
ISO 9001 Certificate Verification Checklist

A printable field pack for verifying a Chinese supplier's ISO 9001 certificate in about 15 minutes: the nine fields to check, the full file set to request, the three-name match, the CNCA national record, the issuing body on CNAS, the IAF CertSearch cross-check, the scope-and-address test and the status decision table.

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DISCLAIMER

This checklist is a field tool drawn from LeelineGroup supplier-verification work and anonymised QC records. It is provided for informational purposes only and is not a substitute for legal, certification or customs advice. LeelineGroup charges a transparent service fee and takes no factory kickbacks and no paid placements. Every certificate, entity and number you enter here is your own; confirm each one against the issuing body before you award business.

1. The Nine Fields to Verify

Verify the paper before you search any database. Copy every field exactly as printed, then compare it with the business license and the payment beneficiary. A single mismatch is a stop.

Field	What to copy	Pass signal
1. Certificate number	Copy it exactly as printed, including prefixes and the issue sequence.	Resolves to the same number on the CNCA record.
2. Legal organization name	Chinese characters, exactly as printed on the certificate and the business license.	Matches the license holder and the payment beneficiary.
3. Standard and edition	For example ISO 9001:2015. Note the edition printed on the certificate.	Names the standard you were quoted, not an older or unrelated edition.
4. Registered address	The full covered site, including floor and district.	Is a plant address that matches the site making your goods.
5. Scope wording	Every line of the scope text, including the verbs.	Names manufacture, process or assemble - not trading or sales.
6. Issue date	The original certification date, not a print date.	Is in the past and consistent with the audit cycle.
7. Expiry date	The expiry printed on the certificate.	Is in the future, with enough runway for your production.
8. Issuing certification body	The full issuer name as printed.	Appears in the CNAS accredited-body directory.
9. Accreditation mark	The mark and the accreditation body named beside it.	Matches a real CNAS / IAF mark and the issuer record.

2. The Full Certificate Pack

Send the exact same request to every candidate, so the differences you see reflect the supplier rather than your instructions. Ask for one PDF containing the entire set - never a cover page or a screenshot.

File to request	Why it matters
Complete certificate PDF or scan	All pages, both the Chinese original and the English version - never a cropped screenshot.
Chinese business license	Carries the legal name, address, business scope and the 18-digit USCC.
Unified Social Credit Code (USCC)	The fastest unique key for registry and entity searches.
Covered factory address	Must match the site on the certificate, not a downtown sales office.
Certificate number and dates	Needed for the number search; the expiry decides whether the file is usable.
Latest ISO audit report or surveillance summary	Shows what the auditor saw, including non-conformities and how they were closed.

3. Match the Three Legal Names

The certificate holder, the business license holder and the entity receiving your payment must be the same legal company. Fill one row per field and mark every cell.

Field	Certificate	Business license	Payment beneficiary	Match?
Legal Chinese name				
Legal English name				
Unified Social Credit Code				
Registered address				
Covered factory address				
Contracting entity				

If the payment beneficiary differs from the certificate holder, pause and ask for a written legal explanation before any deposit. A certificate can belong to a related entity, a trading arm or another site.

4. The CNCA National Record

Every legal management-system certificate issued inside China sits in one government database. Type the official URL yourself - never follow a link printed on a certificate, because look-alike lookup sites use similar domains.

Check	What good looks like
Open the official CNCA page	Type cnca.gov.cn yourself, then open the national certification public-service platform (Ren-e-Yun). Never follow a link printed on a certificate.
Search by certificate number	Paste the exact number from the certificate. The result must show the same holder and the same scope.
Search by legal name	If the number fails, paste the Chinese legal company name from the business license. English names return nothing.
Read the status in Chinese	youxiao = valid; zanting = suspended; zhuxiao = cancelled; cexiao = revoked. Only youxiao is usable.
Check the issuing body record	The record should name the same certification body printed on the PDF, with a CNCA approval code.
No record is not proof of a fake	Pause and retry the name search, the issuer portal, CNAS and IAF CertSearch before you pass or fail the supplier.

Status words in the CNCA record

- youxiao = valid. Only a valid record supports onboarding.
- zanting = suspended. Hold the order until the record is reinstated in writing.
- zhuxiao = cancelled/terminated. Treat the file as no certificate.
- cexiao = revoked/withdrawn. Reject the supplier.

