

Supplier verification

Demonstration format - no check conducted

This is an illustrative report structure. It contains no real supplier, inspection, client result or accreditation. The final scope, method and report contents must be agreed for the project.

Project and agreed scope

Field	Information to record
Project reference	[To be assigned to a real commissioned project]
Buyer / authorised contact	[Confirmed client details - not supplied in this example]
Business being checked	Supplier legal identity and names to cross-check
Source documents	Public records and documents supplied for the agreed review
Verification date	Date of each source and date reviewed
Scope boundaries	Questions included, excluded and unresolved

Checks to define before work

- Business identity and quotation/website consistency
- Registration and stated business activities within scope
- Dated public information and reported risks
- Sources that could not be independently confirmed

Evidence and uncertainty

Each factual finding should be traceable to a source or evidence reference. Separate observed information, supplied statements and anything not verified. Record exclusions and information gaps.

Findings and evidence

Placeholder fields only - no inspection result

Record	Example field to complete
Agreed check	[Check description from the written scope]
Evidence reference	[Dated document, observation or photo reference]
Finding	[What was actually established or observed]
Status / limitation	[Evidence-supported finding, uncertainty or unavailable information]
Follow-up question	[Any further check requiring separate agreement]

Evidence log

Reference	What the record should identify
Document / source	[Source, date, relevant extract and verification limits]
Observation / photo	[Subject, context, date and relation to the agreed check]
Unresolved item	[What could not be checked and why]

Decision and scope limits

A verification or inspection report supports the buyer's decision. It is not an unrestricted quality guarantee, legal opinion or compliance certificate. Sampling results do not establish the condition of every unit. Specialist tests and further work are separately scoped.

Report review and issue

[Record the responsible reviewer, issue date, version, agreed recipients and any correction history when an actual report is issued.]

DEMONSTRATION ONLY: no staff signature, finding, result or client case is represented by this document.