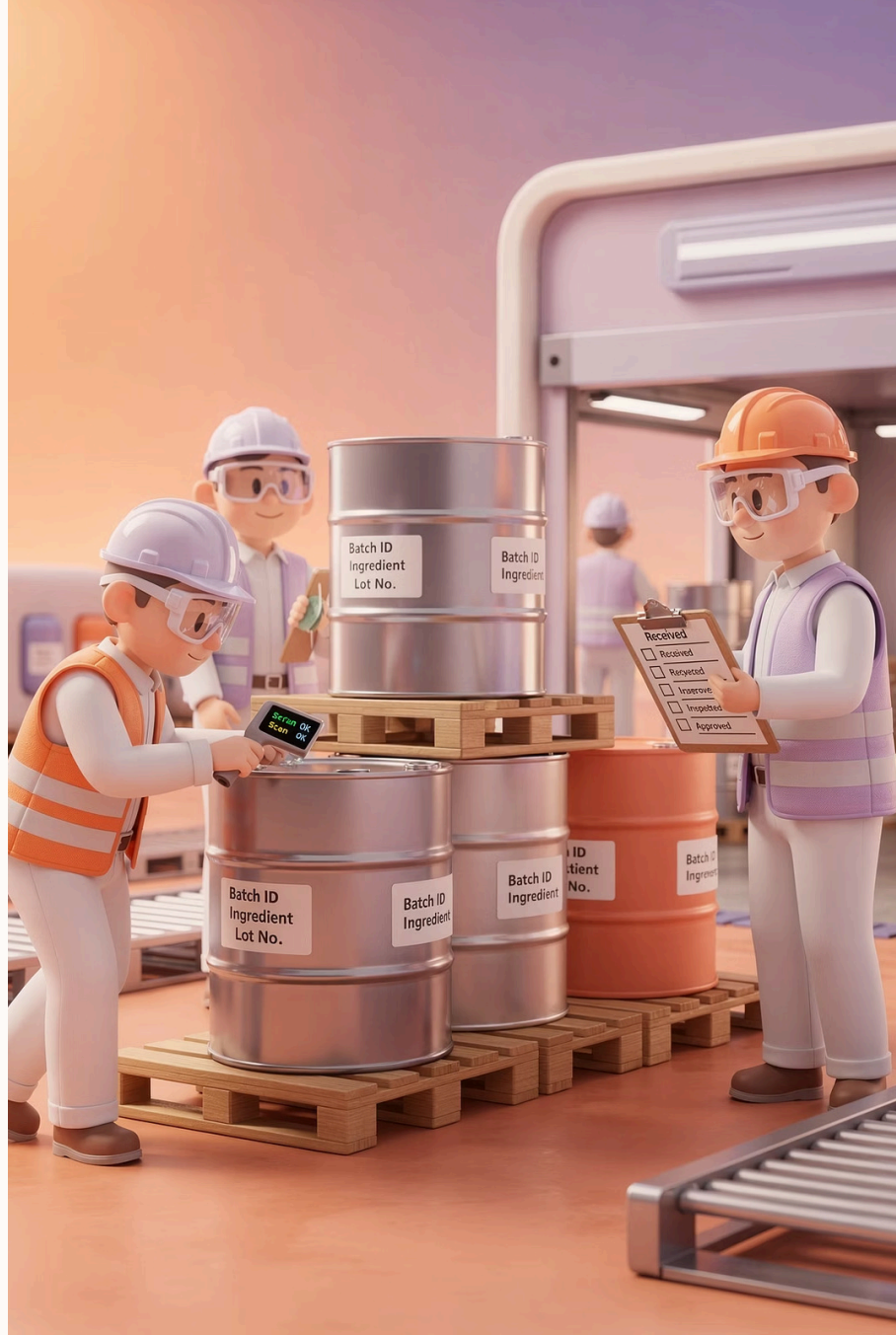
The 15-Point Checklist That Stops Costly Production Errors at the Source

In the world of supplement and CPG manufacturing, the "math" of a batch doesn't start at the mixer. It starts at the loading dock.

Use this checklist for every shipment to ensure your production floor is fed with "Audit-Ready" ingredients.



