



ICEA
M.RCCOSM 02

**INFORMATIVE QUESTIONNAIRE
ORGANIC AND NATURAL COSMETICS**

Ed.03 Rev.00 of 01.10.2013

Respectable operator of organic and natural cosmetics

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 OF ORGANIC AND NATURAL COSMETICS**
M.RCCOSM 01 M.RCCOSMOS 01–**APPLICATION FORM CONTROL AND CERTIFICATION COSMETICS** and
related contractual conditions
M.RCCOSM 03 – **LIST OF FEES FOR THE CERTIFICATION COSMETICS AND NATURAL COSMETICS**

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 will request **CHALLENGE TESTS** for each formulation (or for some very similar formulations, subject to the same hygienic/sanitary risk) and **PACH TEST**. A sample of each product should be sent physically to our offices, for any analysis and controls.

After the successful completion of the first phase of documentary control, and pending the results of the **CHALLENGE TEST** and **PACH TEST**, 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.info.

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 (cosmetici@icea.info).

Name of Applicant :

VAT:

Address:

Operator Code:



1. PRODUCTION UNIT

NAME OF THE COMPANY

AVENUE/STREET

N°

CITY

LEGAL OFFICE IN

VAT

TAX CODE

ACTIVITIES: PRODUCTION PACKAGING LABELLING

.....
Responsible (ex technical director)

.....
Responsible Quality Assurance

.....
Legal Representative

.....
Responsible Quality Control

.....
Responsible Certification Management

.....
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



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Name of applicant:

VAT:

Address:

Operator Code:

2. PRODUCT SHEET

Fill out a product sheet for each of the items for which you request the certification

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⁾

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.

(3) 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)



Questo documento deve essere SOTTOSCRITTO dal responsabile dell'azienda che richiede la certificazione e inviato in formato elettronico all'ufficio ICEA COSMESI (cosmetici@icea.info).

Nome richiedente:

P.IVA:

Address:

Operator Code:

2. PRODUCT SHEET

Fill out the product sheet individually for all references for which you require certification.

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) it is possible to attach the file ingredients controlled through ICEA CHECK (indicating with an asterisk the raw materials certified by organic agriculture).

(3) 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
- EPIATORS
- 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**