

[organization name]

Appendix 1 – Supplier Evaluation and Approval Record

SUPPLIER NAME: <i>[redacted]</i>	SUPPLIER CONTACT: <i>e.g. Bill Smith / Calibration Engineer</i>	PHONE NO. SUPPLIER PROVIDED: <i>[redacted]</i>	INITIAL EVALUATION DATE: <i>e.g. 22/12/2016</i>
SUPPLIER ADDRESS: <i>[redacted]</i>	PHONE NUMBER: <i>[redacted]</i>	FAX NUMBER: <i>[redacted]</i>	EMAIL ADDRESS: <i>[redacted]</i>

CRITERIA FOR NEW SUPPLIER EVALUATIONS: • <i>[redacted]</i> • <i>[redacted]</i> • <i>[redacted]</i>	REASON FOR SUPPLIER'S EVALUATION: <i>[redacted]</i>
LIST OF ALL SUPPLIER CERTIFICATIONS, APPROVALS AND AWARDS: <i>e.g. ISO/IEC 17025: 2015 certification</i>	
SUPPLIER APPROVED BY: <i>[redacted]</i>	
APPROVAL DATE AND APPROVED BY: <i>[redacted]</i>	
RE-APPROVAL DATE AND RE-APPROVED BY: <i>[redacted]</i>	
RE-APPROVAL DATE AND RE-APPROVED BY: <i>[redacted]</i>	

Commented [170251]: Organization should have this form for each supplier evaluation and approval on file.

Commented [170252]: Use criteria as follows or add additional

Commented [170253]: Explain and document all listed criteria

Commented [170254]: According to procedure, this is Quality manager.

Commented [170255]: This is the re-approval date. Each year,