



Your People. Our Passion

Creating
Questionnaires - Part 2

Vault
Contractor

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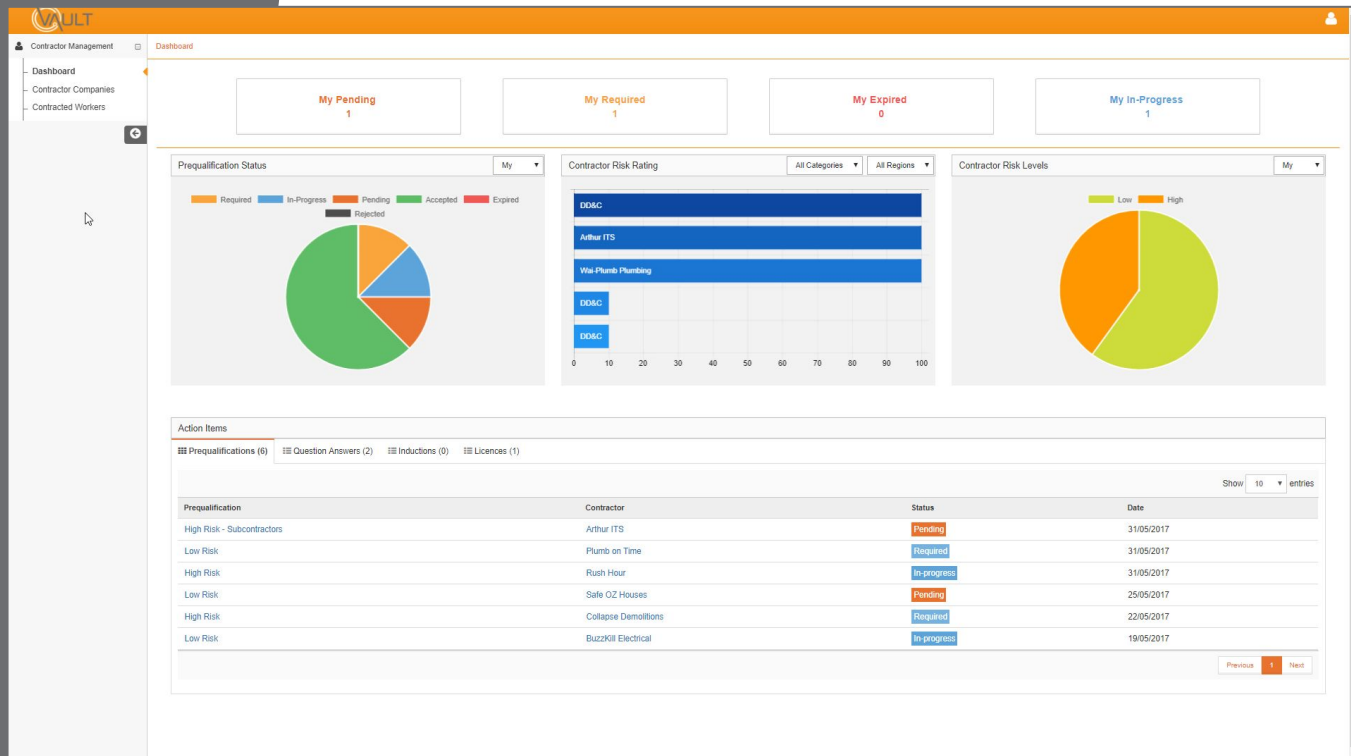
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Vault Contractor



Vault Contractor allows you to build a hierarchy of Risk Assessment questionnaires to be used in the prequalification of Contractors & Subcontractors



Vault Contractor - Create Questionnaires: P1



In 'Part 1' we created the questions that would be used within our Risk Assessment Questionnaires.

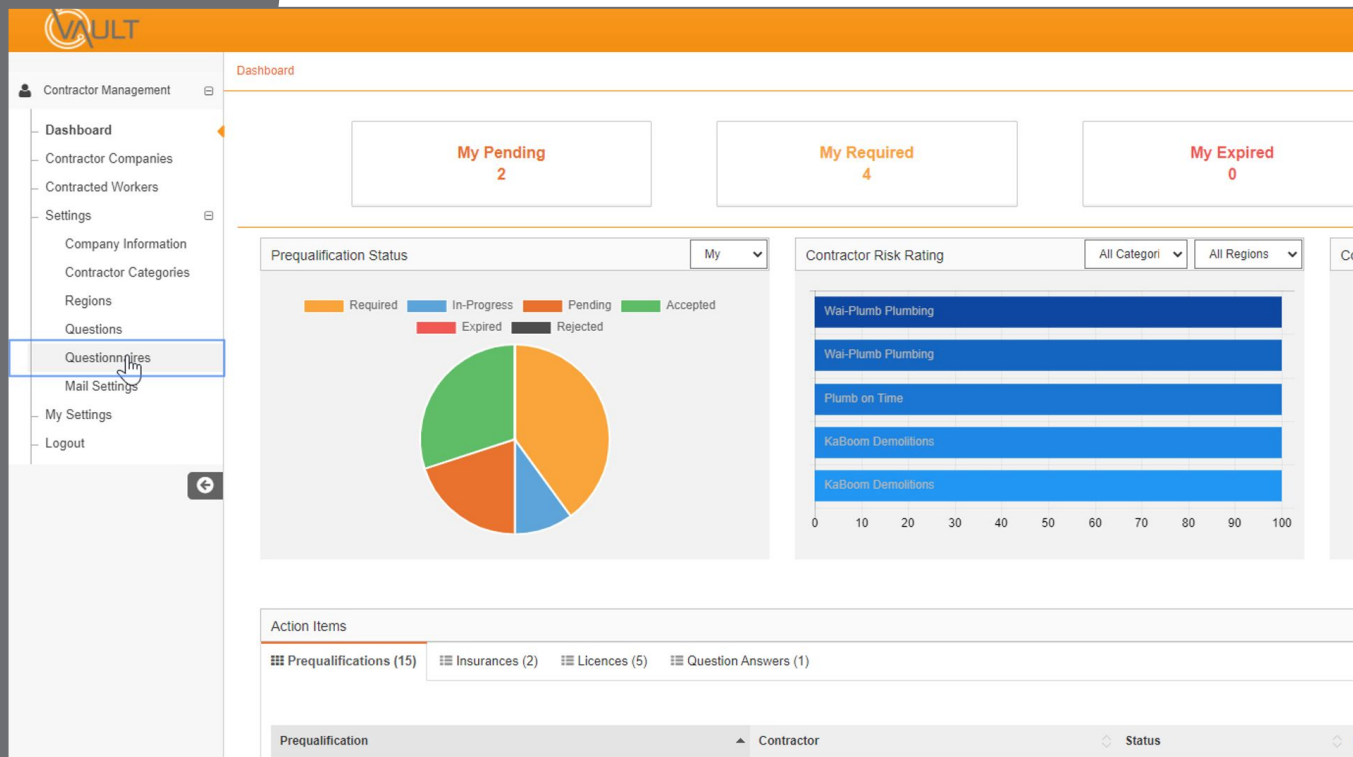
Now we need to construct our Questionnaire using the required 'Custom' and 'General' questions.

