

# Non-conformance checklist

From: Shea Butter Quality Control for Buyers

<https://emiagroindustries.com/playbooks/shea-butter-quality-control-for-buyers#checklist-ncr>

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- ☐ 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