**RESTAURANT**

**VENDOR AND SUPPLIER CHECKLIST**

**VENDOR/SUPPLIER COMPANY DESCRIPTION:**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Fax Number |  |
| Email |  |
| Website |  |
| Focal Point (Person) |  |
| Position in the Company |  |

**VENDOR/SUPPLIER DISPOSITION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPROVED** | | **CONDITIONAL APPROVED** | | **DISAPPROVED** |
| Yes | No | Yes | No |  |
| ◻ | ◻ | ◻ | ◻ | ◻ |
| Expiry Date: [SPECIFY DATE OF EXPIRATION] | | Expiry Date: [SPECIFY DATE OF EXPIRATION] | |  |

Resurveyed and Approved: YES ◻ Date: [SPECIFY DATE]

Auditor: [SPECIFY NAME OF AUDITOR]

**Reason for Conditional Approval:** [SPECIFY REASON FOR CONDITIONAL APPROVAL]

**Reason for Disapproval:** [SPECIFY REASON FOR CONDITIONAL APPROVAL]

**Category 1. GENERAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Is the supplier/vendor certified to a standard? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s stock levels of supplied products and materials matched to the production needs? | ◻ | ◻ | ◻ |  |
| Is the supplier/vendor willing to meet the demands of its clients and customers? | ◻ | ◻ | ◻ |  |
| Is the supplier/vendor’s stock delivery and storage, according to their purpose? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of contingency plan available? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor practice FIFO? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON GENERAL QUALIFICATIONS]

**Category 2. FOOD SECURITY, SANITATION, PEST AND CHEMICAL CONTROL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Are the supplier/vendor’s stock levels of supplied food products meet their clients and customers standards? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system and procedure of checking the quality of the food products? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, method and procedure of sanitation in the food storage areas and facilities? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, method and procedure of pest control? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, method and procedure of chemical control? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON FOOD SECURITY, SANITATION, PEST AND CHEMICAL CONTROL]

**Category 3. FOOD SAFETY AND HACCP SYSTEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor’s products undergo HACCP Testing? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s products undergo Microbiological Testing? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s products undergo Environmental Monitoring? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s products are checked with Food Allergens and Chemical Sensitivities? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s products undergo Foreign Material Control? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON FOOD SAFETY AND HACCP SYSTEMS]

**Category 4. PRODUCTION MATERIALS, FACILITIES, AND EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Are the supplier/vendor’s stock levels of supplied products and materials matched to the production needs? | ◻ | ◻ | ◻ |  |
| Is the supplier/vendor willing to meet the demands of its clients and customers? | ◻ | ◻ | ◻ |  |
| Is the supplier/vendor’s stock delivery and storage, according to their purpose? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor practice FIFO? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, procedure and method of receiving its stocks? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON PRODUCTION MATERIALS, FACILITIES, AND EQUIPMENT]

**Category 5. TRANSPORT, PRODUCT AND MATERIAL HANDLING, STORAGE AND PACKAGING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Are the supplier/vendor’s have a documented system, procedure and method of receiving its stocks? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s products and materials, as well as its components, appropriately stored? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s tools, equipment and inspection measuring and test equipment stored correctly? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s employed transport means and packaging equipment tuned to the special properties of the products and materials, and its components? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s rejects, rework and adjustment parts, as well as internal residues, strictly separated and identified? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s material and parts flow secured against mix ups and exchanges by mistake and traceability guaranteed? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON TRANSPORT, PRODUCT AND MATERIAL HANDLING, STORAGE AND PACKAGING]

**Category 6. PERSONNEL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Are the supplier/vendor’s employees and staffs given responsibility and authority for the monitoring of the product and materials / process quality? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s employees and staffs given responsibility and authority for the monitoring of the production equipment and environment? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s employees suitable to perform the required tasks and is their qualification being maintained? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system and visible evidence of its employees and staffs’ motivation? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON PERSONNEL QUALIFICATION]

**Category 7. MANUFACTURING QUALITY ASSURANCE SYSTEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented process for quality planning? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented process flow charts? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented quality control process charts or control plan? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s quality control process charts or control plan include all dimensional controls including Setup, Operator checks and QC checks? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of Inspection Standards? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON MANUFACTURING QUALITY ASSURANCE SYSTEMS]

**Category 8. PROCESS CONTROL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented Work Instruction for each operation? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of handling, storage and packaging of its products and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of defining, identifying and handling of non-conforming products and materials specified by its clients and customers? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented procedure for set-up verification? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of application of statistical methods for critical or significant characteristics? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON PROCESS CONTROL]

