

Vendor Management Checklist

A practical checklist for onboarding, vetting, and monitoring suppliers and contractors

ISO 9001 • ISO 27001 • ISO 37301 • ISO 37001

Vendor risk is easy to underestimate until a lapsed certificate or an unvetted contractor causes a real problem. This checklist sets out a practical sequence for onboarding, vetting, and monitoring suppliers and contractors so compliance status is always known, not assumed.

A Onboarding & Registration

- ☐ Capture vendor registration details and business documentation
- ☐ Confirm the scope of goods or services to be supplied
- ☐ Classify the vendor by risk category and criticality
- ☐ Assign an internal owner responsible for the vendor relationship
- ☐ Issue portal access for document submission where applicable

B Due Diligence & Vetting

- ☐ Verify company registration and tax compliance status
- ☐ Screen for conflicts of interest and beneficial ownership
- ☐ Check references and past performance history
- ☐ Confirm insurance, safety, and quality certifications are current
- ☐ Apply consistent vetting criteria regardless of vendor size

C Contractual & Compliance Requirements

- ☐ Define compliance requirements and required documents per vendor category
- ☐ Include audit and inspection rights in vendor agreements
- ☐ Set clear expectations for data protection and information security
- ☐ Confirm anti-bribery and anti-corruption commitments are in place
- ☐ Record contract start, renewal, and expiry dates

D Document & Expiry Management

- ☐ Track expiry dates for certificates, insurance, and licences
- ☐ Send automated renewal reminders ahead of expiry
- ☐ Suspend or flag vendors with lapsed documentation
- ☐ Maintain a central, auditable document repository per vendor

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Ongoing Monitoring & Risk Scoring

- ☐ Assign and periodically review a risk score per vendor
- ☐ Set monitoring frequency based on risk level
- ☐ Track incidents, non-conformances, or complaints linked to a vendor
- ☐ Re-assess risk scoring after any significant compliance event
- ☐ Escalate high-risk vendors for management review

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Performance Management

- ☐ Record vendor performance ratings against agreed criteria
- ☐ Review performance data at defined intervals
- ☐ Link performance issues to corrective action plans
- ☐ Feed performance history into renewal and re-tender decisions

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Reporting & Continuous Improvement

- ☐ Generate compliance status reports across the full vendor base
- ☐ Report on expiring documents and outstanding renewals
- ☐ Review vendor management processes for gaps at least annually
- ☐ Benchmark vendor compliance rates over time

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