Free Checklist

Supplier Approval Red Flags Checklist

Check documents, audits and behaviour, rate the risk and record your decision

Use one checklist per supplier and material. Tick each red flag found, rate the risk, then record the decision and any conditions. Your own hazard analysis and HACCP team set the final rating.

Demo template. Illustrative method content written in our own words, drawing on the FSVP rule (21 CFR Part 1 Subpart L) and general good practice. Check the current version of each standard your site is aligned with.

Supplier Details

Field	Entry
Supplier, manufacturing site and material	
Reviewed by (role) and date	
Approved by (role), signature and date	

Document Red Flags

#	Red flag	Found? (Y/N)	Notes
D1	Certificate expired, suspended or not in the scheme directory		
D2	Certificate site, products or processes do not cover this material		
D3	No audit report, or report does not match the certificate		
D4	No signed, current specification with safety limits		
D5	Allergen or cross contact information missing or vague		
D6	Agent or broker cannot name the manufacturing site		

Audit and Behaviour Red Flags

#	Red flag	Found? (Y/N)	Notes
A1	Repeated non-conformities or open corrective actions		
A2	Certification body not accredited for this scope		
B1	Slow, partial or evasive answers		
B2	Refuses reasonable audit or visit		
B3	Unexplained changes of site, origin or pack		
B4	Price well below the usual market price		

Risk Rating and Decision

Material risk (L/M/H)	Supplier confidence (Strong/Adequate/Weak)	Decision (Approve/Conditional/Reject)	Conditions and deadline	Next review date

Demo template is for illustrative purposes. Not intended for legal advice. Adapt to your site.