



ICEA
M.RCCOSMOS
02

**INFORMATIVE QUESTIONNAIRE
COSMOS**

Ed.03 Rev.02 del 20.10.2015

RESPECTABLE COSMOS OPERATOR we are very pleased that you have decided to enhance your eco-biological products using the certifications offered by our Institute.

This form is sent as a result of the **ACCEPTANCE and SIGNING** of
RC.COSM – **REGULATION FOR CERTIFICATION COSMOS**
RC.COSMOS 01 – **COSMOS CERTIFICATION CONTRACT**

From this moment ICEA will launch the **VERIFICATION OF DOCUMENTATION** concerning:

A) CONFORMITY OF PRODUCTION UNITS/USED SUBCONTRACTORS

You will be requested for information and documents referred to production units, packaging and labelling, aimed to assess conformity to most important and obligatory requirements and those related to the applicable technical specifications.

B) CONFORMITY OF PROPOSED FORMULATIONS

You will be requested for qualitative formulations (INCI name), characteristics of products, characteristics and claimed affirmations, etc.

Followed by a **SECOND PHASE OF EVALUATION** that provides for the application of formulas, data sheet, safety data sheet, statements GMO free, graphics of the products etc.

After the successful completion of the first phase of documentary control, our inspectors will contact you to carry out the **FIRST START INSPECTION**, to verify conformity to the requirements of the technical specifications and regulation for certification at the **PRODUCTION, PACKAGING AND LABELLING UNITS**.

After the successful completion of the start inspection visit and/or any resolved non-conformities which were detected by our Inspector, ICEA Certification Committee will decide about the **ISSUANCE OF THE CERTIFICATE OF CONFORMITY** for all products deemed compliant. This certificate will be published in our web site www.icea.bio.

MONITORING PHASE will follow. For the whole period of validity of the certificate ICEA will check compliance with the requirements laid down by regulation whether by **PERIODIC INSPECTIONS** at the production units/packaging and labeling or at commercial and administrative offices. All in accordance with a **PLAN OF CONTROL AND ANALYSIS** drafted annually on the basis of criteria and risk levels set by ICEA and approved by the Committee for impartiality safeguard (CNC-CSI). ICEA reserves the right to carry out **CONTROLS and SAMPLING DIRECTLY ON THE MARKET**, during fairs, markets or on the web (in terms of advertising, labelling and certification presentation modalities).

This document has to be SIGNED by the responsible of the company that requires certification and must be sent electronically to the ICEA COSMETICS Office (icea.cosmesi@icea.bio).

Name of Applicant :

VAT:

Address:

Operator Code:

Signature

Stamp signature date



1. PRODUCTION UNIT

NAME OF THE COMPANY

AVENUE/STREET

N°

CITY

LEGAL OFFICE IN

VAT

TAX CODE

ACTIVITIES: PRODUCTION

PACKAGING

LABELLING

Name and surname

MAIL

Responsible (ex technical director)

Responsible Quality Assurance

Legal Representative

Responsible Quality Control

Responsible ICEA Certification

Managment

Responsible for administration

Responsable exhibitions and events

Authorization issued by USL/Mayor for cosmetics production YES NO NA Reference

Authorization for discharge of waste water YES NO NA Reference

Authorization for atmospheric emissions YES NO NA Reference

Risk assessment documents (chemical risk) YES NO NA Reference

Fire prevention certificate YES NO NA Reference

NA = Not applicable to the activity subject to certification

Description of the activities and production cycle



2. PRODUCT SHEET

Fill out a product sheet for each of the items for which you request the certification. Please add product sheets if necessary.

Category ⁽¹⁾

Denomination product

Responsible Personnel

Safety Evaluator

ICEA alphanumeric Code

INCI name ⁽²⁾

Product Properties(claim)

Production Site ⁽³⁾

Packaging Site ⁽³⁾

Labelling Site ⁽³⁾

(1) Indicate the correct category, drawing from the list below.

(2) Indicate with an asterisk (*) certified organic raw materials. Alternatively, you can attach the report of conformity control made by ICEA CHECK software.

Indicate the name of the production unit, the address and the name of the contact person

Certification organic raw materials (certification body and certified product)

LIST OF CATEGORIES

HAIR AND SCALP

SHAMPOO
PRODUCTS FOR LIPS
HAIR LACQUERS
HAIR CONDITIONING AND EMOLLIENT
COSMETIC CREAMS
FIXERS AND STRUCTURING MOUSSE
GEL, WATERS AND GROMMETS
PRODUCTS FOR THE FACE
CLEANSING FOR FACE AND EYES
FACIAL WIPES
TONING LOTIONS
EYE CONTOUR AND SPECIFIC AREAS
MOISTURIZERS AND NUTRIENTS
ANTI-AGING AND ANTI-WRINKLE CREAMS
MASKS AND EXFOLIATORS
PRODUCTS FOR SKIN IMPURITIES
DEPIGMENTING PRODUCTS
FACIAL MAKEUP PRODUCTS
FOUNDATION AND TINTED CREAM
FACE POWDER
CONCEALERS, BLUSH,
PRODUCTS FOR EYE MAKEUP
EYE SHADOWS
MASCARA
LINERS AND PENCILS
PRODUCTS FOR THE LIPS
LIPSTICKS AND LIP GLOSS

LINERS AND PENCILS
PROTECTIVE, COLOURLESS
FOUNDATIONS AND SOLAR STICK
PRODUCTS FOR THE HANDS
CREAMS, GELS, LOTIONS AND NAIL
PRODUCTS
NAIL POLISHES
SOLVENTS AND OTHER PRODUCTS
PRODUCTS FOR THE BODY
MOISTURIZERS, NOURISHING CREAMS
AND EXFOLIATORS
MULTI-PURPOSE CREAMS
WATER AND BODY OILS
PRODUCTS FOR CELLULITE
FIRMING, ANTI-AGE AND SPECIFIC BODY
AREAS CREAMS
DEODORANTS AND ANTIPERSPIRANTS
EPILATORS
SELF TANNERS
LOTIONS AND SHOCK TREATMENT
PRODUCTS FOR BODY HYGIENE
SOAPS AND SYNDETS
LIQUID SOAPS
BATH AND SHOWER FOAMS, SALTS,
POWDERS
OILS
SPRINKLER POWDERS AND TALCS
FOOT CARE PRODUCTS

INTIMATE HYGIENE PRODUCTS
PRODUCTS FOR MOUTH HYGIENE
TOOTHPASTES
MOUTHWASHES, BREATH FRESHENERS
AND BLEACH TEETH
SKIN PRODUCTS
MEN'S PRODUCTS
SOAPS, FOAMS AND GELS FOR SHAVING
AFTER SHAVE
TREATMENT CREAMS
PERFUMERY
TOILETRIES, WOMEN'S PERFUMES
TOILETRIES, MEN'S PERFUMES
SKIN CHILDREN PRODUCTS
DOMESTIC ANIMALS
RAW MATERIALS