

Supplier Verification Checklist

Facility Name / Location			
Date of Inspection		Inspector's Name	

INSTRUCTIONS:
This checklist is designed to verify that suppliers of raw materials and ingredients meet safety standards and have appropriate quality management systems in place. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/Observations" section to provide additional details, necessary improvements, and any required follow-up.

SUPPLIER INFORMATION

Supplier Name: Verify the name and contact information of the supplier.	☐ Yes	☐ No	☐ NA
Supplier Approval: Check if the supplier has been approved for use.	☐ Yes	☐ No	☐ NA
Approval Documentation: Ensure that documentation of supplier approval is available.	☐ Yes	☐ No	☐ NA
Observations / Notes / Corrective actions, if any:			

QUALITY MANAGEMENT SYSTEM

Quality Assurance Program: Verify that the supplier has a comprehensive quality management system.	☐ Yes	☐ No	☐ NA
Compliance Records: Check if the supplier maintains records of compliance with safety standards and regulations.	☐ Yes	☐ No	☐ NA
Certifications: Ensure that the supplier holds relevant certifications (e.g., ISO, HACCP).	☐ Yes	☐ No	☐ NA
Observations / Notes / Corrective actions, if any:			

PRODUCT SPECIFICATIONS

Product Specifications: Verify that the supplier provides detailed product specifications.	☐ Yes	☐ No	☐ NA
Compliance with Specifications: Check if the product meets the required specifications.	☐ Yes	☐ No	☐ NA
Testing Procedures: Ensure that the supplier has testing procedures in place to verify product quality.	☐ Yes	☐ No	☐ NA
Observations / Notes / Corrective actions, if any:			

FOOD SAFETY PRACTICES

Food Safety Certifications: Verify that the supplier has appropriate food safety certifications (e.g., GMP, FSSC 22000).	☐ Yes	☐ No	☐ NA
Allergen Controls: Check if the supplier has allergen control measures in place.	☐ Yes	☐ No	☐ NA
Traceability: Ensure that the supplier can provide traceability information for their products.	☐ Yes	☐ No	☐ NA

Observations / Notes / Corrective actions, if any:	
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PACKAGING AND TRANSPORTATION

Packaging Quality: Verify that the supplier's packaging materials meet safety and quality standards.	☐ Yes	☐ No	☐ NA
Transportation Controls: Check if the supplier has controls in place to ensure safe transportation of products.	☐ Yes	☐ No	☐ NA
Temperature Controls: Ensure that temperature-sensitive products are transported under appropriate conditions.	☐ Yes	☐ No	☐ NA

Observations / Notes / Corrective actions, if any:	
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REGULATORY COMPLIANCE

Regulatory Compliance: Verify that the supplier complies with relevant safety and food regulations.	☐ Yes	☐ No	☐ NA
Inspection Records: Check if the supplier undergoes regular inspections and maintains records.	☐ Yes	☐ No	☐ NA
Compliance Documentation: Ensure that documentation of regulatory compliance is available.	☐ Yes	☐ No	☐ NA

Observations / Notes / Corrective actions, if any:	
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FOOD DEFENSE

Food Defense Program: Verify that the supplier has a food defense program to protect against intentional contamination.	☐ Yes	☐ No	☐ NA
Access Controls: Check if the supplier has access controls in place to prevent unauthorized entry.	☐ Yes	☐ No	☐ NA
Incident Reporting: Ensure that the supplier has procedures for reporting and handling potential food defense incidents.	☐ Yes	☐ No	☐ NA

Observations / Notes / Corrective actions, if any:	
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PRODUCT RECALL PROCEDURES

Recall Plan: Verify that the supplier has a product recall plan in place.

☐

Yes

☐

No

☐

NA

Recall Communication: Check if the supplier has procedures for communicating recalls to customers.

☐

Yes

☐

No

☐

NA

Mock Recall: Ensure that the supplier conducts periodic mock recalls to test the recall plan's effectiveness.

☐

Yes

☐

No

☐

NA

Observations / Notes /
Corrective actions, if any:

ADDITIONAL NOTES / OBSERVATIONS

[Insert any additional notes or Supplier Verification checklist observations made during the verification]

STATEMENT OF VERIFICATION

I hereby certify that I have conducted the above Supplier Verification checklist and that the supplier has been assessed for compliance with safety standards and quality management systems. Any identified issues have been documented, and necessary improvements have been recommended.

Inspector's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :