# Tool 1B.1: Checklist for structuring internal management

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| Assign a suitably qualified senior staff member to lead your due diligence system:  Does this individual have the competence, knowledge and experience to be responsible for implementing your due diligence management system? |  |
| Make the necessary resources available to support due diligence  This includes allocating, where appropriate, financial resources to support due diligence; and deciding which staff from across your business should be involved (e.g. from purchasing, finance, legal, sustainability, compliance, quality, and auditing) |  |
| Set up internal communications processes  What is the process to report findings on actual and/or potential risks identified in the supply chain to the appointed senior manager? |  |
| Establish a training programme  Are all staff involved in the due diligence programme involved; is the training regularly updated as your due diligence systems evolve and mature? |  |