ChecklistGuro

Automotive Supply Chain & Vendor Performance Audit Checklist 2026

Vendor Onboarding & Documentation Verification

Verify all new and existing suppliers have updated business licenses, tax identification numbers, and signed compliance agreements for the 2026 fiscal year.

Vendor Contract Renewal Date

Enter date...

Vendor Legal Business Name

Write something...

Vendor Risk Category

- [ ] Low Risk
- [ ] Medium Risk
- [ ] High Risk

Verified Compliance Documents

- [ ] Business License
- [ ] Certificate of Insurance (COI)
- [ ] Tax ID/VAT Certificate
- [ ] ISO Certification
- [ ] Quality Agreement

Upload Signed Master Service Agreement (MSA)

Upload File

Auditor Verification Signature

Quality Assurance & Part Specification Compliance

Audit incoming parts against OEM standards, checking for structural integrity, correct part numbering, and adherence to technical specifications.

Part Condition Status

- [ ] Perfect/Mint
- [ ] Minor Cosmetic Damage
- [ ] Major Damage/Non-functional
- [ ] Incorrect Part Received

Part Number Verified

Write something...

Compliance Checks Completed

- [ ] OEM Specification Match
- [ ] Material Integrity Verified
- [ ] Dimensions/Measurements Verified
- [ ] Safety Standard Certification Check

Discrepancy Details

Write something...

Photo Evidence of Part Defects

Upload File

Inspector Authorization

Delivery Performance & Lead Time Accuracy

Evaluate vendor reliability by comparing promised delivery dates against actual arrival times and assessing the impact of delays on workshop scheduling.

Expected Delivery Date

Enter date...

Actual Delivery Date

Enter date...

Delay Duration (Days)

Enter a number...

Delivery Status

- [ ] On-Time
- [ ] Delayed
- [ ] Early

Reason for Delay

Write something...

Impact of Delay

- [ ] Work Order Stalled
- [ ] Customer Communication Required
- [ ] Technician Idle Time
- [ ] None

Proof of Delivery (POD)

Upload File

Pricing Integrity & Invoice Reconciliation

Cross-reference purchase orders with supplier invoices to ensure pricing accuracy, discount application, and the absence of unauthorized surcharges.

Audit Date

Enter date...

Vendor Name

- [ ] Global Auto Parts Co.
- [ ] Precision Engine Supplies
- [ ] Apex Logistics & Distribution
- [ ] Metro Brake & Disc Ltd.

Total Invoice Amount Verified

Enter a number...

Discrepancy Detected

- [ ] No Discrepancy Found
- [ ] Price Mismatch
- [ ] Incorrect Quantity Billed
- [ ] Missing Discount/Rebate
- [ ] Unauthorized Surcharge

Discrepancy Details & Resolution Plan

Write something...

Upload Scanned Invoice & PO Match

Upload File

Auditor Signature

Logistics & Packaging Condition Assessment

Inspect the physical condition of incoming shipments, checking for damaged packaging, moisture exposure, or improper handling during transit.

Inspection Date

Enter date...

Packaging Condition Status

- [ ] Intact
- [ ] Damaged
- [ ] Tampered
- [ ] Weather-Damaged

Identified Damage Types

- [ ] Crushed Boxes
- [ ] Water/Moisture Damage
- [ ] Torn Packaging
- [ ] Broken Seals
- [ ] None

Detailed Damage Description

Write something...

Upload Photo Evidence of Packaging

Upload File

Inspector Signature

Inventory Accuracy & Discrepancy Reporting

Perform a physical count of received items against packing slips to identify shortages, overages, or incorrect part substitutions.

Audit Date

Enter date...

Audited Part Number

Write something...

Quantity Expected in PO

Enter a number...

Quantity Physically Received

Enter a number...

Discrepancy Quantity (Difference)

Enter a number...

Discrepancy Type

- [ ] Shortage
- [ ] Overage
- [ ] Incorrect Item Received
- [ ] Damaged Item

Discrepancy Details & Root Cause Analysis

Write something...

Photo of Discrepancy/Damaged Item

Upload File

Inventory Controller Signature

Supplier Sustainability & ESG Compliance

Assess vendor adherence to 2026 environmental standards, focusing on sustainable packaging usage and ethical sourcing practices.

Supplier ESG Rating Tier

- [ ] Tier 1 - High Compliance
- [ ] Tier 2 - Moderate Compliance
- [ ] Tier 3 - Low Compliance/Action Required

Verified Sustainability Certifications

- [ ] ISO 14001 (Environmental Management)
- [ ] EcoVadis Sustainability Rating
- [ ] Carbon Neutral Certified
- [ ] Fair Trade/Ethical Labor Certified
- [ ] Recycled Material Content Verified

Last Environmental Audit Date

Enter date...

Non-Compliance Observations & Corrective Action Plan

Write something...

Upload Supplier Sustainability Certificate

Upload File

Auditor Verification Signature

Returns & RMA (Return Merchandise Authorization) Efficiency

Audit the speed and effectiveness of the credit/refund process for defective or incorrect parts returned to the vendor.

Date of Return Request

Enter date...

Reason for Return

- [ ] Defective/Damaged Part
- [ ] Incorrect Part Delivered
- [ ] Duplicate Order
- [ ] Incorrect Specification
- [ ] Other

RMA Reference Number

Enter a number...

Description of Issue

Write something...

Photos of Damaged Item/Packaging

Upload File

Resolution Status

- [ ] Pending Vendor Approval
- [ ] Awaiting Replacement Shipment
- [ ] Credit Note Issued
- [ ] Closed

Warehouse Manager Approval

Previous | Next | Finish

Generate Sample Report