



Supplier Audit Checklist

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Supplier Information

- ☐ Company registration verified
- ☐ Business licenses current
- ☐ Financial stability assessed
- ☐ Insurance coverage adequate
- ☐ Ownership structure clear
- ☐ Management team qualified
- ☐ Years in business verified
- ☐ References checked
- ☐ Legal status confirmed
- ☐ Certifications valid
- ☐ Industry memberships active
- ☐ Reputation assessed

Quality Management System

- ☐ Quality policy documented
- ☐ Quality objectives defined
- ☐ QMS procedures implemented
- ☐ Document control effective
- ☐ Record management adequate
- ☐ Management review conducted
- ☐ Internal audits performed
- ☐ Corrective actions tracked
- ☐ Preventive actions taken
- ☐ Continuous improvement shown
- ☐ Customer focus demonstrated
- ☐ ISO certification current

Production Capabilities

- ☐ Manufacturing capacity adequate
- ☐ Equipment properly maintained
- ☐ Technology current
- ☐ Process controls implemented
- ☐ Production planning effective
- ☐ Inventory management adequate
- ☐ Lead times acceptable
- ☐ Flexibility demonstrated

- ☐ Scalability possible
- ☐ Backup systems available
- ☐ Contingency plans ready
- ☐ Efficiency metrics tracked

Quality Control

- ☐ Incoming inspection performed
- ☐ In-process controls active
- ☐ Final inspection conducted
- ☐ Testing capabilities adequate
- ☐ Calibration program current
- ☐ Non-conformance managed
- ☐ Traceability maintained
- ☐ Statistical controls used
- ☐ Sampling plans appropriate
- ☐ Release procedures defined
- ☐ Customer requirements met
- ☐ Defect rates acceptable

Supply Chain Management

- ☐ Supplier qualification process
- ☐ Sub-tier suppliers managed
- ☐ Material sourcing controlled
- ☐ Inventory levels appropriate
- ☐ Logistics capabilities adequate
- ☐ Delivery performance tracked
- ☐ Risk management active
- ☐ Business continuity planned
- ☐ Alternative sources identified
- ☐ Cost management effective
- ☐ Communication excellent
- ☐ Collaboration strong

Regulatory Compliance

- ☐ Industry regulations met
- ☐ Environmental compliance verified
- ☐ Safety standards followed
- ☐ Labor laws observed
- ☐ Import/export compliant
- ☐ Product compliance certified
- ☐ Documentation complete
- ☐ Audit trail maintained
- ☐ Government inspections passed
- ☐ Permits current
- ☐ Violations addressed

- ☐ Reporting accurate

Environmental & Sustainability

- ☐ Environmental policy exists
- ☐ ISO 14001 certified
- ☐ Waste management proper
- ☐ Emissions controlled
- ☐ Energy efficiency pursued
- ☐ Water conservation practiced
- ☐ Recycling programs active
- ☐ Hazardous materials managed
- ☐ Sustainability goals set
- ☐ Carbon footprint measured
- ☐ Green initiatives implemented
- ☐ Compliance documented

Social Responsibility

- ☐ Labor practices ethical
- ☐ Working conditions safe
- ☐ Fair wages paid
- ☐ No child labor
- ☐ No forced labor
- ☐ Discrimination prohibited
- ☐ Freedom of association respected
- ☐ Community engagement positive
- ☐ Human rights respected
- ☐ Ethics code implemented
- ☐ Grievance mechanism exists
- ☐ Transparency maintained

Information Security

- ☐ Data protection policies exist
- ☐ Confidentiality agreements signed
- ☐ Access controls implemented
- ☐ Cybersecurity measures active
- ☐ Incident response ready
- ☐ Business continuity planned
- ☐ IP protection enforced
- ☐ System security adequate
- ☐ Physical security proper
- ☐ Employee training conducted
- ☐ Compliance verified
- ☐ Audits performed

Performance Metrics

- ☐ On-time delivery tracked
- ☐ Quality metrics monitored
- ☐ Cost competitiveness maintained
- ☐ Response time acceptable
- ☐ Innovation demonstrated
- ☐ Flexibility shown
- ☐ Communication rated
- ☐ Problem resolution effective
- ☐ Customer satisfaction high
- ☐ Continuous improvement evident
- ☐ Value added measured
- ☐ Partnership approach taken

Risk Assessment

- ☐ Financial risk evaluated
- ☐ Operational risk assessed
- ☐ Quality risk analyzed
- ☐ Delivery risk considered
- ☐ Compliance risk reviewed
- ☐ Reputation risk examined
- ☐ Geographic risk factored
- ☐ Political risk considered
- ☐ Natural disaster risk planned
- ☐ Single source risk identified
- ☐ Mitigation strategies developed
- ☐ Monitoring active

Improvement Opportunities

- ☐ Cost reduction possibilities
- ☐ Quality improvements identified
- ☐ Lead time reductions possible
- ☐ Innovation opportunities exist
- ☐ Process improvements suggested
- ☐ Technology upgrades needed
- ☐ Training requirements identified
- ☐ Communication enhancements
- ☐ Collaboration improvements
- ☐ Sustainability advances
- ☐ Partnership development
- ☐ Long-term value creation

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