

Fields to capture in your full list

Use one evidence field for the document type that matters in your industry: certification, insurance, accreditation, audit, questionnaire, spec, or review.

Supplier identification

- Supplier ID / code
- Legal name
- Trading name
- Supplier type
- Supplier owner
- Main contact

Scope of approval

- Approved scope
- Site / region scope
- Intended use
- Restrictions / conditions

Risk

- Risk category
- Basis for risk rating

Approval decision

- Status
- Approval date
- Approver
- Approval evidence ref

Supporting evidence

- Required evidence on file
- Key evidence expiry
- Specification / requirement ref

Review & monitoring

- Last review date
- Review frequency
- Next review date
- Outstanding actions
- Performance / incident notes