

Form - Supplier Process Validation Review

Food Safety & Quality Template · Provided by GIFSQ

When you rely on a supplier's process - their heat treatment, their kill step, their sorting - you're relying on their validation. This form reviews whether that reliance is justified.

Be specific and honest in every field; vague records help nobody during an investigation. If a field doesn't apply, write N/A rather than leaving it blank.

1. Document control

Field	Details
Document title	Form - Supplier Process Validation Review
Document no.	[QA-FORM-050]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

1. Supplier process

- Supplier: [] | Material: []
- Supplier's process relied upon: [e.g., heat treatment, metal detection]
- Hazard it controls: []
- Date of review: [YYYY-MM-DD] | Reviewer: [Name]

2. Validation evidence

Evidence required	Provided? (Y/N)	Adequate? (Y/N)	Comments
Validation study/protocol and results	☐	☐	☐
Critical limits and their basis	☐	☐	☐
Monitoring and corrective action procedures	☐	☐	☐
Verification activities (e.g., calibration, testing)	☐	☐	☐
Change control notification agreement	☐	☐	☐

3. Decision

If the supplier can't show validation, you have three options: help them get it, validate it yourself on receipt (rarely practical), or find a supplier who can. 'We've used them for years' is not the fourth option.

- Reliance justified? [Y/N - conditions]
- Risk if supplier process fails: ☐
- Ongoing verification: [audits, COAs, testing - frequency]
- Next review due: [YYYY-MM-DD]
- Approved by QA: [Name / signature / date]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain per supplier file requirements. at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026