



ASTONLARK

SUPPLY CHAIN MANAGEMENT CHECKLIST

To assist your business to focus on supply chain risk issues, Aston Lark has prepared the following checklist. It is designed to highlight considerations businesses should be making through the various stages of the pandemic to achieve full recovery of business operations.

IMMEDIATE ACTIONS

- Have you established how long your stocks will enable you to continue trading?
- Have you identified who your critical suppliers are?
- Have you communicated to your suppliers what actions you are taking during the pandemic?
- Have you asked your suppliers what situation they are in, and whether they can continue to supply to you and, if so, for how long?
- Have you established continuity of supplies for the short to medium term?

INTERMEDIATE PERIOD

- Have you requested details of your suppliers' Business Continuity arrangements?
- Where existing suppliers have temporarily stopped operations, have you obtained details of their recovery plans?
- Have you reviewed your suppliers' performance to identify whether there are areas where an alternative supplier may be beneficial?
- Have you investigated whether there are alternative supply sources?
- If there are other supply sources, ensure you carry out adequate vetting and supplier risk analysis. Use a formal contractor/supplier approval process. Issues to consider include:
 - Credit
 - Health & safety
 - Supply chain
 - Modern slavery
 - Sustainability
 - Quality
 - Operational
 - Substitutes
 - Compliance
 - Product/technical
- Have you engaged in discussions with existing suppliers in an attempt to guarantee supply levels and pricing for when the economy recovers?
- Are you continuing to communicate with your suppliers the position of your business and theirs?

BUSINESS RECOVERY

- Have you ensured you have adequate stock levels from suppliers to meet increasing demand? Are suppliers aware of your business recovery plans and timescales? If you are engaging with new suppliers, has the supplier onboarding process been completed? Issues to consider may include:
 - Specifications
 - Volumes
 - Lead times
 - Payment
 - Processes
 - Traceability records
 - Constraints to supply
 - Regulatory approval

