

BLANK WORKING TEMPLATE

Subcontracting Disclosure

Verification record for the product-specific production route

Ask the supplier to complete the route disclosure, then record buyer-side checks separately. Disclosed outsourcing may be acceptable; missing evidence stays Open.

Product / drawing revision / proposed order

Main supplier / response date

Contracting seller / actual manufacturer

Reviewer / review date

1. SUPPLIER-DISCLOSED PRODUCTION ROUTE

For each critical step, name the legal entity and production address. Include further outsourcing where known. Attach a continuation sheet if the order uses more locations.

PROCESS / ROUTE	ENTITY / ADDRESS	REVISION / LOT CONTROL	RETURN / FINAL CHECK
Step / in-house or outside	Company / location	Document / revision / lot ID	Check / acceptance owner
Step / in-house or outside	Company / location	Document / revision / lot ID	Check / acceptance owner
Step / in-house or outside	Company / location	Document / revision / lot ID	Check / acceptance owner
Step / in-house or outside	Company / location	Document / revision / lot ID	Check / acceptance owner

Further outsourcing / restrictions disclosed

Change notification and approval trigger

The route above is a supplier statement until supported by reviewed evidence. Record the check, scope and unresolved questions on page 2.

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Evidence and Buyer Decision

Record what was checked, what was stated and what remains open

Product / order / revision

Reviewer / check method / date

2. CHECKS AGAINST THE SUPPLIER DISCLOSURE

Use Checked only for a defined point supported by the evidence reviewed. Supplier-stated means not independently corroborated. Open means more evidence or review is needed.

Check 1: process / entity / location, method and scope

Evidence ID / date / source

Status / finding / limitation

Check 2: process / entity / location, method and scope

Evidence ID / date / source

Status / finding / limitation

Check 3: process / entity / location, method and scope

Evidence ID / date / source

Status / finding / limitation

3. DIFFERENCES AND FOLLOW-UP

Difference from the disclosure or sample route / question to resolve / action owner and due date

4. BUYER DISPOSITION FOR THIS ROUTE

Decision: accept scope / request evidence / hold

Conditions / approval reference

Buyer decision owner / date

Supplier acknowledgement / next review

A visit or record cannot establish that every future order will remain in-house. Reconfirm routing when quantity, timing, tooling or materials change. This template is not a certification of a factory or subcontractor.