

Valve Supplier Qualification Checklist

A certificate file is only one part of supplier approval. Use this checklist to compare the legal entity, manufacturing arrangement, quality controls, document scope, and the exact products being quoted.

1. Legal identity

☐	Registered company name matches quotation and bank details	Notes: _____
☐	Business licence and registered address reviewed	Notes: _____
☐	Sales office, manufacturing site, and any subcontracted activity identified	Notes: _____
☐	Contact person and authority for technical/commercial approval confirmed	Notes: _____

2. Certificates and scope

☐	Certificate number, issuer, issue date, and validity date checked	Notes: _____
☐	Named legal entity and site address checked	Notes: _____
☐	Product and pressure scope read in full	Notes: _____
☐	Destination-market or project-specific approval listed separately	Notes: _____
☐	Current files requested when certificate and business-licence addresses differ	Notes: _____

3. Manufacturing and inspection

☐	Machining, assembly, pressure testing, coating, and packing responsibilities identified	Notes: _____
☐	Equipment and production photos matched to the stated site	Notes: _____

☐	Pressure-test method and record format reviewed	Notes: _____
☐	Measuring-equipment control and calibration evidence requested where relevant	Notes: _____
☐	Non-conformance and corrective-action process discussed	Notes: _____

4. Order execution

☐	Technical deviations are written before order placement	Notes: _____
☐	Approved drawings and datasheets have revision control	Notes: _____
☐	OEM nameplate, marking, and packing samples approved	Notes: _____
☐	Inspection hold points and document deadlines appear in the purchase order	Notes: _____
☐	Final document package and shipment evidence agreed	Notes: _____

5. Audit record

☐	Live video or on-site audit date	Notes: _____
☐	People interviewed and areas viewed	Notes: _____
☐	Open findings, responsible person, and due date	Notes: _____
☐	Approval status and limitations recorded	Notes: _____

HSVA review note: Management-system certificates do not certify every valve model. Production licences and type-test certificates must be read with their listed product and pressure scope.

Decision

☐ Approved ☐ Conditionally approved ☐ Additional evidence required ☐ Not approved

Reviewer / date: _____