



# REGULATION FOR COSMOS CERTIFICATION

## TABLE OF CONTENTS

### Sommario

1. GENERAL CONDITIONS.....	2
2. CONDITIONS FOR OBTAINING AND MAINTAINING THE CERTIFICATION.....	3
3. APPLICATION FOR CERTIFICATION.....	3
4. PRE-CERTIFICATION INSPECTION VISIT .....	4
5. ASSESSMENT.....	4
6. DELIBERATION .....	7
7. ISSUANCE OF CONFORMITY CERTIFICATE FOR COSMETICS AND COSMETIC INGREDIENTS "PPAI" AND "CPAI" .....	8
8 NON-ORGANIC INGREDIENTS ATTESTATION OF CONFORMITY (NOI).....	9
9 RECIPROCITY POLICY (ACCEPTANCE OF CERTIFICATES ISSUED BY OTHER ORGANIZATIONS) .....	9
10. LOGO PROVIDED .....	9
11. MODIFICATION OF CERTIFICATION CONDITIONS .....	10
12. SURVEILLANCE ACTIVITY.....	11
13. MODIFICATION AND EXTENSION OF CERTIFICATION SCOPE .....	12
14. CONFIDENTIALITY .....	12
15. RENUNCIATION OF CERTIFICATION .....	13
16. PENALTIES .....	13
17. CONSEQUENCES OF RENUNCIATION, NON-RENEWAL, SUSPENSION AND WITHDRAWAL OF CERTIFICATION.....	16
18. INSPECTION AND TESTING ACTIVITY.....	16
19. COMPLAINTS.....	17
20. APPEALS .....	17
21. JURISDICTION .....	17
22. INSPECTION SYSTEM CHART.....	18
23. ACCEPTANCE OF TERMS PROVIDED BY THE HEREBY RULES.....	19

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## **1. GENERAL CONDITIONS**

**1.1** This Regulation lays down the procedures followed by ICEA for:

- Certification of cosmetic products, physically transformed Agro-ingredients (PPAI) and chemically processed Agro-ingredients (CPAI) according to COSMOS-Standard requirements.
- Approval of non-organic cosmetic ingredients (NOI - Non Organic Ingredients) for use in cosmetic products certified according to the COSMOS specification.

**1.2** Cosmetic products and/or cosmetic ingredients PPAI and CPAI are tested in accordance with the requirements of the COSMOS Control Manual and technical and labelling guidelines.

**1.3** NOI cosmetic ingredients are evaluated according to the provisions of the COSMOS Manual with regard to "approval of non-organic ingredients acceptable for use according to Cosmos Standard".

**1.4** All products certified and approved by ICEA must be obtained according to international and national norms in force and in compliance with good processing practices (GMP).

**1.5** Application for certification or approval can be forwarded by any Organization whose activity falls within the scopes of production, distribution under mark and importation of such products. The certification or approval is normally granted to the responsible of the product marketing and/or proprietor of the trademark that individualize the product.

**1.6** If certification projects involve more than one applicant under the responsibility of only one organization, the applications shall be directly submitted by this responsible organization. In this case, the responsible Organization shall have legal status and shall:

- a) have entered into precise written agreements with the other Organizations involved in the certification project for the implementation of the provisions laid down in the relevant Standard and in this regulation;
- b) have defined criteria for involved Organizations' admission to, participation in and renunciation of the certification project;
- c) have established procedures for informing each sub-licensee about reference standards, regulations, certification procedures and subsequent revisions, and also about the rights and duties connected with the organic production scheme;
- d) formally assume (through a Statement) the responsibility for the conformity of all Organizations interested in the project, and allow ICEA's and accredited bodies' personnel access to Organizations' premises and production sites and to all records, including fiscal ones, concerning the certified product at any stage of the production chain.

**1.7** ICEA does not supply Organizations with any sort of advisory service as for example ways to overcome eventual non conformities that prevent obtaining certification or promotional and information activity aimed at marketing specific products of certified organizations.

**1.8** On the Italian territory, ICEA carries out its activity with Italian staff and documents in the Italian language. For inspection and certification activities abroad, ICEA undertakes to use the English language, reserving the possibility to utilize translators and interpreters appreciated for their ability and accepted also by the operator under the inspection scheme.

**1.9** In order to facilitate access to information for people interested in this certification scheme, ICEA is committed to provide all materials and non-sensitive documents directly on request or via the website [www.icea.bio](http://www.icea.bio).

**1.10** The results of inspection visits and documented evaluations are subject to examination of a Responsible of Certification (RCV) or Certification Committee (CCERT), with the necessary requirements of competence

and independence, which decides on the issuance, extension, suspension or withdrawal of certification or attestation of approval.

**1.11** On the application of this Regulation shall supervise the Committee of Impartiality Safeguard, guarantor of impartiality and authority of the proper implementation of the certification, appointed by ICEA Management Board (CDA), which ensures the equitable representation of interested parties to the certification.

