

ORIGINAL-VALUE ASSET

Mānuka COA Review Worksheet

A practical procurement worksheet for reviewing the identity, analytical evidence, laboratory context and batch relevance of a Mānuka honey COA or test report.

How to use this worksheet

Complete only from the actual report and transaction evidence. A blank or unclear field is an evidence gap to clarify - not automatic proof that the supplier or document is invalid.

1. Document and sample identity

Field	Record / observation
Laboratory / issuer	
Report / certificate number	
Client / submitter	
Sample description	
Sample ID	
Offered batch / lot ID	
Sample received date	
Report issue date	
Sample maps to offered lot?	☐ Yes ☐ No ☐ Unclear

2. Analytical result check

Analyte	Result	Unit	Method / scope	Spec / decision
MGO		mg/kg		
DHA		mg/kg		
HMF (if relevant)				
Moisture (if relevant)				
Other critical test				

3. Twelve-point buyer review

☐ 01	The laboratory or issuer is clearly identified.
☐ 02	The report / reference number is identifiable.
☐ 03	The tested sample has a clear sample ID.
☐ 04	The sample ID can be mapped to the exact lot being offered.
☐ 05	The relevant analytes are clearly named.
☐ 06	Results and units are visible together.
☐ 07	Critical analytical methods are identifiable.
☐ 08	The report date is relevant to the transaction.
☐ 09	Critical results are compared with the agreed specification.
☐ 10	Relevant laboratory accreditation / scope is understood.
☐ 11	Reporting limits, qualifiers or non-accredited results are understood.
☐ 12	The COA can be connected to the wider batch / traceability evidence chain.

Decision rule

A missing box does not automatically mean reject the supplier. It means do not assume. Record the evidence gap, ask a precise question and decide whether the answer is sufficient for the transaction risk.

4. Follow-up questions / decision

Evidence gaps to clarify:

Supplier / laboratory follow-up:

Decision / next action:
