

Supplier Evaluation and Audit

Approve or re-evaluate a supplier or subcontractor: insurance, certificates and competence checks, scored performance, audit findings and a decision with conditions.

1. Supplier

Who is being evaluated and why.

Project

Filled in from the project in SiteSurvey.

Supplier or subcontractor *

Site visited, if any

Address

Date *

Evaluated by

Reason * (choose one)

- ☐ Approving a new supplier
- ☐ Periodic re-evaluation
- ☐ Audit at their premises or on site
- ☐ After a problem or complaint

What do they supply or do for you?

Supplier contact

2. Documents and competence

What you saw, not what you were told.

Employers' and public liability insurance in date (choose one)

- ☐ Yes ☐ No ☐ Not seen

Expiry dates (if applicable)

Certificates seen (tick all that apply)

- ☐ ISO 9001
☐ ISO 14001
☐ ISO 45001
☐ Trade body or scheme membership
☐ Safety scheme accreditation
☐ None
☐ Other: _____

Health and safety policy and risk assessments (choose one)

- ☐ Yes ☐ No ☐ Not seen

Training and competence records for the people doing the work (choose one)

- ☐ Yes ☐ No ☐ Not seen

A way of checking their own work before it reaches you (choose one)

- ☐ Yes ☐ No ☐ Not seen

References or past work checked (choose one)

- ☐ Yes ☐ No ☐ Not seen

Notes and gaps

Photos of documents (photos: attach, or note the file names)

3. Performance scores

Score from 1, poor, to 5, very good.

Quality of goods or work (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Delivery or attendance on time (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Price and value (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Communication and response to problems (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Paperwork: certificates, records, invoices (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Health, safety and environment (circle one (Poor to Very good))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Score out of 30 (if applicable; worked out automatically in the app)

Score (%) (if applicable; worked out automatically in the app)

As a guide, this form treats 80% or more as approved, 60% to 79% as approved with conditions and under 60% as not approved. The bands are the form's own: set yours to suit what the supplier does for you.

4. Findings

One entry for each thing the supplier needs to put right.

Are there findings to raise with the supplier?

☐ Yes ☐ No

Findings (copy this block for each one; if applicable)

Finding *

Type (choose one)

☐ Nonconformity ☐ Observation ☐ Improvement suggested

Action agreed

By when

Photos (photos: attach, or note the file names)

5. Decision

Approve, approve with conditions, or not.

Decision * (choose one)

☐ Approved ☐ Approved with conditions ☐ Not approved

Conditions, or reasons (if applicable)

Next evaluation due

Evaluator name

Evaluator signature

Supplier representative, if present

Supplier representative signature