5. The Issuer Through CNAS

A logo on the PDF proves nothing. Follow the hierarchy: supplier certificate, then issuing certification body, then accreditation body. Copy the issuer name exactly and search for it in the CNAS directory.

Check	What good looks like
Issuer appears in CNAS	Search the exact certification-body name in the CNAS accredited-body directory.
Accreditation scope covers QMS	The body must be accredited for management-system certification, not an unrelated category.
Issuer has its own public query	A live certificate-validity lookup on the issuer own domain must return the record - not just a PDF logo.

6. The IAF CertSearch Cross-Check

After the China-side check, add the international layer. Search the same certificate number, then read the status field rather than the PDF. A match is not a pass: suspended or withdrawn stops the process.

Check	What good looks like
Search the exact number	Type the certificate number; if the format fails, search the registered Chinese legal company name.
Read the status field	active is a green flag; suspended, withdrawn or expired stops the order.
Match the record fields	Scope, issuing body, accreditation body and last update must match the paper certificate.

7. Scope, Address and the Factory Floor

Lay three documents side by side: the certificate scope, the covered address and the PO production activity. Then confirm the floor matches the paper on a live video call.

- ☐ 1. Scope names a production verb
Evidence: Look for manufacture, process or assemble. Trading, sales, warehousing or office administration fails.
- ☐ 2. Scope names your product family
Evidence: The certificate must cover the goods on your purchase order, not a neighbouring category.
- ☐ 3. Address is the production site
Evidence: The covered address must look like a plant, not a sales office or a showroom.
- ☐ 4. Three documents agree
Evidence: Certificate scope, covered address and PO production activity line up on one desk.
- ☐ 5. Floor walk matches the paper
Evidence: On a live call, look for an incoming inspection bench, in-line check sheets and calibration stickers.
- ☐ 6. Escalate when they do not line up
Evidence: If scope, address or entity fail, move from desk verification to an on-site factory audit before any deposit.

8. Status Decision Table

Match the outcome to the action before any deposit leaves your account. Only a valid record with a manufacturing scope supports onboarding.

Outcome	Action
youxiao + manufacturing scope	Proceed to supplier onboarding; keep a dated copy of the record in the supplier file.
youxiao + sales or trading scope	Stop. The certificate does not cover production for your order; escalate to a factory audit.
zanting (suspended)	Hold the PO. Ask for the cause, the corrective action and the expected reinstatement date.
zhuxiao (cancelled)	Reject the certificate as evidence; request the current replacement and a written explanation.
cexiao (revoked)	Reject the supplier until a new certificate from a different audit cycle is verified.
No record found	Pause, not fail. Retry with the Chinese legal name and cross-check the issuer portal and IAF CertSearch.

9. Certificate Verification Log

One row per document you check. Enter the certificate number, the issuer, the issue and expiry dates, the live registry status and the date you checked it. A blank status is an open item, not a pass.

Document	Certificate no.	Issuer	Issued	Expires	Registry status	Verified on

10. Sources & Official Verification Programs

Verify every certificate, registration and status claim against the issuing body - never against a forwarded PDF or a cover page.

- **CNCA - China national certification platform**

The CNCA public-service hub that links to the national certification record platform (Ren-e-Yun). Search by certificate number or by the exact Chinese legal company name. The status must read youxiao (valid). (<https://www.cnca.gov.cn/hlwfw/>)

- **CNAS - accredited certification-body directory**

The China National Accreditation Service directory of accredited certification bodies. Confirm the issuer named on the certificate is accredited for management-system certification. (<https://www.cnas.org.cn/>)

- **IAF CertSearch - global certificate database**

The global database of IAF-accredited management-system certificates. Cross-check the same certificate number for a live status and a matching scope. (<https://www.iafcertsearch.org/>)

- **ISO 9001 - quality management systems**

The quality-management standard behind an ISO 9001 claim. It proves a management system, not product conformity - and the edition printed on the certificate should match the one you were quoted. (<https://www.iso.org/standard/62085.html>)

Want Someone On The Ground Running These Checks?

Run this checklist yourself, or have it run for you: registry entity checks, bank-beneficiary matching, a live factory walkthrough and an AQL pre-shipment inspection on your own PO. We charge a transparent 3%-7% service fee and take no factory kickbacks. Free quote, no obligation.

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