## **2. CONDITIONS FOR OBTAINING AND MAINTAINING THE CERTIFICATION**

**2.1** In order to obtain and maintain the certification, the Applicant Organization shall observe the provisions of this Regulation and:

- a) in the case of cosmetic products and/or cosmetic ingredients PPAI and CPAI, implement and maintain a documented management system capable of demonstrating the compliance with the product and/or process requirements outlined in the technical Specifications of reference. In particular, the management system must take into account the following aspects:
  - traceability and possible withdrawal of the product in case of serious non-conformities;
  - separation and identification of the certified product from the non-certified one;
  - management of complaints received from customers;
  - quality recording management.
- b) take all measures which may be needed for correct assessment, as required by this Regulation;
- c) maintain, throughout certification validity, (or during the validity of the certificate of approval for non organic raw materials), the conditions that permitted such certification to be granted;
- d) downgrade or recall the product from the market, as needed, as soon as it learns of any irregularities which invalidate the conformity of the product, and promptly inform ICEA accordingly;
- e) in case ICEA ascertains any Non Conformities (NC), propose Corrective Actions (AC) by filling out and signing the appropriate forms, one copy of which shall be sent, via fax, to ICEA within 10 calendar days from the date of notification;
- f) satisfy all ICEA's requests for corrective actions within the agreed deadline;
- g) inform ICEA of the Organization's involvement in cases of judicial proceedings for infringement of laws on product responsibility or related to the certification obtained.
- h) Inform ICEA of the geographical location since, in case it makes certification technically impossible or risky for those involved, certification may not be granted.

**2.2** Certified Organizations shall keep the records related to the product, which shall be made available to ICEA's personnel.

## **3. APPLICATION FOR CERTIFICATION**

**3.1** When applying for certification, the Organisation is required to fill out, sign and submit the following documents in original form:

1. COSMOS CERTIFICATION CONTRACT (M.RCCOSM 01)
2. COSMOS Certification Rules (RC COSMOS)

**3.2** In the case of an application for certification of cosmetic products and/or cosmetic ingredients PPAI and CPAI, in addition to the requirements of point 3.1, the following documents must be submitted:

1. INFORMATIVE QUESTIONNAIRE FOR COSMOS CERTIFICATION (M.RCCOSMOS 02) with the description of the production process and involved production units, products composition and the identification of the raw materials certified organic.
2. qualitative/quantitative wording, which includes an indication of the suppliers of the individual ingredients.

3. calculation of the organic percentage (for extracts);
4. composition of packaging materials;
5. The management plan related to the certified productions with all the measures put in place for the monitoring and management of critical points;
6. Organization Chart and signed by the responsible of the production
7. when the applicant organization uses a third-party processing company, must be sent a copy of the contract signed with the Processor, whereby the Processor
  - a) undertakes to perform contract operations in compliance with this Regulation and all the relevant regulations and/or standards.
  - b) undertakes to give advance notice of date and time when processing begins.
  - c) undertakes to allow ICEA appointed staff free access to relevant processing unit and documentation.
  - d) indicates the Processor's broad qualitative/quantitative Annual Production Plan.

And the applicant organization undertakes:

- a) *to inform the Processor of any changes and/or reviews about Regulation and/or standard.*

**3.3** In case of assessment of nonorganic cosmetic ingredients (NOI), in addition to the documentation referred to in point 3.1, the following documents must be submitted:

- informative questionnaire for each ingredient for which approval is required and the respective technical and safety data sheets,
- non GMO declarations when relevant.

## **4. PRE-CERTIFICATION INSPECTION VISIT**

**4.1** If the Applicant Organization considers it advisable, it may ask ICEA to carry out a precertification inspection visit.

The purpose of the pre-certification inspection visit is to

- determine the Applicant Organization's size, structure and activity;
- determine to what extent the Applicant Organization is prepared to face the certification process and guarantee compliance with the ICEA Standard and with this Regulation.

**4.2** The pre-certification visit is optional and can be requested only once. The relevant time and costs will be established on the basis of the Applicant Organization's type and size.

## **5. ASSESSMENT**

Assessment is performed by ICEA with the purpose of verifying the conformity of Applicant Organization's product and/or process to the requirements laid down in the relevant Standard.

It includes:

1. evaluation of documents;
2. inspection visit to the structure of the Applicant Organization (and of any other Organizations involved in certification);
3. analytical tests (when required by ICEA Regulations).

Non-conformities are distinguished in MARGINAL NON-CONFORMITY, IMPORTANT NON-CONFORMITY (Minor), ESSENTIAL NON CONFORMITY (Major).

The measures are applied proportionally to the importance, to the nature and to the circumstances that determinate to the occurrence of non-compliance and to their non-resolution.

### **Marginal Non-Conformity**

Marginal Non-Conformity is a small violation that does not compromise the conformity of the production process and/or the self-control system on the production method or of the management of the company documentation and it is characterized by not having prolonged effects over time and not to determine substantial changes in the company "status" and/or compliance of the products and/or reliability of the customer.

Marginal Non-Conformities do not imply the application of a provision(action) but in case of reiteration in the subsequent inspection, they will be considered as important non-conformities.

### **Important Non-Conformity (Minor)**

The Important Non-Conformity (Minor) is configured as a violation that compromises the conformity of the products but not the conformity of the production process and/or the self-control system on the production method or the management of the company documentation and is characterized not to have prolonged effects over time and not to determine substantial changes in the company "status".

In case of non-resolution of the Important Non-Conformities, the Suppression of the eco-biological indications is applied.

### **Essentials Non-Conformity (Major)**

Essential Non-Conformity (Major) is a significant violation that compromises the conformity of the production process and / or the self-control system on the production method or the management of company documentation or compliance with contractual obligations assumed towards ICEA and is characterized by having prolonged effects such as to determine substantial changes in the company "status" and / or compliance of the products and / or reliability of the customer.

