



Certech Registration Inc.



International Organic Standard –
Natural and Natural Organic Cosmetic Certification
Self Check List

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4	ORGANICS MANAGEMENT SYSTEM	System Ref:	Conforms:
4.1	GENERAL REQUIREMENTS		
4.1.1	Have you established, documented, implemented, and maintained effective control of your natural/organic cosmetic production in accordance with the requirements of this Standard		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	DOCUMENTATION REQUIREMENTS		
4.2.1	Does your organic management system documentation include:		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) A description of the main elements of the organic management system		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Documents, including records, required by this Standard, and		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Documents, including records, determined by you to be necessary to ensure the effective planning, operation and control of processes that relate to its organic products		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	DOCUMENT CONTROL		
4.3.1	Are documents required by the organic management system and by this Standard controlled? Have you established, implemented and maintained procedures to:		
	a) Approve documents prior to use,		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Review, revise as necessary and re-approve documents		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Ensure that changes and the current revision status of documents are identified		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Ensure that applicable versions of documents are available where needed		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Ensure that documents remain legible		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Ensure that documents of external origin are identified and their distribution controlled, and		Yes <input type="checkbox"/> No <input type="checkbox"/>
	g) Prevent the unintentional use of obsolete documents and apply suitable identification to them if they are retained for any reason		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4	CONTROL OF RECORDS		
4.4.1	Have you maintained records to demonstrate conformity to the requirements of your organic management system, applicable legislation, and IOS2008, and the results achieved. Do you have processes for the identification, storage, protection, retrieval, retention and disposal of records? Do records remain legible, identifiable and traceable?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4.2	Are records as a minimum retained for		
	a) Raw materials, primary packaging materials, each lot/batch (quantity, type, processing, handling, transferring, holding, filling, sampling, controlling, adjusting, and reworking, disposition of rejection)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Certification marks for finished goods		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Test results		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Sampling, controlling and adjusting		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Finished product sampling, lab controls, test results and control status		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Distribution records		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does your system ensure required records are retained for expected product life, plus 3 years or any applicable time lines dictated by local / government authorities		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5	MANAGEMENT RESPONSIBILITY		

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4.5.1	Has management ensured the availability of resources necessary to establish, implement, and maintain the natural/organic cosmetics production? Resources include human resources, specialized skills, organizational infrastructure, technology and financial resources. Are roles, responsibilities and authorities defined, documented and communicated in order to facilitate effective management.		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5.2	Is a member of management appointed to communicate with Certech Registration regarding certification and any changes in production, processes or ingredients?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6	PLANNING		
4.6.1	Have you planned and developed the processes needed for natural/organic cosmetics production? In planning natural/organic cosmetics production, have you determine the following, as appropriate:		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) The need to establish processes, documents, and provide resources specific to the product;		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Required verification, validation, monitoring, inspection and test activities specific to the product and the criteria for product acceptance;		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Records needed to provide evidence that the natural/organic cosmetics production processes and resulting product meet requirements		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.7	PERSONNEL REQUIREMENTS		
4.7.1	Have you ensured that any person performing tasks for you or on your behalf that have the potential to adversely affect the product are competent on the basis of appropriate training, education, or experience, and have you retained related records? Have you identified training needs associated with its natural/organic products? Have you provided training or taken other actions to meet these needs, and have you retained associated records? Have you ensured persons working for you or on your behalf are knowledgeable of		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) The importance of conformity with the natural/organic program and with the requirements of the management system		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) The potential impact on product conformity associated with their work, and the benefits of improved personal performance		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Their responsibilities in achieving conformity with the requirements of the natural/organic management system, and		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) The potential effects of departure from procedures		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.8	INFRASTRUCTURE AND WORK ENVIRONMENT		
4.8.1	Have you determined, provided and maintained the infrastructure needed to achieve conformity to product requirements? Does infrastructure include, as applicable at minimum the following being considered:		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) Unobstructed placement of equipment		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Orderly storage of materials		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Cleaning and maintenance		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Surfaces kept clean and in good repair		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Floors, walls and ceiling smooth and easy to clean		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Fixtures, ducts and pipes – not contaminating product		Yes <input type="checkbox"/> No <input type="checkbox"/>
	g) Sufficient lighting		Yes <input type="checkbox"/> No <input type="checkbox"/>
	h) Suitable sanitary facilities		Yes <input type="checkbox"/> No <input type="checkbox"/>
	i) Equipment and utensils – material & workmanship prevent		Yes <input type="checkbox"/> No <input type="checkbox"/>

