

Vendor Onboarding Policy Template

A practical, editable starting point for a risk-based vendor onboarding policy. Adapt it to your organisation, sector, jurisdictions, risk appetite and delegation of authority.

Instructions

Replace bracketed terms, assign accountable owners, map requirements to evidence, and approve the final policy through your governance process.

1. Purpose

This policy establishes proportionate, documented controls before a vendor is activated and throughout the relationship.

Organisation-specific wording: _____

2. Scope

It applies to vendors, suppliers, contractors, consultants and other third parties defined by the organisation.

Organisation-specific wording: _____

3. Accountability

Procurement owns the process; business owners justify need; specialist functions review applicable risk; authorised approvers own decisions.

Organisation-specific wording: _____

4. Segmentation

Every vendor receives an inherent-risk tier based on service, criticality, spend, geography, access, regulation and substitutability.

Organisation-specific wording: _____

5. Evidence

Required evidence must have an identified source, owner, validity period and verification method.

Organisation-specific wording: _____

6. Approval

Activation requires complete mandatory checks and approval under the delegation-of-authority matrix. Material decisions remain attributable to people.

Organisation-specific wording: _____

7. Exceptions

Exceptions require rationale, accountable owner, compensating controls, expiry date and approval at the required authority level.

Organisation-specific wording: _____

8. Monitoring

Vendor status, evidence expiry, ownership, incidents and material scope changes trigger proportionate review.

Organisation-specific wording: _____

9. Offboarding

Access, open obligations, records, retention, deletion and system status must be controlled when the relationship ends.

Organisation-specific wording: _____

Approval record

Policy owner: _____

Approved by: _____

Effective date: _____

Review date: _____

Version: _____

General information only, not legal advice. Obtain qualified legal and specialist review before adoption. Last reviewed 13 August 2026.