Essentials Non-Conformities that are not resolved involve the application of Suspension of certification or Revocation of certification.

ICEA classifies some observations (O) as recommendations that are to be considered as suggestions for improvement that the requesting organization must take into consideration.

When the documentation submitted by the applicant Organization is complete, ICEA will make arrangements with the same for carrying out the necessary investigations in order to obtain the certification.

## **5.1 Evaluation of documents**

**5.1.1** The documentary evaluation is intended to verify that:

- the documentation submitted by the Organisation is complete and properly completed;
- the composition of the products for which certification is required complies with the reference standard;
- the raw materials and their sources of supply comply with the reference standard.

ICEA reserves the possibility to ask for other information which may be useful for the purpose of evaluation.

**5.1.2** The results of the evaluation may be:

- a) **Approved:** if no Non Conformities (NCs) have been found;

- b) **Approved on condition:** in case NCs compromising the subsequent assessment phases are found.
- c) **Not Approved:** in case NCs compromising the subsequent assessment phases are found. In this case, the evaluation process is suspended until NCs are eliminated.

If the operator does not eliminate the NCs detected and does not update the documentation within 60 working days, the application will become null and void. A new application may be presented against a new payment of the fees due to ICEA.

**5.1.3** In the cases a) and b), a qualified Control Technician will be entrusted with the execution of the first inspection visit.

## 5.2 Start-up inspection audits

**5.2.1** The purpose of the start inspection audit, which follows the assessment of the documentation, is to:

- Verify the correct management of the production process, the analysis and management of critical points for the conformity of products and the application of the relative control plan of the Organisation;
- assess the production system by inspecting the production and storage units involved in the production of products subject to certification;
- control input/output records in order to verify product flow, mass balance and traceability;
- monitoring the implementation and effectiveness of the management plan;
- check packaging and labels;
- verify the management of the relevant environmental aspects;
- verify that the actions required as a result of changes to the COSMOS standard have actually been taken;
- verify that any corrective actions required by ICEA have been implemented;
- verification of any complaints received and the related actions taken.

The verification extends to all production sites involved in the production of the products subject to certification.

**5.2.2** The first inspection, which shall be carried out within 30 working days from the conclusion with positive results of document evaluation, includes:

- an initial meeting with the Applicant Organization's Responsables and with other concerned persons. The purpose of the initial meeting is to illustrate the inspection schedule and confirm that all ICEA evaluators are bound by a confidentiality agreement.
- accurate verification of compliance of all products to be certified with the provisions of the relevant Standard;
- a final meeting where the Applicant Organization's Responsables will be informed of the result of the inspection visit.

One copy of the INSPECTION REPORT written by the technician shall be given to the Organization.

**5.2.3** If non-conformities (NCs) are contested, a copy of the REPORTS OF NON-CONFORMITY is left to the Organization which, within 10 calendar days from the date of the visit, must return them to ICEA (also by fax) reporting the Corrective Actions (CA) and/or Non-Conformity Treatment (NCT), and indicating the times and responsibilities for their implementation.

The NCTs and the CAs proposed by the operator are verified by the RCV or by his delegate. If no communication to the contrary is given within 5 calendar days from receipt, they are intended as approved.

In case such NCTs and CAs are not considered sufficient or valid, the RCV or his delegate shall inform the operator in writing, giving reasons.

**5.2.4** In case of serious Non-Conformities, ICEA may arrange special inspection visits with a view to evaluating the effective implementation of approved treatments and/or Preventive Actions.

**5.2.5** The inspection activity (as well as the analytical tests) are scheduled by ICEA on the basis of a risk analysis and with the purpose of ensuring the integrity and the conformity of production.

This plan will also provide for monitoring inspections without notification with possible sampling for analysis.

### **5.3 Analytical Tests**

**5.3.1** To complete evaluation, the Organization shall supply three samples of each product for which certification is requested.

ICEA reserves the possibility to subject the products to analytical tests and to any other tests as may be needed in order to verify their conformity to the related Standard.

**5.3.2** The tests shall be carried out by test laboratories accredited. In case it is difficult to find accredited laboratories for the execution of certain tests, such tests will be carried out by other laboratories, subject to ICEA's previous evaluation of their competence and reliability.

ICEA shall give the Applicant Organization advance notice of the type of tests to be carried out. The costs incurred shall be borne by the Applicant Organization.

When evaluating whether tests are needed, also tests reports produced by the Organization will be taken into account, if they are significant and carried out by test laboratories accredited in accordance with the above mentioned criteria.

**5.3.3** In case the tests show that the product does not comply with reference Standard and general regulations; the assessment will be suspended until the Applicant Organization, within the agreed deadline (which may not exceed 60 working days), restores the conformity of the product and asks ICEA to subject the product to new type tests.

The samples for type tests may be taken on occasion of the First Inspection Visit.

## **6. DELIBERATION**

**6.1** The certification procedure is subject to examination by the Certification Committee/Responsible (RCV) in charge only when the applicant Organisation has successfully resolved any possible NCs or, in case of minor NCs, has submitted a relevant and suitable plan, also temporary, for their solution. On completion of the evaluation, Certification/Responsible (RCV) will decide whether to grant or deny the Conformity Certificate.

ICEA undertakes to submit the certification file to Certification/Responsible (RCV), or to the delegated Committee, for evaluation, within 30 working days from the date of elimination of the non conformities found during the previous evaluation phases (documents, first inspection visit and type tests). On completion of the evaluation, Certification/Responsible (RCV) will decide whether to grant or deny the Conformity Certificate.

