Vanilla Sample Approval Checklist

vanillaatlas.com

For German QA and procurement teams · Musterfreigabe Vanille

Sample details

Supplier _____ Product / selection _____

Lot code (Charge) _____ Quantity on offer _____

Sample drawn on / by _____ Sample received on _____

Specification version _____ QA owner _____

Nine approval gates — define each pass rule before the sample arrives

#	Gate and what to check	Our pass rule / evidence reference	Pass	Fail
1	**Lot identity** Lot code, quantity available, how and when the sample was drawn. Sample is from the lot on offer.		☐	☐
2	**Arrival condition** Seal, label, damage, condensation, odour on opening. Photos taken; sample split into four labelled portions.		☐	☐
3	**Specification match** Species, form, length range, category or grade as defined in the signed specification.		☐	☐
4	**Physical inspection** Splits, cuts, breakage, deposits, foreign matter, suspected mould. Counts or weights per defect, with photos.		☐	☐
5	**Measured values** Moisture by the agreed method and basis; water activity or vanillin where the application needs them.		☐	☐
6	**Laboratory panel** Pesticide residues, contaminants and microbiology, chosen by risk (see page 2). Accredited laboratory report.		☐	☐
7	**Application trial** Blind test in your own product against the approved reference: same recipe, dose, process and storage time.		☐	☐
8	**Documents** Specification, lot certificate of analysis or stated reference values, traceability, packaging, treatment statements.		☐	☐
9	**Decision** Approved, approved with conditions or rejected. Named decision owner; retained sample sealed and labelled.		☐	☐

Stop points: if gate 1 fails, later results describe beans you will not receive. If gate 4 or 6 raises a safety concern, hold the approval until QA has assessed it.

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Laboratory panel, decision, retained sample and bulk-lot acceptance

Gate 6: laboratory panel — choose by risk

Order	Parameter	EU reference for vanilla	Result / report no.
☐	**Moisture**	No EU limit specific to vanilla. Specification range: ____ to ____ %, method: _____	
☐	**Pesticide multi-residue screen**	Regulation (EC) No 396/2005; vanilla is code 0820070 (fruit spices)	
☐	**Ethylene oxide**	Regulation (EC) No 396/2005; sum of ethylene oxide and 2-chloroethanol	
☐	**Lead**	Regulation (EU) 2023/915: 0.60 mg/kg for dried fruit spices	
☐	**Ochratoxin A**	Regulation (EU) 2023/915: 15 µg/kg for dried spices	
☐	**PAHs**	Regulation (EU) 2023/915: 10.0 µg/kg benzo(a)pyrene; 50.0 µg/kg sum of four PAHs	
☐	**Aflatoxins**	No level specific to vanilla; test by risk, for example after a mould finding	
☐	**Microbiology (e.g. Salmonella)**	Regulation (EC) No 2073/2005 has no spice-specific criterion. Internal limit: _____	
☐	**Vanillin / water activity**	Contract matter. Specification: _____	

Levels checked on 10 November 2026 against the consolidated regulations. Confirm the current text, and confirm with your laboratory that cured vanilla is assessed as a dried spice. Use a laboratory accredited to ISO/IEC 17025.

Gate 9: decision

☐ **Approved** ☐ **Approved with conditions** ☐ **Rejected**

Highest finding class: ☐ Critical ☐ Major ☐ Minor

Conditions to write into the purchase order: _____

_____

QA name / signature _____ Date _____ Approval no. _____

Retained sample (Rückstellmuster)

Label ID _____ Sealed on _____ Keep until _____

Storage location (cool, dark, airtight) _____

Bulk-lot acceptance (Wareneingangskontrolle) — check the delivery against the approval

- ☐ Purchase order, lot code and package labels match the approved lot.
- ☐ Packages and seals intact; damage or condensation photographed before opening.
- ☐ Increments taken from several packages under the agreed sampling plan.
- ☐ Agreed checks repeated with the same methods, basis and tolerances as the approval.
- ☐ Delivery compared with the retained sample and the signed specification.

Result: ☐ Released ☐ On hold ☐ Rejected Decision owner / date _____