Free Checklist

Supplier Audit Checklist

Audit sections, scoring guidance and corrective action log

Use this editable template to plan and record an onsite supplier audit. Set audit frequency by risk. For US facilities, a supplier-controlled hazard that could cause serious adverse health consequences or death needs an onsite audit before first use and at least annually, unless a written determination says otherwise (21 CFR 117.430(b)(1) and (b)(2)). You remain responsible for verifying your suppliers.

Demo template, not an in-app checklist. Audit frequency is set by your own risk assessment and requirements.

Document Control

Field	Entry
Site	
Prepared by (role)	
Version	
Date	
Review date	
Supplier	
Materials supplied	
Risk rating (high, medium, lower)	

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

1. Audit Questions

Section	Question	Finding (OK, minor, major, critical)	Evidence seen
Food Safety System	Current HACCP or food safety plan, reviewed and signed off?		
Certification	Standard the certificate is issued against, scope and expiry?		
Premises and Hygiene	Building, equipment and cleaning in good condition and controlled?		
Allergen Control	Allergen risk assessment, segregation and validated cleaning?		
Pest Control	Contracted program with current records and reviews?		
Traceability	Can a batch be traced back to raw materials and forward to customers?		
Foreign Body Control	Glass, metal and hard plastic controlled, with detection where appropriate?		
Specifications	Agreed and current for the materials you buy?		
Staff and Hygiene	Hygiene rules followed and training recorded?		
Corrective Actions	Nonconformances closed with root cause analysis?		
Food Defense and Fraud	TACCP and VACCP assessments in place?		

2. Scoring and Approval

Finding	Meaning	Typical outcome
Critical	Direct risk to food safety or legality	Do not approve, or suspend
Major	Significant failure of a control	Conditional approval pending corrective action
Minor	Isolated lapse with no immediate risk	Approve, with corrective action

3. Approval Decision

Field	Entry
Approval status	
Conditions	
Next audit or review date	

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Corrective Actions

Finding	Action	Owner (role)	Due date	Verified and closed (date)

Sign Off

Role	Signature	Date
Auditor (role)		
Technical or Quality lead		

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