The Hidden Cost of a "One-to-One" Relationship

The Problem

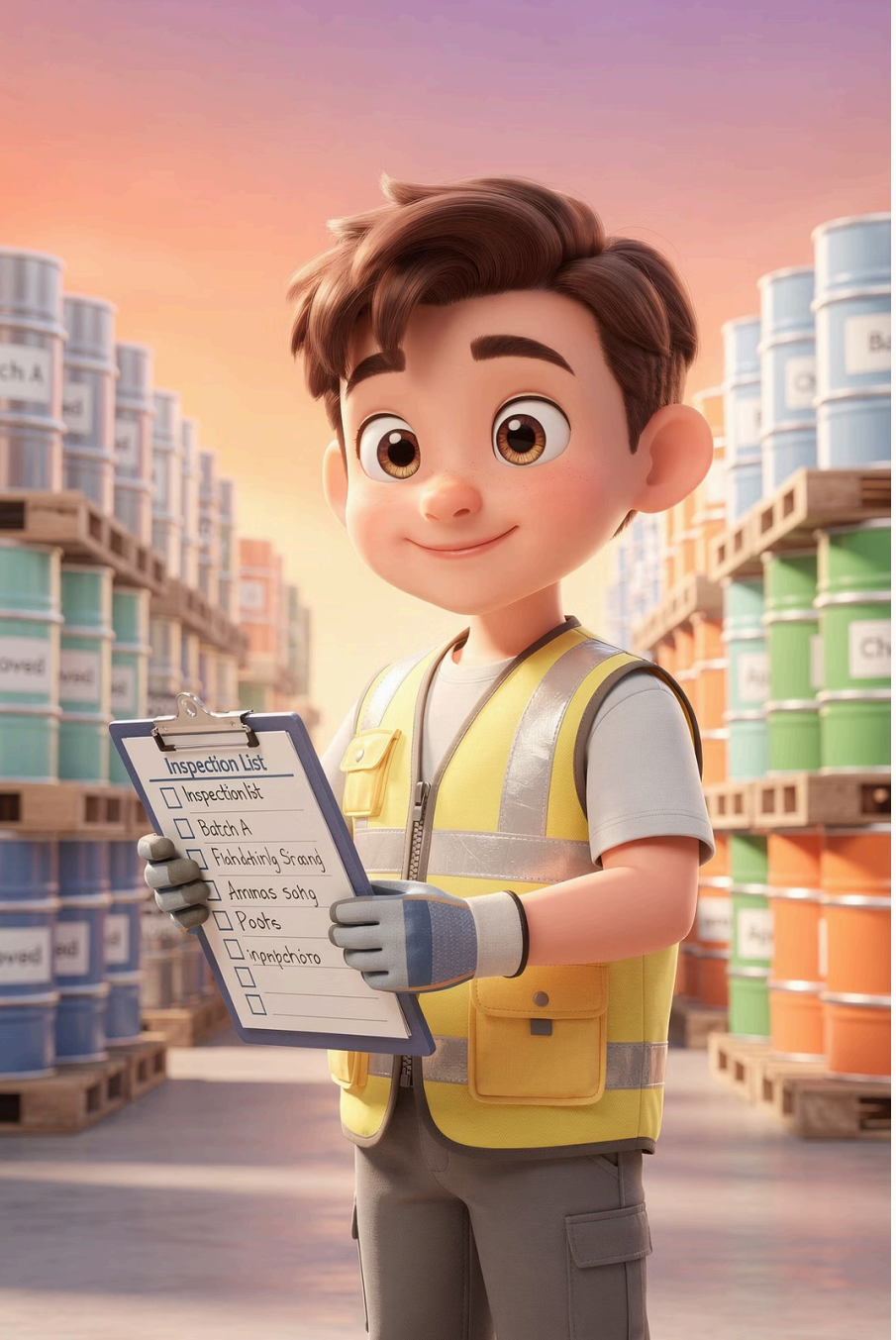
If you are still relying on a "one-to-one" relationship between your formulation and your raw materials, you are likely losing thousands of dollars to **Potency Variance**.

When a drum of Vitamin C arrives at 92% potency instead of the 100% your spreadsheet expects, your entire batch is technically out of specification before you even turn on the lights.

What BatchBuddy Calls It

At BatchBuddy, we call this the **"Messy Start."** To fix it, you need more than just an inventory log; you need a rigorous intake process.

> "Stop production errors before they start. Use our 15-point inspection for every raw material delivery."



The 15-Point Inspection for Every Raw Material Delivery

Use this checklist for every shipment to ensure your production floor is fed with "Audit-Ready" ingredients.

Part I

Identity & Integrity Check
Points 1–5

Part II

COA & Potency Deep-Dive
Points 6–10

Part III

Production Readiness Final Step
Points 11–15

PART I — POINTS 1–5

The "Identity & Integrity" Check

1	**PO Matching** Does the material name and manufacturer part number exactly match the Purchase Order?
2	**Container Integrity** Are there any signs of moisture, punctures, or compromised seals?
3	**Lot Number Verification** Does the physical lot number on the drum match the Lot Number listed on the COA?
4	**Expiry/Retest Date** Is the material within its stability window for the duration of its intended shelf life?
5	**Manufacturer Identity** Is the original manufacturer (not just the distributor) clearly identified?

