

COA REVIEW WORKSHEET

Read the report. Check the evidence.

A structured review aid for a supplier-provided certificate of analysis. This worksheet is not a COA and contains no laboratory results or certification.

01 / Match the identity

Does the product, specification version and batch number match the material or finished product you are reviewing? Is the sample date clear?

Your notes

02 / Identify the issuer

Is the issuing laboratory named? Can the report number and authorized sign-off be checked? Is the testing scope relevant to this product?

Your notes

03 / Read the full result

For each test, locate the method, acceptance criterion, unit and result. Clarify any abbreviations or limits before interpreting a pass statement.

Your notes

04 / Check the agreed scope

Compare the report with the project test plan: identity, assay, microbiology, contaminants and any other agreed parameters. Record omissions.

Your notes

05 / Separate the records

Distinguish raw-material reports, finished-product reports, example documents and the actual shipment batch. Review stability support separately.

Your notes

DOCUMENT REVIEW LOG

Resolve the gaps. Record the decision.

Use this page to record questions for the manufacturing and quality teams. Acceptance criteria and required tests are determined for the product and destination market.

Document identity

Report reference / product / batch / specification version / issuing laboratory / review date.

Your notes

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Missing or unclear information

Record the field or test in question, the reason for the question and the person responsible for the response.

Your notes

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Supporting documents

List the specification, test plan, relevant laboratory scope and other evidence needed to resolve the review.

Your notes

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Resolution & version control

Record the explanation or corrected document, date received and how it corresponds to the reviewed batch.

Your notes

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Review outcome

Record reviewer, outstanding actions and the next agreed decision. A completed worksheet does not itself authorize batch release.

Your notes

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