**6.2** In case a negative resolution is passed and the certificate is not granted, the Applicant Organization will be informed in writing of the decision and of the reasons for the decision.

If, within sixty calendar days, the Applicant Organization does not implement the necessary corrective actions, the application for certification will officially become null and void. A new application may be presented against a new payment of the fees due to ICEA.

## **7. ISSUANCE OF CONFORMITY CERTIFICATE FOR COSMETICS AND COSMETIC INGREDIENTS "PPAI" AND "CPAI"**

Following Certification/Responsible (RCV)'s positive opinion and resolution to grant certification, ICEA (within 15 working days):

- will issue the CONFORMITY CERTIFICATE (M.RCCOSMOS 05);
- will enter the Company in the Register of Certified Products.

The Conformity Certificate will be signed by ICEA President or his delegate. The delegates' list is available as document in ICEA's office or visiting the web-sites [www.icea.bio](http://www.icea.bio). On the Organization's specific request, ICEA may issue certification documents attesting the conformity of specific production lots or batches, reserving the possibility to request additional checks or analyses. All costs incurred, including secretarial fees, will be borne by the Organization.

In any case, such documents will be issued only after the Organization has obtained the Conformity Certificate.

### **7.1 Use, validity and renewal of Conformity Certificate**

- a) The validity of the Conformity Certificate is subject to the observance of the reference Standard and of this Regulation for Certification.
- b) During the validity period, surveillance visits will be carried out in order to verify continuing compliance with requirements.
- c) The term of the Unit Conformity Certificate is three (3) years. On expiry, Certification/Responsible (RCV) reassesses the Organization in its entirety and decides whether to renew the Certification.

The new assessment will be based on all the information gathered in the course of inspections during the preceding two years.

Certified Organization is entitled to:

- publish the certification obtained in the manner deemed appropriate and, in any case, in compliance with the provisions of the regulations of the specific certification;
- make the Conformity Certificate public;
- utilize in documents referring to certified products, the Logo specified in this Regulation.

### **7.2 Register of Licensed Operators**

All the Organizations which are granted the Conformity certification are entered in the REGISTER OF LICENSED OPERATORS (M.RCCOSM 07) with the following data:

- Date of issue and validity of certification
- Registration number of certificate/license
- Name and/or business name of the Organization holding the certification, registered address of the main office and of the production plants, phone/fax number, e-mail address and website (if any);
- Commercial Name of products and/or category of activity subject to certification;
- Indications as to certification status (operating, suspended, withdrawn...).

The Register of Licensed Operators is a public document which can be consulted by anyone interested, and is available on the web site [www.icea.bio](http://www.icea.bio).

ICEA may send it (also in electronic format) to any subject submitting a written application.



## 8 NON-ORGANIC INGREDIENTS ATTESTATION OF CONFORMITY (NOI)

Companies that apply for the approval of non-organic raw materials (NOI) and that will be judged to comply with the COSMOS standard will be issued a certificate (M. RCCOSMOS 05 RW -NOI) stating that the raw materials listed therein can be used in the production of cosmetics in accordance with the COSMOS regulations. Approved raw materials will be included in the COSMOS database of raw materials that can be used in natural and organic cosmetics. The application for approval of the compliance of non-organic raw materials may be carried out by a company also with confidentiality. In this case, the raw material will not be made public in the database and no certificate of conformity will be issued.

## 9 RECIPROCITY POLICY (ACCEPTANCE OF CERTIFICATES ISSUED BY OTHER ORGANIZATIONS)

ICEA recognizes the certification issued by the same certification scheme issued by institutions authorized by COSMOS Association AISBL, according to the criteria of full compliance and in compliance with the provisions in regulations Cosmos.

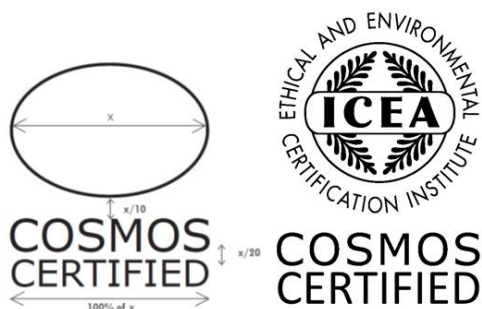
## 10. LOGO PROVIDED

Organizations that get from ICEA Certification of Compliance in accordance with the COSMOS Standard, guidelines for COSMOS labelling and these Regulations, will have access to the use of this logo in accordance with the rules laid down in the Regulation Logo Usage and Certification (annexed to the Operation Manual) ICEA marks

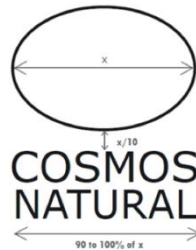
### COSMOS ORGANIC Certified Cosmetic products (Black or Green)



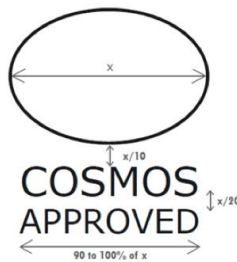
### COSMOS ORGANIC Certified Raw Materials (Black)



**COSMOS NATURAL Certified Cosmetic products (only Black)**



**Approved Non Organic Raw Materials NOI (only Black)**



**10.1 Support to protection initiatives**

ICEA will check whether certification mark and conformity label are correctly used in shops, supermarkets, trade fairs, web sites etc.

