èQ studio srl

PRODUCT TECHNICAL SHEET FOR THE **ITALIAN ORGANIC COSMETIC** CERTIFICATION

SUMMARY

1. PURPOSE AND AREA OF APPLICABILITY

The purpose of the present document is to define the requirements subject of the certification of organic cosmetics produced in Italy with ingredients cultivated in Italy by a company committed to the ethical principle of sustainability and aleady certified by the Certification Body in accordance to its private standards.
Italian Organic Cosmetic certification is applicable to organic cosmetic products manufactured in one or more productive units and in conformity to this Technical Regulation.

2. ADDED VALUE

The added value of the certification is to provide the consumers the possibility to purchase a product in accordance to point 1.

3. DEFINITIONS AND ABBREVIATIONS

Organization	Natural or Legal person, with or without share capital, public or private, with its obligation and Administrative duties, who applies for the certification of the product as indicated in the Area of Applicability. The Organization can be both the subcontractor and the manufacturer.
Cosmetic product	Any substance or mixture aimed to be applied on the various external parts of the human body (epidermis, hair system, nails, lips and external genital organs) or the theeths and the mucous membranes of the oral cavity with a view exclusively or mainly to cleaning them, perfuming them, changing their appearance, protecting them, keeping them in good condition and/or correcting body odours. (Ref. Article 2 of Regulation (EC) No 1223/2009 of the European Parliament and the Council of 30th November 2009 on cosmetic products).
Manufacturer	Natural or Legal person which manufactures a cosmetic product - Natural or Legal person which subcontracts to third persons the project and the realization of the product - Natural or Legal person which sells the product under its private label. (Ref. Article 2 of Regulation (EC) No 1223/2009 of the European Parliament and the Council of 30th November 2009 on cosmetic products).
Formula	List of ingredients using INCI nomenclature and the relative percentage.
Ingredient	Any substance which is part of the product.
Organic certified ingredient	Raw material derived from vegetal or animal farming in compliance with the organic farming method, namely in compliance with the European Regulation of organic farming (Reg. CE 834/07 on organic farming method), or in compliance with equivalent Regulation. Alternatively, the raw material may be certified in accordance to private standards of the Certification Body equivalent to this Technical Regulation.

Applicant	Organization applying for the certification
Licensee	Organization whose conformity certification has been issued by the Certification Body
Ingredient batch number	Homogenous batch identified by date of arrival, weight, packaging, supplier and organic label (if necessary).
Batch number of the semi-finished product	Batch of bulk and/or finished product packed in a suitable container and aimed to be re-packed and identified by the store quantity and labelled with a unique code number with the appropriate procedure.
Product batch number	Product batch, namely the number of finished and packed items labelled with a unique code on each box/case with the appropriate procedure.
Origin	Country of origin of the manufactured cosmetic product / of the raw material.
Company code of ethics	A document issued and used on voluntary basis by the company. It defines a complex of ethical, social and environmental regulations to which the company must comply with.

4. REFERENCE DOCUMENTS

Reference Documents are indicated in Annex ITOC-01.

5. REQUIREMENTS SUBJECT OF CERTIFICATION

The requirements subject of certification are considered in accordance to the following parameters:

- Country of origin of the manufactured cosmetic (**Italy**);
- The Ethical aspects of the production chain for our evaluation are indicated in **Annex ITOC-02**;
- Country of origin of the raw materials as indicated in **Annex ITOC-03**.

6. CERTIFICATION METHODOLOGY

6.1 DOCUMENTARY ANALYSIS OF THE PRODUCT, ITS COMPONENTS AND PROCESSING AIDS.

The Organization applying for the certification in accordance with the present Technical Regulation must send all the documents required for the evaluation of the requirements subject of certification.

Therefore, the company should send to the Certification Body:

- the list of products submitted for the certification;
- the Company Code of Ethics signed by the manufacturer and/or the subcontractor;
- the Company / Supplier Declaration of Conformity in accordance with ISO/IEC 17050 Part 1 and 2 regarding the Country of Origin (manufacturing / farming) of the certified products and ingredients as indicated in **Annex ITOC-03**;
- the label of each product in PDF or JPG file.