A screenshot of the VAULT Contractor Management web application. The interface has an orange header bar with the VAULT logo and a user profile icon. Below the header, there's a navigation bar with "Contractor Management" and "Settings / Questions / Add". The main content area is titled "Question Details" and contains a form with the following fields: "Title" (with the text "Working in Isolation"), "Category" (with a dropdown menu showing "Health and Safety Event Investigation", "Health and Safety Event Investigation", and "Health and Safety Management"), and "Preview" and "Cancel" buttons. A large, tilted, semi-transparent box with the text "PART 1" and "CREATING NEW QUESTIONS" is overlaid on the bottom right of the form.

Vault Contractor



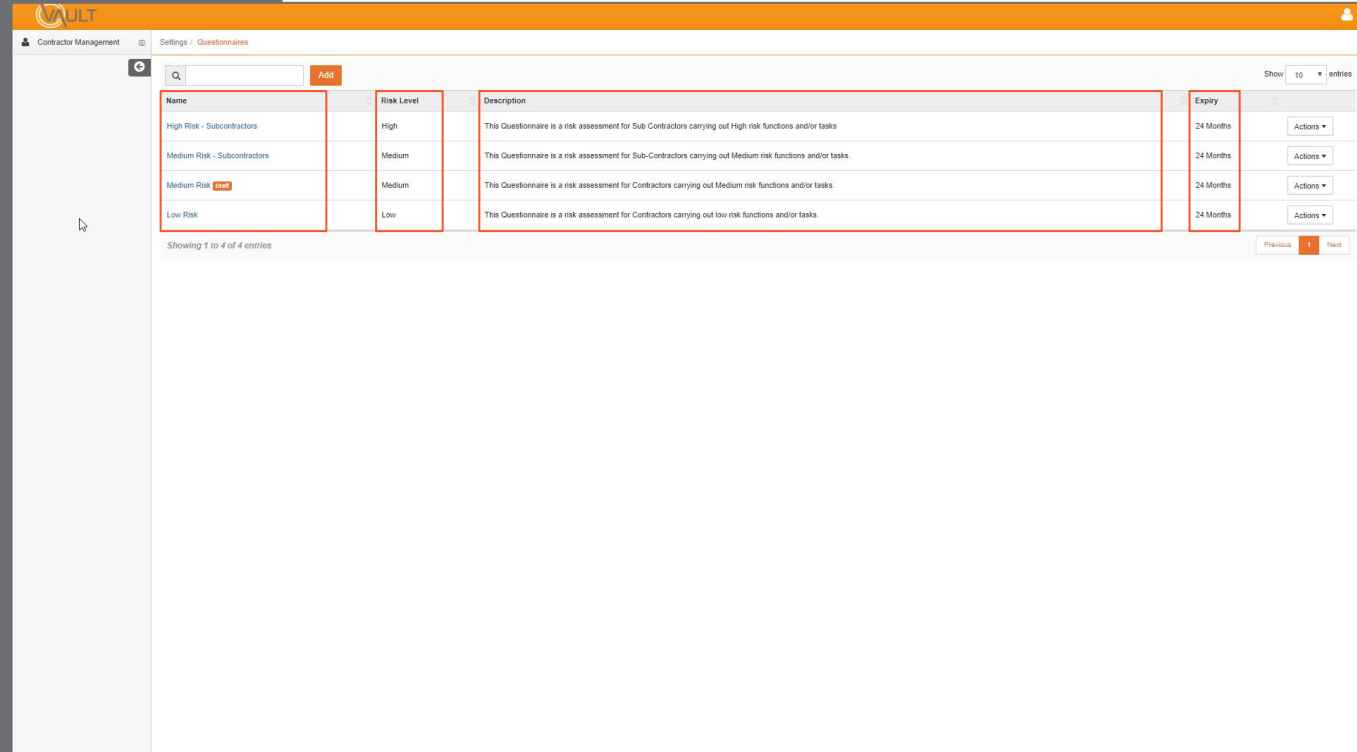
All questionnaires in Vault Contractor are stored in the “Questionnaires” register to find them simply **Click** on “Settings” in the menu and **choose** “Questionnaires”.



Vault Contractor - Questionnaires Register



All existing questionnaires are displayed, showing their relevant *Name*, *Risk Assessment Level*, *Description* and *Expiry* period.



Name	Risk Level	Description	Expiry
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub-Contractors carrying out High risk functions and/or tasks	24 Months
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks.	24 Months
Medium Risk Live	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks.	24 Months
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks.	24 Months

Showing 1 to 4 of 4 entries

Previous 1 Next

Vault Contractor - View/Edit Questionnaires



From the *Questionnaire Register* you can **View**, **Edit**, **Publish**, **Clone** or **Remove** any existing *Questionnaire*.

Settings / Questionnaires

Add Show 10 entries

Name	Risk Level	Description	Expiry	Actions
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub Contractors carrying out High risk functions and/or tasks	24 Months	Actions
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions
Medium Risk Over	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks.	24 Months	Actions

Showing 1 to 4 of 4 entries

- View
- Edit
- Publish
- Clone
- Remove

Vault Contractor - View/Edit Questionnaires



Note: Removing a questionnaire does **not** delete it completely, it simply makes it *inactive* ensuring any associated historical data is maintained for audit or reporting purposes.

Settings / Questionnaires

Search [] Add

Show 10 entries

Name	Risk Level	Description	Expiry	Actions
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub Contractors carrying out High risk functions and/or tasks	24 Months	Actions
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions
Medium Risk INACTIVE	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks.	24 Months	Actions

Showing 1 to 4 of 4 entries

View
Edit
Publish
Clone
Remove

REMOVE = MAKES A QUESTIONNAIRE "INACTIVE" ALL HISTORICAL DATA IS MAINTAINED FOR AUDIT/REPORTING

Vault Contractor - New Questionnaires: Clone



Building a new questionnaire can be actioned via two different methods:

Clone and **Add**:

'Clone' will copy a questionnaire, its Sections and Question assignment ready for you to edit & Publish.

'Add' creates a new questionnaire from scratch.

The screenshot shows the 'Questionnaires' page in the Vault Contractor system. It features a table with columns for Name, Risk Level, Description, and Expiry. There are four entries listed. The 'Medium Risk - Subcontractors' entry is highlighted. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit, Clone (highlighted with an orange bar and a mouse cursor), and Remove. The 'Add' button is visible at the top right of the table. A text box on the right explains the 'Clone' function.

Name	Risk Level	Description	Expiry
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub Contractors carrying out High risk functions and/or tasks	24 Months
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks.	24 Months
Medium Risk Live	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks.	24 Months
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks.	24 Months

Showing 1 to 4 of 4 entries

CLONE = MAKES AN EXACT COPY OF THE EXISTING QUESTIONNAIRE - 'SECTION TITLES' AND 'QUESTION ASSIGNMENT'

Vault Contractor - New Questionnaires: Add



Click Add and Complete the resulting *Questionnaire details* block.

The screenshot displays the 'Questionnaires' management page in the Vault Contractor application. The page features a table with the following data:

Name	Risk Level	Description	Expiry	Actions
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub-Contractors carrying out High risk functions and/or tasks	24 Months	Actions
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks	24 Months	Actions
Medium Risk Live	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks	24 Months	Actions
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks	24 Months	Actions

Below the table, it states 'Showing 1 to 4 of 4 entries'. The 'Add' button is highlighted in the top right corner of the table. An inset window shows the 'Questionnaire Details' form, which includes fields for Name, Description, Risk Level, Expiry, and a Save button.

'Questionnaire Details'

Vault Contractor - Questionnaire: Name



For the Questionnaire *Name* it is Best Practice to have a **defined** company *naming convention* - this can be as simple or complex as you wish.