In case of irregular use of the logo and declaration of Conformity, ICEA will:

- require corrective actions and apply sanctions to the organizations subjected to the control system;
- send warning letters and, where necessary through legal actions which can include claim compensation for damages and withdrawal of the product from the market.

ICEA is committed to communicate to COSMOS AISBL of any irregularity concerning the logo use references to COSMOS AISBL which may exert protection measures.

**11. MODIFICATION OF CERTIFICATION CONDITIONS**

**11.1 Modification of Regulations and/or Standard**

COSMOS AISBL may introduce modifications to the Standard. All certified Organizations shall be informed about changes through notices displayed in the web site [www.icea.bio](http://www.icea.bio) and shall also be given a deadline for meeting the new requirements.

The term within which the requirements for formulations certified under the previous standard must be met shall not be in excess of 12 months from the date of notice, without prejudice to other requirements imposed by COSMOS AISBL.

After this deadline has expired, if the Organisation considers that it is unable to comply with the new rules, it may waive certification by notifying ICEA in writing. Failure to notify the renunciation within the prescribed time limits is tantamount to acceptance of the changes communicated by ICEA.

Failure to implement the required corrective action on the date set may result in suspension or withdrawal of certification.

### **11.2 Modification of Regulation for Certification**

In case ICEA makes changes to the provisions in this Regulation, the revised Regulation will be sent by mail to the Applicant Organization at least thirty (30) calendar days before the changes are applied. ICEA will publish the updated version of the regulation in the web site [www.icea.bio](http://www.icea.bio)

After the deadline, the Applicant Organization is obliged to accept the new conditions provided by the Regulation but in case of non-acceptance, the Organization shall send ICEA its renunciation to the certification within 30 calendar days from receipt of communication.

### **11.3 Modification of Contract for Certification**

In case ICEA makes changes to the provisions in COSMOS CERTIFICATION CONTRACT, the revised Contract will be sent by mail to the Applicant Organization at least thirty (30) calendar days before the changes are applied. ICEA will publish the updated version of the Contract in the web site [www.icea.bio](http://www.icea.bio)

After the deadline, the Applicant Organization is obliged to accept the new conditions provided by the Contract but in case of non-acceptance, the Organization shall send ICEA its renunciation to the certification within 30 calendar days from receipt of communication.

### **11.4 Modification of List of Fees**

If the economic terms specified in the List of Fees are changed, the revised List of Fees will be sent to the Applicant Organization at least thirty (30) calendar days before the changes are applied.

The certified Organization is obliged to accept the new fees, in case of non acceptance, it shall send ICEA its renunciation of certification within 30 calendar days from receipt of communication. ICEA will publish the updated List of Fees in the web site [www.icea.bio](http://www.icea.bio)

In all the above-mentioned cases of renunciation, the operator will anyway be obliged to pay the fees due to ICEA for its activity throughout the year.

### **11.5 Changes in the certification status of cosmetic ingredients**

COSMOS AISBL can intervene, if objective criticalities emerge, by changing the certification status of cosmetic ingredients. Such decision, together with the reasons, will be communicated to the responsible Organization, which may adapt the formulation or provide, within the terms defined in the communication, the data for the purpose of the reassessment.

## **12. SURVEILLANCE ACTIVITY**

**12.1** During the period of validity of certification, ICEA will perform surveillance activity.

The purpose of surveillance activities is to verify continuing compliance with all requirements laid down in the related Standard, in general regulations in force, and in this Regulation.

Surveillance activities include:

- annual audits. For clients with multiple sites, all manufacturing sites must be audited annually and the frequency of auditing other sites shall be determined on the basis of a risk assessment.
- analytical tests in accordance with the specific sampling plan or at the discretion of the Controller Technician if during the inspection there are serious indications of irregularities. Samples may be taken

at production and storage sites or even at distribution and retail locations. If the sample is taken at the places of processing and storage under control, it must be taken in the presence of the applicant for certification and/or the technical director or their delegate. In the case of sampling at distribution points, wholesalers, retail outlets, the Organisation accepts that the sampling is carried out directly by ICEA's technical staff, even by means of a simple purchase, provided that the sample consists of three packages of the same lot. Each package is a sub-sample and one of these is made available and, on request, delivered to the organisation concerned in its original packaging.

**12.2** Surveillance visits may either be announced or unannounced.

In the event of a announced visit, ICEA will inform the Organisation that has the right to request, giving reasons, that the date of the verification be changed. ICEA verified that the proposed new date does not compromise the significance of the visit, it reserves the right to accept it.

The unannounced visits are carried out by ICEA on a sample of companies determined in accordance with the surveillance plan or at companies chosen at ICEA's discretion following complaints, market reports, product test results and surveillance activities carried out by other organisations.

In presence of brand owner companies ICEA should reserve its position concerning the possibility to make remote inspection visits (audit on desk).

During inspections, the operator shall offer the greatest collaboration to the staff appointed by ICEA. If the operator fails to communicate his absence on occasion of announced inspections, he shall bear the cost of the visit.

**12.3 Guidance for dormant surveillance:** in case of certified companies which have not carried out production activities in the last 12 months since the last surveillance visit, is possible to declare it to ICEA by sending a signed application, thus obtaining the status of "dormancy". During this period the company will not be subject to inspection visits and will not have to pay the related ICEA's fee. The production activities resumption will be notified to ICEA at least one month before this so that a proper surveillance visit can be organized. This state can only be renewed once for a total of two years of "dormancy".

