

Supplier Due Diligence Checklist

Use this document to organize the questions your purchasing, engineering, quality and compliance teams should ask before approving a custom trolley supplier.

Project / company: _____ Date: _____

Company and order control

Review point	Evidence or question	Owner / status
Legal identity	Registered company name, address, main contact and contract entity.	_____
Quotation and invoice	Quotation scope, currency, payment terms, invoice entity and change control.	_____
Drawing control	Revision number, sample approval, change record and repeat-order reference.	_____
Supplier management	How purchased casters, hardware, wheels and finish services are selected and checked.	_____
Communication	Escalation contact, response process and document owner for RFQ and quality questions.	_____

Environment and workplace

- ☐ How are coating exhaust, wastewater, dust, scrap metal, packaging waste and chemicals controlled?
- ☐ Which environmental permits or disposal records apply to the actual production route?
- ☐ Are welding, grinding, bending, lifting and machine safety risks covered by training and procedures?
- ☐ Are PPE, age verification, working-hours, injury handling and policies against child or forced labor documented?
- ☐ Which claims are current and supported by documents rather than general marketing language?

Quality and production

- ☐ Incoming material, caster and hardware checks are defined before production.
- ☐ First article or sample approval is required before batch production where appropriate.
- ☐ Critical dimensions, frame squareness, caster plate flatness and assembly fit are identified.
- ☐ Final checks cover rolling, turning, brakes, shelves, drawers, handles, finish, labels, quantity and packing.
- ☐ Inspection reports, photos, material records or corrective-action records can be requested when required.

Responsible purchasing decision

- ☐ The supplier can explain what is confirmed, what is project-specific and what still needs verification.
- ☐ The product page does not publish unverified certificates, customer names, performance numbers or delivery promises.
- ☐ The approved wheel, finish, drawing, packing and inspection requirements can be retained for repeat orders.
- ☐ Open actions before approval: _____
- ☐ Approval decision / date: _____

This checklist helps structure a supplier conversation. It is not a certification and does not replace your company's audit, legal or quality requirements.