring criteria is created to determine the risk rating of your suppliers.

FOODS CONNECTED

REVIEW PERIODS

Set review periods to highlight risk assessments that require review ensuring that all risk assessment information is kept up to date.

LIVE EXTERNAL FIELDS

When supplier data pulled in to the risk assessment has been updated in the system this will update in the risk assessment forming a risk assessment based on current supplier information.

ASSESSMENT SUMMARY

Quickly summarise the status of risk assessments in a table showing who a risk assessment was completed by, when it was completed and what the current completion status is; the review date will also be included if relevant.

COLOUR CODED STATUSES

Colour coded completion statuses immediately give you an overview of which risk assessments are in progress, require your action or are confirmed.

UPDATES HISTORY

All changes made to the risk assessment template or a risk assessment form are tracked with details of the date and time as well as who made the change, allowing for full transparency and accountability of updates.

REPORTING

Reporting can be carried out on the risk assessment inputs utilising our comparison reports to contrast different supplier risk status to the risk factors or our snapshot reports to analyse risk factors with summary charts; both types can be exported to PDF or Excel.

DASHBOARDS

Create fully customisable dashboards including chart widgets from your created reports or general response status widgets which provide an instant overview of risk factors.

FOODS CONNECTED

INTERACTION WITH OTHER TOOLS

Our platform is interactive meaning information can flow between tools enabling your processes to work cooperatively together all on the same system. The tools that can integrate and work together with the Risk Assessment Manager are described below.

SUPPLIER MANAGER

Risk Assessments can be set as a mandatory requirement as part of a supplier's overall compliancy in the Supplier Manager. Risk Assessments status' and completed forms can be viewed with all other supplier data in the supplier's profile within Supplier Manager.

QUESTIONNAIRE MANAGER

Supplier responses can be pulled into risk assessments and assigned scores to determine how risky the supplier is.

SUPPLIER AUDIT MANAGER

Weighting can be allocated to Supplier Audit scores to contribute to the overall supplier risk rating.

RISK ASSESSMENT MANAGER

Risk Factors assessed in other risk assessments templates can be pulled into one overall risk assessment if risk assessments completed at two levels.

SUPPLIER CHECK MANAGER

Supplier Check Fields can be pulled into risk assessment templates to enable supplier performance and contribute to overall risk rating.
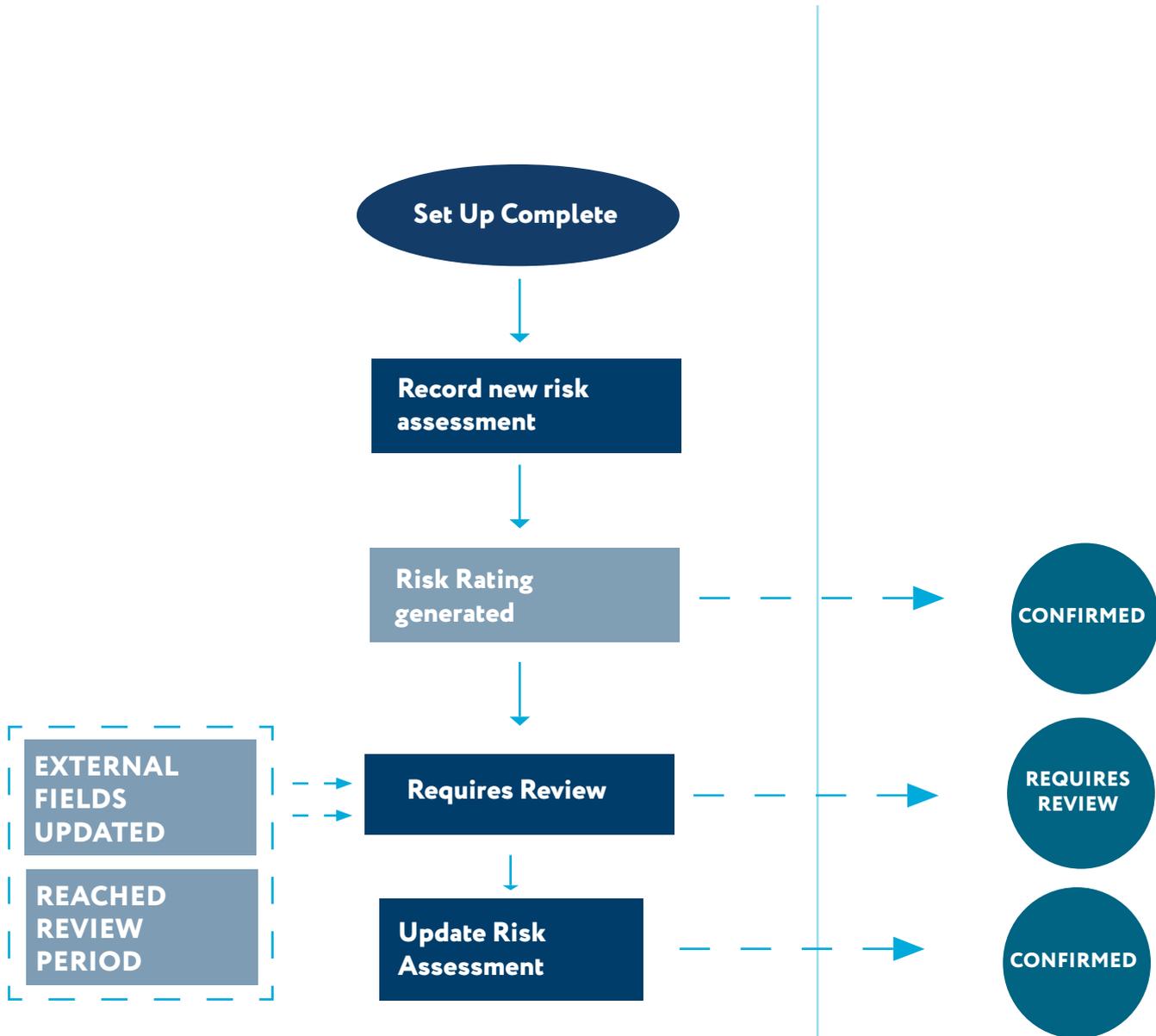
FORMBUILDER