PART II — POINTS 6–10

The "COA & Potency" Deep-Dive

Full-Panel Review

Does the COA cover all required specifications (Heavy Metals, Microbials, Pesticides)?

Actual vs. Target Potency

What is the *actual* assay value? (e.g., 94.2% instead of 100%). This is the heart of **COA Verification**.

Methodology Check

Does the testing method (HPLC, ICP-MS) match your internal Quality Agreement?

Landed Cost Verification

Has the unit cost been updated to reflect the actual potency received?

Quarantine Status

Has the material been physically and digitally tagged as "Quarantined" pending QA release?

PART III — POINTS 11–15

The "Production Readiness" Final Step

Safety Data Sheet (SDS)

Is the current SDS on file and accessible to production staff?

Storage Requirements

Is the material moved to the correct climate-controlled zone (Temp/Humidity)?

BatchBuddy Intake

Is the TLC (Traceability Lot Code) source logged for FSMA 204 compliance?

Potency Scaling Trigger

Has the actual potency been entered into the system to trigger automatic batch adjustments? This is the core of **Potency-Based Scaling**.

QA Signature

Has a qualified person digitally signed the material release?

Why "Good Enough" is Costing You $500k+ Annually

Most manufacturers ignore the "Potency Gap." They formulate for 100mg of an active ingredient, but because they don't scale their batches based on the *actual* potency of the raw material, they end up with inconsistent products—or worse, failed lab tests.

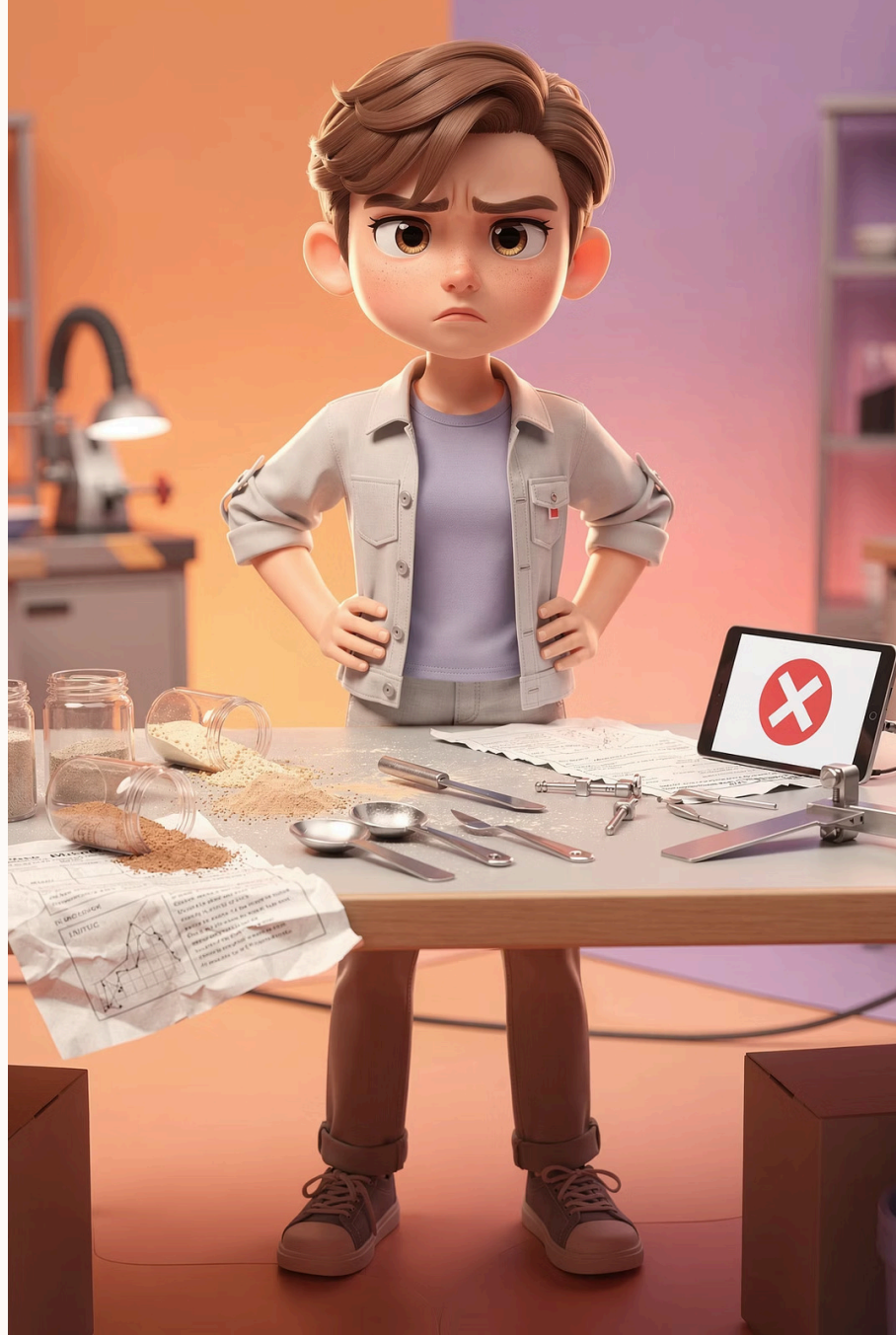
This is the **Potency Variance Loss (PVL)**.

