BRCGS Supplier Document Control Checklist

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Operational evidence checks for BRCGS supplier approval and audit readiness

Supplier approval

- [ ] Document the approval route and risk basis for each supplier and material
- [ ] Verify certification, questionnaire, audit, or other evidence used for approval
- [ ] Record scope, site, status, conditions, approver, and reapproval date

Raw-material and packaging records

- [ ] Keep current specifications approved by the appropriate parties
- [ ] Control allergen, authenticity, legality, safety, and quality declarations
- [ ] Link documents to the correct supplier, site, material, and version

Validity and review

- [ ] Track issue, expiry, review, and renewal dates
- [ ] Verify certificate scheme, grade, scope, site, and certification-body details
- [ ] Document review decisions and resolve missing or expired evidence

Monitoring and change

- [ ] Review supplier performance, complaints, incidents, and nonconformances
- [ ] Trigger reassessment after significant changes or failures
- [ ] Keep follow-up, corrective action, and approval-impact decisions traceable

Audit retrieval

- [ ] Retrieve the current approved record without searching across systems
- [ ] Show historical versions and who reviewed each decision
- [ ] Demonstrate open exceptions, ownership, due dates, and escalation