A screenshot of the VAULT Contractor Management web application. The interface has an orange header bar with the VAULT logo and a user profile icon. Below the header, there's a navigation bar with 'Contractor Management' and 'Settings / Questionnaires / Add'. The main content area is titled 'Questionnaire Details' and contains a form with the following fields: 'Name' (text input with 'High Risk' entered), 'Description' (text area), 'Expiry (Months)' (text input with '24' entered), 'Risk Level' (dropdown menu with 'Select Risk Level' selected), and 'Sub-Contractor Questionnaire' (dropdown menu with 'Select Questionnaire' selected). At the bottom of the form are 'Save' and 'Cancel' buttons. A callout box on the right side of the form contains the text: 'NAME = QUESTIONNAIRE TITLE', 'BEST PRACTICE TO HAVE A', and 'DEFINED COMPANY NAMING CONVENTION'.

Vault Contractor - Questionnaire: Description



The Description is used to **describe** the questionnaires *Content* and *Purpose* as briefly as possible.

A screenshot of the VAULT Contractor Management web application. The interface has an orange header bar with the VAULT logo and a user profile icon. Below the header, a breadcrumb trail reads "Settings / Questionnaires / Add". The main content area is titled "Questionnaire Details" and contains several form fields: "Name" (with "High Risk" entered), "Description" (with "This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks." entered), "Expiry (Months)" (with "24" entered), "Risk Level" (a dropdown menu), "Sub-Contractor Questionnaire" (a dropdown menu), and "Select Questionnaire" (a dropdown menu). At the bottom of the form are "Save" and "Cancel" buttons. A grey callout box with an orange border is overlaid on the bottom right of the form, containing the text: "DESCRIPTION = THE QUESTIONNAIRES 'CONTENT' AND 'PURPOSE'".

Vault Contractor - Questionnaire: Expiry



For the *Expiry* **enter** the period of time required before any contractor 'qualified' using this questionnaire would need to 'requalify' for your company.

Questionnaire Details

Name
High Risk

Description
This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks.

Expiry (Months)
36

Risk Level
Select Risk Level

Sub-Contractor Questionnaire
Select Questionnaire

Save Cancel

EXPIRY = THE PERIOD OF TIME A CONTRACTOR WILL BE 'QUALIFIED' BEFORE 'REQUALIFICATION' IS REQUIRED

Vault Contractor - Questionnaire: Risk Level



Then **select** the *risk level* that this questionnaire is going to be used to assess.

A screenshot of the VAULT Contractor Management web application. The interface has an orange header bar with the VAULT logo and a user profile icon. Below the header, a navigation bar shows 'Contractor Management' and 'Settings / Questionnaires / Add'. The main content area is titled 'Questionnaire Details' and contains several form fields: 'Name' with the value 'High Risk', 'Description' with the text 'This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks.', 'Expiry (Months)' with the value '36', and 'Risk Level' with a dropdown menu. The dropdown menu is open, showing options: 'Select Risk Level', 'Insignificant', 'Low', 'Medium', 'High' (which is highlighted in blue), and 'Extreme'. At the bottom of the form are 'Save' and 'Cancel' buttons.

RISK LEVEL = THE LEVEL OF RISK ASSESSED BY THE QUESTIONNAIRE, IN RELATION TO THE WORK ACTIVITY BEING UNDERTAKEN BY THE CONTRACTOR

Questionnaire: Sub-Contractor Questionnaire



Lastly for the *Questionnaire Details* block If there is a relevant Sub-contractor questionnaire it can also be assigned at this point.

Note - this will be the default questionnaire that is auto assigned to any Subcontractors.

Questionnaire Details

Name
High Risk

Description
This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks.

Expiry (Months)
36

Risk Level
High

Sub-Contractor Questionnaire
Select Questionnaire
High Risk - Subcontractors
Low Risk
Medium Risk - Subcontractors

**SUB CONTRACTOR QUESTIONNAIRE =
DEFAULT QUESTIONNAIRE USED FOR
SUB-CONTRACTORS**

Vault Contractor - Questionnaire: Save



Click save to create a *Draft* Questionnaire within your questionnaire register ready for questions to be **added**.

The *Question* block is **added** to your Question.

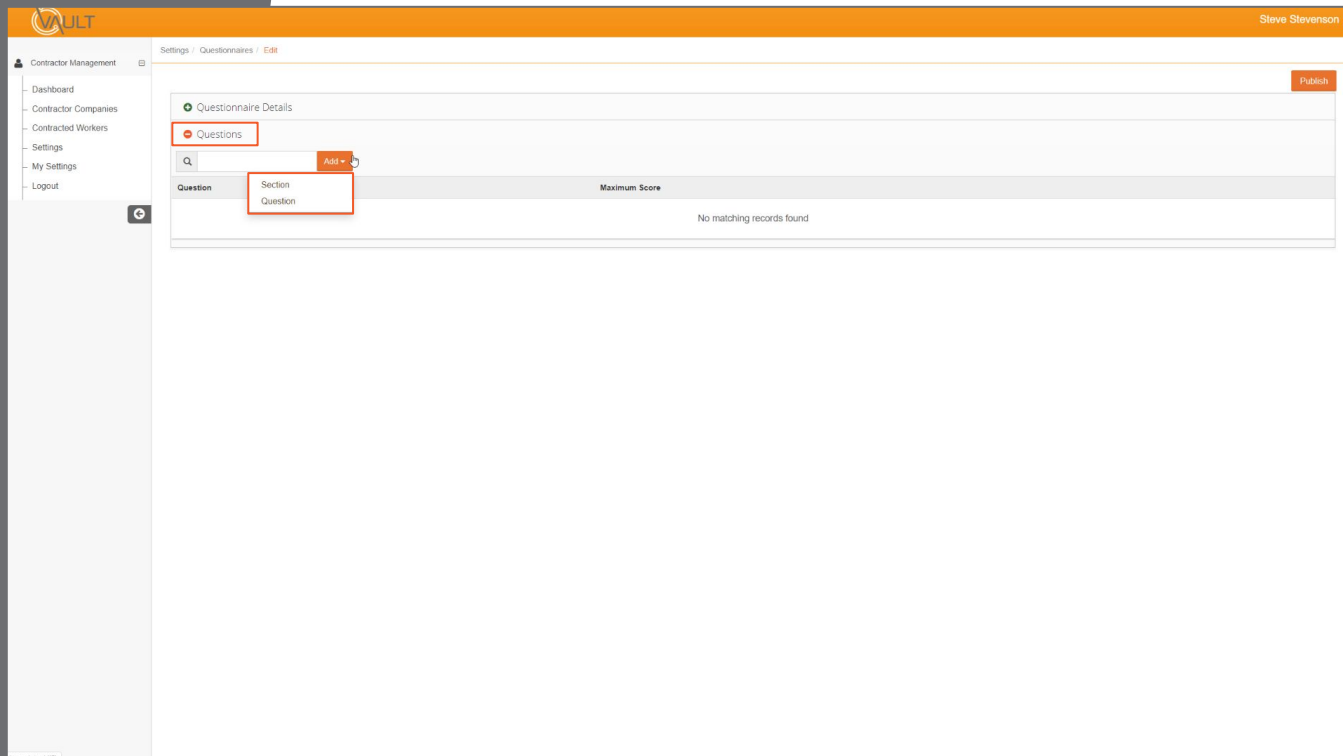
A screenshot of the VAULT Contractor Management web application. The interface has an orange header bar with the VAULT logo and a user profile icon. Below the header, a breadcrumb trail reads "Settings / Questionnaires / Edit". The main content area is divided into two sections: "Questionnaire Details" and "Questions". The "Questionnaire Details" section is currently active and contains several form fields: "Name" (with the value "High Risk"), "Description" (with the text "This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks."), "Expiry (Months)" (with the value "36"), "Risk Level" (with a dropdown menu showing "High"), and "Sub-Contractor Questionnaire" (with a dropdown menu showing "High Risk - Subcontractors"). At the bottom of this section are "Save" and "Cancel" buttons. The "Questions" section is currently empty and also has a "Save" button at the bottom.