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	build-up and corrosion		
	j) Equipment stored in condition to prevent contamination		Yes <input type="checkbox"/> No <input type="checkbox"/>
	k) Equipment cleaned and sanitized		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.9	REVIEW OF REQUIREMENTS (LEGAL AND OTHER) RELATED TO THE PRODUCT AND PACKAGING		
4.9.1	Have you implemented and maintained procedures:		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) Have you identified and do you have access to the applicable legal requirements and other requirements applicable to your products		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) have you determined how these requirements apply to natural/organic products. Have you ensured that applicable legal requirements are taken into account in production of your natural/organic products		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.10	DESIGN AND DEVELOPMENT		
4.10.1	Does the design process ensure that the final formulation/specification include only natural/organic ingredients as applicable and that the final formulation is documented? Does design include review, testing and validation requirements?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.10.2	Are design formulations/specifications available to personnel performing manufacturing processes?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.10.3	Are changes in design subject to re-qualification including communication with Certech Registration regarding changes?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.11	PURCHASING		
4.11.1	Have you ensured that ingredients are purchased only from independently certified natural/organic sources?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.11.2	Are all organic purchases accompanied by a certificate of organic origin?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.11.3	Are suppliers of natural/organic ingredients evaluated prior to use to ensure that appropriate qualifications and certifications are in place?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.12	VERIFICATION OF PURCHASED PRODUCT		
4.12.1	Is all purchased product subjected to verification activities prior to being used on any certified products?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.13	PRODUCTION CONTROL		
4.13.1	Is strict configuration control established for all certified products? Do you ensure no changes to ingredients will be accepted without re-qualification by Certech Registration		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.13.2	Does production control ensure as a minimum:		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) Documented instructions/requirements/methods		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Document formulations		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Approved ingredients and materials		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Second check for ingredient/measure		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Process status		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Equipment clean and in good repair		Yes <input type="checkbox"/> No <input type="checkbox"/>
	g) Use of acceptable cleaning/sanitizing agents		Yes <input type="checkbox"/> No <input type="checkbox"/>
	h) Weighing and measuring of raw materials checked by second person		Yes <input type="checkbox"/> No <input type="checkbox"/>
	i) Suitable identification on containers		Yes <input type="checkbox"/> No <input type="checkbox"/>
	j) Batch/lot controls and identification		Yes <input type="checkbox"/> No <input type="checkbox"/>
	k) Wearing suitable clean/non contamination clothing		Yes <input type="checkbox"/> No <input type="checkbox"/>
	l) No food, drink or alcohol		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14	RULES ON THE INGREDIENTS AND THE COMPOSITION OF THE FINISHED PRODUCT		
4.14.1	Do all ingredients demonstrate conformity to this standard?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14.2	Are the ratios of ingredients in the finished product defined		Yes <input type="checkbox"/> No <input type="checkbox"/>

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	below takes into account the importance of the amount of added water included in the formulation of the cosmetic? Water is an ingredient of natural origin and is non-certifiable Organic		
4.14.3	Is the quantity of natural ingredients or ingredients of a natural origin in the finished product a minimum of 95 % of the total ingredients		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14.4	Is the quantity of ingredients from pure synthesis in the finished product equal to or less than 5% of the total ingredients? Do ingredients comply with the Acceptable Ingredients List in Addendum 1		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14.5	Do the natural plant ingredients originate directly or after processing (following the Acceptable Processes per Addendum 3), from products certified natural organic?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14.6	Are materials used for packaging material recyclable?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.14.7	Does product meet diagram showing acceptable ingredients percentage?		Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15	LABELLING		
4.15.1	Does labeling on principal package include:		
	a) Product name, identity and net contents		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Information panel		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b.1) Name and address manufacturing firm		
	b.2) List of ingredients, in order concentration (Descending)		
	b.3) Guidance on safe use		
	b.4) Raw material identification		
4.15.2	Does all labeling conform to legal requirements in the country of sale?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15.3	Are labels fully checked prior to application?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15.4	Does finished products permanent Certification marks		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15.5	Claimed Essential Characteristics - After product presentation do the following characteristics appear with the references to Certech:		
	- % of the total ingredients of a natural origin - (minimum 95 % by weight or fluid volume) - % of the total ingredients emanating from Organic Agriculture (not to be less than 10% for the Natural and Organic label and to 5 % for the Natural label by weight or fluid volume)		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.15.6	Are the ingredients complying with the Organic Agriculture mode of production mentioned in the list of ingredients followed by an asterisk, referring to the indication: "Ingredients from Organic Agriculture". Are all of the ingredients and the indications concerning them, as quoted above, printed identically (color, format and font)?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.16	PRESERVATION OF PRODUCT		
4.16.1	Do measures to preserve product include:		
	a) Procedures to prevent contamination, mixing, and		Yes <input type="checkbox"/> No <input type="checkbox"/>

