Audit-Ready Supplier Compliance: 90-Day Plan

A 30/60/90-day implementation checklist for supplier evidence control

Days 1-30: define

- [ ] Name the program owner and supporting roles
- [ ] Define the supplier record, evidence taxonomy, statuses, and approval rules
- [ ] Segment suppliers by risk and identify required documents
- [ ] Baseline missing, expired, and unreviewed evidence
- [ ] Define escalation and exception ownership

Days 31-60: centralize

- [ ] Create one controlled record per supplier and site
- [ ] Link contacts, requirements, documents, specifications, and approval history
- [ ] Capture issue, expiry, review, and next-action dates
- [ ] Clean duplicate and obsolete records
- [ ] Pilot renewal and supplier follow-up workflows

Days 61-90: operationalize

- [ ] Launch dashboards for missing, expiring, overdue, and pending evidence
- [ ] Document reviewer decisions and exception resolution
- [ ] Test retrieval against common auditor and customer questions
- [ ] Set management metrics and review cadence
- [ ] Assign open gaps and close the highest-risk items