**Category 9. CONTROL OF NON-CONFORMING PRODUCTS AND MATERIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have documented system of positive identification of all non-conforming or suspect products and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have documented system of defining responsibility for review and disposition of non-conforming or suspect products and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of segregating all non-conforming or suspect products and materials from the normal process flow? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of reworking on non-conforming products and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of re-inspecting and/or retesting reworked products for conformance to the required specification? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of traceability of non-conforming or reworked products? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON CONTROL OF NONCONFORMING PRODUCTS AND MATERIALS]

**Category 10. PRODUCT IDENTIFICATION AND TRACEABILITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented system and procedure should be in place for positive identification of all products and materials throughout all stages of the process? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s have a documented system that identifies its products and materials traceable to the supplier/vendor’s receiving and manufacturing records? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of age control (FIFO, LIFO, etc.)? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON PRODUCT IDENTIFICATION AND TRACEABILITY]

**Category 11. LABELING AND BARCODE CAPABILITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented Work Instruction for labeling and label verification or products and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s Work Instruction for labeling and label verification include specific items to be verified, Product or Material Number, etc.? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s Work Instruction require sign off by two persons, one for applying label and the other for performing verification? | ◻ | ◻ | ◻ |  |
| Are the information used by the supplier/vendor’s person(s) creating the labels of products and materials, current and correct? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a proper printer and software available for generation of labels allowing ease of use for its clients and customers’ specified information and requirement? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON LABELING AND BARCODE CAPABILITIES]

**Category 12. INSPECTION AND TESTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented system of its in-process inspection and testing? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of all incoming products, parts and materials? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of final inspection and testing? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON INSPECTION AND TESTING]

**Category 13. CONTROL AND CALIBRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented system for routine calibration and maintenance of all its facilities and equipment? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of uniquely identifying and indicating the current calibration status of its facilities and equipment? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of documenting the calibration processes of each facility and equipment? | ◻ | ◻ | ◻ |  |
| Are the intervals of calibration and maintenance of facilities and equipment frequent enough to assure continued accuracy? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, procedure and method for containment, or approval of trainee produced product by certified operator before release to next process, shipping, or stock? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON CONTROL AND CALIBRATION]

**Category 14. INTERNAL AUDITS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented system of matrix to track internal audits? | ◻ | ◻ | ◻ |  |
| Are audits of supplier/vendor completed within the given schedule? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s audit being corrected? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON INTERNAL AUDITS]

**Category 15. EMPLOYEE TRAINING AND CERTIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Are the supplier/vendor’s trainers certified or approved to train new operators? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system and procedure for training its employees and staffs? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor’s training of its employees and staffs include operator levels of certification, including “certified to train” (new) operators? | ◻ | ◻ | ◻ |  |
| Are the supplier/vendor’s training records available for most recent hires or position changes? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, procedure and method for containment, or approval of trainee produced product by certified operator before release to next process, shipping, or stock? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON EMPLOYEE TRAINING AND CERTIFICATION]

**Category 16. FAULT ANALYSIS, CONTINUAL IMPROVEMENT AND CORRECTIVE ACTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Remarks** |
| Does the supplier/vendor have a documented corrective action procedure defining methods and responsibility for developing effective corrective actions? | ◻ | ◻ | ◻ |  |
| Are the quality and process data recorded completely and ready to be evaluated? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of improvement programs? | ◻ | ◻ | ◻ |  |
| Are the quality and process data statistically analyzed and are improvement programs derived from this? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of identifying and analyzing the root causes of the product and process nonconformities? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of long-term corrective action plan? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of containment of actions being taken? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of verifying the effectiveness of the corrective action(s) being taken? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of reviewing the corrective actions being taken and being approved by the necessary people to assure they are feasible and the funding is available when applicable? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of reviewing the corrective actions being taken for use on similar product or materials as preventive measure? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system of regularly auditing the products and processes? | ◻ | ◻ | ◻ |  |
| Does the supplier/vendor have a documented system, procedure and method of updating all supporting documents, including Work Instructions, Control Plans, etc.? | ◻ | ◻ | ◻ |  |
| Are the target parameters available for the product and process? | ◻ | ◻ | ◻ |  |
| Are the compliance for products and processes being monitored? | ◻ | ◻ | ◻ |  |

Comments on: [SPECIFY COMMENTS ON FAULT ANALYSIS, CONTINUAL IMPROVEMENT AND CORRECTIVE ACTIONS]