

Shea butter buyer checklists

From: Shea Butter Sourcing Playbooks

<https://emiagroindustries.com/playbooks>

The one-page master from each playbook, plus the 10-point COA reading list. Use the playbook packs when you need every step item.

Sourcing Shea Butter for Your Cosmetic Brand - The eight steps

- ☐ 1. 1. Brief written
- ☐ 2. 2. Grade chosen
- ☐ 3. 3. Specification set
- ☐ 4. 4. Shortlist built
- ☐ 5. 5. Samples and stability passed
- ☐ 6. 6. Regulatory file ready
- ☐ 7. 7. First order placed
- ☐ 8. 8. Scaling plan and incoming QC in place

Qualifying a Shea Butter Supplier - The eight steps

- ☐ 1. 1. Legal identity verified
- ☐ 2. 2. Certificates verified
- ☐ 3. 3. COAs scrutinised
- ☐ 4. 4. Sample testing plan written
- ☐ 5. 5. Third-party laboratory chosen
- ☐ 6. 6. Audit complete
- ☐ 7. 7. Evidence gathered
- ☐ 8. 8. Scorecard completed and decision recorded

Scaling from Sample to Container Order - The nine steps

- ☐ 1. 1. Sample requested properly
- ☐ 2. 2. Sample evaluated and recorded
- ☐ 3. 3. Trial order placed and written up
- ☐ 4. 4. Specification agreed in writing
- ☐ 5. 5. First container planned
- ☐ 6. 6. Incoterm and payment agreed
- ☐ 7. 7. Logistics timeline mapped

☐ 8. 8. Incoming QC run on arrival

☐ 9. 9. Repeat-order cadence set

Shea Butter Quality Control for Buyers - The five checks

☐ 1. 1. Receipt and sampling complete

☐ 2. 2. Retained samples labelled and stored

☐ 3. 3. Acceptance limits documented

☐ 4. 4. Non-conformance handled

☐ 5. 5. QC programme set up

10-point shea butter COA checklist

☐ 1. Batch-specific (single values, batch number matches the drums)?

☐ 2. Test method stated for every parameter?

☐ 3. Laboratory identified (and whether third-party)?

☐ 4. Sampling and analysis dates present, and recent relative to shipment?

☐ 5. Units correct and complete (FFA reference acid, RI temperature, PV as meq O2/kg)?

☐ 6. Acid value versus FFA - which is reported, and did you convert?

☐ 7. All nine parameters present - especially unsaponifiables and saponification value / refractive index?

☐ 8. A specification column to judge each result against?

☐ 9. Signed, with signatory role?

☐ 10. Does the COA agree with the pro-forma grade and the drum labels?