



FNET Risk Assessment Tool – Top Tips

The following tips have been collated from regular users of the tool, who have used it in different businesses and using different methods.

The Risk Assessment Tool is available to be used how best suits your business and the below are by no means exhaustive.

Downloading, saving and accessing the tool:

- Download the latest version of the tool from the resources area in the members section of the FNET website and save it locally.

Important: The tool is a macro enabled excel workbook. The functionality within the tool relies on macros to work.

By default in many environments macros are automatically *blocked* when downloading files from the internet. Guidance on how to unblock these is available on the Microsoft website

<https://support.microsoft.com/en-gb/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216>

Please only use the above method for files that you trust, and *please ensure that you remain compliant with your business IT policies* – check with your IT team before taking any steps if you are unsure.

After taking the steps detailed to unblock the macros, upon opening the file macros may still be *disabled* (yellow bar at the top of the page) and need to be enabled before they will work.

In addition to the above there may be company specific security measures that prevent the macros from working – if this is the case please contact your IT team for advice on how to proceed.

Preparing your Data

The RAT requires certain data to be able to calculate risk. This data will usually be kept on your business technical specification or procurement systems.

- As a minimum, you will need the following data for each item you wish to analyse:
 - Item category (e.g. Apricots, Beef)
 - Source Country (if not known, it is possible to select “Unknown”)



- For a more accurate assessment, the following additional data is required:
 - Buying Channel (Direct or Agent)
 - Industry risks (if known) – list available within the tool
 - Labour risks (if known) - list available within the tool
- To aid prioritisation, you can also include:
 - Annual spend
 - Volume
 - Commercial value rating (1-3 based on your own assessment)
 - Business risk (1-3 based on your own assessment)

However none of these affect the calculation so can be used to incorporate relevant data for your company as required.

Entering Data

- **IMPORTANT:** Data should only be entered into the “For Completion” tab.
- The tool is flexible in terms of how you present the data. You can opt to use:
 - One line per purchased ingredient
 - Multiple lines for each purchased ingredient, splitting out the sub-ingredients onto separate lines

This is really down to how your data is held in your company systems, the types of ingredients you are buying, the size of your ingredient portfolio and how best you wish to use the risk data provided by the tool

- If an ingredient is sourced from multiple countries, you can enter all of the countries into a single line, separating them with a comma (e.g. United Kingdom, Germany, Luxembourg)
 - The tool will use the highest risk it finds for the country, and the country and ingredient combination, in this scenario
- If working with large amounts of data, it may be onerous to manually enter it all. It is possible to copy / paste the data into the tool, however please be mindful of the following:
 - If you have more rows of data than are provided by default, please use the “Add Rows” function to add the required amount of rows *before you paste in your data*. If you do not do this, or add the rows manually the functionality within the calculation macros will not work properly.
 - The ingredient and country data will be checked during the validation step. However the data entered into the inherent risks fields will not. Therefore if you are intending to bulk copy and paste this data you will need to make sure that the data you are entering is entirely consistent with the values available in the drop downs for these fields. If



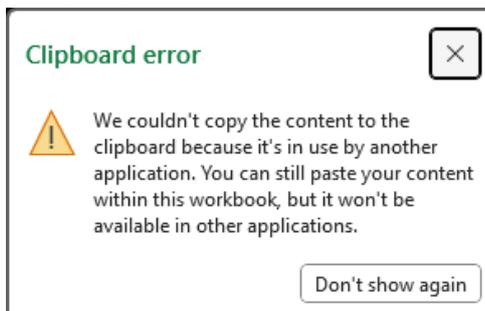
unrecognised data is found in these fields the tool will deliver a risk score of -1000 for the field, to signify that the data is incorrect

Validate

- The validate macro checks the contents of the ingredient and country columns to ensure they match recognised ingredients or countries within the tool. It then gives you the opportunity to review any non-matching entries and select from the list of recognised ingredients or countries. When you have made these changes and run the analysis, the final risk assessment output will contain *what you originally used*. So if you have an ingredient called “Baby Sweetcorn”, and following the validation you tell the tool to assess it as “Corn”, then the end output will be the values for Corn but the ingredient will still be called “Baby Sweetcorn”. This is so that businesses can use and see names that they recognise in the tool output.

Analyse

- Before using the analyse macro please ensure you’ve used the validate one, and cleared any anomalies
- Error Messages – in testing we have encountered an error message that may appear during the analyse process:



This error does not usually seem to impact the process, which completes as expected, and the message disappears once the macro has completed. However some testers reported that it may affect the functionality that clears data from the risk assessment sheet when any changes are made to the “for completion” sheet.

For this reason, if you have received this error message, and you then make changes to the "for completion" tab, before re-running the analysis please click onto the “risk assessment” tab to check the data has been deleted. If it hasn’t, please delete the data in there before running the analyse macro.



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