## **13. MODIFICATION AND EXTENSION OF CERTIFICATION SCOPE**

**13.1** The certified Organization is entitled to request changes in the scope of certification.

These changes may be:

- change of business name and/or modifications in the Organization;
- modification or extension of production units;
- modification or extension of products and/or processes subject to certification.

**13.2** The procedure for requesting such modifications is the same as the one indicated for submission of application for certification. Of course, the request shall exclusively refer to the elements and/or products modified or extended.

**13.3** The issue and/or revision of Conformity Certificate, keeping into account the modification and/or extension of certification scope, is subordinate to the positive fulfillment of the provisions laid down in art. 8 of this Regulation.

## **14. CONFIDENTIALITY**

**14.1** ICEA guarantees, ensuring that all its staff respects this commitment, to treat as confidential the following news and Information, except for any legal or judicial provisions, and not to disclose them to third parties without the prior written authorization issued by the organization:

- documents and information relating to the organisation already certified or under certification, such as: results of evaluations and verifications carried out; work plans and programmes, financial data, technical data, technical data, etc

drawings, projects and any other documents or data relevant to the organisation's activities.

ICEA undertakes to manage the above documents and information in a confidential manner for the entire period of validity of the certification contract and, after its termination or expiry, for a further period of 5 years unless the information becomes public during this period.

**14.2** The following information is not considered to be Confidential:

- the information contained in the Certificate and the Licensee Register;
- any sanctions applied to the Organisation (date, type and products concerned). The notice of such sanctions may be published on the website [www.icea.bio](http://www.icea.bio))
- the information that ICEA can prove to be already aware of at the date of signing of this commitment;
- information which is in the public domain at the date of signing this contract or which becomes public at the time of signing it;
- information provided to ICEA after the signing of this contract without any obligation of confidentiality.

**14.3** ICEA reserves the right to exchange with other inspection bodies and accreditation bodies involved in COSMOS certification scheme information regarding the outcome of the inspection and certification activities as well as any non-compliance and sanctions. This exchange of information is aimed at the proper functioning of the control system and the protection of the market and consumers.

## **15. RENUNCIATION OF CERTIFICATION**

The operator may renounce the control and certification, giving at least 30 calendar days notice of withdrawal by registered letter or certified e-mail (PEC). In this case, the operator will in any case remain obliged to pay the fees due for ICEA's activities during the year.

In any case, the Organization shall remain subject to the inspection system until all labels have been used (that is until packaging and labeling operations have been completed), and until no material showing conformity labels and certification mark is left, sustaining inspection and certification costs due to ICEA.

In any case, the placing of the product already packaged and labeled on the market must be stopped within 18 months from the date of withdrawal of certification.

In the event of a request for voluntary withdrawal by the operator, the exclusion and consequent termination of the right of all "inter-partes" agreements will proceed.

Through a resolution of the Certification Committee, ICEA communicates Operator 's exclusion from the certification system by sending the CD-M0608 module via e-mail and / or PEC

## **16. PENALTIES**

### **16.1. Suppression of eco-biological indications**

The suppression of eco-biological indications results in a prohibition for the operator to report, on labels and product documents concerned by the infringement, the indications concerning certification in relation to the lot

or to the entire production concerned by the violation. The verification of the application and its effectiveness is carried out during the first useful inspection. Failure to comply with a suppression of the certification references may require application of a more significant measure.

The measure is decided by the Certification Committee and communicated by sending the CD-M0605 form via e-mail and / or PEC, in which the reasons for the suppression will be specified, the conditions under which the suppression can be revoked and the time limits within which the appeal can be presented.

Once the measure has been received, the operator can communicate in writing the reasons for dissent and send them by e-mail and / or PEC.

In the absence of dissenting communications within 15 working days of receipt, the measures, as well as the corrective actions required, will be considered accepted by the operator.

### **16.2 Suspension of certification**

The measure of suspension of certification consists in the temporary suspension of the certificate of conformity to the adopted standard and is applied in case the detected Non-Conformities compromise the reliability of the controlled operator.

The suspension implies for the operator himself the prohibition, for the period indicated, to market the products with references to the certification applied.

The verification of the corrective action is carried out within the terms and in the manner provided for by the provision itself. Failure to comply with a suspension normally involves the exclusion of the operator.

The suspension of certification is decided by the Certification Committee and communicated to the Operator by sending the CD-M0610 form by e-mail and / or PEC specifying the reasons and times within which it is possible to appeal (no later than 15 days from the date of receipt).

In the communication module of the measure ICEA will specify the time period within the corrective action should be taken to eliminate the detected nonconformity. The measure will be revoked, with the same procedures provided for its imposition, only after a positive inspection carried out by the staff in charge by ICEA adapted to detect the effectiveness of corrective actions taken by the Operator.

### **16.3 Withdrawal of certification**

The measure of withdrawal of certification applies in the event of violations that compromise the reliability of the operator in the management of the company and its permanence in the control system, including when there is a repeat offense in committing violations, or in the event that the operator does not respect the commitments made to the competent authority and the contractual obligations towards ICEA.

