

Vendor Evaluation Checklist for Quality Assurance

A **vendor evaluation checklist** is essential for quality assurance, ensuring that suppliers meet the required standards and expectations. This systematic approach helps businesses assess vendor reliability, product quality, and compliance with industry regulations. Utilizing such a checklist minimizes risks and enhances overall supply chain performance.

Vendor Evaluation Checklist

Criteria	Description	Yes/No	Comments
Company Profile	Vendor experience, reputation, and financial stability		
Certifications & Compliance	Relevant industry certifications (e.g., ISO 9001, GMP)		
Product Quality	Meets technical specifications and quality standards		
Quality Management Systems	Documented processes for quality control and continuous improvement		
Delivery Performance	On-time delivery record and lead times		
Cost Competitiveness	Cost-effective pricing and transparency		
Customer Support	Responsiveness and after-sales service		
Technical Capability	Ability to provide necessary technical support/documents		
Ethical & Environmental Standards	Adherence to ethical labor practices and environmental regulations		
References & Track Record	Positive feedback from existing clients/customers		

Notes: Complete the checklist for each potential vendor and review any areas of concern or non-compliance. Supplement the checklist with site visits, audits, and reference checks as needed.