Formbuilder is used to create customised Risk Assessment Templates.

FOODS CONNECTED

TOOL PROCESS USAGE FLOW

The below process flow guides you through the steps of using the Questionnaire Manager and how the interaction moved back and forward between your company and your suppliers.

USER COMPLETING RISK ASSESSMENT   STATUS

CONFIGURATION OPTIONS

There are various possibilities for configuration within the Risk Assessment Manager which are expanded upon below. They will allow you to tailor the tool to best fit your company's requirements for gathering supplier information, in a way that will make the process as hassle-free as possible.

OPTION	DETAILS
CUSTOM RISK ASSESSMENTS	Build custom risk assessments to meet your requirements with our form builder's numerous field types including text, numeric, checkbox, dropdown and table options. Set fields as optional, mandatory or conditional mandatory based on an answer to a previous question.
PRE-SET SUPPLIER DETAILS	When setting the risk assessment details, you can select various pre-set fields, such as supplier address, contacts or approval document status, from the supplier's profile to pull into the supplier's response. This means the user can take additional information into account to complete a comprehensive supplier risk assessment.
RISK ASSESSMENT SITE	Every risk assessment is set against the company Group or an individual site to enable filtering and reporting against that site and to limit access to risk assessments by site.
SUPPLIER TYPE	Risk Assessments can be set against Supplier Types e.g. specific risk assessment templates can only be completed for each supplier type if required.
SCORING CRITERIA	Set optional scoring criteria against the questionnaire form and/or the confirmation template. Setting scores against individual supplier responses and colour coding the total scores allows you to quickly view which suppliers have the riskiest questionnaire responses.

FOODS CONNECTED

REVIEW FREQUENCIES

Each risk assessment template can have a review frequency set against each template reminding them to review and update the risk assessment. For example if the frequency was set to 12 months, the risk assessment status would change to 'Requires Review' 12 months after the risk assessment being complete and confirmed.

SINGLE SUPPLIER PER SITE

Set Risk Assessments as 'one completion per supplier per site' to prevent duplication of risk assessments for suppliers.

ADMINISTRATION OPTIONS

The administration settings for the Questionnaire Manager enables you to control several aspects of how questionnaires are set up and viewed.

OPTION	DETAILS
ADDING PRE-SET FIELDS	The ability to create pre-set fields, with set options, which can be pulled into your risk assessment forms, saves you time creating the same field and options multiple times. These fields can be dropdowns, checkboxes or tables with set options and they also help standardise response options, making it easier to report on the risk factors.

FOODS CONNECTED

DATA REQUIREMENTS

Detailed below are the data requirements of what will be necessary to set up and make decisions in before launching the Risk Assessment Manager.

SUPPLIER MANAGER LAUNCHED

To be able to share questionnaires with suppliers for response, the Supplier Manager tool on Foods Connected needs to have been launched with all the required suppliers added into the supplier list.

INTERACTED TOOLS LAUNCHED

To be able to pull data from other tools to risk assessment templates they must first be launched. The format of risk assessments should be taken into consideration when creating templates for interacting tools to ensure they are compatible.

CONFIRMED REVIEW FREQUENCIES

The frequency at which your risk assessments are to be reviewed needs to be agreed upon before creating risk assessment templates.

CONFIRMED RISK ASSESSMENT TEMPLATE

Before sending a risk assessment, the factors affecting the overall risk rating their format need to be confirmed, fields with pre-populated options should be used where possible to maximise reportability on the responses. Only pre-populated options can contribute to the overall risk rating.

SCORING CRITERIA

The scores for each response and score boundaries must be confirmed. The boundary description and colour coding must also be confirmed.
E.g. if a score is 90-100 the supplier is 'high risk' and colour coded red.

FOODS CONNECTED

TOOL SETUP PROCESS FLOW

The below process flow guides you through the steps of setting up the Risk Assessment Manager and the information that needs included to be able to launch it to your suppliers.

RISK ASSESSMENT ADMINISTRATOR

Flowchart:

- DATA REQUIREMENTS COMPLETE
- CREATE NEW RISK ASSESSMENT TEMPLATE
  - SETUP
    - SITE
    - NAME
    - SUPPLIER TYPE
    - REVIEW FREQUENCY
    - SCORING SETUP
  - SELECT PRE-SET COMPANY FIELDS
- BUILD RISK ASSESSMENT TEMPLATE
- SET UP SCORING CRITERIA
- SET UP CONFIRMATION TRIGGERS
- COMPLETE SUPPLIER RISK ASSESSMENTS

FOODS CONNECTED