



Agricultural Supply Chain Logistics And Vendor Compliance Audit 2026 Checklist

Vendor Certification and Legal Compliance

Verification of active business licenses, agricultural certifications (GAP, Organic, etc.), and updated insurance documentation for all upstream suppliers.

Business License Expiration Date

Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Pending Documentation

Required Certifications Held

- ☐ GlobalG.A.P.
- ☐ USDA Organic
- ☐ ISO 22000
- ☐ Fair Trade Certified
- ☐ None

Upload Valid Business License

 Upload File

Compliance Discrepancy Notes

Write something...

Auditor Verification Signature

Inbound Raw Material Quality Inspection

Evaluation of incoming seeds, fertilizers, or feed arrivals for packaging integrity, contamination, and adherence to specified quantity and grade.

Delivery Date

Enter date...

Batch/Lot Number

Write something...

Material Integrity Status

- ☐ Intact
- ☐ Damaged
- ☐ Tampered

Received Quantity (Units/Weight)

Enter a number...

Observed Contaminants

- ☐ Moisture/Dampness
- ☐ Pest Presence
- ☐ Foreign Matter
- ☐ None Detected

Discrepancy Details and Observations

Write something...

Photo Evidence of Material Condition

 Upload File

Inspector Signature

Logistics and Transport Condition Audit

Assessment of transport vehicle cleanliness, temperature-controlled unit functionality (for perishables), and driver adherence to safety protocols.

Inspection Date

Vehicle Type

- ☐ Refrigerated Truck (Reefer)
- ☐
- ☐ Grain Hopper
- ☐ Standard Delivery Van
- ☐ Other

Measured Vehicle Temperature (°C/°F)

Vehicle Cleanliness Checkpoints

- ☐ Cargo Area Free of Residue
- ☐ No Odor Contamination
- ☐ No Visible Pests/Insects
- ☐ Secure Strapping and Tie-downs

Observed Discrepancies or Damage Notes

Write something...

Upload Cargo Photos

 Upload File

Inspector Signature

Supply Chain Traceability and Documentation

Review of batch numbers, lot tracking, delivery notes, and the accuracy of the digital or paper trail from origin to farm gate.

Date of Shipment Receipt

Enter date...

Batch or Lot Number

Write something...

Origin Source Verification Status

- ☐ Verified
- ☐ Pending Inspection
- ☐ Discrepancy Found

Upload Delivery Note/Invoice

 Upload File

Discrepancy Details and Observations

Write something...

Auditor Verification Signature



Vendor Performance and Delivery Reliability

Monitoring of delivery timelines, order accuracy, and frequency of discrepancies or damaged goods reported per vendor.

Audit Date

Enter date...

Vendor Rating Category

- ☐ Exemplary
- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Critical Failure

Percentage of On-Time Deliveries

Enter a number...

Number of Discrepancies Found

Enter a number...

Common Delivery Issues Identified

- ☐ Late Arrival
- ☐ Incorrect Quantity
- ☐ Damaged Goods
- ☐ Incomplete Documentation
- ☐ Temperature Deviation

Detailed Observations and Corrective Actions

Write something...

Auditor Authorization

Storage and Warehousing Compatibility

Audit of how incoming supplies are integrated into existing storage systems, ensuring separation of incompatible chemicals or biological materials.

Storage Zone Assigned

- ☐ Dry Storage
- ☐
- ☐ Chemical/Hazardous Storage
- ☐ Climate Controlled
- ☐ Silo/Bulk Storage

Current Storage Temperature (°C)

Enter a number...

Compatibility Conflict Check

- ☐ No conflicts detected
- ☐ Proximity to incompatible chemicals
- ☐ Moisture/Humidity risk detected
- ☐ Inadequate ventilation
- ☐ Pest/Rodent risk identified

Discrepancy Notes & Corrective Actions

Write something...

Last Storage Inspection Date

Enter date...

Warehouse Manager Verification

Packaging and Labeling Standardization

Inspection of all supplier-provided packaging for legible labeling, structural durability, and compliance with 2026 regulatory standards.

Inspection Date

Enter date...

Packaging Integrity Status

- ☐ Intact
- ☐ Damaged
- ☐ Compromised/Leaking

Label Legibility

- ☐ Clear and Readable
- ☐ Faded/Blurry
- ☐ Missing Information

Required Labeling Elements Present

- ☐ Batch/Lot Number
- ☐ Expiration/Use-by Date
- ☐ Manufacturer Details
- ☐ Safety/Warning Instructions
- ☐ Net Weight/Volume

Discrepancy Details

Write something...

Photo Evidence of Packaging/Labels

 Upload File

Auditor Verification

Risk Management and Contingency Readiness

Evaluation of vendor-specific emergency response plans and the availability of backup supply routes in case of logistical disruptions.

Primary Supply Risk Level

- ☐ Low Risk
- ☐ Medium Risk
- ☐ High Risk
- ☐ Critical Risk

Identified Supply Chain Vulnerabilities

- ☐ Weather/Climate Disruption
- ☐ Transportation/Logistics Delay
- ☐ Vendor Financial Instability
- ☐ Regulatory/Compliance Change
- ☐ Resource Shortage (Fuel/Labor)

Contingency Plan Description

Write something...

Last Risk Assessment Date

Enter date...

Vendor Emergency Contact Directory

 Upload File

Auditor Verification

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🏁 Finish

 Generate Sample Report