If You Over-Fill

You are literally throwing expensive ingredients in the trash — compensating for poor data with waste.

If You Under-Fill

You are one FDA audit away from a product recall. Non-compliance with **21 CFR Part 111** carries severe consequences.



How BatchBuddy Solves the "Messy Start"

BatchBuddy was built for the operator who is tired of doing manual math on a clipboard.

Automatic Scaling

When you log a material at 94% potency, BatchBuddy automatically adjusts the required weight for every batch using that lot.

Digital Quarantine

Materials cannot be "pushed" to the production floor until the 15-point checklist is cleared and signed.

Real-Time Costing

We recalculate your "cost-per-dose" based on the actual active material received, not just the weight of the powder.

Stop guessing at the loading dock. Start scaling with precision.

Key SEO & Strategic Keywords

Ensure you use these critical terms throughout your content for maximum discoverability and compliance signaling.

Potency-Based Scaling

The core methodology that separates precision manufacturers from those losing money to the Potency Gap.

21 CFR Part 111

The FDA regulation governing Current Good Manufacturing Practice in manufacturing, packaging, labeling, or holding operations for dietary supplements.

COA Verification

The process of validating Certificate of Analysis data — including actual assay values — against your internal Quality Agreement before production begins.

FSMA 204 Traceability

Food Safety Modernization Act traceability requirements, fulfilled through BatchBuddy's TLC (Traceability Lot Code) logging at intake.

Your Next Step: Go Audit-Ready

The 15-point checklist is your foundation. Now take it further with our dedicated resources.

Quality Manager's Guide to Audit-Ready Batch Records

A comprehensive resource for building a bulletproof documentation system that stands up to any FDA inspection.

FSMA 204 Traceability Checklist

Ensure your TLC logging and traceability workflows are fully compliant with the latest Food Safety Modernization Act requirements.

> *"Stop production errors before they start. Use our 15-point inspection for every raw material delivery."*

Quality Manager's Guide to Audit-Ready Batc...

FSMA 204 Traceability C...

FSMA 204 TRACEABILITY CHECKLIST

FSMA 204 Traceability Checklist

The Food Safety Modernization Act (FSMA) Section 204 establishes stringent traceability requirements for certain foods. For supplement and CPG manufacturers, ensuring compliance means meticulously tracking every ingredient from farm to finished product. Use this checklist to verify your raw material traceability program.

1

TLC Assignment

Has a Traceability Lot Code (TLC) been assigned to every incoming raw material at the point of receipt?

2

Key Data Elements (KDEs)

Are all required KDEs captured: supplier name, lot number, quantity, date received, and origin location?

3

Critical Tracking Events (CTEs)

Are all CTEs (receiving, transformation, shipping) logged in your system for this lot?

4

Supplier Traceability Records

Has the supplier provided their own traceability records linking back to the source farm or manufacturer?

5

Transformation Linkage

When this material is used in a batch, is the TLC carried forward and linked to the finished product lot?

6

24-Hour Retrieval Readiness

Can you retrieve all traceability records for this lot within 24 hours (FDA requires records accessible within 24 hours of request)?

7

Digital vs. Paper Audit Trail

Are records stored in a digital, searchable format (not just paper logs)?

8

Recall Simulation

Has a mock recall been run using this lot to verify the traceability chain is complete end-to-end?

BatchBuddy automatically captures all required KDEs and CTEs at intake, making FSMA 204 compliance a byproduct of your normal workflow — not extra work.

Free Resources for CPG Manufacturers

This checklist was created by the team at BatchBuddy — the production management platform built specifically for supplement and CPG manufacturers. We believe every operator deserves access to the tools and knowledge to run a compliant, profitable facility.

The BatchBuddy Resource Library

Guides, checklists, and templates covering everything from incoming material inspection to FSMA 204 compliance and potency-based scaling. Built for operators, by operators.

Free Tools & Templates

Download our most popular SOPs, batch record templates, and compliance checklists — no strings attached.

> *"Built for the operator who is tired of doing manual math on a clipboard."*

Explore Free Resources | Visit BatchBuddy