Vault Contractor - Questions Block



The *Questions Block* allows you to **organise** and **select** the questions which will be included in the questionnaire.

This is done via the *Sections* and *Questions* Tabs.

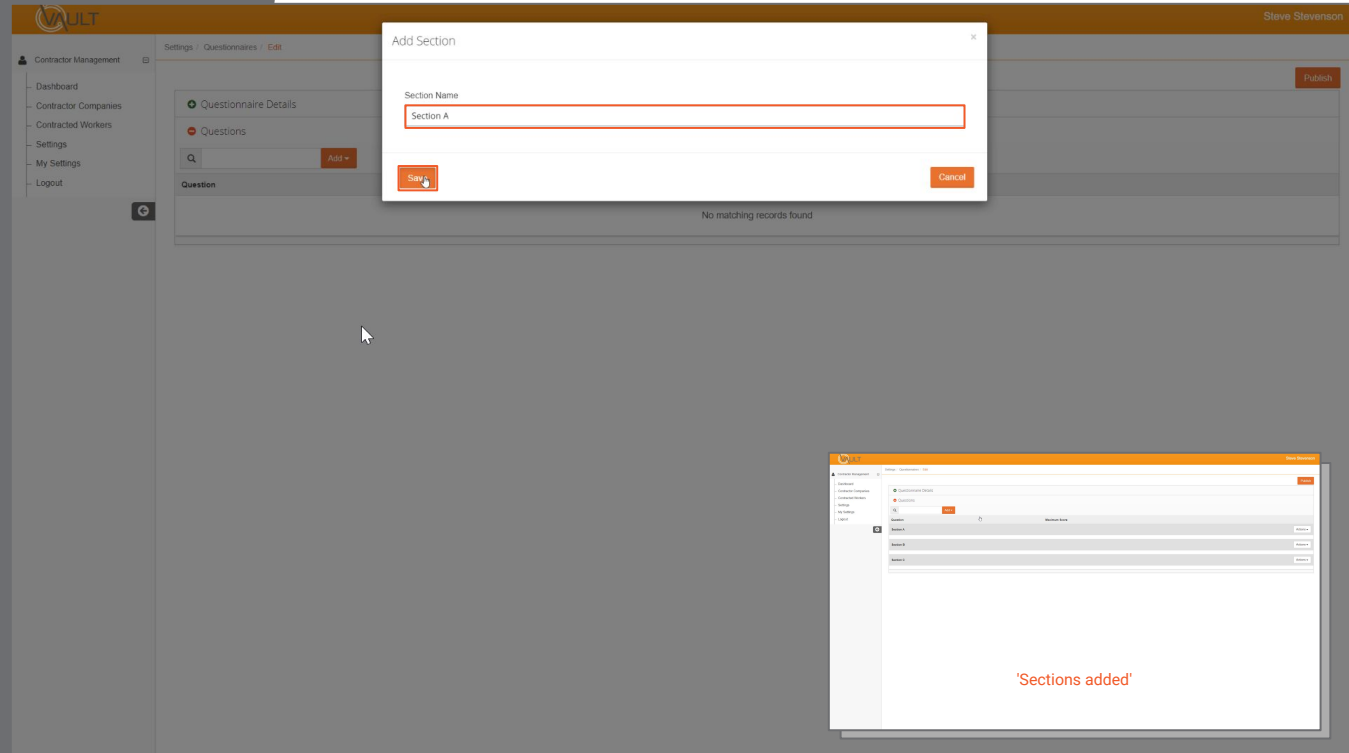


Vault Contractor - Questions Block: Sections



Within “Sections” you **define** the individual sections that will make up your final questionnaire. **Click** “Add” **select** “Sections” and simply **name** the section as appropriate and **Save**.

Repeat this until all required sections are there.



Vault Contractor - Questions Block: Sections



Once all *Sections* have been **defined** and **Added**.

You can **Edit** or **Remove** as required.

The screenshot displays the 'Edit' page for a questionnaire in the Vault Contractor system. The interface includes a sidebar with navigation links: Contractor Management, Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main content area is titled 'Questionnaire Details' and shows a list of questions. The 'Questions' section is currently empty, with a search bar and an 'Add +' button. Below this, there are three sections: Section A, Section B, and Section C. Each section has an 'Actions' menu with 'Edit' and 'Remove' options. The 'Edit' option is highlighted in orange. The user's name, Steve Stevenson, is visible in the top right corner.

Question	Maximum Score
Section A	
Section B	
Section C	

Vault Contractor - Questions Block: Sections



You can organise them further by **dragging** and **dropping** their order as required.

The screenshot displays the 'Vault Contractor' interface, specifically the 'Questions Block' section. The top navigation bar is orange and contains the 'VAULT' logo on the left and the user name 'Steve Stevenson' on the right. Below the navigation bar, there is a sidebar on the left with a 'Contractor Management' header and a list of links: 'Dashboard', 'Contractor Companies', 'Contracted Workers', 'Settings', 'My Settings', and 'Logout'. The main content area is titled 'Settings / Questionnaires / Edit' and features a 'Questionnaire Details' section with a green checkmark icon. Below this, there is a 'Questions' section with a search bar and an 'Add +' button. The main table lists questions, with columns for 'Question' and 'Maximum Score'. Three sections are visible: 'Section B', 'Section C', and 'Section A'. A red double-headed vertical arrow is positioned between 'Section B' and 'Section C', indicating the drag-and-drop functionality for reordering. Each section row has an 'Actions' dropdown menu on the right. A small cursor icon is visible over the 'Section A' row, suggesting it is being interacted with.

Vault Contractor - Questions Block: Questions



Within *Questions* you allocate questions to the sections you have just defined.

Click “Add”,
select “Questions” and
then **select** the
“Section” you wish to
populate.

The screenshot shows the VAULT Contractor web application. On the left is a sidebar with a user icon and menu items: Contractor Management, Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main area has a top navigation bar with 'Settings / Questionnaires / Edit' and a user profile 'Steve Stevenson'. Below this is a 'Questionnaire Details' section with a 'Questions' tab and an 'Add +' button. A table lists sections: Section A, Section B, and Section C. An 'Add Question' modal is open in the center. It has a 'Section' dropdown menu with options: 'Select Section', 'Select Section' (highlighted), 'Section A', 'Section B', and 'Section C'. Below this is a 'Question' dropdown menu, a 'Preview Question' button, a 'Maximum Score' input field with the value '5', and 'Save' and 'Create New Question' buttons at the bottom.

Vault Contractor - Questions Block: Questions



Then choose the appropriate question from Select question.