The following cases of non-compliance by the Operator to the rules of ICEA Certification Regulation adopted will entail the withdrawal of the Certificate of conformity and will constitute a reason for the termination of the right of all the "inter partes" agreements:

a) failure to implement corrective actions, which should have been followed by measures to suspend the certification referred to in Article 2.2 above;

- b) the detection of ESSENTIAL NON CONFORMITY during inspections of surveillance and violations of obligations under current legislation and the Regulation for the applicable certification;
- c) Opposition by the Operator to carry out surveillance audits;
- d) use by the Operator of Conformity Certificate in violation of the terms of the related articles of the ICEA Regulations,
- e) serious or repeated violations regarding the correct use of the certificate and the conformity indications;
- f) termination of the production activity of the Organization;
- g) in case of lapses of the application for certification: if the Operator fails to solve the detected NCs and update the documentation requested by the CB within 60 working days, the application lapses (filing) and can be resubmitted only with consequent new charge of the fee amount due to ICEA.
- h) exclusion in cases of arrearage: in case of non-payment of the fees due for the control and certification activity at the established deadlines and after two reminders of ICEA.

The exclusion of the operator, with the termination of the right of all the "inter-partes" agreements, is deliberate by ICEA, following the decision of the Certification Committee and communicated to the Operator by e-mail and / or PEC by sending the CD-M0606 form, specifying the reasons and times within which it is possible to appeal (no later than 15 days from receipt).

#### **16.4 Restatement of certification**

When a nonconformity with certification requirements is substantiated, either as a result of surveillance or otherwise, ICEA consider and decide upon the appropriate action. The actions include:

- continuation of certification under conditions specified by ICEA;
- reduction in the scope of certification to remove nonconformity product or process;
- suspension of the certification pending remedial action by the client;
- withdrawal of the certification.

Each action includes evaluation, review or a certification decision.

If certification is terminated (by request of the client), suspended or withdrawn, ICEA take actions specified by the certification scheme and shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure it provides no indication that the product continues to be certified. If a scope of certification is reduced, ICEA take actions specified by the certification scheme and make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

If certification is suspended, il RSC/TCS di ICEA formulate and communicate the following to the client: - actions needed to end suspension and restore certification for the product(s) in accordance with the certification scheme; - any other actions required by the certification scheme.

If certification is reinstated after suspension, ICEA make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure all appropriate indications exist that the product/process continues to be certified.

If a decision to reduce the scope of certification is made as a condition of reinstatement, ICEA make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

## **16.5 Notification of sanctioning measures of certification suspension or withdrawal**

**16.5.1** The sanctions will be signed by ICEA President, after Certification/Responsible (RCV)'s resolution, and will be communicated to the Applicant Organization by registered letter (sent in advance via fax).

**16.5.2** The Applicant Organization may file a written appeal with CUR (Appeal Committee) against these measures, stating detailed reasons, within 30 calendar days from the date of receipt of notification.

In addition, the CSI will supervise ICEA's activity, verifying files and technical documents (besides administrative documents regarding payment requests and reminders for defaulting Organizations), in order to guarantee that these measures are taken fully observing the principles of independence and impartiality of the Inspection System.

## **17. CONSEQUENCES OF RENUNCIATION, NON-RENEWAL, SUSPENSION AND WITHDRAWAL OF CERTIFICATION**

**17.1** In case of renunciation, non-renewal, suspension and withdrawal of the certification, the Organization is obliged to

- immediately stop using Conformity Certificates and, in case of withdrawal, renunciation or non-renewal, immediately return them to ICEA;
- immediately stop using all documents/publications and headed notepaper bearing indications referring to certification and ICEA marks;
- immediately stop using the conformity label and the certification mark provided;
- on ICEA's request, inform all the customers who had been advised of the certification.

**17.2** In case the Applicant Organization uses the certification infringing the above mentioned obligations, ICEA reserves the right to publicize, as it considers most convenient and without prejudice to any further action, that the Organization is no longer entitled to use the certification.

The costs incurred for publication will be borne by the defaulting operator, without prejudice to ICEA's possibility to claim compensation for any other damage.

## **18. INSPECTION AND TESTING ACTIVITY**

**18.1** For the purposes of inspection and testing, ICEA may avail itself of the services of contracted and/or qualified external structures, for whose professional competence it can vouch, fully complying with the Standards UNI CEI EN 45011 (hereinafter EN 17065), concerning Subcontracts, without prejudice to the same activity being carried out by its own national structures.

In any case, ICEA is the only one entitled to and legally responsible for the issue, maintenance, extension, suspension or withdrawal of certification.

**18.2** The Organisation may give prior written notice to the RCV of ICEA of its objections to the use of a particular Controller Technician, inspection body or test laboratory employed by ICEA, giving reasons.





The RCV will decide on the possibility of accepting the request. ICEA will be able to accept the request if there is evidence of disagreements/controversial/disagreements, in progress or past, between the operator and the professional or body appointed by ICEA.

## **19. COMPLAINTS**

If the Applicant Organization deems that the quality of service supplied does not correspond to what stated in this Regulation, it may file a complaint with ICEA.

Complaints may be forwarded by mail, fax, e-mail or telephone to the attention of ICEA Quality Assurance Responsible (RAQ) who will evaluate whether the complaint is justified and will give a reply within thirty calendar days.

## **20. APPEALS**

**20.1** If the Organization deems that the resolutions passed by Certification/Responsible (RCV), or by ICEA in any case, are unjustified and/or discriminating, it may file an appeal with CUR (Appeal Committee) of ICEA.

**20.2** The appeal shall be filed in writing, stating reasons, within thirty calendar days from the date of notification of ICEA's decision.

