

Phosphate Supplier Evaluation Checklist (2026)

For STPP, SHMP, TSPP | Food Grade and Industrial Grade | Use this checklist to compare suppliers objectively.

Company:					Country/Region:					Date:			
Contact:					Email:						Target grade:		
Products to evaluate	STPP	SHMP	TSPP	Other: _____	Application:	Seafood	Meat	Dairy	Beverage	Detergent	Ceramics	Water	Other: _____

How to use: Check each item after verification. Keep supporting documents (COA/SDS/TDS/DoC) in your supplier file. For food applications, never substitute industrial grades.

A. Company & Manufacturing Capability

Evaluation point (what to ask / verify)	What to request (evidence)
Manufacturer vs Trader: Is the supplier a direct manufacturer for the products you buy (STPP/SHMP/TSPP), or a reseller?	Factory address + business license; production photos/video; plant audit option.
Relevant specialization: Do they focus on phosphates (not a general chemical trader), and can they support both food and industrial grades?	Product portfolio list; grade breakdown; historical export references.industrial grades?
Capacity and stability: Can they supply steady monthly volume without frequent grade/spec changes?	Capacity statement; inventory/production plan; confirmed lead times.
Export experience: Do they ship to your region and understand import documentation needs?	Shipping records (redacted); Incoterms options; loading plan.

B. Product & Grade Fit (STPP / SHMP / TSPP)

Evaluation point (what to ask / verify)	What to request (evidence)
Correct grade selection: Do they clearly separate Food Grade vs Industrial Grade and prevent cross-mixing?	Grade declaration; dedicated packaging/labels; traceability statement.
Key specs match application: Can they meet target specs (assay/P2O5, insolubles, moisture, particle size, whiteness) consistently?	Specification sheet + historical COAs (3 – 5 lots).
Application alignment: Do they understand your use case (seafood, dairy, detergents, ceramics, water treatment)?	Technical notes; recommended dosage range; trial plan.

C. Quality Control & Testing

Evaluation point (what to ask / verify)	What to request (evidence)
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COA for every shipment: Will they provide a batch COA per shipment (with limits and methods)?	Sample COA showing assay, moisture, insolubles, pH (as applicable).
Batch-to-batch consistency: Do they manage variability (process control, retention samples, CAPA)? Impurity limits (Food Grade): Are heavy metals and fluoride controlled to food/compendial expectations where required?	QC workflow summary; retention policy; corrective action examples. COA items for As/Pb/Cd/Hg and F- (as applicable); compliance statement.

D. Regulatory & Documentation (Compliance Readiness)

Evaluation point (what to ask / verify)	What to request (evidence)
SDS (GHS-compliant): Can they provide SDS in English (and other languages if needed) for your import file?	SDS PDF with GHS sections; revision date; emergency contact.
Food additive compliance: Can they provide market-facing documentation for food-grade products (EU/E-number, FDA/CFR reference, GB alignment)?	Declaration of Compliance; Letter of Guarantee; additive identity statement.
Third-party certifications: If needed, can they provide Halal/Kosher and ISO certificates?	Valid certificates with scope, issuer, and expiry dates.

E. Packaging & Logistics

Evaluation point (what to ask / verify)	What to request (evidence)
Packaging options: Do they offer 25kg bags, palletization, and jumbo bags (500 – 1000kg)?	Packaging photos; bag specs; labeling format; pallet plan.
FCL/LCL support: Can they support FCL and LCL shipments with clear loading quantities?	Loading plan; container capacity guidance; shipping terms.
Moisture control in transit: Do they protect hygroscopic products from moisture (liners, sealing, desiccant)?	Packing SOP; liner spec; container stuffing photos.

F. Technical Service & Samples

Evaluation point (what to ask / verify)	What to request (evidence)
Sample availability: Can they provide representative samples for trial with matching batch docs?	Sample COA + TDS; lead time; courier options.
Dosage guidance: Can they support dosage guidance and optimization for your process?	Application guide; troubleshooting notes; technical contact.
Issue response speed: If a quality issue occurs, do they provide fast RCA and corrective action?	CAPA example (redacted); escalation path; response timeline.

G. Scoring & Decision Summary

Assign 1 point for each verified item checked above. Use the guidance below to support an objective decision.

Score Range	Interpretation	Recommended Action
0 – 8	High risk	Do not proceed; request missing docs and re-evaluate or switch supplier.
9 – 14	Moderate risk	Proceed only with corrective actions: tighter spec, pre-shipment COA approval, trial order.
15 – 20	Preferred	Proceed with trial order; lock specifications and documentation package.
21+	Strategic partner	Long-term supply option; consider annual audit and joint optimization.

Red Flags (stop and verify)

- Refuses to provide COA per batch or provides COA without limits/methods.
- Cannot clearly define grade (Food vs Industrial) or mixes grade language in one quote.
- Specs change across lots without notice (assay, insolubles, moisture, particle size).
- SDS is outdated or missing GHS sections; compliance statements are vague.
- No moisture-control packing plan; repeated caking complaints.

Decision Notes

Total score:	_____	Decision:	Approve	Trial	Hold	Reject
Key risks:	_____					
Required actions:	_____					

Tip: For food-grade phosphates, keep a standardized import file per product: COA (per batch), SDS (latest), TDS/spec sheet, and destination-market compliance statement.