Supplier Vetting Checklist

1. Company Background

■ Company Name & Registration Documents Verified
■ Years in Business Confirmed
■ Business License/Certificates Checked
■ Ownership & Management Structure Reviewed

2. Financial Stability

■ Credit Report Obtained
■ Bank References Verified
■ Financial Statements Reviewed
■ Payment Terms Assessed

3. Production Capability

■ Factory Location Confirmed
■ Production Capacity Evaluated
■ Machinery & Equipment Inspected
■ Workforce Size & Skills Verified

4. Quality Management

■ Quality Control Procedures Reviewed
■ Certifications (ISO, etc.) Verified
■ Sample Testing Conducted
■ Past Defect Rate Checked

5. Compliance & Ethics

■ Labor Standards Compliance Confirmed
■ Environmental Regulations Compliance Checked
■ Anti-Corruption Policy Verified
■ Supplier Code of Conduct Signed

6. Supply Chain & Logistics

■ Raw Material Sources Identified
■ Lead Times Assessed
■ Logistics & Delivery Capabilities Evaluated
■ Backup Suppliers Identified

7. References & Reputation

■ Customer References Contacted
■ Online Reviews & Ratings Checked

■ Industry Reputation Verified
■ Past Disputes or Legal Issues Checked

8. Final Approval

Evaluator Name: _____
Position: _____
Date: _____
Approval Status: ■ Approved ■ Rejected ■ Conditional