This can be done in two ways:

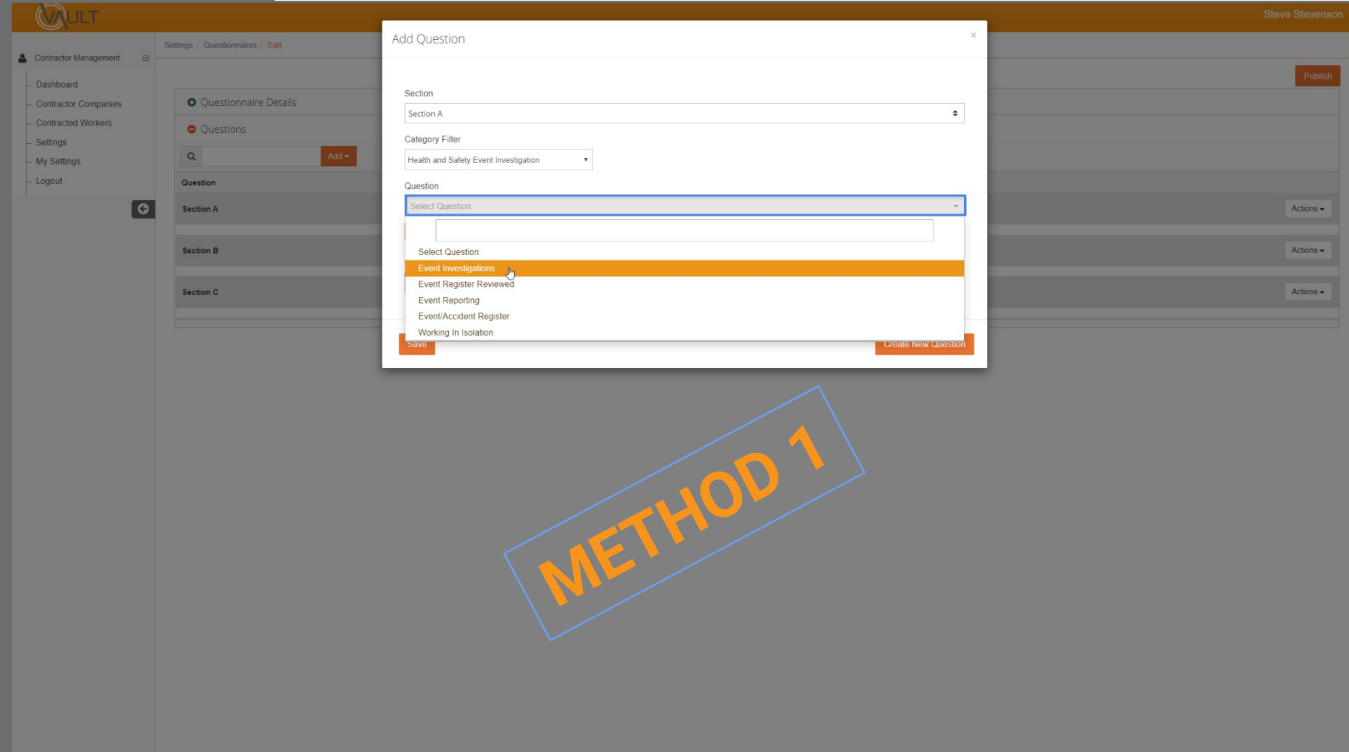
If you know which **category** your question is grouped in you can use the *Category filter* to narrow your search.

The screenshot displays the VAULT Contractor Management interface. On the left is a sidebar menu with options: Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main content area is titled 'Settings / Questionnaires / Edit' and shows 'Questionnaire Details' with a 'Questions' section. An 'Add Question' modal is open in the center. The modal has a 'Section' dropdown set to 'Section A'. Below it is a 'Category Filter' dropdown menu that is open, showing a list of categories: 'All Categories', 'All Categories' (highlighted), 'Environmental/Substances', 'Hazard Identification', 'Health and Safety Event Investigation', 'Health and Safety Management', 'Insurance and Compliance', 'Insurance - Generic', 'Other Workers', 'Plant and Equipment', and 'Maximum Score'. At the bottom of the modal are 'Save' and 'Create New Question' buttons. A large orange diagonal stamp reading 'METHOD 1' is overlaid on the bottom right of the screenshot.

Vault Contractor - Questions Block: Questions



And then **select** the question from the drop down.

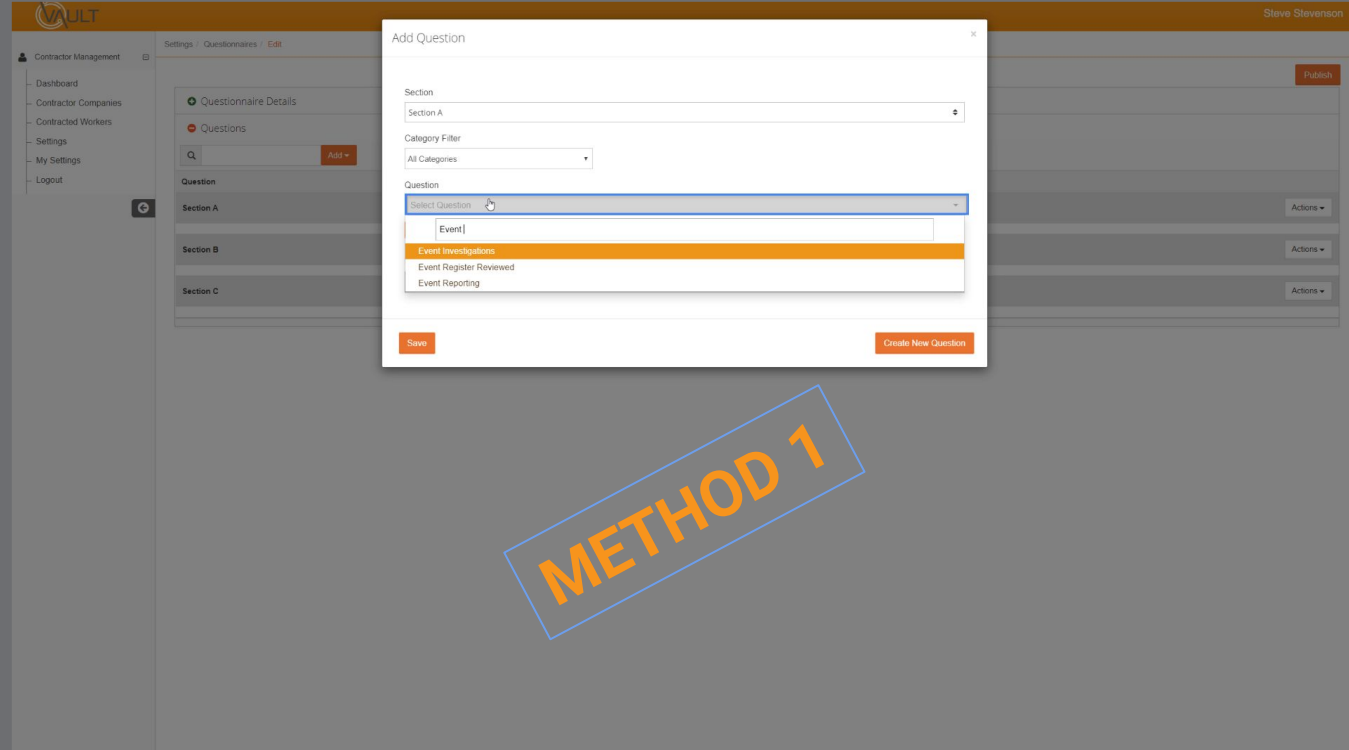


Vault Contractor - Questions Block: Questions



OR:

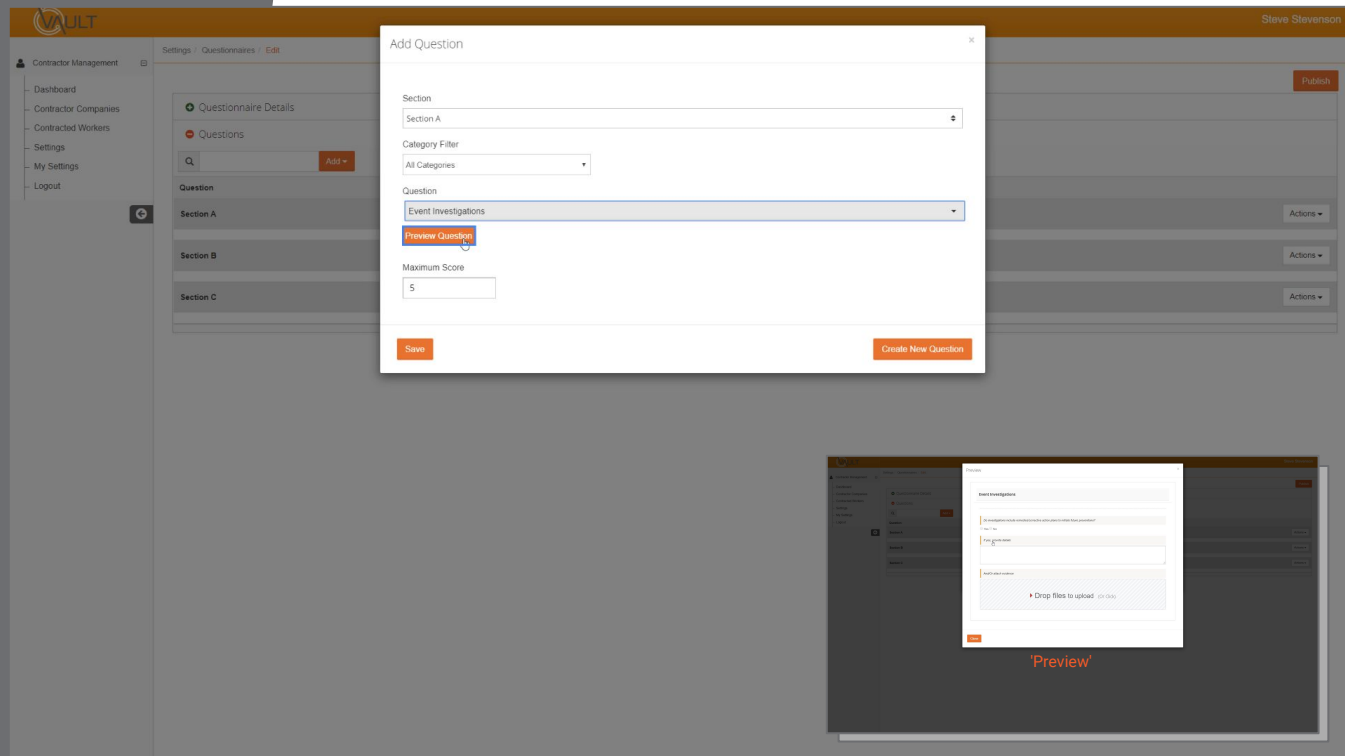
If you can only remember your Question **Title** or general **Topic** free text smart searching in the 'Question' field will still allow you to achieve the same result.



Vault Contractor - Questions Block: Preview



Once your question is selected, **Previewing** the question allows you to confirm you have selected the correct one.



Vault Contractor - Questions Block: Score



Enter the *Maximum Score* that this question will carry within your questionnaire.

This score relates to the '*final weighting*' given to the question within this questionnaire when assessing the contractor's answers.

A screenshot of the VAULT Contractor Management web application. The interface is in a dark theme. On the left is a sidebar with navigation links: Contractor Management, Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main content area shows 'Questionnaire Details' with a 'Questions' tab. A modal window titled 'Add Question' is open in the center. It contains the following fields: 'Section' (a dropdown menu showing 'Section A'), 'Category Filter' (a dropdown menu showing 'All Categories'), 'Question' (a dropdown menu showing 'Event Investigations'), and 'Maximum Score' (a text input field containing the number '10'). There are buttons for 'Preview Question', 'Save', and 'Create New Question'. The background shows a list of questions organized by sections (Section A, Section B, Section C) with 'Actions' links for each.

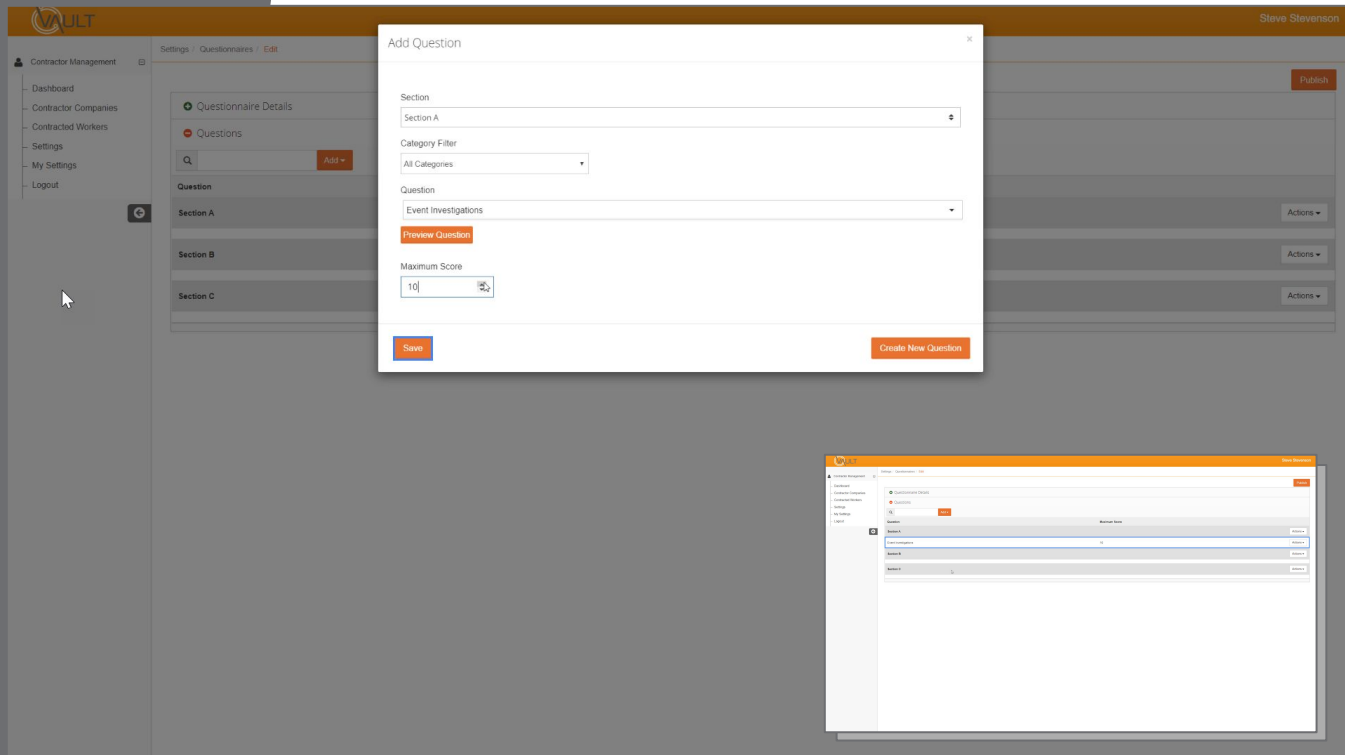
Maximum Score
Is the final weighting used
when assessing contractors

Vault Contractor - Questions Block: Save



And select **Save**.

