ELEVON SCIENCES

COA Receiving Checklist

Use this sheet when reviewing a certificate of analysis for a laboratory reagent lot.

Material	**Lot / batch**
Reviewer	**Date**
Lab / report ID	**Report date / version**

- [ ] **Match the material and lot.**
  Compare the label and report. If the lab sample ID differs, get a record linking it to the supplier lot.
- [ ] **Confirm who issued the report.**
  Check the lab name, report date and identifier. Verify with the issuing lab when a verification method is available.
- [ ] **Read the results beside the limits.**
  Check the method, result, units and acceptance criteria where applicable. A specification is not a measured result.
- [ ] **Flag missing or unclear evidence.**
  An unlisted test is not a pass. Purity, identity, endotoxin and sterility are separate questions.
- [ ] **Record your decision.**
  Use your lab's own acceptance criteria. Save the reviewed report and record any follow-up.

DISPOSITION / MARK ONE

☐ Accept ☐ Hold for documentation ☐ Reject

Notes / follow-up

Laboratory research use only. Not for human or veterinary use.