Supplier Change Review Worksheet

Review a material supplier change affecting access, information, responsibilities or business continuity.

How to use these four pages

1. Identify the supplier, affected service and proposed change.

2. Compare the current and proposed responsibilities and dependencies.

3. Record evidence gaps, options and the authorised decision-maker.

4. Agree conditions, follow-up and the trigger for another review.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

NIST SP 1305: Cybersecurity Supply Chain Risk Management Quick-Start Guide

Resource content reviewed 19 November 2026. The source material informs the approach; no endorsement is implied. This worksheet supports planning and record-keeping. It does not authorise testing, certify compliance or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Service	A fictional booking provider offers a new integration.
Change	The connection can read appointment notes and send messages.
Previous arrangement	Staff sent messages manually; the connection was not included.
Evidence needed	Permission options, information use and relevant service terms.
Current decision	Wider connection remains unapproved pending clarification.
Next review	The owner reviews supplier answers before any authorised implementation.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Service, notice and expected date

Reference the original supplier notice and affected activity.

Current and proposed arrangement

Compare access, information use, responsibilities and dependencies.

Evidence and unanswered questions

What is confirmed? What needs technical or contractual interpretation?

Options, authority and conditions

Proceed, narrow, clarify, defer or consider another arrangement.

Decision and follow-up

Record the actual decision, owner, open conditions and review trigger.

Use protected evidence references. Do not enter credentials or confidential customer details.

Change questions and decisions

Related record / requirement: _____ Review date: _____

Change / requirement	Evidence / unresolved point	Owner / due date	Decision / next check

Review before the next decision

- The supplier notice and the business's decision are separate records.
- Material changes to permissions and information use are identified.
- Unknown facts have an owner and a clarification request.
- Implementation and further review have suitable authority.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.