# Mānuka Honey COA Buyer Checklist

A practical verification framework for importers, distributors and QA reviewers. Use it before relying on a report, approving a label or committing to a shipment.

How to use it: work from identity to evidence. A COA is useful only when the sample, batch, method, result and document chain match the product being offered. The exact records and legal requirements vary by product, contract and destination market.

## 01 Identify the offered lot or batch

- [ ] A unique lot or batch code is stated in the offer, specification or packing record.
- [ ] The same code appears on the relevant product, case label or release documentation.
- [ ] The pack format, declared grade, net quantity and production or packing dates are clear.

## 02 Match the COA to the sample

- [ ] The report identifies the laboratory, report number and report issue date.
- [ ] The sample description and sample or batch identifier match the offered product.
- [ ] The sampling date, received date and test date are visible where relevant.
- [ ] Any amendment, reissue or superseded report is clearly identified.

## 03 Read each reported result

- [ ] The analyte or quality parameter is named without relying on a marketing grade alone.
- [ ] The analytical method, unit and numerical result are shown together.
- [ ] The reporting limit, uncertainty or qualifier is understood where it affects interpretation.
- [ ] Any pass or fail statement is tied to a named specification, scheme or destination requirement.

## 04 Check the laboratory and scope

- [ ] The laboratory identity can be independently verified.
- [ ] If accreditation is relied on, the accreditation body and current scope are checked.
- [ ] The relevant method or testing activity is within scope - accreditation is not assumed to cover every test.
- [ ] The report status, authorisation and any conditions or disclaimers are read in full.

# Complete the evidence chain

A single report is not the whole release. Compare the COA with the documents that define, pack, label and ship the same product.

## 05 Compare the connected records

- [ ] Product specification: the promised parameters and acceptance criteria match the offer.
- [ ] Origin evidence: the origin claim is supported and appropriate for the intended label and market.
- [ ] Packing record: the packed lot, pack size and date connect to the tested or released batch.
- [ ] Label artwork: grade, origin, lot coding and mandatory statements match the approved information.
- [ ] Shipment documents: the lot and quantities match the commercial invoice, packing list and other required records.

## 06 Clarify commercial and destination gaps

- [ ] The buyer has listed destination-specific testing, import, labelling and document requirements.
- [ ] Responsibility for sampling, retesting, document updates and non-conforming results is written into the agreement.
- [ ] Shelf-life, storage and transport conditions are defined for the intended route.
- [ ] No health, therapeutic or certification claim is inferred from a chemistry result alone.

## 07 Pause when you see these red flags

- [ ] The batch on the report does not match the batch being offered.
- [ ] The report shows a result but omits the unit, method or sample identity.
- [ ] A cropped screenshot replaces the complete report or hides conditions and authorisation.
- [ ] Accreditation is claimed without a verifiable laboratory listing or relevant scope.
- [ ] A scheme mark, origin statement or legal compliance claim is made without the underlying approval or evidence.
- [ ] A supplier treats one sample result as proof for all future batches.

## Decision notes

Product / supplier: _____

Batch / lot: _____

Open evidence gaps: _____

Decision owner and date: _____

Primary references: NATA ISO/IEC 17025 and Find Organisation (nata.com.au); FSANZ Food Standards Code (foodstandards.gov.au); ACCC country-of-origin food labelling (accc.gov.au); Australian Manuka Honey Association quality standards (manukaaustralia.org.au); Codex Standard for Honey CXS 12-1981 (fao.org).