Supplier qualification checklist

36 points for a sweetener supplier

A WORKING CHECKLIST — MARK EACH LINE AGAINST THE SUPPLIER'S OWN DOCUMENTS.

1 · IDENTITY AND FORM

- The exact sweetener is named, not only the category.
- The chemical form is named: acid, salt, glycoside, polyol, sugar or fibre.
- The hydrate, carrier or blend component is declared.
- The CAS number matches the named form.
- For stevia, the glycoside profile and the Reb A / Reb M content are stated.
- For monk fruit, the Mogroside V and total mogroside figures are stated.
- For a polyol, the other-polyol profile is reported.
- For a fibre, the degree of polymerisation is reported.

2 · SPECIFICATION AND CERTIFICATE

- Every parameter has a release limit and a method.
- The assay basis is stated: as-is, dried or anhydrous.
- The COA carries a lot number and a release decision.
- The COA and the specification agree line by line.
- Moisture is measured by Karl Fischer or loss on drying, as stated.
- Particle size and bulk density are on the specification.
- The related-substance or isomer profile is reported.
- "Not detected" results carry a detection limit.

3 · CONTAMINANTS AND MICROBIOLOGY

- Heavy metals: lead, arsenic, cadmium and mercury, with method.
- Limits are stated in the release specification and on the COA.
- Microbiology: APC, yeast and mould, *E. coli*, *Salmonella*.
- Residual solvents matched to the purification route.
- Third-party report available where the review requires one.
- Retained sample exists for the lot.
- Allergen and GMO statements are signed for the lot.
- For a protein sweetener, the allergen assessment is documented.

4 · TASTE AND APPLICATION

- An indicative sweetness versus sucrose is stated.
- The taste note and any linger are described at a named use level.
- Solubility and clarity of solution are stated.
- A starting use level is given for the application.
- The supplier can discuss the blend behaviour and the matrix.
- Samples come with the COA of the lot they were drawn from.

5 · COMMERCIAL AND PACKING

- MOQ and pack sizes are stated in writing.
- Liner and seal are specified, not implied.
- Lead time is counted from a defined event.
- Incoterm, payment terms and documents are quoted together.
- Change-control notification is agreed.
- Liquid and premix grades declare the carrier and active content.

> **How to use it.** Mark each line as confirmed, missing or not applicable. A “not applicable” is a decision, not a pass. The checklist is a buyer tool, not a certification of the supplier.