

Mānuka Batch-to-Dispatch Release Checklist

Two-page buyer release record for reconciling purchase order, specification, batch evidence, finished pack, label, shelf life, market requirements and dispatch documents.

Release gate	Evidence reviewed	Owner	Status	Exception / concession
PO + specification			HOLD	
Batch / lot identity			HOLD	
COA / required testing			HOLD	
Finished pack / net qty			HOLD	
Artwork / claims version			HOLD	
Shelf life / storage			HOLD	
Destination requirements			HOLD	
Export / importer docs			HOLD	
Packing list / shipment ID			HOLD	

Status discipline

Use OPEN/HOLD until the required evidence is actually reviewed. A planning worksheet should not convert an assumption into a confirmed supplier, laboratory or market fact.

Page 2 · Release authority and deviation record

Release authority

Who can change HOLD to RELEASE?

Market check

Which current Micor/importer evidence was reviewed?

Batch match

Do the finished goods and analytical documents share the same lot identity?

Concession

Is any deviation documented with scope, approver and rationale?

Handover

What event marks carrier/buyer possession under the transaction?

Archive

Where will the final release pack be retained?

Decision record

Decision	Owner	Date	Notes / evidence reference

Editorial note

This worksheet is general procurement guidance. It is not legal advice, a supplier quotation, a certificate, a laboratory result or a guarantee of export clearance. Recheck destination requirements and transaction evidence before use.