

Sourcing Shea Butter for Your Cosmetic Brand - checklists

From: Sourcing Shea Butter for Your Cosmetic Brand

<https://emiagroindustries.com/playbooks/sourcing-shea-butter-for-your-cosmetic-brand>

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

Brief checklist

- ☐ 1. Product form and the role shea plays in it
Emollient, structurant or base
- ☐ 2. Target percentage of shea in the formula
- ☐ 3. Claims you intend to make
Unrefined, natural, organic, fair trade, fragrance-free
- ☐ 4. Markets you will sell in during the first 18 months
- ☐ 5. Launch units and fill weight -> kilograms of shea needed (x 1.1 waste factor)
- ☐ 6. Twelve-month volume forecast
- ☐ 7. Target cost per kilogram landed
- ☐ 8. Certifications that are must-have versus nice-to-have

Grade decision checklist

- ☐ 1. The product's colour and odour tolerance is written down
- ☐ 2. Fragrance load and type are known
Fine fragrance -> refined
- ☐ 3. "Unrefined" or "raw" appears in a claim
-> unrefined Grade A only
- ☐ 4. Consistency requirement between batches is stated
Tight -> refined
- ☐ 5. Both grades sampled if the decision is not obvious

Specification checklist

- ☐ 1. FFA limit with unit (% as oleic acid) and method reference
- ☐ 2. Peroxide value limit (meq O₂/kg) and method
- ☐ 3. Moisture and volatile matter limit (%) and method
- ☐ 4. Slip melting point range (deg C) and method
- ☐ 5. Colour description or Lovibond limit
- ☐ 6. Identity parameters: saponification value, refractive index, iodine value, unsaponifiable matter
- ☐ 7. Insoluble impurities limit

- ☐ 8. Contaminant and microbiological statement requirements
- ☐ 9. Sampling and acceptance clause
What is tested on arrival, by whom
- ☐ 10. Named dispute laboratory and retained-sample rule

Shortlist screen

- ☐ 1. Legal identity verifiable in a public registry
RC number or company number
- ☐ 2. A real batch COA available on request or published
- ☐ 3. Your written specification accepted in writing
- ☐ 4. Minimum order fits your step-1 volume
- ☐ 5. Certifications match the claims you will make
Certified, not "in progress"
- ☐ 6. Replies within two working days with specific answers
- ☐ 7. At least one reference customer in your market

Sample evaluation checklist

- ☐ 1. Sample from a named batch, with that batch's COA and TDS
- ☐ 2. Odour assessed at 20 deg C and after melting at 45 deg C
- ☐ 3. Colour checked against the specification in daylight
- ☐ 4. Texture after one melt-cool cycle
Graininess, bloom
- ☐ 5. Melting behaviour observed
Sharp or gradual
- ☐ 6. Laboratory results for the full specification obtained
- ☐ 7. Supplier COA compared with your laboratory result, gaps explained
- ☐ 8. Formulation trial batches made (2-3) and stability programme started
- ☐ 9. 100 g retained, sealed, dated, stored cool and dark

Regulatory readiness checklist

- ☐ 1. INCI name confirmed: Butyrospermum Parkii (Shea) Butter
- ☐ 2. Specification / TDS and batch COA on file
- ☐ 3. SDS on file, or a written statement that one is not issued for this material
- ☐ 4. Allergen, heavy-metals and microbiological statements on file
- ☐ 5. GMO, animal-testing and BSE/TSE statements on file

- ☐ 6. Certificate of origin on file
- ☐ 7. Organic / COSMOS / Halal certificates on file for every claim made
- ☐ 8. Responsible Person (EU) or UK responsible person appointed
- ☐ 9. Notification route confirmed: CPNP / SCPN / MoCRA product listing

First-order checklist

- ☐ 1. Quantity derived from the brief plus safety stock within shelf life
- ☐ 2. Packaging unit chosen
5 kg, 25 kg, 200 kg drum or IBC
- ☐ 3. Incoterm and named place agreed
- ☐ 4. Payment terms agreed and documented
- ☐ 5. Specification attached to the purchase order
- ☐ 6. Pre-dispatch COA requested
- ☐ 7. Retained-sample and dispute clauses included
- ☐ 8. Incoming inspection scheduled on arrival

The eight steps

- ☐ 1. 1. Brief written
- ☐ 2. 2. Grade chosen
- ☐ 3. 3. Specification set
- ☐ 4. 4. Shortlist built
- ☐ 5. 5. Samples and stability passed
- ☐ 6. 6. Regulatory file ready
- ☐ 7. 7. First order placed
- ☐ 8. 8. Scaling plan and incoming QC in place