

SUPPLIER CERTIFICATE VERIFICATION CHECKLIST

Use this checklist before relying on a supplier certificate, test report or conformity document in a commercial sourcing decision. Verify through independent official sources and record the evidence used.

Project / product:	
Supplier legal name:	
Factory / site:	
Reviewer and date:	
Document type and number:	

1. DEFINE THE CLAIM

- ☐ Identify whether this is a management-system certificate, product certificate, test report, inspection report, supplier declaration or registration document.
- ☐ Write down the exact claim the document is expected to prove.
- ☐ Preserve the original file, supplier message, filename and receipt date.
- ☐ Record certificate/report number, alleged issuer, standard, legal entity, site, product/model and validity dates.

2. VERIFY THE SOURCE

- ☐ Find the issuer independently through its official website or an accreditation/regulatory database.
- ☐ Do not rely only on email addresses, telephone numbers or QR links printed on the document.
- ☐ Confirm the certificate/report number and current status with the issuer or official database.
- ☐ For management-system certification, check IAF CertSearch or contact the certification/accreditation body where applicable.
- ☐ Confirm the issuer is competent or accredited for the relevant activity, standard or test scope.

3. MATCH ENTITY, SITE AND SCOPE

- ☐ Exact registered legal name matches the contracting/manufacturing entity.
- ☐ Factory/site address matches the proposed production location.
- ☐ Relationship between factory, trader and export entity is documented.
- ☐ Standard reference and edition are correct.
- ☐ Certification or testing scope covers the relevant activity/product.
- ☐ Issue, expiry, suspension or withdrawal status is acceptable.

4. MATCH THE PRODUCT OR MODEL

- ☐ Product name, model and variant match the controlled specification and quotation.
- ☐ Applicant, manufacturer and manufacturing site are consistent.
- ☐ Photos, drawings, materials, ratings and critical parameters match.
- ☐ Test standards and methods are relevant to the destination market and intended use.
- ☐ Certificate and underlying report numbers are linked and complete.
- ☐ Proposed material, component, process, site or subcontractor changes do not invalidate the evidence.

5. DOCUMENT RED FLAGS

- ☐ No unexplained spelling, layout, font, signature, seal or numbering inconsistencies.
- ☐ No missing annexes, pages, limitations or scope statements.
- ☐ QR codes and links resolve to an independently verified official domain.
- ☐ No claim that the supplier was 'certified by ISO' or unauthorized use of the ISO logo.
- ☐ Any ambiguity has been confirmed directly with the issuer before approval.

6. RECORD THE DECISION

Verification source / URL:	
Issuer contact / confirmation:	
Verification date:	
Result:	☐ Verified ☐ Partial ☐ Unverified ☐ Expired ☐ Irrelevant
Supplier decision:	☐ Proceed ☐ Hold ☐ Further testing ☐ Audit ☐ Reject
Required next action:	

NEED HELP? Zignify supports commercial buyers with supplier discovery, document review, verification, factory assessment, quality planning and sourcing execution.
zignify.net/product-sourcing-request/

Important: A verified document is only one input to supplier approval. It does not replace product-specific compliance review, testing, factory verification, quality controls or professional legal/regulatory advice.