EMI Agro Industries

Qualifying a Shea Butter Supplier - checklists

From: Qualifying a Shea Butter Supplier

https://emiagroindustries.com/playbooks/qualifying-a-shea-butter-supplier

Every step checklist from this playbook, plus the one-page master.

Identity checklist

- [ ] 1. Registered legal name obtained in writing
- [ ] 2. Registration number confirmed in the public registry
- [ ] 3. Registry status is active
- [ ] 4. Legal name identical on registry, invoice and bank account
- [ ] 5. Facility address obtained and seen on video
- [ ] 6. Export registration status confirmed
- [ ] 7. Regulator registration (for example NAFDAC) confirmed

Certificate verification checklist

- [ ] 1. Certificate number, issuer and expiry recorded for each certificate
- [ ] 2. Scope names shea butter and the manufacturing site
- [ ] 3. Certificate found in the issuer's public directory or confirmed by the issuer
- [ ] 4. Standard version current
- [ ] 5. "In progress" and "member" claims separated from "certified"
- [ ] 6. Certificates match the claims you intend to make

COA scrutiny checklist

- [ ] 1. Three or more batch COAs from the last six months obtained
- [ ] 2. Batch numbers and dates distinct and plausible
- [ ] 3. Method reference present for every parameter
- [ ] 4. Units correct for every parameter
- [ ] 5. Specification limits shown next to results
- [ ] 6. Laboratory and signatory identified
- [ ] 7. No meaningless parameters (for example pH) reported
- [ ] 8. Results interpreted with the COA interpreter and gaps noted

Sample testing plan

- [ ] 1. Sample split: test portion and sealed retained portion

- ☐ 2. Tier 1 sensory and texture assessment completed
- ☐ 3. Tier 2 FFA, moisture and melting point completed
- ☐ 4. Tier 3 third-party parameters ordered
- ☐ 5. Rejection thresholds written before results arrive
- ☐ 6. First-delivery re-test scheduled

Audit checklist

- ☐ 1. Kernel intake: moisture check performed and rejection record kept
- ☐ 2. Kernel storage: dry, off the floor, ventilated, pest-control records
- ☐ 3. Roasting / pressing: temperature recorded per batch; cleaning schedule visible
- ☐ 4. Filtration: filter grades stated and change log kept
- ☐ 5. Laboratory equipment present: titration set-up, drying oven or Karl Fischer, melting-point apparatus
- ☐ 6. Laboratory records: method SOPs, results per batch, retained samples labelled
- ☐ 7. Calibration labels and records current
- ☐ 8. Packing: food-grade liners, batch label, tamper-evident seal
- ☐ 9. Warehouse: temperature log, first-in-first-out, product off the floor
- ☐ 10. Traceability: batch code -> cooperative or collection region demonstrated for one lot
- ☐ 11. Complaint and corrective-action log exists and has entries
- ☐ 12. Training records for laboratory and production staff

Evidence checklist

- ☐ 1. Two or three references contacted
  Consistency, communication, complaint handling
- ☐ 2. Equipment list and stated capacity received
- ☐ 3. Capacity claims consistent across the supplier's website and documents
- ☐ 4. Redacted export record seen
- ☐ 5. Batch code structure explained
- ☐ 6. Collection regions or cooperatives named
- ☐ 7. Intake records for one recent lot seen

Scorecard

- ☐ 1. Legal identity verified
  Weight 10

- [ ] 2. Certificates verified and in scope
  Weight 15
- [ ] 3. COA quality and consistency
  Weight 15
- [ ] 4. Sample test results vs spec
  Weight 20
- [ ] 5. Audit outcome
  Weight 15
- [ ] 6. Capacity evidence
  Weight 10
- [ ] 7. Traceability evidence
  Weight 10
- [ ] 8. Commercial terms and communication
  Weight 5

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