REVITALISE PEPTIDES

RESEARCH PURCHASING

WORKSHEET 01 / FREE RESOURCE

COA review checklist

A practical worksheet for reviewing a Certificate of Analysis.

PRODUCT / MATERIAL

SUPPLIED FORMAT

BATCH / LOT

REPORT ID / VERSION

REVIEWED BY

REVIEW DATE

CHECK THE COMPLETE REPORT

- [ ] **Match the material and batch**
  Check the product name, identifiers and batch or lot. Establish how the tested sample relates to the material you are considering.
- [ ] **Read the method, result and units together**
  Identify what each test measures. Identity, purity and content are different questions; one result does not answer all three.
- [ ] **Understand the purity statement**
  Check the basis of any percentage and the stated limitations. Avoid treating a headline purity figure as a complete quality assessment.
- [ ] **Confirm the report applies to this material**
  Check the date, version and report status. Note any missing information, excluded tests or limitations that affect your review.
- [ ] **Resolve the evidence your laboratory needs**
  Where relevant, request details of methods, reference materials or calibration. Apply your laboratory's purchasing requirements.
- [ ] **Keep the report with the receiving record**
  Retain the complete original report and relevant handling or storage information. Link these documents to the batch record.

QUESTIONS TO RESOLVE

Need more detail?

Read the complete COA guide

Keep questions with your records.

Contact the supplier to clarify gaps.

Further reading: NIST definitions IUPAC purity methods Eurachem traceability

Review aid. Apply your laboratory's procedures. This checklist does not certify a product or release a batch.

For professional laboratory research only.