

Organic Pigment Supplier Audit Checklist

40 questions to ask before you switch or add a second source | Print this, send it in writing, and compare the answers side by side.

1. Company and legal standing

1. ☐

Full legal entity name, registration number and registered address?

2. ☐

Who manufactures the pigment — you, or a third party? If third party, can you name the plant?

3. ☐

Which countries did you ship to in the last 12 months, and can you give two references in our region?

4. ☐

Are you a manufacturer or a trader? If both, which grades are yours?

5. ☐

Who is our single point of contact for technical issues, and what is the escalation path?

2. Quality system and incoming control

6. ☐

Which quality standard are you certified to, by which body, certificate number and expiry?

7. ☐

What do you test on incoming raw material, and what do you reject it for?

8. ☐

What in-process checks run during production, and at how many points?

9. ☐

Is every lot released with a Certificate of Analysis, or only on request?

10. ☐

Can we see a sample CoA for the exact grade we are qualifying, with test methods named?

3. Batch-to-batch consistency

11. ☐

What is your typical ΔE variation batch to batch, and against what standard?

12. ☐

Do you test tint strength on every lot, and what is the acceptance band?

13. ☐

Can you send CoA data for the last 5 production lots of this grade?

14. ☐

How do you handle a lot that fails your own release test — reworked, downgraded or scrapped?

15. ☐

If our incoming check disagrees with your CoA, what is the resolution process and timeline?

4. Technical capability

16. ☐

Can you adjust particle size distribution for our dispersion system?

17. ☐

Do you offer surface treatment, and can you state what it is?

18. ☐

Can you select crystal form (e.g. α vs β phthalocyanine), or is the grade fixed?

19. ☐

What data do you hold on heat stability — temperature and residence time, or only a headline figure?

20. ☐

Will you run an application test in our resin system, or only in your standard let-down?

5. Compliance and documentation

21. ☐

Can you provide a REACH compliance statement per grade, with registration status?

22. ☐

Is a full SVHC statement available, and how often is it refreshed?

23. ☐

What food-contact documentation do you hold — FDA-related, EU 10/2011, AP(89)-1?

24. ☐

Can you provide heavy-metal and EN 71-3 statements for toy applications?

25. ☐

Who signs these documents, and do you accept liability for their accuracy?

6. Supply continuity

26. ☐

What is your production capacity for this grade, and what share would our volume take?

27. ☐

Which raw material inputs are single-sourced, and what is your plan if one fails?

28. ☐

What is your notice period if you change raw material, process, or production site?

29. ☐

Do you carry buffer stock for this grade, and how many weeks does it cover?

30. ☐

Can you guarantee the same grade, from the same plant, for the life of our contract?

7. Commercial terms

31. ☐

What is the MOQ per grade, and does it change for custom grades?

32. ☐

How long is your quoted price valid, and what are the stated triggers for revision?

33. ☐

What are the payment terms, and which Incoterm does the quote use?

34. ☐

What happens to open orders if raw material prices move sharply?

35. ☐

Is pricing tied to a published index, or is it at your discretion?

8. Logistics, packaging and complaints

36. ☐

What is the standard packaging, and can you ship in our preferred bag size?

37. ☐

What is your dispatch time for stock versus custom grades?

38. ☐

How are containers loaded and documented, and who bears damage risk in transit?

39. ☐

If a batch is out of specification on arrival, what is your replacement or credit process?

40. ☐

What is your record of claims in the last 24 months, and how did you resolve them?

How to read the answers. Fast and specific is the signal. A stated ΔE band with CoA data from the last five lots beats "our quality is very stable". Heat stability with a residence time beats a single temperature. A written notice period for raw material changes beats "we will inform you". Then run the same list with your second source — the comparison, not the form, is the real output.