

Supplier Site Visit Checklist (Printable)

Use alongside the Word version for editable content.

Visit Info

Supplier Name: _____

Supplier Code: _____

Address: _____

Visit Date: _____

Visitors: _____

Scope/Process: _____

Checklist (mark: Good / Acceptable / Poor)

1. Work instructions & change control in place	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
2. Process/Final QC records maintained	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
3. Measuring equipment calibration records	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
4. NCR/CAR handling and effectiveness checks	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
5. Material identification & traceability (batch/serial)	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
6. Warehouse conditions & segregation of nonconforming items	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
7. Packaging & transport controls	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
8. Capacity & delivery planning	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor
9. Legal/regulatory compliance documents (if applicable)	<input type="checkbox"/> Good	<input type="checkbox"/> Accept.	<input type="checkbox"/> Poor

Summary

Overall result (circle): Acceptable / Acceptable with actions / Not acceptable

Corrective actions & due dates:
