

Audit checklist

From: Qualifying a Shea Butter Supplier

<https://emiagroindustries.com/playbooks/qualifying-a-shea-butter-supplier#checklist-audit>

- ☐ 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