6.2 CERTIFICATION AUDIT ASSESSMENT

The Certification Audit at the applicant Organization and/or the subcontractor, assess the following aspects:

- the course of validity of the documentation and the information provided by the applicant Organization to the selected Certification Body;
- the appropriate organization structure involved in the maintenance of the conformity of the submitted products;
- the legislative compliance: subscription of the company and its sumbitted products to the CPCN cosmetic portal.

6.3 TEST AND SUPERVISION

The Organization shall implement a system of Good Practices regarding the manufacturing, distribution and purchasing of the cosmetic products.
Where manufacturing is in accordance with the relevant Harmonised Standards whose references have been published in the EU Official Journal, we assume the compliance with the system of Good Practices. The correctness and effectiveness of this plan is subject to the supervision by the Certification Body, including sample testing and analysis carried out at its qualified laboratories (General requirements for the competence of testing and calibration laboratories)

7. PRODUCT IDENTIFICATION

7.1 CERTIFICATION MARK

The use of the Certification Mark **Italian Organic Cosmetic** is regulated in accordance with **Annex ITOC-05**.

7.2 STATEMENT OF CONFORMITY.

All information and/or promotional materials and/or all the documents which contain explicit references to the volountary obtainment of Italian Organic Cosmetic certification, must be related only to the products covered by the certification and must be previously approved by **éQ studio S.r.l.**, owner of the Certification Mark.

8. MANAGEMENT OF NON-COMPLIANCE, CORRECTIVE ACTIONS AND COMPLAINTS

The Organization will need to make special provision for the management of non-compliance, corrective actions and complaints. Any other existing company procedures can be adopted also for the products submitted and subject to the present Technical Sheet.
In case of non-compliances or complaints referred to the submitted products subject of certification, the Organization is required to inform and instruct the selected Certification Body.

9. ANNEXES TO THE PRODUCT TECHNICAL SHEET

Latest versions of the annexes are indicated in **Annex ITOC-00**.

ANNEX ITOC-00 | LIST OF ANNEXES

LIST OF ANNEXES AND THEIR ISSUE NUMBER, REVIEW NUMBER, ISSUE / EDITING DATE.

cod.	name	issue	rev.	date
01	REFERENCE DOCUMENTS	00	00	15th march 2017
02	CORPORATE ETHICS ASSESSMENT	00	00	15th march 2017
03	COUNTRY OF ORIGIN OF THE INGREDIENTS	00	00	15th march 2017
04	COMPANY/SUPPLIER DECLARATION OF CONFORMITY	00	00	15th march 2017
05	INFORMATION ON THE LABEL AND CERTIFICATION MARK	00	00	15th march 2017

ANNEX ITOC-01 | REFERENCE DOCUMENTS

REFERENCE DOCUMENTS:

- REGULATION (EU) N. 1169/2011 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of the 25th October 2011 on the provision of food information to consumers.
- UNI EN ISO ISO/IEC 17065:2012 - Conformity assessment requirements for bodies certifying products, processes and services.
- UNI EN ISO ISO/IEC 17050-1 - Company / Supplier Declaration of Conformity Part 1: General Requirements.
- UNI EN ISO ISO/IEC 17050-2 - Company / Supplier Declaration of Conformity Part 2: Supporting Documentation.
- UNI EN ISO 9000:2015 – Quality Management Systems – Foundations and Vocabulary.
- UNI CEI EN 45020:2007 – Standardisation and related activities – General Vocabulary.
- UNI EN ISO 19011:2012 – Guidelines for management system audit.
- REGULATION (EC) N. 1223/2009 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 30th November 2009 on cosmetic products and subsequent amendments;
- Directive 89/107/EEC, art. 1 par. 1 – 2 and art. 3 par. 3, on the definition of “Processing Aids” and “Food Additives”;
- Directive 90/220/EEC, art. 2 on the definition of genetically-modified organism (GMO);
- D. Lgs. 120 of 27/01/1992 on the implementation of the Ditrectives 88/320/EEC and 90/18/ EEC on the inspection and verification of good laboratory practice (GLP);
- REGULATION (EC) N. 834/2007 and subsequent amendments and additions on the c ultivation, processing and manufacturing of organic farming products.

CERTIFICATION BODY DOCUMENTS:

- Regulation of the Certification.
- Contract.

