

SAMPLE VENDOR RISK DUE DILIGENCE PLAN TEMPLATE

STATUS	TASK	DESCRIPTION	DOCUMENT LOCATION	OWNER	START DATE	END DATE	REVISIT DATE	NOTES
	<b>Collect Information on Vendor</b>							
	Incorporation documents							
	Shareholder and beneficiary data							
	Board member data							
	Political ties							
	Official references							
	Proof of identity							
	Source of funds							
	<b>Screen Potential Vendor</b>							
	Credit check							
	Research public records							
	Conduct sanctions screening							
	Check against criminal entities list							
	Check against debarred or disqualified entities list							
	Identify government affiliations							
	<b>Vendor Risk Assessment</b>							
	Risks associated with country of origin	Perceived corruption index rating						
	Identify risks due to third parties associated with vendor							
	Identify risks due to internal and operational factors	Lack of employee training and toxic culture						
	<b>Ongoing Monitoring</b>							
	Establish frequency of monitoring							
	Establish control measures and requirements							
	Other							
	Other							
	Other							

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