

SUPPLIER AUDIT SOP CHECKLIST

*Use this Standard Operating Procedure to audit your next supplier.
Whether you buy flexible films or test what an RSC corrugated boxes structure is, execute these
exact steps for 100% Food Grade Material Tracing.*

**Map every component.**

Identify every food-contact and near-contact material.

**Request the full BOM.**

Obtain the complete bill of materials and process flow diagram.

**Match to the FDA.**

Connect each material family to the applicable FDA regulatory pathway.

**Review the DOCs.**

Validate Declarations of Compliance against your exact use conditions.

**Validate sub-components.**

Test inks, coatings, adhesives, sealants, and rubber parts separately.

**Inspect the facility.**

Check hygiene zoning, air quality, and lubricant controls onsite.

**Spot-check the code.**

Audit lot coding and trace the numbers backward to the resin supplier.

**Pull independent samples.**

Extract sample lots for third-party verification where the risk is high (like passing an ISTA 3A drop test under extreme heat).

**Approve conditionally.**

Authorize the supplier with strict change-control conditions. Never issue a blanket approval.

