Supplier qualification checklist

40 points for a mineral ingredient supplier

A WORKING CHECKLIST — MARK EACH LINE AGAINST THE SUPPLIER'S OWN DOCUMENTS.

1 · FORM AND IDENTITY

- Chemical form named: chelate, oxide, citrate, carbonate or blend.
- Hydrate state named: anhydrous, monohydrate or dihydrate.
- CAS number matches the named form.
- Elemental assay range and the method are stated.
- Ligand assay is stated where the form is a chelate.
- Mg : glycine or other ligand ratio is stated or calculable.
- Free ligand is reported, not only total ligand.
- An XRD or FTIR report exists where a form claim is made.

2 · SPECIFICATION AND CERTIFICATE

- Every parameter has a release limit and a method.
- "Reported" parameters are distinguished from limited ones.
- The COA carries a lot number and a release decision.
- The COA and the specification agree line by line.
- Loss on drying and hydrate state are consistent.
- Particle size and bulk density are on the specification.
- Calculated figures name the assays they come from.
- "Not detected" results carry a detection limit.

3 · CONTAMINANTS AND MICROBIOLOGY

- Heavy metals: lead, arsenic, cadmium and mercury, with method.
- Limits are compared with the destination market and the daily dose.
- Microbiology: APC, yeast and mould, *E. coli*, *Salmonella*.
- Residual solvents matched to the crystallisation system.
- Third-party report available where the review requires one.
- Retained sample exists for the lot.
- Foreign matter and acid-insoluble residue are addressed.
- Allergen and GMO statements are signed for the lot.

4 · COMMERCIAL AND PACKING

- MOQ and pack sizes are stated in writing.
- Liner and seal are specified, not implied.
- Lead time is counted from a defined event.
- Lot label content is agreed.
- Incoterm, payment terms and documents are quoted together.
- Sample size and sample COA are defined.
- Change-control notification is agreed.
- Retention period for records is stated.

5 · MARKET AND CLAIMS

- Permitted-form status is confirmed for the destination market.
- Contaminant limits match the destination and the daily portion.
- Labelling rules for the form are known.
- Claims are authorised or are structure/function claims with the required disclaimer.
- No disease claim is made for the ingredient.
- No product-level certification is implied by a facility certificate.
- The supplier states the dietary-ingredient basis where the US market is targeted.
- The file identifies who is responsible for the final label.

> **How to use it.** Mark each line as confirmed, missing or not applicable. A “not applicable” is a decision, not a pass. The checklist is a buyer tool, not a certification of the supplier.