

PPE Supplier Validation Checklist

As a result of COVID-19, there are many new PPE suppliers, some of whom are not experienced and/or may not be selling medical-grade products you can rely on for safety. It's important to do some due diligence before purchasing PPE from a new supplier.

This resource was developed by the OMA as an information gathering tool. Members should continue to use their own judgement when making decisions about PPE procurement and supplier relationships. The OMA is not responsible for the actions of PPE suppliers vetted using this checklist.

Instructions:

- Before you choose to work with a new PPE supplier, use this checklist to validate them
- Try to find answers to as many of these questions as possible

Supplier name: _____

Contact details: _____

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1. Ensure the Supplier is Legitimate and Reliable

Search for the supplier on [Health Canada's database](#) to confirm:

<input type="checkbox"/> The supplier has a Medical Device Establishment Licence (MDEL) MDELs are issued by Health Canada. Do not work with a supplier if it doesn't have an MDEL.	MDEL #:
<input type="checkbox"/> The date the supplier's MDEL was issued Suppliers with newer MDELs may not have had their quality procedures audited by Health Canada yet. These procedures address recalls, product labelling, and complaint handling. Companies with an established MDEL are more likely to have reliable quality control processes.	MDEL issuance date:
<input type="checkbox"/> The supplier is located in Canada Working with a supplier that is located in Canada is preferred because it will help to avoid supply chain and warehousing complications during delivery. The transaction will also be simpler because you can make your purchase in Canadian dollars. However, if PPE is in tight supply it may be necessary to work with a supplier located outside of Canada.	Address:

Contact the supplier directly to confirm:

<input type="checkbox"/> The supplier has a business number Some suppliers operate under a businesses number only, and some also have a legal operating name. Note the business's legal operating name if it has one.	Business #: Legal Operating Name (if applicable):
<input type="checkbox"/> How long the supplier has been incorporated and selling PPE It is preferable to work with a supplier that established itself before the COVID-19 outbreak, and has been incorporated and selling PPE for at least 12 months. However, if PPE is in tight supply it may be necessary to work with a newer supplier.	# of months incorporated and selling PPE:

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- The supplier has sold PPE to other healthcare entities before**
 Ask for three current health care references and contact each one to ask about their experience working with the supplier.

References:

- The supplier will allocate supply to your type of organization and in a timely manner**

Some suppliers will only allocate stock to hospitals or long-term care facilities. Others may sell to your type of organization, but will prioritize delivery to other types of organizations first.

Be aware that during the COVID-19 pandemic, placing an order is not a guarantee to receive product. Sometimes a supplier may accept an order and then decide, days later, not to fulfill it based on the type of organization that ordered it.

Will supply my type of organization in a timely manner:

- Yes
 No

- The supplier has stock located in Ontario (optional)**
 It is not necessary for the supplier to have stock located in Ontario, but the stock will ship to you faster if it is coming from a warehouse within the province or within Canada.

Location of stock:

2. Ensure the Supplier Can Validate its Products

Contact the supplier directly to confirm:

- The supplier can provide recent product certificates**
 Gather all relevant documentation and certificates related to the PPE's efficacy and testing. Review the documents and make sure they match the product description provided by the supplier. The content should not be obscured or redacted in any way.

See Appendix: [Common PPE Certification Standards](#)

Certificates to be provided:

- The supplier can provide samples of the products (optional)**
 You may wish to see some samples of the products for informational purposes. Note that seeing or trying samples does not replace sourcing relevant documentation and certificates.

Samples to be provided:

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3. Request a Detailed Quote

Work with the supplier directly to get a detailed quote via email. Request that the quote include:

- Complete product description (certifications, grading)
- How the PPE will be packaged (quantity per box, case, etc.)
- Delivery turn-around time from time of purchase order (PO) to delivery at your door
- Final price including freight and duties
- Payment terms
- Return policy

Once you receive the quote, read it carefully to confirm:

- The final price is really the final price**
Double-check to ensure that the price on the quote is an all-in price. This will ensure that there are no additional charges above the agreed upon cost per unit. The supplier should quote an inclusive unit price, and if they choose to cost freight separately, this should be clearly identified on the quote and on the purchase order.

