

Receipt and sampling checklist

From: Shea Butter Quality Control for Buyers

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

- ☐ 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