Supplier Approval Checklist

One record per supplier. Tick what you need by risk, then record when it was received, when it expires and who verified it.

Supplier _____

Address _____

Materials supplied _____

Risk rating (low / medium / high) and reason _____

Approval status (approved / conditional / not approved) _____

Approved by _____

Date approved _____

Next review date _____

Document or check	Required? (Y/N, by risk)	Received date	Expiry / renewal	Verified by	Notes
GFSI-recognized certificate or third-party audit report (scheme, grade, expiry)					
Product specification, signed					
Allergen statement					
Certificate of analysis (COA): per lot, or at the frequency agreed					
Letter of guarantee					
Insurance certificate					
Recall and emergency contact details					
FSVP information (if the supplier is foreign and you are the importer)					
Supplier questionnaire completed					
Corrective actions from the last review closed out					
On-time delivery and non-conformance history (last 12 months)					

Check the Required? column against your hazard analysis: a higher-risk material needs more evidence. Keep one completed sheet per supplier and re-review on the date above.

Based on: 21 CFR Part 117, Subpart G (supply-chain program), esp. 117.410 (approved suppliers and verification) and 117.475 (records), eCFR; SQFI, Approved Supplier Program guidance (sqfi.com, updated Feb 2026). Accessed Nov 2026. Which documents you need depends on the material's risk and your scheme or customer requirements.

This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.