

Manuka Honey Sample Approval

Identify the sample, separate observation from evidence, and define exactly what the approval authorises.

CONTROL PRINCIPLE

Complete the evidence fields before scoring the offer. Blank or unsupported fields remain OPEN.

1. Sample identity

Sample code	_____ Date received: _____
Supplier / contact	_____
Sample type	☐ Catalogue ☐ Bulk-lot ☐ Pre-production ☐ Finished-pack ☐ Retention
Decision supported	_____
Product description	Origin: _____ Floral claim: _____ MGO: _____ Pack: _____
Batch / lot	_____ Storage condition stated: _____
Arrival condition	☐ Intact ☐ Leak ☐ Damage ☐ Tamper concern ☐ Temperature concern

2. Evidence match

Evidence	Reference / version	Matches sample?	Status / note
Product specification	_____	☐ Yes ☐ No	_____
COA / laboratory report	_____	☐ Yes ☐ No	_____
Origin / traceability	_____	☐ Yes ☐ No	_____
Packaging specification	_____	☐ Yes ☐ No	_____
Artwork proof	_____	☐ Yes ☐ No	_____

3. Sensory observations

Attribute	Observation	Acceptance criterion / tolerance	Result
Appearance / colour	_____	_____	☐ Pass ☐ Hold
Aroma	_____	_____	☐ Pass ☐ Hold
Flavour	_____	_____	☐ Pass ☐ Hold
Texture / viscosity	_____	_____	☐ Pass ☐ Hold
Crystallisation	_____	_____	☐ Pass ☐ Hold
Foreign / defect note	_____	_____	☐ Pass ☐ Hold

Packaging, tolerances and decision

A pleasant sample does not prove production consistency, legal measurement, batch release or destination approval.

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4. Finished-pack review

Control	Observed sample	Production requirement	Status
Jar / container	_____	_____	[] Pass [] Hold
Closure / liner	_____	_____	[] Pass [] Hold
Tamper evidence	_____	_____	[] Pass [] Hold
Label / coding	_____	_____	[] Pass [] Hold
Case / transport	_____	_____	[] Pass [] Hold

5. Golden sample and change control

Reference retained?	[] No [] Yes - location / code: _____
Critical attributes	_____ _____
Allowed variation	_____
Retention conditions	Temperature / light / period: _____
Reapproval triggers	[] New lot [] Grade change [] Pack change [] Artwork change [] Other: _____

6. Approval conditions

What is approved?	[] Honey only [] Pack only [] Artwork only [] Finished configuration
What is not proved?	[] Production consistency [] MGO [] Origin [] Shelf life [] Destination approval
Open conditions	1. _____ 2. _____

FINAL STATUS

[] HOLD [] CONDITIONAL [] APPROVED [] REJECTED

Decision owner

Name: _____ Role: _____ Date: _____

Conditions / rationale

Boundary: This record is a buyer-control template. It is not a laboratory report, formal sensory standard, measurement certificate, production release or guarantee of supply. Link the decision to the approved specification and actual purchase order.