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	deterioration		
	b) Containers closed and bagged or boxed		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Product and ingredients shall be stored off the floor		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Storage shall include correct conditions (Temp, light, etc.)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Shelf life controls shall be auditable		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Product shall be periodically tested for contamination filth/microorganisms		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.17	CALIBRATION		
4.17.1	Have you determined the monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of product to determined requirements (see 7.2.1)?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.17.2	Have you established processes to ensure that monitoring and measurement can be carried out and is carried out in a manner that is consistent with the monitoring and measurement requirements?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.17.3	Have you ensured valid results, is measuring equipment		Yes <input type="checkbox"/> No <input type="checkbox"/>
	a) Calibrated/verified at documented intervals, or prior to use, against standards traceable to national or international standards; where no such standards exist, an acceptable scientific basis shall be used for calibration or verification		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Adjusted or re-adjusted as necessary		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Traceable to enable the calibration status to be determined		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Protected from adjustments that would invalidate the measurement result		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Protected from damage during handling, maintenance and storage.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	In addition, have you assessed and recorded the validity of the previous measuring results when the equipment is found not to conform to requirements? Do you take appropriate action on the equipment and any product affected (including recall)? When computer software is used to verify processes or product has its ability to satisfy the intended application been confirmed? Is this undertaken prior to initial use and reconfirmed as necessary?		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.18	MONITORING AND MEASUREMENT OF PRODUCT		
4.18.1	Does monitoring and measurement include:		
	a) Samples – adequacy of mixing, absence (non presence) of hazardous organisms and chemical contamination		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Confirmation of conformance to specification		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Retained samples – defined period		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Water supply tested to ensure non presence of unacceptable ingredients (Herbicides and Pesticides) and harmful bacteria		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Fresh as well as retained samples tested for adequacy of preservation against microbiological contamination		Yes <input type="checkbox"/> No <input type="checkbox"/>
	f) Checks to ensure that only approved ingredients and materials are used		Yes <input type="checkbox"/> No <input type="checkbox"/>
	g) Second checks to verify ingredient measure		Yes <input type="checkbox"/> No <input type="checkbox"/>
	h) Weighing and measuring of raw materials checked by second person		Yes <input type="checkbox"/> No <input type="checkbox"/>
	i) Final product or its ingredients shall not be tested on animals		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.19	NOCONFORMANCE CORRECTIVE, AND PREVENTIVE ACTION		
4.19.1	Do you maintain procedures for dealing with actual and		Yes <input type="checkbox"/> No <input type="checkbox"/>

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	potential nonconformities and for taking corrective and preventive action? Do procedures define requirements for		
	a) Identifying and correcting nonconformities and taking actions to mitigate their affect		Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) Investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence		Yes <input type="checkbox"/> No <input type="checkbox"/>
	c) Evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence		Yes <input type="checkbox"/> No <input type="checkbox"/>
	d) Recording the results of corrective actions and preventive actions taken, and		Yes <input type="checkbox"/> No <input type="checkbox"/>
	e) Reviewing the effectiveness of corrective actions and preventive actions taken. Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered		Yes <input type="checkbox"/> No <input type="checkbox"/>

