Supplier Document Review Checklist

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What QA teams should verify before accepting supplier evidence

Identity and applicability

[ ] Confirm supplier, legal entity, site, product, material, and document type

[ ] Verify the record applies to the requested supplier and approval scope

[ ] Check issuer, certificate number, scheme, accreditation, and authenticity where applicable

Dates and status

[ ] Capture issue, effective, expiry, review, and renewal dates

[ ] Confirm the document is current and not superseded

[ ] Identify missing pages, attachments, signatures, stamps, or schedules

Scope and content

[ ] Compare scope, exclusions, grades, categories, sites, and products with requirements

[ ] Check critical values and declarations against the approved specification

[ ] Record deviations, ambiguity, and evidence requiring human judgment

Decision and traceability

[ ] Record accepted, rejected, conditional, or needs-review status

[ ] Capture reviewer, timestamp, rationale, and supporting evidence

[ ] Link the decision to the correct supplier, requirement, and document version

Follow-up

[ ] Assign corrective action or renewal ownership

[ ] Set due dates, reminders, escalation, and supplier follow-up

[ ] Preserve the original file and full decision history