

Raw Material Sourcing Checklist: Manufacturing Supply Chain & Quality Assurance

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Supplier Identification & Evaluation

Initial assessment of potential suppliers based on capabilities and alignment with company standards.

Supplier Identification Number (if applicable)

Enter a number...

Supplier Category (e.g., Raw Material, Component, Service)

- Raw Material
- Component
- Service
- Other



Brief Description of Supplier and Materials/Services Offered

Write something...

Geographic Region of Supplier

- North America
- Europe
- Asia
- South America
- Africa
- Oceania

Date of Initial Contact/Evaluation

Enter date...

Initial Assessment Criteria Met (select all that apply)

- Financial Stability
- Technical Capabilities
- Quality Management System
- Sustainability Practices
- Communication Responsiveness

Supplier Due Diligence

Verification of supplier credentials, financial stability, and ethical practices.

Years in Business

Credit Rating (if available)

- Excellent
- Good
- Fair
- Poor
- Not Available

Proof of Business Registration

 Upload File

Summary of Financial Stability Assessment

Industry Certifications Held

- ISO 9001
- ISO 14001
- Other (Specify in Long Text)

Details Regarding Any Past Legal Issues (if applicable)

Write something...

Date of Last Financial Review

Enter date...

Material Specifications & Quality Standards

Ensuring materials meet defined specifications, including chemical composition, physical properties, and certifications.

Purity Percentage

Enter a number...

Particle Size (Microns)

Enter a number...

Material Grade

- Grade A
- Grade B
- Grade C

Certifications Required

- ISO 9001
- REACH Compliant
- RoHS Compliant

Material Safety Data Sheet (MSDS)

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Specific Quality Notes

Write something...

Moisture Content Limit

- <0.5%
- <1%
- <2%

Sampling & Testing Procedures

Outline of procedures for material sampling and laboratory testing to verify quality and compliance.

Sample Size (Units)

Sampling Method

- Random
- Systematic
- Stratified
- Convenience

Testing Laboratory

- Lab A
- Lab B
- Lab C

Tests to be Performed

- Tensile Strength
- Hardness
- Chemical Analysis
- Particle Size

Sample Collection Date

Sample Collection Time

Lab Report (if available)

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Supply Chain Traceability

Documentation and tracking of material origin and handling throughout the supply chain.

Supplier Name

Batch/Lot Number

Date of Origin

Enter date...

Quantity Received

Enter a number...

Transportation Method(s)

- Truck
- Rail
- Sea
- Air

Notes on Handling & Storage

Write something...

Proof of Origin Document

 Upload File

Risk Assessment & Mitigation

Identification and assessment of potential supply chain risks and implementation of mitigation strategies.

Supplier Risk Score (1-10)

Description of Potential Risks

Geopolitical Instability Risk?

- Yes
- No
- Uncertain

Potential Risk Categories

- Financial
- Operational
- Environmental
- Regulatory
- Reputational

Proposed Mitigation Strategies

Write something...

Date Mitigation Strategy Implemented

Enter date...

Estimated Cost of Mitigation

Enter a number...

Mitigation Strategy Effectiveness?

- Highly Effective
- Effective
- Moderately Effective
- Ineffective

Contractual Agreements & Compliance

Review and adherence to contractual obligations, legal requirements, and regulatory compliance.

Contract Type

- Standard Contract
- Customized Contract

Contract Start Date

Enter date...

Contract End Date

Enter date...

Contract Value (USD)

Enter a number...

Governing Law

- California Law
- New York Law
- Other (Specify)

Any Deviations from Standard Terms?

Write something...

Company Representative Signature

Uploaded Contract Document

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Sustainability & Ethical Sourcing

Verification of sustainable practices, ethical labor standards, and environmental responsibility within the supply chain.

Does the supplier have a publicly available sustainability policy?

- Yes
- No
- Not available

Which sustainability certifications does the supplier hold?

- Fair Trade
- Organic
- Rainforest Alliance
- ISO 14001
- None

Percentage of recycled content in the material (if applicable)

Enter a number...

Does the supplier adhere to ethical labor practices (e.g., no child labor, fair wages)?

- Yes
- No
- Not verified

Supplier's description of their sustainability initiatives.

Write something...

Upload relevant sustainability documentation (e.g., certifications, audit reports).

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Emergency Response & Business Continuity

Plans for addressing supply chain disruptions, natural disasters, or other unforeseen events.

Estimated Downtime Impact (Hours)

Enter a number...

Description of Potential Emergency Scenario

Write something...

Primary Communication Method During Emergency

- Email
- Phone Call
- SMS
- Emergency Notification System

Critical Systems Affected

- Production
- IT Infrastructure
- Logistics
- Utilities
- Personnel Safety

Last Emergency Drill Date

Enter date...

Contact Information for Key Emergency Personnel

Write something...

Emergency Contact List (PDF)

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Supplier Performance Monitoring & Auditing

Regular assessments of supplier performance, including quality, delivery, and cost effectiveness. May include on-site audits.

On-Time Delivery Rate (%)

Enter a number...

Defect Rate (ppm)

Enter a number...

Cost Savings Achieved (USD)

Enter a number...

Communication Effectiveness

- Excellent
- Good
- Fair
- Poor


Areas for Improvement

- Quality
- Delivery
- Communication
- Cost
- Sustainability

Last Audit Date

Enter date...

Audit Report (PDF)

 Upload File

Summary of Findings

Write something...