Final price:

- The payment terms are laid out clearly**
Do not make a purchase until all the payment terms are agreed upon. Read the quote carefully and look for details like:
 - Whether an initial deposit is required when you make your order
 - When you will be required to pay in full (i.e. Cash on delivery with in 30 days)
 - Whether the supplier will allow a period of time for you to inspect the PPE before you issue payment

Payment terms:

Ideally the supplier will allow an inspection period before you pay for the PPE. It is reasonable to request 48 hours to inspect your order for quality and quantity before paying the supplier.

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- The supplier accepts returns of defective products**
Avoid working with suppliers who do not accept returns. Ensure that the supplier's return policy identifies accountabilities and steps to follow if the PPE is found to be defective. The policy should include:
 - Time for you to report the defective product
 - Who is responsible for pick-up and return costs
 - Whether you will receive a refund or a replacement stock of PPE

Return policy:

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Appendix: Common PPE Certification Standards

Select performance measures presented below. See Public Works and Government Services Canada's [Specifications for COVID-19 Products](#) for full list of performance measures.

For current guidance on the use of PPE during the COVID-19 pandemic, see the [OMA's summary](#).

Mask Type	Mask Standard	Place of Origin	Filtration Effectiveness		
Surgical/ Procedure Mask	ASTM F2100	USA	Level 1 ≥95% bacterial filtration efficiency 80mmHg splash resistance	Level 2 ≥98% bacterial filtration efficiency 120mmHg splash resistance	Level 3 ≥98% bacterial filtration efficiency 160mmHg splash resistance
	EN 14683 Type IIR	Europe	≥98% bacterial filtration efficiency 120mmHg splash resistance		
Respirator*	N95 (NIOSH 42CFR Part 84)	USA	≥95% filter performance ≤343 Pa inhalation resistance ≤245 Pa exhalation resistance 2ml of synthetic blood spayed on mask at 10.7kPa, 16.0kPa and 21.3kPa, no penetration at an acceptable quality limit of 4.0%		
	KN95 (GB 19083-20\10)	China	≥95% filter performance ≤343.2 Pa inhalation resistance 2ml of synthetic blood spayed on mask at 10.7kPa and no synthetic blood penetration shall occur on inner side of mask		
	FFP2 (EN 149-2001)	Europe	≥94% filter performance ≤70 Pa (at 30 L/min), ≤ 240 Pa (at 95 L/min), ≤ 500 Pa (clogging) Inhalation resistance (max pressure drop) ≤300 Pa exhalation resistance (max pressure drop)		
Gown Standard	Place of Origin	Liquid Resistance			
CSA Z314	Canada	Level 1 Minimal water resistance ≤4.5 g water penetration	Level 2 Low water resistance ≤1.0 g water penetration ≥20cm Hydrostatic pressure	Level 3 Moderate water resistance ≤1.0 g water penetration ≥50 cm Hydrostatic pressure	Level 4 Blood and viral penetration resistant (2psi)
ANSI PB170	USA				
EN 13795	Europe	Standard Performance (EN 20811) Less critical areas ≥10cm Hydrostatic pressure Critical areas ≥20cm Hydrostatic pressure		High Performance (EN 20811) Less critical areas ≥10cm Hydrostatic pressure Critical areas ≥20cm Hydrostatic pressure	

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Eye Protection	Eye Protection Standard	Place of Origin	Material	Dimensions
Goggles	Level 1 Medical Device	Any	Polycarbonate (clear)	≥20cm wide at the top
Face Shield**	Level 1 Medical Device	Any	Polycarbonate, Propionate, Acetate, Polyvinyl chloride, Polyethylene terephthalate	≥24 cm high, ≥36 cm wide

* N95 is the standard of respirator recommended for aerosol-generating medical procedures in Ontario. To ensure efficacy, respirators must be fit-tested on the user to ensure a tight seal. Some groups have reported difficulties passing a seal test with KN95 respirators.

** Consider looking for anti-fog properties in addition to these standards, for ease of use.