

BEI World Pty Ltd

Supplier Onboarding Checklist

Version: 1.0

Effective Date: August 2026

Supplier Information

- ☐ Supplier / Manufacturer Name
 - ☐ Company Registration Details
 - ☐ Business Address
 - ☐ Manufacturing Location(s)
 - ☐ Primary Contact Person
 - ☐ Contact Details
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Product Information

- ☐ Products to be Supplied
 - ☐ Manufacturing Facility Confirmed
 - ☐ Country of Manufacture Confirmed
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Ethical Sourcing Requirements

- ☐ Supplier Code of Conduct provided to supplier
- ☐ Supplier confirms compliance with applicable labour and employment laws
- ☐ Supplier confirms no use of forced labour or child labour
- ☐ Supplier confirms compliance with workplace health and safety requirements

- ☐ Supplier agrees to cooperate with reasonable ethical sourcing requests
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Due Diligence

- ☐ Supplier records created and maintained
- ☐ Manufacturing location verified
- ☐ Supplier risk assessment completed
- ☐ Supporting compliance documentation reviewed where appropriate
- ☐ Additional information requested where required
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Compliance Documents (Where Available)

- ☐ Factory Audit Report (if available)
- ☐ Product Compliance Documentation
- ☐ Other Supporting Documentation
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Approval

- ☐ Supplier approved for onboarding

Approved by:

Company Director

Date: _____