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COURSE BROCHURE

Vendor Prequalification and Supplier Audit Training Course

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Registered in the United Kingdom and Saudi Arabia

Vendor Prequalification and Supplier Audit Training Course

Vendor Prequalification and Supplier Audit is a 1-week training course for supplier quality, procurement and vendor management staff, in which each participant builds a vendor qualification and audit toolkit for one supply category. Disrupted supply chains, ethical sourcing expectations and tighter contract controls mean organisations must know who they buy from before and after award. Jupiter Prime Training delivers vendor prequalification and supplier audit.

Why Vendor Prequalification and Supplier Audit Matters Now

Three groups push this subject up the agenda. Operations leaders have felt the cost of supplier failure and want stronger checks on capacity, finance and continuity before award. Customers, investors and lenders expect evidence that suppliers meet labour, safety and anti-corruption standards. Internal audit increasingly tests whether approved vendor lists are current and whether contractual controls are verified on site. Organisations that qualify and audit suppliers well reduce disruption and reputational exposure; those that rely on paperwork alone discover weaknesses after a failure. The course applies the risk principles of ISO 31000 to supplier selection, audit planning and corrective action.

Who Gains Most from Vendor Prequalification and Supplier Audit

- Supplier quality staff who plan and carry out supplier audits and follow-up visits
- Procurement officers who run prequalification and maintain approved vendor lists
- Vendor management staff who review supplier performance and agree corrective actions
- Category specialists who decide which suppliers to develop, retain or exit
- Contract compliance staff who check that suppliers meet contractual requirements

A procurement and quality unit gains most when buyers and auditors attend together and agree one set of qualification criteria and one audit protocol.

Vendor Prequalification and Supplier Audit Capabilities

Participants learn to judge a supplier before award, verify it on site after award and decide what to do when findings appear.

- Specify prequalification criteria weighted by category risk — sourcing committees
- Assess due diligence evidence on finance, capacity and conduct — approval panels
- Design a supplier audit plan with scope, checklist and sampling — quality leads
- Apply performance review and corrective action steps to underperforming suppliers — category managers
- Build an approved vendor list and supplier development plan — procurement heads

Key Vendor Prequalification and Supplier Audit Terms

- Prequalification — the screening of suppliers against minimum criteria before they may bid or be awarded work.
- Due diligence — the checks on a supplier's ownership, finances, capability and conduct before onboarding.
- Approved vendor list — the controlled register of suppliers cleared to receive orders in defined categories.
- Supplier audit — a planned on-site or remote examination of a supplier's processes, records and controls.
- Corrective action request — a formal demand that a supplier fix a nonconformity within an agreed time.
- Supplier development plan — a joint plan to raise a supplier's capability, quality or capacity over time.

Vendor Prequalification and Supplier Audit Day by Day

Day 1: Supplier Risk and the Qualification Lifecycle

- ISO 31000 Risk Principles — Framing Supplier Selection And Oversight
- Supply Category Segmentation — Matching Controls To Spend And Criticality
- Supplier Lifecycle Map — Linking Qualification, Onboarding, Review And Exit
- Case Studies From Food Manufacturing And Construction Supply — Lessons From Supplier Failure
- Current Practice Diagnostic — Setting Priorities For The Course

Day 2: Prequalification and Due Diligence

- Prequalification Questionnaires — Asking For Evidence Instead Of Claims
- Weighted Qualification Criteria — Scoring Capacity, Quality And Finance
- Financial Health Checks — Reading Accounts And Credit Signals
- Ownership And Conduct Screening — Detecting Conflicts And Corruption Risk
- Onboarding Approval — Deciding Entry To The Approved Vendor List

Day 3: Planning and Conducting Supplier Audits

- Audit Scope And Objectives — Choosing Process, Product Or System Focus
- Audit Checklist Design — Linking Questions To Contract Requirements
- Sampling And Evidence Collection — Testing Records On Site
- Opening And Closing Meetings — Presenting Findings Fairly
- Audit Report Writing — Grading Nonconformities And Observations

Day 4: Performance Reviews and Corrective Action

- Supplier Performance Reviews — Combining Delivery, Quality And Service Data
- Corrective Action Requests — Setting Root Cause And Closure Deadlines
- Contract Compliance Checks — Verifying Insurance, Licences And Obligations
- Escalation And Exit Options — Deciding Probation, Suspension Or Removal
- Supplier Development Plans — Raising Capability In Strategic Suppliers

Day 5: Practising the Vendor Qualification and Audit Toolkit

- Prequalification Scoring Exercise For A Packaging Supplier — Applying Criteria And Evidence
- Mock Supplier Audit — Applying Checklist And Sampling Methods
- Corrective Action Scenario — Applying Root Cause And Follow-Up Steps
- Approved Vendor List Review — Updating Status And Categories
- Vendor Qualification And Audit Toolkit — Presenting The Toolkit For Challenge

Applying Vendor Prequalification and Supplier Audit After the Course

- Rescore the five highest-spend suppliers in one category against the weighted criteria and update their approved vendor list status.
- Plan and carry out one supplier audit using the checklist built during the course, then issue corrective action requests for any findings.

Vendor Prequalification and Supplier Audit Questions FAQ

What is vendor prequalification and supplier audit, and why does it matter now?

Vendor prequalification and supplier audit is the practice of screening suppliers before award and verifying them afterwards against agreed criteria. It matters now because supply disruption, ethical sourcing demands and audit scrutiny all expose weak supplier checks.

Which roles gain most from vendor prequalification and supplier audit training?

Supplier quality, procurement and vendor management staff gain most, because they qualify, audit and review suppliers. Category specialists and contract compliance staff also benefit when they decide which suppliers to develop or exit.

How does vendor prequalification and supplier audit training differ from a vendor scorecard course?

It covers the whole qualification and audit cycle rather than measurement alone. A scorecard course focuses on service levels and indicators; this course adds prequalification criteria, due diligence, on-site audits, corrective action and approved vendor list control.

What do you bring back from vendor prequalification and supplier audit training?

You bring back a vendor qualification and audit toolkit for one supply category, with criteria, questionnaire, audit checklist, corrective action template and development plan format.

Vendor Prequalification and Supplier Audit: The Way Forward

The vendor qualification and audit toolkit first informs which suppliers stay on the approved vendor list at its next review. Procurement, supplier quality and vendor management staff use it throughout the supplier lifecycle. After the first audit round, revisit the criteria weights and checklist questions, because real findings show which checks predicted problems and which added little.