Ashford Business Services Ltd

Supplier Approval Checklist

Item	Detail
Supplier legal name	Sarah Mitchell
Goods or services supplied	Goods or services supplied by this supplier
Name of approval owner	James Patel
Date of approval check	9 November 2026
Risk level assigned to this supplier	Risk level assigned to this supplier

Use this checklist before a new supplier is approved, and again when an approval is renewed or a material change occurs. A supplier is not approved until every mandatory check below is marked as met, or a written exception has been recorded in the decision section and signed by the approver. Tick a check by shading or marking its checkbox cell; leave no checkbox cell unmarked.

A. Legal identity and registration

Check	Evidence required	Done	Result	Notes
Legal name matches the registration document provided.	Registration document showing the supplier legal name and registration number.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Trading name, where different from the legal name, is recorded.	Document showing the trading name used by the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Registered address and contact details are confirmed.	Confirmation of the registered address and main contact details.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Ownership and control information has been provided where required.	Ownership information supplied by the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.

B. Financial standing

Check	Evidence required	Done	Result	Notes
Recent financial statements or a financial assessment have been reviewed.	Financial statements or financial assessment report.		Result of this approval check	Notes on this approval check as agreed at the meeting.
No unresolved adverse financial finding affects the ability to	Record of the financial review and any finding raised.		Result of this approval	Notes on this approval check

supply.			check	as agreed at the meeting.
Credit terms requested are within the approved range for this risk level.	Record of the credit terms requested and approved.		Result of this approval check	Notes on this approval check as agreed at the meeting.

C. Insurance and licences

Check	Evidence required	Done	Result	Notes
Public liability insurance is current and covers the work supplied.	Insurance certificate showing cover, limits, and expiry date.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Professional indemnity insurance is current where the work requires it.	Insurance certificate showing cover, limits, and expiry date.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Licences or permits required for the work are current.	Licence or permit documents with expiry dates.		Result of this approval check	Notes on this approval check as agreed at the meeting.

D. Quality and capability

Check	Evidence required	Done	Result	Notes
Capability to meet the specification has been demonstrated.	Evidence of capability, such as a capability statement or site visit record.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Quality management arrangements are described and acceptable.	Quality management description or certification document.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Capacity to meet the volumes and timescales required has been confirmed.	Capacity confirmation from the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.

E. Data protection, security, and compliance

Check	Evidence required	Done	Result	Notes
Data protection arrangements are described where the supplier will	Data protection description or agreement.		Result of this approval	Notes on this approval check

handle personal data.			check	as agreed at the meeting.
Security controls are described where the supplier will access systems or premises.	Security description provided by the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Sanctions and exclusion screening has been completed with no adverse result.	Screening result record.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Anti-bribery and code of conduct acknowledgements have been received.	Signed acknowledgements from the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.

F. References and conflicts

Check	Evidence required	Done	Result	Notes
References from comparable customers have been checked.	Reference check notes.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Any conflict of interest declared by the supplier has been reviewed.	Conflict of interest declaration and review note.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Any subcontractor the supplier will rely on has been disclosed.	Subcontractor disclosure from the supplier.		Result of this approval check	Notes on this approval check as agreed at the meeting.

G. Commercial terms

Check	Evidence required	Done	Result	Notes
Pricing, payment terms, and delivery terms are agreed in writing.	Agreed commercial terms document.		Result of this approval check	Notes on this approval check as agreed at the meeting.
Contract or order terms, including termination rights, are agreed.	Contract or order terms document.		Result of this approval check	Notes on this approval check as agreed at the meeting.

Evidence index

Ashford Business Services Ltd

List each document received, so the approval can be audited later without searching for the source papers.

Document received	Date received	Expiry date, if any	Checked by
Title of evidence document one as agreed at the meeting.	9 November 2026	9 November 2026	Sarah Mitchell
Title of evidence document two as agreed at the meeting.	9 November 2026	9 November 2026	Sarah Mitchell

Approval decision

Decision	Selected	Conditions and next review
Approved		Conditions of approval, or state that there are no conditions
Approved with conditions		9 November 2026
Not approved		Reasons for non-approval and any action before reapplication as agreed at the meeting.

Next review date for this approval: 9 November 2027. Any approval condition that is not met by its date must be escalated to Sarah Mitchell.

Signatures

Role	Name	Signature	Date
Approval owner	James Patel	James Patel	James Patel
Approver	Helen Morris	Helen Morris	Helen Morris