**Due diligence checklist**

| **Type of check** | **Suggested questions/research** | **Checkmark** |
| --- | --- | --- |
| **Referee discussions**  Referee checks may be used when checking suppliers and/or key named personnel.  Referees must be relevant to the goods/services you’re purchasing and recent or current customers. | What’s your relationship with the supplier?  What type of goods or services have you purchased?  Has the supplier’s been:   * on time? * to the required specifications? * within budget?   How would you rate the quality of the goods or services delivered?  How accurate is/was the supplier’s reporting and invoicing?  Where has the supplier performed well? What could they improve?  Have there been any issues? If yes, how well were they handled?  Have there been any concerns around honesty or trustworthiness?  Would you use this supplier again? | Stop |
| **Analysis of ownership**  The New Zealand Business Number (NZBN) and New Zealand Companies registers are good places to start.  [Home | New Zealand Business Number (nzbn.govt.nz)](https://www.nzbn.govt.nz/)  [New Zealand Companies Register (companiesoffice.govt.nz)](https://companies-register.companiesoffice.govt.nz/) | Check that the supplier is a legal entity (using the search facility on the NZBN website).  How long has the supplier been in business?  Check who owns the supplier. Is there a parent company?  Is the supplier New Zealand based, offshore, or part of a multinational?  How many staff does the supplier have in total? How many staff will deliver this contract?  Check that there are no actual, potential or perceived conflicts of interest. | Stop |
| **Analysis of delivery** | Do the supplier’s staff have the capacity, capability and expertise to deliver?  Who is the supplier’s contract manager/account manager? Ask for their CV.  What processes and methodology does the supplier use to check and maintain quality?  How are confidential records stored by the supplier (if relevant to the contract)?  Does the supplier comply with New Zealand product standards (if appropriate)?  Can the supplier verify their sustainably sourced goods (if appropriate)?  Does the supplier have historical or current industrial relations issues? | Stop |
| **Analysis of finances** | Check the supplier’s evidence of insurance (if required).  Assess any material risks to the supplier (e.g. pending litigation).    Check whether there are any current or pending issues with Inland Revenue. Ask the supplier to confirm. | Stop |
| **Reputation checks** | Has the supplier won any awards?  Do a media check on the supplier. | Stop |
| **Security checks** | Does the supplier/key named personnel have any convictions that could compromise the contract?  Are there any pending criminal cases that could compromise the contract?  Can the supplier obtain and maintain security clearance (if required)? | Stop |