

Information Sheet: Completing the ORA

1. Purpose

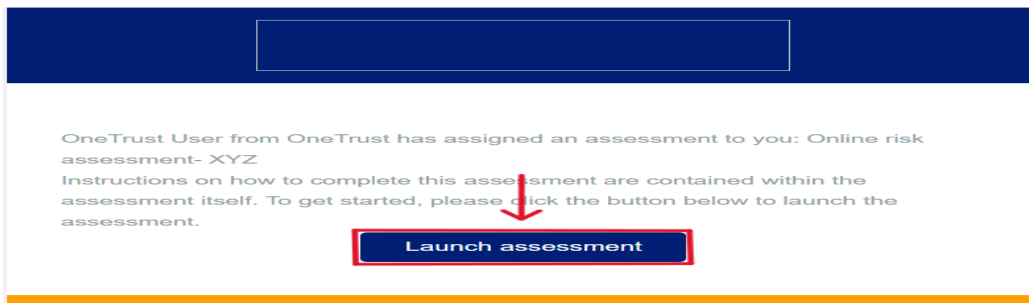
The purpose of this information sheet is to assist our suppliers in how to complete the Online Risk Assessment Form on One Trust.

2. Completing the Supplier Information Questionnaire on the One Trust System.

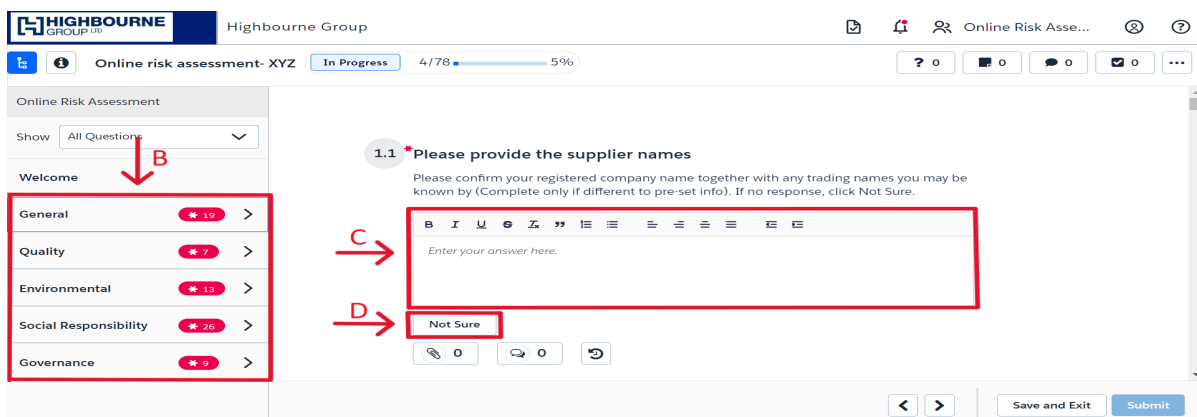
A link will be sent to you from the One Trust System please complete the basic information held within this to enable you access to the system and to launch the Online Risk Assessment.

3. Completing the Highbourne Assessment

To start the assessment, click the Launch assessment button in your email.



Once you launch the assessment, on the left hand side of the screen, you will see the list of sections that need to be completed. Click on them to navigate through the assessment. Once you have completed one section, click on the next one from the list on the left side of the screen.



To answer the questions click on yes, no or the appropriate answer. If you cannot answer a question, click the Not Sure button. You must provide an answer (or click Not Sure) to all mandatory questions in the assessment in order to submit the assessment (all mandatory questions have a red star next to them).

To answer a question that requires a text response, type your answer into the text box provided.

For multiple choice questions, select the answer that applies to you. If the description says select all that apply, you may choose as many answers as you want to that question.

1.12* Please confirm all regions used for the manufacture or sourcing of products or equipment supplied to us (Tier 1).
Select all that apply:

<input type="checkbox"/> UK	<input type="checkbox"/> EU Countries
<input type="checkbox"/> European Non-EU Countries	<input type="checkbox"/> North America
<input type="checkbox"/> Central or South America	<input type="checkbox"/> Australia
<input type="checkbox"/> Far East (including India Sub Con)	<input type="checkbox"/> Middle East (including Turkey)
<input type="checkbox"/> Russia	<input type="checkbox"/> Africa
<input type="checkbox"/> Not Sure	

To upload a document, click on the attachment button at the bottom of the question.

3.1* Is your Environmental Management System registered to ISO 14001 by an accredited 3rd party?
If "yes", please provide an attachment and expiry date.

Comment on your answer below.

B I U

Click Select File and choose the document you want to upload from your computer. Click Save to finish the upload.

Attachments

Drop attachment or click to browse
Files larger than 256 MB are not supported.

To leave a comment in relation to your answer to a question, click the comment button at the bottom of the question.

3.16* Do you require your suppliers to have a documented environmental management system?

Type your answer into the text box, and click Send to save your comment.