Within thirty calendar days, ICEA will convene CUR, which will examine the appeal within sixty calendar days from date of filing.

On occasion of such meeting, the Applicant Organization's representatives may request a hearing.

**20.3** The decision made at this point will be final and binding on the parties.

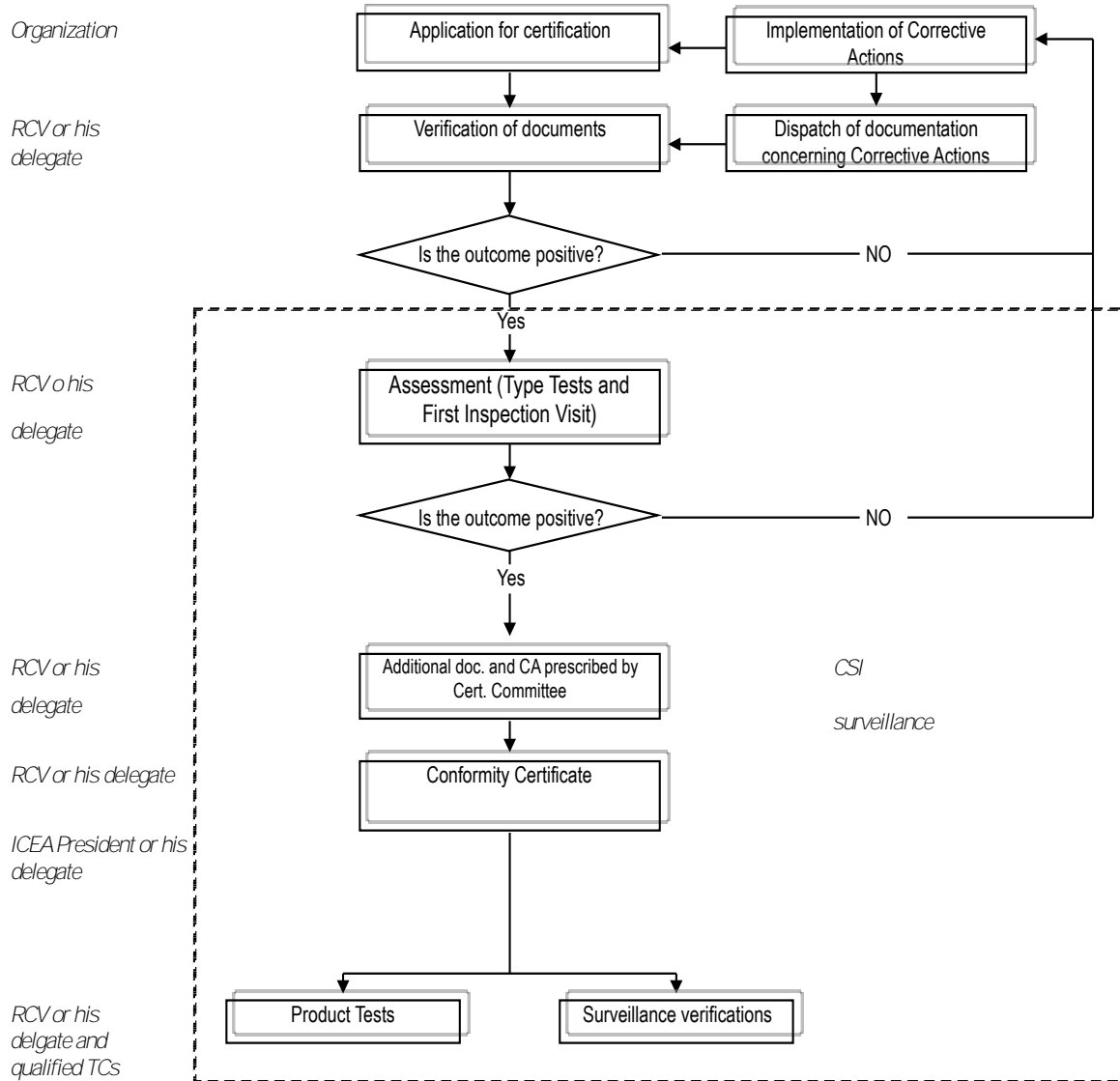
**20.4** All expenses incurred for the appeal will be charged to the losing party.

If the Operator's appeal is to include analysis results, these must be carried out by Laboratories accredited within the European certification system, in accordance with European regulations concerning laboratory accreditation.

## **21. JURISDICTION**

For all disputes arising out of the execution and/or application and/or interpretation of ICEA Certification System, that were not able to be solved through complaints and appeals, the competent and exclusive Court will be Bologna.

**22. INSPECTION SYSTEM CHART**





### 23. ACCEPTANCE OF TERMS PROVIDED BY THE HEREBY RULES

*(This page, signed by the Applicant Organization's legal representative, must be sent to ICEA)*

The Applicant Organization \_\_\_\_\_ in the person of  
the Legal Representative \_\_\_\_\_

DECLARES that all the provisions laid down in this Regulation for COSMOS Certification have been carefully read and accepted.

Date: \_\_\_\_\_ Stamp and signature \_\_\_\_\_

In accordance with the provisions of articles 1341 and 1342 of the Civil Code, the Applicant Organization expressly approves the articles 12, 14, 16, 17, 18, 19, 20, 23.

Date: \_\_\_\_\_ Stamp and signature \_\_\_\_\_