



Raw Material Sourcing Checklist: Manufacturing Supply Chain & Quality Assurance

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

Enter a number...

Credit Rating (if available)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Not Available

Proof of Business Registration

 Upload File

Summary of Financial Stability Assessment

Write something...

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)

 Upload File

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)

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)

Enter a number...

Description of Potential Risks

Write something...

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

Contract End Date

Contract Value (USD)

Governing Law


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

Any Deviations from Standard Terms?

Write something...

Company Representative Signature

Uploaded Contract Document

 Upload File

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).

 Upload File

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)

 Upload File

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...