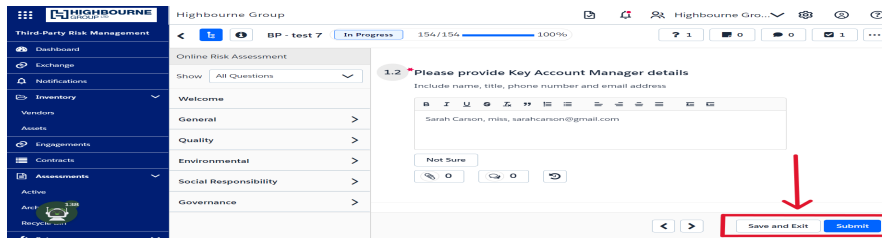
Comments

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If you wish to leave the assessment before you submit, click on the white Save and Exit button on the bottom right side of the screen to make sure your progress is saved.

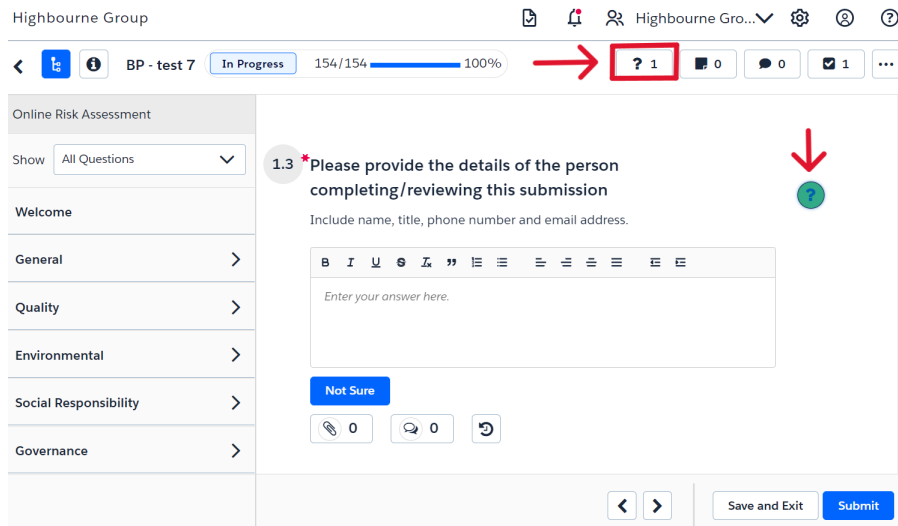


After you have answered all the mandatory questions, you can click the Submit button at the bottom right side of the screen to submit your assessment.

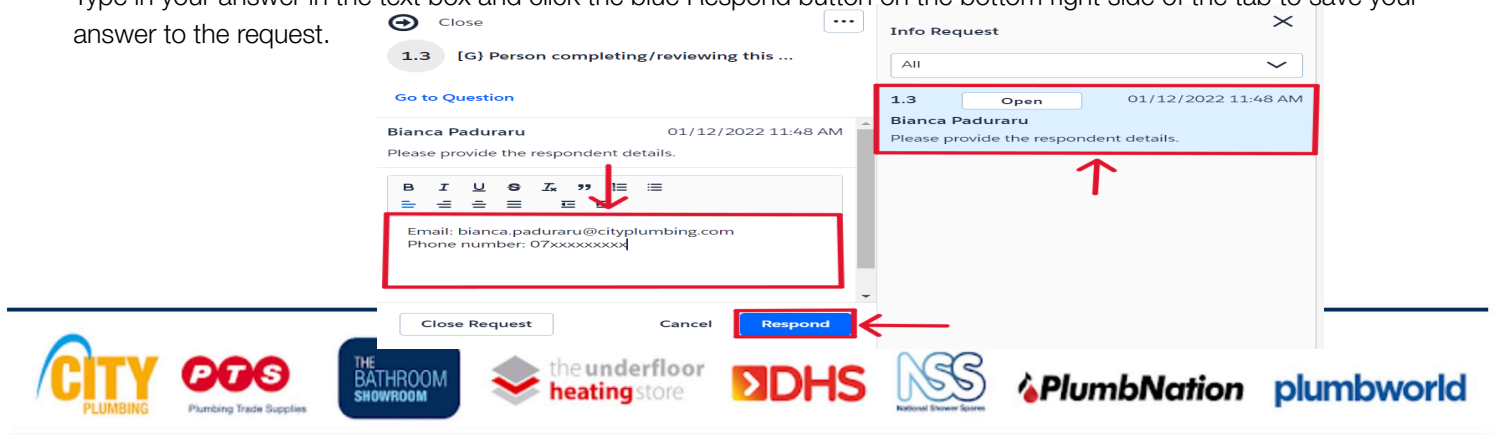
4. Completing the Highbourn Assessment

If you receive your assessment back after submission, look out for Info requests on the right side of your questions (green flags). This is additional information that we need you to provide. You can also see all of your Info requests listed if you click the '?' button at the top of the screen.

To respond to an info request, click on the green '?' button or on the info request from the list.



Type in your answer in the text box and click the blue Respond button on the bottom right side of the tab to save your answer to the request.



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