



**ICEA**  
MC.QI.ABN

**ANIMAL CARE CERTIFICATION INFORMATIVE  
QUESTIONNAIRE**  
Ed.01 Rev.00 of 23.06.2020

Dear operator, we are pleased that you have decided to add value to your products using the certifications offered by our institute.

This form is sent as a result of the **ACCEPTANCE and SIGNING** of:

REG.ABN - **ANIMAL CARE CERTIFICATION REGULATION**

CON.ABN - **ANIMAL CARE CERTIFICATION CONTRACT**

From this moment ICEA will start the **DOCUMENTAL VERIFICATION** concerning:

A) **CONFORMITY OF PRODUCTION UNITS/USED SUBCONTRACTORS**

You will be asked for information and documents referred to production, packaging and labelling units, aimed at evaluating the compliance with the most important mandatory requirements and those related to the applicable standard.

B) **CONFORMITY OF SUBMITTED FORMULATIONS**

You will be asked for qualitative and quantitative formulations, characteristics of products, raw materials,  
etc.

A **SECOND DOCUMENTAL EVALUATION PHASE** will follow. It includes the request for details on formulations, data sheets, safety data sheets, GMO free declarations, product graphics, etc.

After the successful completion of the first phase of documental evaluation of the product, our inspectors will contact you to carry out the **FIRST START-UP INSPECTION** to verify compliance with the requirements of the standard and regulation for certification **AT THE PRODUCTION, FILLING, PACKAGING AND LABELLING UNITS.**

After the successful completion of the start-up inspection and/or any resolved non-compliances which were detected by our inspector, ICEA Certification Committee will decide about the **ISSUANCE OF THE CERTIFICATE OF COMPLIANCE** for all products deemed compliant. This certificate will be published on our web site [www.icea.info](http://www.icea.info) too.

The **MONITORING PHASE** will follow. For the whole period of validity of the certificate, ICEA will check the compliance with the requirements of the regulation through **RECURRING INSPECTIONS** at the production/packaging/filling/labelling units and at commercial and administrative offices.

All in accordance with a **CONTROL AND ANALYSIS PLAN** 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 applying for certification and must be sent electronically to ICEA COSMETICS and CLEANERS Office ([icea.cosmesi@icea.bio](mailto:icea.cosmesi@icea.bio)).*

Stamp, signature and date:



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**1. THE OPERATOR**

NAME OF THE COMPANY

STREET N° CITY

REGISTERED OFFICE IN

VAT Number

Tax code

CARRIED-OUT ACTIVITY:

PRODUCTION     PACKAGING     LABELLING     OTHER .....

	NAME&SURNAME	MAIL
Technical director		
Quality assurance		
Legal Representative		
Quality check		
ICEA certification management		
Administration		
Fairs and events		

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

Authorization for disposal of waste water    YES     NO     NA     Reference

Authorization for atmospheric emissions    YES     NO     NA     Reference

Risk assessment document (chemical risk)    YES     NO     NA     Reference

Fire prevention certificate    YES     NO     NA     Reference

*NA = Not applicable to the activity subject to certification*



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**Description of activities and production cycle**

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## 2. PRODUCT SHEET

*Fill in a product sheet for each of the items for which certification is requested. Add other product sheets if necessary.*

.....  
Product denomination

.....  
Person responsible  
for placing the  
product on the market  
(1)

.....  
List of ingredients  
(2)

.....  
Production site <sup>(3)</sup>

.....  
Packaging site <sup>(3)</sup>

.....  
Filling site <sup>(3)</sup>

.....  
Labelling site <sup>(3)</sup>

- 
- (1) Enter the name of the trademark owner (Operator applying for certification).  
(2) It is possible to attach the ingredients file indicating with an asterisk the raw materials certified by organic farming.  
(3) Indicate the name of the production unit, address and reference person.

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