



Supplier Vetting Checklist



Use this checklist to assess your next potential nut, seed, and dried fruit supplier on the key factors that drive consistency, reduce risk, protect your brand, and support your bottom line.

Company Background & Reputation

- How long has the company been operating in your category or region?
 - Do they have a proven track record with recognized buyers or retailers?
 - Can they provide references demonstrating reliability?
 - Do they have the financial stability to maintain consistent operations?
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Product Quality & Safety Standards

- Do they provide Certificates of Analysis (COAs), specs, and test data per lot?
- Which food safety certifications do they hold (e.g., BRC, SQF, HACCP, ISO 22000)?
- Is there a documented traceability from farm to shipment?
- What's their track record on non-conformance or recalls? How are issues handled?



Reliability & Consistency

- Do they maintain inventory buffers or alternative sourcing in case of disruptions?
 - Can they meet your volume requirements during peak seasons or market shortages?
 - Are their quality and pricing consistent over time, or do they fluctuate without transparency?
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Processing & Capabilities

- Do they offer in-house processing such as roasting, pasteurization, or sorting?
 - Are their processes validated by third-party audits or certifications?
 - Do they have the ability to support you in new product development?
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Compliance & Documentation

- Do they provide updated documentation for certifications, audits, and regulatory compliance?
 - Do they have clear policies on allergens, contamination, and corrective action?
 - Are export/import licenses valid and current?
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Communication & Partnership Approach

- Are response times quick and professional?
- Do they proactively share market insights, updates, or challenges?
- Do they demonstrate openness and transparency when discussing pricing or constraints?
- Do they align with your company's culture and long-term sourcing values?

