EMI Agro Industries

# Shea Butter Quality Control for Buyers - checklists

From: Shea Butter Quality Control for Buyers
https://emiagroindustries.com/playbooks/shea-butter-quality-control-for-buyers

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

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## Receipt and sampling checklist

- [ ] 1. Container/vehicle seal numbers match the documents
- [ ] 2. Unit count and labels match the packing list and COA batch codes
- [ ] 3. Drums/cartons inspected for damage, leakage and melt marks
- [ ] 4. Pre-dispatch COA on hand before sampling
- [ ] 5. Sampling intensity chosen per supplier status
- [ ] 6. Clean stainless trier/corer used; tools cleaned between units
- [ ] 7. Top/middle/bottom sampled per unit where individual sampling applies
- [ ] 8. Composite prepared and mixed at ambient without partial melting
- [ ] 9. Every sample labelled with the eight fields
- [ ] 10. Lot placed in quarantine location pending results

## Retained-sample checklist

- [ ] 1. Two 100 g portions per lot, sealed and tamper-evident
- [ ] 2. Glass or foil-lined containers, minimal headspace
- [ ] 3. Stored cool and dark
- [ ] 4. Retention period set (shelf life + 12 months)
- [ ] 5. Log entry: location, date, custodian
- [ ] 6. Supplier confirmed it retains a sample of the same batch

## Limits checklist

- [ ] 1. Specification limits copied from the supplier agreement
- [ ] 2. Alert limits set tighter than specification for FFA and PV
- [ ] 3. Limits differ by application where you use more than one
- [ ] 4. Identity ranges referenced to the spec pages
- [ ] 5. Contaminant panel and frequency agreed with the safety assessor
- [ ] 6. Limits reviewed annually against trend data

## Non-conformance checklist

- [ ] 1. Lot quarantined and labelled
- [ ] 2. Duplicate re-test from retained portion completed
- [ ] 3. Second-laboratory result obtained if still out of specification
- [ ] 4. Non-conformance classified (critical / major / minor)
- [ ] 5. Disposition decided and recorded
- [ ] 6. Concession (if any) written, time-limited, signed
- [ ] 7. Supplier notified within the claims window
- [ ] 8. Trend chart and scorecard updated

## Programme set-up checklist

- [ ] 1. Sampling plan written by supplier status
- [ ] 2. Sample labelling template in use
- [ ] 3. In-house test kit and SOPs in place
- [ ] 4. Third-party laboratory selected and scope confirmed
- [ ] 5. Acceptance limits by application documented
- [ ] 6. Trend log created (FFA, PV, temperature)
- [ ] 7. Non-conformance and SCAR forms created
- [ ] 8. Annual review date set

## 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