The *Question* is now added to the desired *Section*.



Vault Contractor - Questions Block: Repeat



Continue this process until all the relevant *questions* have been added to the *section*.

Note: questions already selected will be *Checked off* within the list as you go.

If you need to clarify any questions you've already chosen you can **preview** them again from within the *section*.

The screenshot displays the Vault Contractor interface. On the left, a sidebar menu includes 'Contractor Management', 'Dashboard', 'Contractor Companies', 'Contracted Workers', 'Settings', 'My Settings', and 'Logout'. The main area is titled 'Settings / Questionnaires / Edit'. A 'Questionnaire Details' section is visible, with a 'Questions' tab selected. An 'Add Question' modal is open, showing a 'Section' dropdown set to 'Section A', a 'Category Filter' set to 'Health and Safety Event Investigation', and a 'Question' list. The list includes 'Event Investigations' (checked), 'Event Register Reviewed', 'Event Reporting', 'Event/Accident Register', and 'Working in Isolation'. A 'Preview' button is highlighted in the modal. Below the modal, a table lists questions for 'Section A', 'Section B', and 'Section C'. The table has columns for 'Question' and 'Maximum Score'. The 'Event Investigations' question is listed under 'Section A' with a maximum score of 15. The 'Event Register Reviewed' question is listed under 'Section A' with a maximum score of 15. The 'Preview' button is highlighted in the table's 'Actions' column.

Question	Maximum Score
Section A	
Event Investigations	15
Event Register Reviewed	15
Section B	
Section C	

Vault Contractor - Questions Block: Create



Important Note:

If a particular question you're looking for *does not* currently exist.

Simply **click** 'Create New Question' and load a new question following the processes stated in *Part 1* of this tutorial series.

The result of this function will bring you back to your Questionnaire.

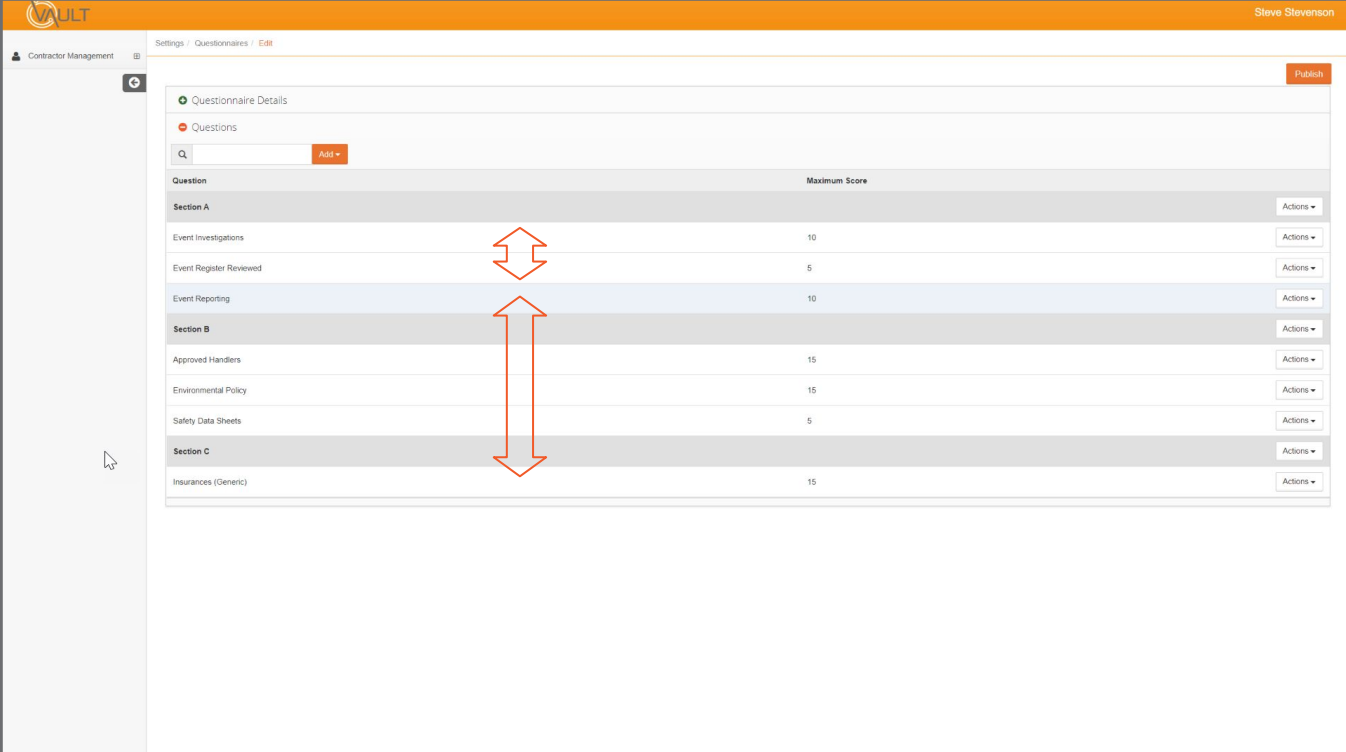
A screenshot of the VAULT Contractor Management web application. The interface is in a dark theme. On the left is a sidebar menu with options: Dashboard, Contractor Companies, Contracted Workers, Settings, My Settings, and Logout. The main content area shows 'Questionnaire Details' with a 'Questions' section. A modal window titled 'Add Question' is open in the center. The modal contains the following fields: 'Section' (a dropdown menu with 'Select Section' as the placeholder), 'Category Filter' (a dropdown menu with 'All Categories' as the placeholder), 'Question' (a text input field), 'Maximum Score' (a text input field with the value '5'), and a 'Preview Question' button. At the bottom of the modal are 'Save' and 'Create New Question' buttons. The background shows a list of questions with columns for 'Section', 'Question', and 'Actions'.

Vault Contractor - Questions Block: Re format

Once all *sections* have been allocated the appropriate *questions*.

You can organise them further by **dragging & dropping** their order until satisfied.

Note: that you can also drag and drop between sections if required.



Contractor Management

Settings / Questionnaires / Edit

Steve Stevenson

Questionnaire Details

Questions

Q Add

Question	Maximum Score	Actions
Section A		
Event Investigations	10	Actions
Event Register Reviewed	5	Actions
Event Reporting	10	Actions
Section B		
Approved Handlers	15	Actions
Environmental Policy	15	Actions
Safety Data Sheets	5	Actions
Section C		
Insurances (Generic)	15	Actions

Vault Contractor - Questions Block: Move



If you need to re order your *sections* you can.

Edit the *section* then *Move up* or *Move Down* and **Save** - all assigned *questions* will move along with it.

The screenshot displays the Vault Contractor web application. At the top, the 'VAULT' logo is on the left, and the user name 'Steve Stevenson' is on the right. The main navigation bar includes 'Contractor Management', 'Settings', 'Questionnaires', and 'Edit'. The 'Questionnaires' section is active, showing 'Questionnaire Details' and a list of 'Questions'. A modal dialog titled 'Edit Section' is open, allowing the user to change the 'Section Name' (currently 'Section B') and 'Change Position' (options: No Change, Move Up, Move Down). The 'No Change' option is selected. Below the dialog, a table lists questions and their maximum scores. The table has columns for 'Question' and 'Maximum Score'. The questions are grouped by section: Section A (Event Register Reviewed, Event Reporting), Section B (Approved Handlers, Environmental Policy, Safety Data Sheets), and Section C (Contractor All Risk Insurance, Indemnity Insurance, Public Liability Insurance). Each row has an 'Actions' dropdown menu. The 'Edit' option is highlighted in the 'Actions' menu for the 'Event Register Reviewed' question.

