

[organization name]

Appendix 2 – List of Approved Suppliers

No.	Supplier	Goods/Service	Date of Evaluation	Rank	Date of Evaluation	Rank	Notes
1	XYZ Company	High Voltage Power Supply		B			

Commented [AES1]: If the organization uses electronic

Commented [AES2]: Rank is:
• A – Exceptional
• B – Acceptable

Commented [AES3]: These columns are used if a supplier is

Commented [AES4]: This is just an example; adapt to the

[job title]

[name]

[signature]

Commented [AES5]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.