

Food Supplier Approval Checklist

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A practical approval and reapproval checklist for food QA teams

Supplier and scope

- ☐ Confirm legal name, site, contacts, supplier type, and country
- ☐ Define exactly which products, materials, or services are in scope
- ☐ Record intended use, manufacturing site, and any approval restrictions

Risk assessment

- ☐ Assess food safety, allergen, fraud, origin, and supply-chain risk
- ☐ Assign a documented risk tier
- ☐ Map the risk tier to the required evidence and verification route

Food safety system

- ☐ Review the supplier questionnaire and food safety plan
- ☐ Verify current certifications, scope, site, and audit status
- ☐ Review traceability, recall, change-control, hygiene, and training controls

Product and compliance evidence

- ☐ Approve the current product specification
- ☐ Review allergen, microbiological, chemical, shelf-life, and storage requirements
- ☐ Review declarations, licenses, insurance, COAs, and supporting evidence required by risk

Decision and monitoring

- ☐ Record approver, date, status, scope, rationale, and conditions
- ☐ Set evidence expiry and next-review dates
- ☐ Define complaint, incident, audit, change, and reapproval triggers