Research Product COA Verification Checklist

A documentation-first worksheet for matching a certificate of analysis to the exact product, supplier record, and lot—without treating the document as proof of facts it does not establish.

USE THIS CHECKLIST BEFORE RELYING ON A COA

Complete each section using the original document and a verified supplier channel. Mark missing or conflicting information explicitly. Do not infer a field from a similar product, a catalog-number pattern, or a polished document layout.

Review record

Reviewer / organization: _____

Review date: _____

Supplier name: _____

Supplier contact or verification channel: _____

Product formal name: _____

Cat. No. / SKU: _____

Lot / batch number: _____

COA document number / revision: _____

Important boundary: a COA can summarize reported results for a defined document and lot. It does not automatically prove document authenticity, sample identity, legal status, product suitability, regulatory authorization, sterility, clinical performance, or fitness for human use.

1 Document identity and lot linkage

Confirm that the COA belongs to the exact material and lot under review before reading any percentage or disposition.

- ☐ The issuing organization is named and matches a verified supplier or laboratory record.
- ☐ The document has a certificate/report number, issue date, and revision or version when applicable.
- ☐ The formal product or material name is stated clearly.
- ☐ The material form is identified where a salt, hydrate, counterion, sequence modification, or other form matters.
- ☐ The Cat. No. / SKU matches the quotation, product page, label, or ordering record.
- ☐ The lot or batch number is present and matches the lot being offered or supplied.
- ☐ A representative or sample COA is clearly distinguished from a lot-specific COA.
- ☐ Page count, signatures/approval roles, and document-control fields are complete and internally consistent.
- ☐ No key field appears overwritten, cropped, replaced, or inconsistent with surrounding text.
- ☐ The COA was obtained through a verified supplier channel; the original file is retained.

2 Identifier and specification consistency

Field	COA value	Product / label value	Status / question

Suggested rows: formal name, material form, Cat. No., lot number, strength/amount, package format, CAS number or molecular weight only when they are verified and applicable.

3 Method, specification, result, and units

Read each reported result as a connected row. A percentage or PASS label is meaningful only in the context of the stated attribute, method, basis, specification, and units.

- ☐ Each reported attribute is named—for example, identity, chromatographic purity, assay, water, residual solvent, or another defined measurement.
- ☐ A method name, method code, or controlled procedure is provided for the result.
- ☐ The acceptance specification or reference criterion is stated.
- ☐ The observed result is reported separately from the specification.
- ☐ Units and calculation basis are clear where relevant.
- ☐ Identity, chromatographic purity, assay, content, sterility, and other attributes are not treated as interchangeable.
- ☐ A chromatographic area percentage is not described as proof of mass fraction, identity, sterility, or suitability.
- ☐ Terms such as conforms or passes can be traced to a stated method and specification.
- ☐ Less-than signs, detection/reporting limits, rounding, and qualitative results are not reinterpreted as zero or exact numerical values.
- ☐ Any claim of independent or third-party testing is connected to an identifiable laboratory report, sample, lot, method, date, and result.

Attribute	Method	Specification	Reported result / units	Status

4 Packaging, label, storage, and receiving links

The document should connect to the offered configuration and the physical record. A conceptual image is not physical-sample verification.

- ☐ The confirmed package format and strength/amount match the public product record and quotation.
- ☐ The physical or approved label record carries the same formal name, Cat. No., lot, and amount/strength.
- ☐ Storage information comes from a current controlled source for the exact material and form.
- ☐ No storage temperature, shelf life, freeze-thaw limit, or shipping condition has been guessed or copied from a similar item.
- ☐ The receiving record can connect the shipment, package, label, lot, and COA.
- ☐ Any visible damage, seal/closure discrepancy, or label conflict is recorded before disposition.
- ☐ Packaging status is recorded as CONFIRMED, NEEDS PACKAGING CONFIRMATION, or NOT PROVIDED.

5 Supplier verification questions

Open question	Requested evidence	Supplier response / date	Resolved?

Use the supplier's verified contact page or established business channel. Do not send passwords, access codes, payment information, or unnecessary personal data.

6 Decision record

Choose the status supported by the evidence. A documentation PASS does not replace legal, regulatory, quality, procurement, or end-use approvals.

STATUS	USE WHEN	NEXT ACTION
PASS — DOCUMENT MATCH	The original COA is lot-linked; identifiers, methods, specifications, results, and relevant fields are consistent for the defined review scope.	Retain the evidence and continue through the organization's remaining approval gates.
HOLD — REVIEW REQUIRED	One or more fields are missing, inconsistent, representative-only, unclear, or not connected to a verified source.	Request specific evidence; do not promote, publish, order, or rely on the unresolved claim where that gate applies.
REJECT / ESCALATE	Identity, lot linkage, document integrity, or a critical requirement cannot be resolved, or the supplier will not clarify the record.	Stop the affected workflow and escalate to the responsible technical, quality, legal, or procurement owner.

Final status: PASS / HOLD / REJECT / ESCALATE _____

Decision owner: _____

Decision date: _____

Evidence location / record ID: _____

Decision rationale and remaining gates

Evidence considered	Unresolved issue	Owner / due date	Required next approval

This checklist is an educational documentation resource. It is not medical, clinical, legal, regulatory, analytical, or quality-system advice; it does not certify any supplier, product, lot, or document. Contact the responsible organization and qualified reviewers for the approvals that apply to your work.