Question	Maximum Score
Section A	
Event Register Reviewed	15
Event Reporting	15
Section B	
Approved Handlers	10
Environmental Policy	10
Safety Data Sheets	10
Section C	
Contractor All Risk Insurance	10
Indemnity Insurance	10
Public Liability Insurance	10

To remove a *section* or *question* completely, **Click Actions, remove** and the questionnaire/section will be updated.

The screenshot displays the 'Questions' management interface. At the top, there are tabs for 'Sections' and 'Questions', with 'Questions' being the active tab. Below this, a form allows users to create or edit a question. The 'Section' dropdown is set to 'Section G'. The 'Category Filter' dropdown is set to 'Insurance and Compliance'. The 'Question' text area contains 'Public Liability Insurance'. The 'Maximum Score' input field is set to '5'. An 'Add' button is at the bottom left of the form, and a 'Create New Question' button is at the bottom right.

Below the form is a table listing existing questions. The table has columns for 'Question' and 'Maximum Score'. The first two rows are 'Section A', 'Event Register Reviewed' (score 15), and 'Event Reporting' (score 15). The next three rows are 'Section B', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). The next three rows are 'Section C', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). The next three rows are 'Section D', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). The next three rows are 'Section E', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). The next three rows are 'Section F', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). The next three rows are 'Section G', 'Event Register Reviewed' (score 10), and 'Event Reporting' (score 10). Each row has an 'Actions' dropdown menu with options for 'Edit', 'Remove', and 'Preview'.

A modal window is open on the left side of the screen, showing a list of questions and a 'Remove' button. The modal window has a title bar with 'Remove' and a close button. The main content area shows a list of questions with their maximum scores. The 'Remove' button is at the bottom right of the modal window.

Vault Contractor - Publish



Finally to 'Publish' the Risk assessment questionnaire so that it is part of the questionnaire registry.

Click Publish.

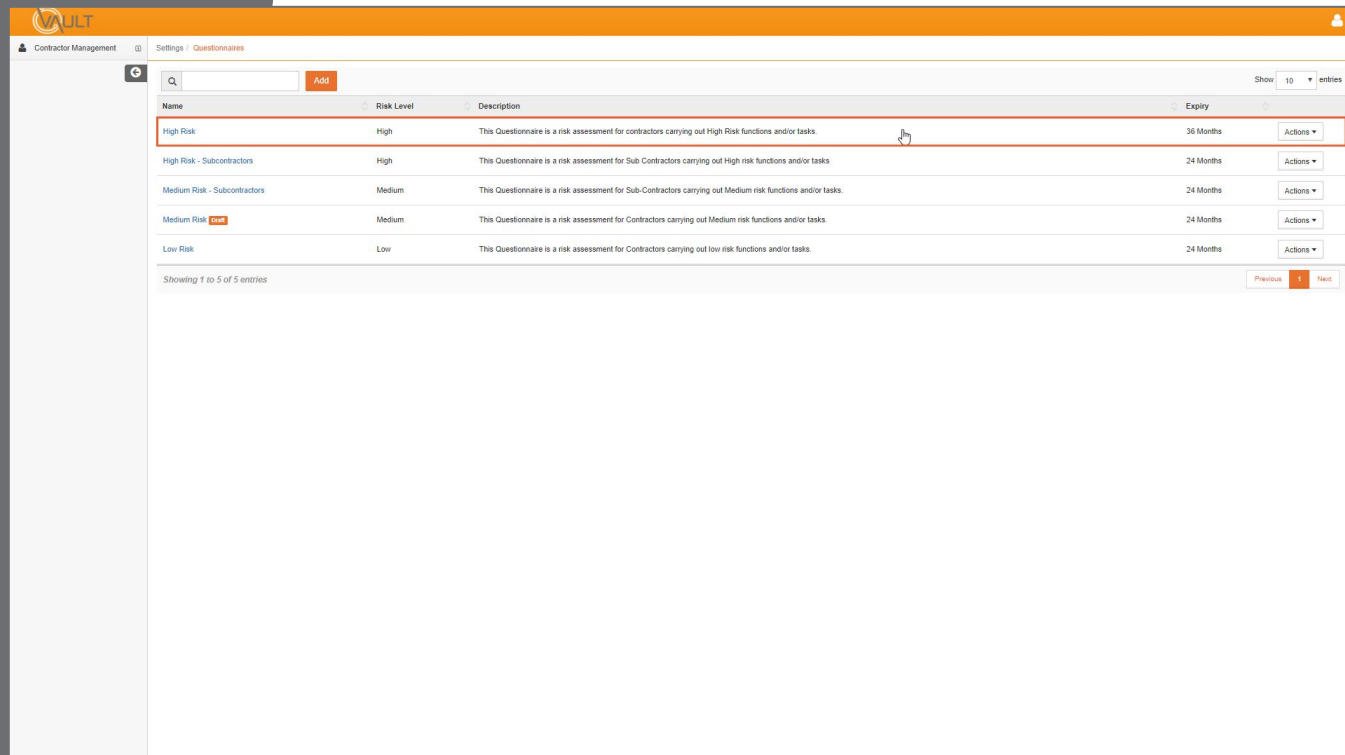
The screenshot displays the VAULT Contractor Management interface. The top navigation bar is orange with the VAULT logo and the user name 'Steve Stevenson'. The main content area is titled 'Questionnaire Details' and shows a list of questions under 'Section A' and 'Section B'. A 'Publish' button is visible in the top right corner of the main content area. Below the main content area, there is a smaller, semi-transparent window showing a 'Publish' dialog box with a 'Publish' button.

Question	Maximum Score	Actions
Section A		
Event Register Reviewed	5	Actions
Event Reporting	10	Actions
Event Investigations	10	Actions
Section B		
Environmental Policy	15	Actions
Approved Handlers	15	Actions
Safety Data Sheets	5	Actions
	15	Actions

Vault Contractor - Questionnaire Complete



The *Questionnaire* is now a usable part of the questionnaire register and ready for action in the **Contractor Risk Assessment** process.



The screenshot displays the 'Contractor Management' interface with the 'Questionnaires' tab selected. A table lists five questionnaires, with the 'High Risk' entry highlighted. The table columns are Name, Risk Level, Description, Expiry, and Actions.

Name	Risk Level	Description	Expiry	Actions
High Risk	High	This Questionnaire is a risk assessment for contractors carrying out High Risk functions and/or tasks.	36 Months	Actions ▾
High Risk - Subcontractors	High	This Questionnaire is a risk assessment for Sub-Contractors carrying out High risk functions and/or tasks.	24 Months	Actions ▾
Medium Risk - Subcontractors	Medium	This Questionnaire is a risk assessment for Sub-Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions ▾
Medium Risk Done	Medium	This Questionnaire is a risk assessment for Contractors carrying out Medium risk functions and/or tasks.	24 Months	Actions ▾
Low Risk	Low	This Questionnaire is a risk assessment for Contractors carrying out low risk functions and/or tasks.	24 Months	Actions ▾

Showing 1 to 5 of 5 entries

Navigation: Previous 1 Next

