



# Construction Materials BOM Origin Checklist

## Material Identification

Verify all materials are accurately identified in the BOM with proper codes, descriptions, and quantities.

### Material Code

### Material Description

### Quantity

### Unit of Measure

### Material Type

- ☐ Raw Material
- ☐ Component
- ☐ Assembly

### Notes/Special Instructions

Write something...

## Supplier Information

Confirm supplier details (name, contact info, address) are complete and current for each material.

### Supplier Name

Write something...

### Supplier Contact Person

Write something...

### Supplier Contact Phone

Enter a number...

### Supplier Email Address

Write something...

### Supplier Address Line 1

Write something...

### Supplier Address Line 2

Write something...

### Supplier Tier (e.g., 1, 3, 10)

## Country of Origin Verification

Document the declared country of origin for each material, aligning with supplier declarations and relevant regulations.

### Declared Country of Origin

- ☐ United States
- ☐ Canada
- ☐ Mexico
- ☐ China
- ☐ Germany
- ☐ Japan
- ☐ Other (Specify)


### If 'Other', specify country:

Write something...

### Supplier Declaration of Origin Details

Write something...

### Upload Supplier's Certificate of Origin (if applicable)

 Upload File

### Verification Method

- ☐ Supplier Documentation Review
- ☐ Importer Database Check
- ☐ Customs Records Review

### Verification Reference Number (if applicable)

Enter a number...

### Date of Origin Verification

Enter date...

## Certification & Documentation

Review and verify any required certifications, permits, or documentation pertaining to the material's origin (e.g., conflict mineral reports, sustainable sourcing certifications).

### Supplier Origin Declaration

 Upload File

### Conflict Mineral Reporting Template (CMRT) Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Applicable

### Forest Stewardship Council (FSC) Certificate (if applicable)

 Upload File

### Certificate Expiration Date

Enter date...

### Certificate Number

Enter a number...

### Notes Regarding Certificate Verification

Write something...

## Compliance with Regulations

Ensure compliance with import/export regulations, trade agreements, and any applicable laws related to the material's origin.

### Applicable Trade Agreements?

- ☐ NAFTA/USMCA
- ☐ EU Trade Agreement
- ☐ WTO Compliance
- ☐ No Trade Agreement Applies

### Tariff Code (HS Code)

Enter a number...

### Country of Origin Ruling Required?

- ☐ Yes
- ☐ No

### Date of Import/Export Declaration

Enter date...

### Notes on Regulatory Considerations

Write something...

### Import/Export Permit (if applicable)

 Upload File

## Risk Assessment

Assess and document any potential risks associated with the material's origin, such as ethical concerns, environmental impact, or geopolitical instability.

**Risk Score (1-10)**

Enter a number...

**Detailed Description of Potential Risks**

Write something...

**Primary Risk Type**

- ☐ Ethical Sourcing
- ☐ Geopolitical Instability
- ☐ Environmental Impact
- ☐ Legal/Regulatory
- ☐ Other

**Relevant Risk Categories**

- ☐ Human Rights
- ☐ Labor Standards
- ☐ Conflict Minerals
- ☐ Environmental Degradation
- ☐ Trade Restrictions

**Date of Last Risk Assessment Review**

Enter date...

### Mitigation Strategies Implemented

Write something...

## Record Keeping

Maintain accurate records of all origin documentation, supplier declarations, and compliance checks for audit trails and traceability.

### Date of Origin Record Creation

Enter date...

### Supplier Declaration of Origin (Summary)

Write something...

### Supplier Declaration of Origin Document

 Upload File

### Declaration Reference Number

Enter a number...

### Record Verification Status

- ☐ Verified
- ☐ Pending
- ☐ Rejected



### Verification Date

Enter date...

### Verifier Signature

## Review & Approval

Obtain necessary approvals from responsible parties (e.g., procurement, legal, compliance) for materials with specific origin requirements.

### Approval Status

- ☐ Approved
- ☐ Rejected
- ☐ Pending Review

### Approval Score (Optional)

Enter a number...

### Date of Approval

Enter date...

### Time of Approval

**Reviewer Name**

Write something...

**Reviewer Signature**

**Reviewer Comments (if rejected or requires clarification)**

Write something...