

## Evidence checklist

From: Qualifying a Shea Butter Supplier

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

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- ☐ 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