



Vendor Lead Time Validation Checklist

Scope & Pre-Validation Activities

Defines the scope of the validation and initial preparations.

Vendor Name

Write something...

Service/Product Category

Write something...

Brief Description of Lead Time Validation Scope

Write something...

Geographic Region of Vendor

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

Date of Validation Start

Enter date...

Number of Products/Services Included in Validation

Enter a number...

Key Stakeholders Involved (Select all that apply)

- ☐ Procurement
- ☐ Logistics Team
- ☐ Demand Planning
- ☐ Engineering
- ☐ Quality Assurance

Data Gathering & Documentation Review

Collecting all relevant data and documents related to vendor lead times.

Vendor Lead Time (Days)

Enter a number...

Date Lead Time Provided by Vendor

Enter date...

Vendor's Explanation for Lead Time

Write something...

Vendor Lead Time Documentation (e.g., quote, agreement)

 Upload File

Safety Stock Level (Days)

Enter a number...

Notes on Documentation Review

Write something...

Lead Time Currency

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ Other

Number of Units per Order

Enter a number...

Initial Validation - Documented Lead Times vs. Historical Data

Comparing the vendor's stated lead times against our internal records and past experiences.

Vendor Stated Lead Time (Days)

Enter a number...

Historical Average Lead Time (Days) - Last 12 Months

Enter a number...

Historical Max Lead Time (Days) - Last 12 Months

Enter a number...

Historical Min Lead Time (Days) - Last 12 Months

Enter a number...

Lead Time Variance Type

- ☐ Shorter
- ☐ Longer
- ☐ Similar


Comments on Variance (if any)

Write something...

Date of Last Shipment from Vendor

Enter date...

Upload Historical Shipment Records (Excel/CSV)

 Upload File

Vendor Communication & Clarification

Directly engaging with the vendor to understand and clarify any discrepancies.

Summarize the initial vendor lead time information received.

Write something...

What was the vendor's stated reason for any discrepancies?

- ☐ Production Capacity Constraints
- ☐ Raw Material Shortages
- ☐ Transportation Delays
- ☐ Internal Process Inefficiencies
- ☐ Unforeseen Circumstances
- ☐ Other (Specify)

Record the details of the conversation with the vendor representative (date, time, person).

Write something...

New Vendor-Provided Lead Time (Days)

Enter a number...

Was the new lead time accepted?

- ☐ Yes
- ☐ No
- ☐ Requires Further Investigation

If the lead time was not accepted, explain why and what actions are being taken.

Write something...

Date of Communication with Vendor

Enter date...

Time of Communication with Vendor

On-Site Visit/Audit (Optional)

Physical verification of processes and potential bottlenecks at the vendor's facility (if applicable).

Vendor Facility GPS Coordinates

 [Set My Current Location](#)



Overall Impression of Vendor Facility (Cleanliness, Organization, etc.)

Write something...

Observed Process Bottlenecks?

- ☐ Material Sourcing
- ☐ Production
- ☐ Packaging
- ☐ Quality Control
- ☐ Shipping/Logistics
- ☐ None Observed


Estimated Production Capacity (Units/Week)

Enter a number...

Detailed Notes on Equipment/Technology Used for Logistics Processes

Write something...

Supporting Photos/Videos of Logistics Operations

 Upload File

Confirmation of Communication Protocols (e.g., EDI, Email)

- ☐ Confirmed & Working
- ☐ Partially Working
- ☐ Not Functional

Date of On-Site Visit

Enter date...

Estimated Time Spent at Site

Risk Assessment & Mitigation Planning

Identifying potential risks associated with the validated lead times and creating plans to address them.

Identify Potential Risks Related to Lead Time Validation

Write something...

Estimated Impact Score (1-5, 1=Low, 5=High) for Each Identified Risk

Enter a number...

Estimated Probability Score (1-5, 1=Low, 5=High) for Each Identified Risk

Enter a number...

Describe Mitigation Strategies for High-Priority Risks (Impact > 3 or Probability > 3)

Write something...

Contingency Plans Already in Place (select all that apply)

- ☐ Alternative Suppliers
- ☐ Buffer Stock
- ☐ Expedited Shipping Agreements
- ☐ Production Schedule Adjustments
- ☐ Other (Specify in LONG_TEXT)

Detailed description of 'Other' contingency plan (if selected in MULTIPLE_SELECTION)

Write something...

Date for Reviewing Effectiveness of Mitigation Plans

Enter date...

Responsible Party for Monitoring & Implementing Mitigation Plans

Write something...


Documentation & Approval

Formal documentation of the validation process and securing necessary approvals.

Validation Summary & Findings

Write something...

Lead Time Validation Report (PDF/Excel)

 Upload File

Validation Outcome

- ☐ Lead Times Validated & Accepted
- ☐ Lead Times Validated with Modifications
- ☐ Lead Times Invalid & Require Re-negotiation

Validation Completion Date

Enter date...

Validation Team Lead Name

Write something...

Team Lead Signature

Approval Status

- ☐ Approved
- ☐ Rejected
- ☐ Pending Approval

Approver Comments (If Rejected)

Write something...

Ongoing Monitoring & Review

Establishing a system for ongoing monitoring and periodic review of the validated lead times.

Date of Last Lead Time Review

Enter date...

Frequency of Lead Time Reviews (in months)

Enter a number...

Review Outcome: Is the current lead time still valid?

- ☐ Yes
- ☐ No
- ☐ Needs Further Investigation


Notes and Observations from Review

Write something...

Was a root cause analysis performed if the lead time deviated?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Attach any supporting documentation (e.g., vendor communications, performance reports)

 Upload File

Summary of corrective actions taken based on review findings (if any)

Write something...

Next Scheduled Review Date

Enter date...