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PROCUREMENT · SUPPLIER EVIDENCE REVIEW

Buyer-Side SMETA Review Checklist

Five platform checks, seven questions and a decision rule before a purchase order moves.

Version 1.0 Last updated: November 18, 2026

DISCLAIMER

A preparation worksheet, not an audit certificate or legal advice. SMETA scope, report validity and corrective-action requirements are set by Sedex, the appointed audit firm and your buyers. Confirm every field against your own compliance policy and the current official SMETA guidance before you rely on it.

SPEC-SMETA-06 · Version 1.0 · Buyer review before a PO moves

Report Data Sheet

FIELD	ENTRY
Legal entity on the report	
Production address	
Sedex site ID	
Audit firm	
Lead auditor	
Audit date	
Report version	
Scope: 2-pillar / 4-pillar	
Open findings	
CAPR closure status	

Five Platform Checks

CHECK	WHAT YOU ARE LOOKING FOR	DONE?
Site profile access	The supplier has shared the site profile with your buyer account.	□ Done □ Open
Legal entity and address	The audited entity matches the contracting party and the invoicing entity.	□ Done □ Open
Scope and report date	Pillar scope and audit date fit your requirement and are inside the recency window.	□ Done □ Open
Evidence of closure	Uploaded evidence shows follow-up closure, not just an open corrective action plan.	□ Done □ Open
PO production site	The audited site is the site that will run your order, including nominated subcontractors.	□ Done □ Open

Seven Questions to Ask

#	QUESTION	ANSWER	EVIDENCE SEEN
1	What is the exact legal entity and address on the audit report?		
2	Is the report 2-pillar or 4-pillar?		
3	When was the audit conducted, and by whom?		
4	Are any findings still open?		

#	QUESTION	ANSWER	EVIDENCE SEEN
5	How were corrective actions verified?		
6	Does this report cover the actual production site for my PO?		
7	Are subcontractors involved, and what audit evidence exists for them?		

Decision

OUTCOME	CONDITION
Approve	No critical findings, scope matches the PO site, report inside the recency window, CAPR closed.
Conditional	Open findings with a dated CAPR, a named owner and a closure date inside your order timeline.
Reject	Entity mismatch, uncovered production site, undisclosed subcontractor or an expired report.

A platform login proves neither scope nor site identity. Report scope, site identity, recency and CAPR closure status matter more than any logo.

Before You Approve

- □ The audited legal entity matches the contract and the invoice.
- □ The report covers the site that will run this PO.
- □ The report is inside your recency requirement for this product risk.
- □ Every open finding has an owner, a date and a verification route.
- □ Nominated subcontractors are named and covered by audit evidence.

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Approve the evidence, not the badge.

Send the audit pack and PO site details — the entity, scope and closure gaps are identified within one business day.

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