BUYER QUALITY-GOVERNANCE WORKSHEET

Manuka Honey Quality Agreement and Non-Conformance Planner

Assign evidence, timing, authority and escalation before product, documents or claims fall outside plan.

CONTROL PRINCIPLE	**The specification defines what must be met. The quality agreement defines who controls approval, change, release, investigation, disposition and escalation.**

1. Agreement and document identity

Buyer / supplier / market	Buyer: ________________ Supplier: ________________ Market: _________
Agreement / effective date	Reference: _________ Version: _____ Effective: _____
Products / sites / scope	SKUs: ________________ Site(s): ________________
Related documents	Supply agreement: _____ Specification: _____ PO terms: _____
Precedence / review	Hierarchy: ________________ Owner: _____ Review date: _____

2. Responsibility and contact map

Responsibility	Performs	Reviews / approves	Notify / deadline
Specification / artwork	_______	______________	______________
Supplier / site change	_______	______________	______________
Batch evidence / release	_______	______________	______________
Deviation / concession	_______	______________	______________
Complaint / investigation	_______	______________	______________
Safety / recall escalation	_______	______________	______________

3. Evidence and release gates

Requirement	Record / method	Timing	Authority	Status
Product / MGO criterion	______________	_______	_______	[ ] Hold [ ] Pass
Packaging / artwork	______________	_______	_______	[ ] Hold [ ] Pass
Coding / traceability	______________	_______	_______	[ ] Hold [ ] Pass
Quantity / shipment match	______________	_______	_______	[ ] Hold [ ] Pass

Change, non-conformance and recall interface

Contain affected product, preserve evidence and classify impact before deciding disposition.

CONTROL PRINCIPLE	**A commercial credit does not replace investigation. A quality agreement does not replace the responsible food business recall plan or legal duties.**

4. Change-notification schedule

Change category	Notice / approval	Required evidence	Effective control
Honey / process / site	______________	______________	______________
Test method / laboratory	______________	______________	______________
Jar / closure / label	______________	______________	______________
Coding / storage / route	______________	______________	______________

5. Non-conformance record

Event / reporter / date	Reference: ______ Reporter: ______ Detected: ______ Notified: ______
Affected product	SKU: ______ Batch / lot: ______ Quantity / locations: ________________
Containment	Hold / stop action: ________________ Owner / time: ________________
Impact classification	[ ] Safety [ ] Legal [ ] Identity [ ] Quality [ ] Pack [ ] Document
Evidence preserved	Photos / samples / records / custody: ___________________________
Disposition proposal	[ ] Release [ ] Rework [ ] Replace [ ] Reject [ ] Destroy [ ] Recall review

6. Investigation and closure

Control	Finding / action	Owner / due	Evidence / status
Observed condition	______________	__________	______________
Scope / trace result	______________	__________	______________
Cause assessment	______________	__________	______________
Correction / CAPA	______________	__________	______________
Effectiveness check	______________	__________	______________
Customer / regulator notice	______________	__________	______________

QUALITY EVENT STATUS	**[ ] HOLD [ ] CONDITIONAL [ ] APPROVED [ ] REJECTED**
Decision owner	Name: ________________ Role: ________________ Date: ________________
Conditions / rationale	____ ____

Boundary: This worksheet is an operational planning aid, not a contract, audit, certification, recall plan, legal advice, regulatory approval or proof of a supplier or SELVEH quality system. Adapt it with competent advisers and responsible food businesses.