



Supplier Vetting Checklist

A practical companion to Sourcify's
10-Step Due Diligence Framework



Step 1: Define Your Requirements & Build the Brief

- ☐ Define product specifications (materials, tolerances, finishes, certifications)
 - ☐ Determine order quantity, lead-time, packaging, logistics destination
 - ☐ Identify strategic priorities (cost vs quality vs speed vs IP protection)
 - ☐ Map preferred geography and backup plans
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Step 2: Supplier Short-list & Initial Screening

- ☐ Create a short-list of potential suppliers (capacity, certifications, export license, references)
 - ☐ Pre-qualify 3–5 suppliers and send initial RFQ
 - ☐ Verify registration, licenses, catalog, clients, and facility details
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Step 3: On-Site Audit or Virtual Factory Tour

- ☐ Verify ownership and facility type (factory vs trading company)
 - ☐ Assess capacity, equipment, workforce, and compliance
 - ☐ Review audit history and certification validity
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Step 4: Sample Production & First Article Approval

- ☐ Produce and inspect samples for fit, finish, functionality, and labeling
 - ☐ Record non-conformities and corrective actions
 - ☐ Approve First Article before mass production
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Step 5: Contract & Payment Terms

- ☐ Include product specifications, lead time, inspection rights, and payment schedule
 - ☐ Sign NDA and IP protection clauses
 - ☐ Define warranty, defect thresholds, and termination terms
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Step 6: Pre-Mass Production Inspection & Trial Run

- ☐ Conduct trial production (10–30% of run)
 - ☐ Inspect trial for consistency and packaging accuracy
 - ☐ Resolve issues before mass production approval
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Step 7: Mass Production Oversight & Continuous QC

- ☐ Set inspection checkpoints and use third-party QC
 - ☐ Track yield, defects, and lead times
 - ☐ Maintain supplier scorecards
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Step 8: Logistics, Compliance & Traceability

- ☐ Confirm export/import licenses and documentation
 - ☐ Verify incoterms, freight, insurance, and labeling
 - ☐ Ensure traceability and certification compliance
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Step 9: Post-Shipment Review & Supplier Score-Card

- ☐ Evaluate supplier performance (schedule, yield, quality)
 - ☐ Record damages, shortages, or returns
 - ☐ Update scorecard and decide future engagement
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Step 10: Risk Mitigation & Diversification

- ☐ Maintain backup suppliers and monitor risk factors
 - ☐ Protect IP and establish alternative manufacturing options
 - ☐ Balance single vs multi-sourcing strategies
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How to Use This Checklist:

Print or digitally mark off each step as you progress through your supplier vetting process. Keep it as a record of due diligence for compliance, audits, and continuous improvement.

For expert support applying this framework, partner with Sourcify.