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# **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, <u>click on the next one</u> from the list on the left side of the screen.

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<b>b</b> Online risk assessment- XYZ	In Progress 4/78 5%		? 0	<b>•</b> • •	•	•••
Online Risk Assessment						-
Show All Questions	1.1 *Please provide the supplier names Please confirm your registered company name together with any known by (Complete only if different to pre-set info). If no respoi	y trading name: nse, click Not S	s you may be Sure.			
General (* 10) > Quality (* 7) >		•				
Environmental 🗰 🛪 🖒				J		
Social Responsibility 🗶 26 🖒	Not Sure					
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			< >	Save and Exit	Submi	lit



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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 <u>text response</u>, type your answer into the text box provided.

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

the manufacture or sourcing ous (Tier 1).
EU Countries
North America
Australia
Middle East (including Turkey)

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

з.:

L	*Is your Environmental Management System registered to ISO 14001 by an accredited 3rd party?			
	If "yes", please provide an attachment and expiry date.			
	Yes No Not Sure			
	Comment on your answer below.			
	Enter Comments/Justification here.			
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Click Select File and choose the document you want to upload from your computer. Click Save to finish the upload.

Attachments		×
Drop attac Files larger tha	hment or click to browse in 256 MB are not supported. Select File	Î
		Cancel Save

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



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

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heating store	APlumbNation plumbworld
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If you wish to leave the assessment before you submit, click on the <u>white</u> Save and Exit button on the bottom right side of the screen to <u>make sure your progress is saved</u>.

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Dashboard	Opling Bick Assessment	
Exchange	onne Rok Absolution	1.2 *Please provide Koy Assount Manager details
A Notifications	Show All Questions	Include name, title, phone number and email address
🗈 Inventory 🗸 🗸	Welcome	
Vendors	General >	Sarah Carson, miss, sarahcarson@gmail.com
Assots		
Engagements	Quality >	
Contracts	Environmental >	Not Sure
🗈 Assessments 🗸 🗸	Social Responsibility >	(%) (%) (%)
Active		
Arch Louis	Governance >	· · · · · · · · · · · · · · · · · · ·
Recycle and		Save and Exit Submit

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 Highbourne 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.

Highbourne Group		B C A Highbourne Gro ♥ B ②
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Online Risk Assessment		
Show All Questions	1.3 *Please provide the details of	of the person
Welcome	Include name, title, phone number	r and email address.
General	B <i>I</i> <u>U</u> S <i>I</i> <sub>x</sub> " 1≡ ≡	2 2 2 2 E E
Quality >	Enter your answer here.	
Environmental		
Social Responsibility	Not Sure	
Governance		·
		Save and Exit Submit

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



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