ADDENDUM 1 – ACCEPTABLE INGREDIENTS

Anti-Microbial Agents Used In The Finished Product

Benzoic Acid, Its Salts And Esters	Propionic Acid And Its Salts
Benzyl Alcohol	Salicylic Acid And Its Salts
Formic Acid And Its Sodium Salt	Sorbic Acid And Its Salts

Other Types Of Synthesized Ingredients

Disodium Phosphate	Sodium Borate
Magnesium Hydroxide	Sodium Carbonate
Potassium Carbonate	Sodium Hydroxide (Soda)
Potassium Hydroxide	Sodium Silicate
Sodium Bicarbonate	Titanium Dioxide

Animal Ingredients

Beeswax	Lactose
Butyris Lac	Lanolin
Caprae Lac	Mel
Lac	Ovum
Lactis Proteinum	Propolis Cera
Lactoferrin	Royal Jelly
Lactoperoxidase	Shellac

Ingredients Of Natural Origin

Aluminum CI77000	Magnesium Chloride
Ammonium Diphosphate Ci77742	Magnesium Oxide Ci77711
Bismuth Oxychlorure Ci77163	Magnesium Sulfate
Calcium Carbonate Ci77220	Manganese Bis Orthophosphate Ci77745
Calcium Sulfate (Gypsum)	Manganese Diphosphate Ci77742
Chromium Oxides Ci77288 77289	Manganese Sulfate
Copper CI77400	Potassium Sulfate
Copper Oxide	Prussian Blue Ci77510
Copper Sulphate	Silver CI77820
Cupric Sulfate	Silver Chloride
Dicalcium Phosphate Dihydrate	Silver Sulfate
Hydrated Silica	Sodium Fluoride
Iron Hydroxide	Sodium Monofluorophosphate

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Iron Oxides Ci77480, 77491, 77492, 77499	Sodium Sulfate
Iron Sulfate	Titanium Dioxide Ci77891
Lazzurite CI77007	Zinc Oxide Ci77947
Magnesium Carbonate Ci77713	Zinc Sulfate
Marine Origin	
Algin	Potassium Alginate
Carrageenan	Xanthophyll
ADDENDUM 2 – UNACCEPTABLE INGREDIENTS (Acceptable limit = Not detectable)	
Ingredients	
Diethanolamine (DEA)	Synthetic Colorants
Cocamide DEA	Synthetic Perfumes
Triethanolamine (TEA)	Synthetic Anti-oxidants
Olefin sulfonate	Synthetic Emollients
Cocamidopropyl betaine	Synthetic Oils and Fats
Sodium Myreth Sulfate	Synthetic Silicones
Parabens	Genetically Modified Organisms (GMO)
ADDENDUM 3 – ACCEPTABLE PROCESSES	
Physical	
Absorption	
Bleaching - Deodorization	
Grinding	
Centrifuging (Solid / liquid separation (spin-drying))	
Settling and Decanting	
Desiccation - Drying (Progressive or not by evaporation / natural under sun)	
Deterpenation (if fractionated distillation with steam)	
Distillation or Extraction (steam)	
Expression	
Extractions (with water or a third solvent : ethyl alcohol-organic glycerin-organic oils -CO2)	
Filtration and Purification (ultra filtration, dialysis, electrolysis)	
Lyophilization	
Blending	
Percolation	
Cold Pressure	
Hot Pressure	
Sterilization with thermal treatments	
Sifting	
Chemical	
Alkylation	
Amidation	
Calcination of Plants Residues	
Carbonization (Resins, Fatty Organic Oils)	
Condensation / Addition	

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Esterification
Etherification
Fermentation (Natural / Biotechnological)
Hydratation
Hydrogenation
Hydrolysis
Neutralization (To Obtain Na, Ca, Mg, K Salts)
Oxidization / Reduction
Processes For The Manufacture Of Amphoterics
Saponification
Sulphatation
Roasting
ADDENDUM 4 – UNACCEPTABLE PROCESSES
Bleaching - Deodorization (on a support of animal origin)
Deterpenation (other than with beam)
Ethoxylation (PEG,)
Irradiation
Sulphonation (As main reaction)
Techniques using Genetic Engineering
Treatments with Ethylene Oxide
Treatments using Mercury (Mercurial Soda)