Supplier qualification checklist

A decision record for a specific manufacturer, product scope and destination market

1. Reconcile the parties

- Legal seller, invoice issuer, bank beneficiary, exporter and manufacturing site are identified.
- Business registration and registered scope establish the identity record. Production capability is assessed through the factory evidence in the next section.
- Group-company, agent, trading-company or subcontracting relationships are disclosed and understood.
- The quoted product and factory location resolve to the same controlled supply route.
- Sanctions, ownership, litigation or other required screening is defined for the buyer's policy and jurisdiction.

2. Confirm real production capability

- Production lines, critical processes, staffing and current workload match the quoted category.
- Bought-in and subcontracted processes are identified, including who controls their quality.
- Critical machines, test facilities and calibrated instruments are available for the required scope.
- Capacity, lead time and bottlenecks are checked against the actual order.
- Factory access and evidence limitations are recorded with the resulting unresolved checks.

The decision considers disclosed roles, control of the actual manufacturer, contractual responsibility and the available technical evidence.

3. Test the technical fit

- Quotation and datasheet are reconciled line by line with the specification or BOQ.
- Materials, ratings, standards, brands, exclusions and deviations are explicit.
- Drawings, samples or trial evidence are reviewed where the order depends on them.
- References are relevant to the same product class, duty and level of complexity.
- The proposed inspection, test and document plan matches the project's consequence of failure.

4. Validate management-system and certificate evidence

- Certificate issuer, holder, site, scope, product and validity period are reconciled.
- A database such as NANDO is used only where the conformity route actually requires or cites a notified body.
- Test reports are checked for issuer, accreditation where relevant, model coverage and applicable standard edition.
- Classify each assessed requirement as verified, conditional or unresolved. Link the status to the verification method and record outstanding evidence separately.

5. Check destination and delivery experience

- Evidence covers the target region or a genuinely comparable conformity and logistics route.
- Packing, marking, manuals, labels and language capability fit the destination contract.
- Warranty, spare parts and technical-response ownership are identified before award.

Decision output

Verified	Evidence supports the named supplier, manufacturing site and order scope.
Conditional	The route may proceed only after named evidence, correction or contractual protection is completed.
Unresolved	The evidence does not support award or remains too incomplete for a defensible conclusion.

The report should contain

- Exact legal, commercial and manufacturing identities
- Product and scope assessed, with documents and dates
- Evidence obtained, source and verification method
- Capability observations and known access limitations
- Technical, certificate, schedule and continuity gaps
- Risk classification, conditions and recommended next control gate

How the result is used

When Sinospect supplies the order, qualification is an internal supply gate before it accepts seller responsibility. On a buyer-direct order, it is a separate decision record for the buyer. In both models, the buyer retains the specification, design decisions and final acceptance.

Send the supplier name, quotation and specification to jk@sinospect.com. Sinospect acknowledges the request within one business day. When the file is sufficient, it provides an initial written assessment and proposed qualification scope within two business days; otherwise it identifies the missing evidence.