

[organization name]

Appendix 1 – Checklist for Evaluation of Suppliers

No.	Supplier Name	Supplier Address	Supplier Contact	SQ	P	SR	TP	QMS	Total	Rank
1	ACME Company		March 03, 2019	15	20	10	10	5	60	D
2	XYZ Company		May 16, 2019	25	20	20	15	10	90	A

Commented [13A1]: If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

Commented [13A2]: Rank is:
[Redacted]

Commented [13A3]: This is just an example; please adapt to [Redacted]

Commented [13A4]: This is just an example; please adapt to your company practices.

Legend:

Symbol	Criteria	Range of Points
A	Excellent	90-100
B	Very Good	80-89
C	Good	70-79
D	Fair	60-69
E	Poor	50-59
F	Unsatisfactory	40-49
G	Very Poor	30-39
H	Not Evaluated	0-29

[job title]

[name]

[signature]

Commented [13A5]: Only necessary if document is in paper form.