



Supply Chain Visibility Audit Checklist

Data Sources & Integration

Assess the completeness and accuracy of data feeds from suppliers, logistics providers, and internal systems.

Primary Data Source Type

- ☐ EDI
- ☐ API
- ☐ CSV/Flat File
- ☐ Manual Input

Number of Integrated Suppliers

Enter a number...


Data Transmission Frequency

- ☐ Real-time
- ☐ Hourly
- ☐ Daily
- ☐ Weekly

Description of Data Transformation Processes

Write something...

Sample Data Feed (for review)

 Upload File

Data Format Standardization Compliance?

- ☐ Yes
- ☐ No
- ☐ Partially

Real-time Tracking Capabilities

Evaluate the ability to track goods in transit and inventory levels in real-time.

Tracking Technology Used (e.g., RFID, GPS, Barcodes)

- ☐ RFID
- ☐ GPS
- ☐ Barcodes
- ☐ IoT Sensors
- ☐ Other

Percentage of Shipments Tracked in Real-Time

Enter a number...

Last Updated Date of Tracking Data Integration

Enter date...

Average Delay in Receiving Tracking Updates

Visibility of Inventory Levels at Key Locations

- ☐ Full Visibility
- ☐ Partial Visibility
- ☐ Limited Visibility
- ☐ No Visibility

Description of Tracking Data Accuracy Validation Processes

Write something...

Event Management & Alerts

Review the effectiveness of event triggers, notifications, and escalation procedures.

Alert Trigger Thresholds Defined?

- ☐ Yes
- ☐ No
- ☐ Partially

Average Alert Volume per Week

Enter a number...

Standard Escalation Timeframe (e.g., 30 minutes)

Alert Channels Used (Select all that apply)

- ☐ Email
- ☐ SMS
- ☐ Dashboard Notifications
- ☐ Phone Call

Description of Escalation Procedure

Write something...

Are Alerts Actionable?

- ☐ Yes
- ☐ No
- ☐ Sometimes

Data Security & Access Controls

Verify compliance with data security policies and appropriate access levels for users.

Data Encryption at Rest?

- ☐ Yes
- ☐ No
- ☐ Partial

Data Encryption in Transit?

- ☐ Yes
- ☐ No
- ☐ Partial

Password Complexity Score (0-100)

Enter a number...

Two-Factor Authentication Enabled?

- ☐ Yes
- ☐ No
- ☐ Partial

Access Control Roles Defined?

- ☐ Administrator
- ☐ Supervisor
- ☐ Read-Only User

Last Access Control Review Date

Enter date...

Description of Access Control Procedures

Write something...

Reporting & Analytics

Assess the quality and usefulness of reports and dashboards related to supply chain visibility.

Data Refresh Frequency (hours)

Enter a number...

Standard Reports Available?

- ☐ Yes
- ☐ No
- ☐ Partially

Description of Custom Reporting Capabilities

Write something...

Number of Key Performance Indicators (KPIs) Tracked

Enter a number...

Data Visualization Tools Used?

- ☐ Tableau
- ☐ Power BI
- ☐ Other

Summary of Reporting Accuracy and Reliability

Write something...

Supplier Collaboration & Information Sharing

Evaluate the level of collaboration and information sharing with key suppliers.

Frequency of Supplier Communication

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Ad-hoc


Information Shared with Suppliers

- ☐ Demand Forecasts
- ☐ Inventory Levels
- ☐ Production Schedules
- ☐ Quality Performance Data
- ☐ Logistics Updates

Summary of Collaborative Planning Sessions

Write something...

Supplier Collaboration Agreement (if applicable)

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Number of Joint Improvement Projects

Enter a number...

Method of Communication

- ☐ Email
- ☐ Portal
- ☐ Video Conference
- ☐ Phone

System Integration & Data Consistency

Check for seamless integration between different systems and consistent data across the supply chain.

Integration Method(s) Used:

- ☐ API
- ☐ EDI
- ☐ Flat File
- ☐ Manual Upload
- ☐ Other

Number of Integrated Systems:

Data Format Consistency:

- ☐ Fully Consistent
- ☐ Mostly Consistent
- ☐ Partially Consistent
- ☐ Inconsistent

Last Data Integration Verification Date:

Enter date...

Describe any data discrepancies observed:

Write something...

Which data elements show inconsistency?

- ☐ Order Quantities
- ☐ Shipping Dates
- ☐ Product SKUs
- ☐ Inventory Levels
- ☐ Pricing

Exception Handling & Root Cause Analysis

Review the processes for identifying, resolving, and analyzing exceptions and disruptions.

Describe the Exception Event

Write something...

Date of Exception

Enter date...

Time of Exception

Exception Category (e.g., Delivery Delay, Quality Issue, Inventory Discrepancy)

- ☐ Delivery Delay
- ☐ Quality Issue
- ☐ Inventory Discrepancy
- ☐ Supplier Performance
- ☐ Logistics Issue
- ☐ Other

Estimated Impact (e.g., days of delay, financial loss)

Enter a number...

Initial Root Cause Assessment

Write something...

Contributing Factors (Select all that apply)

- ☐ Communication Breakdown
- ☐ Process Failure
- ☐ Resource Constraint
- ☐ External Factor (e.g., weather)
- ☐ Data Error

Corrective Actions Taken

Write something...

User Training & Adoption

Assess the level of user training and adoption of the visibility platform.

Number of Users Trained

Enter a number...

Date of Last Training Session

Enter date...

Training Format (e.g., Online, In-Person)

- ☐ Online
- ☐ In-Person
- ☐ Blended

Summary of Training Content Covered

Write something...

User Satisfaction with Training (Scale of 1-5)

- ☐ 1 - Very Dissatisfied
- ☐ 2 - Dissatisfied
- ☐ 3 - Neutral
- ☐ 4 - Satisfied
- ☐ 5 - Very Satisfied

Topics needing further clarification/training?

- ☐ Data Interpretation
- ☐ Alert Configuration
- ☐ Reporting Tools
- ☐ Integration with other systems
- ☐ None

Future Scalability & Innovation

Consider the platform's ability to adapt to future supply chain complexities and incorporate new technologies.

Estimated Growth in Data Volume (Annual %)

Planned Integration with Emerging Technologies (e.g., Blockchain, AI)

- ☐ Yes - Specific plans in place
- ☐ Yes - Exploring potential
- ☐ No - Not currently planned

Notes on anticipated changes to data sources or processes

Write something...

Target date for implementing a key visibility enhancement

Enter date...

Potential areas for enhanced analytics and reporting

- ☐ Demand Forecasting
- ☐ Risk Management
- ☐ Sustainability Metrics
- ☐ Transportation Optimization

Current Level of Cloud Adoption for Supply Chain Systems

- ☐ Fully Cloud-Based
- ☐ Hybrid Cloud
- ☐ Primarily On-Premise