The Reference Documents mentioned above are those in the version in force at the date of issue of the present document. However, legal references shall be applied in the version in force at the moment of the development of the certification activity.

ANNEX ITOC-02 | CORPORATE ETHICS ASSESSMENT

THE APPLICANT ORGANIZATION AND ITS SUBCONTRACTORS HAVE TO SUBMIT THE FOLLOWING CODE OF ETHICS.

Product Technical Sheet for the Italian Organic Cosmetic Certification – ITOC-02

CODE OF ETHICS OF THE ORGANIZATION'S PRODUCTION CHAIN .....

Address ..... Postal code .....

City ..... Country .....

The supplier and/or the intermediary/third person declares as follows:

COMPLIANCE WITH THE LAWS

- To comply with the laws of the applicable legal system.

RESPECT OF THE BASIC HUMAN RIGHTS OF THE EMPLOYEES

- To promote equal opportunities and to ensure equal treatment to all employees, without discriminations based on their colour, race, social background, nationality, sexual inclination, disability, religion, political opinion, sex or age;
- To respect and protect the personal dignity, privacy and individual rights of each employee;
- To refrain from hiring or forcing someone to work against his will;
- To not admit any unacceptable treatment of the employees such as mental cruelty, sexual abuse or discrimination;
- To not allow any behaviour that is sexually coercive, threatening, abusive, exploitative including gesture, language and phisical contact;
- To offer adequate remuneration and guarantee the current mandatory national minimum wage;
- To comply with the maximum number of wotking hours set by the current law;
- To recognize – as far as legally possible - the right of free association of the employees and to avoid supporting/discriminating the members of workers' organizations or trade unions.

PROHIBITION OF CHILD LABOUR

- To not hire workers below a minimum age of 15 years or – in countries subject to the exemption for developing countries per ILO Convention 138 (International Labour Organization), the minimum age may be reduced to 14 years.

ANNEX ITOC-02 | CORPORATE ETHICS ASSESSMENT

HEALTH AND SAFETY OF THE EMPLOYEES

- To take direct responsibility for the health and the safety of the employees;
- To control the dangers and to take appropriate precautionary actions to prevent accidents and occupational disease;
- To offer training activities and to ensure that the employees are fully informed about health and safety issues;
- To set up and use an appropriate health and safety management system for the employees.

ENVIRONMENTAL PROTECTION

- To comply with international regulations and statutory requirements on the environmental protection;
- To minimize pollution and bring significant improvements for the protection of the Environment;
- To set up and use an appropriate environmental management system.

SUPPLY CHAIN

- To promote the respect of the present Code of Ethics among its suppliers and partners;
- To comply with the principles of non-discimination on the selection and treatment of the suppliers.

Date .....

Company ..... Name .....

Address ..... Postal code .....

City ..... Country .....

ANNEX ITOC-03 | COUNTRY OF ORIGIN OF THE INGREDIENTS

THE ALLOWED COUNTRY OF ORIGIN OF RAW MATERIALS AND THEIR DERIVATIVES (INCLUDING THE FARMING) OF THE SUBMITTED COSMETIC PRODUCT IS:

Ingredient	Country of origin
OLIVE (OLEA EUROPAEA)	ITALY
LAVENDER (LAVANDULA ANGUSTIFOLIA)	ITALY
CALENDOLA (CALENDULA OFFICINALIS)	ITALY
MALLOW (MALVA SYLVESTRIS)	ITALY
BERGAMOT (CITRUS BERGAMIA)	ITALY
ORANGE (CITRUS AURANTIUM AMARA)	ITALY
LEMON (CITRUS X LIMON)	ITALY
TANGERINE (CITRUS RETICULATA)	ITALY
GRAPEFRUIT (CITRUS X PARADISI)	ITALY
BUCKTHORN (HIPPOPHAE RHAMNOIDES)	ITALY
ALMOND (PRUNUS AMYGDALUS DULCIS)	ITALY
CAPER (CAPPARIS SPINOSA)	ITALY

ANNEX ITOC-04 | COMPANY / SUPPLIER DECLARATION OF CONFORMITY

The Organization applying for the certification must attach the Declaration of Conformity issued by its supplier in accordance with UNI EN ISO ISO/IEC 17050-1 on the Country of Origin (manufacturing/farming) of the certified products and ingredients as indicated in Annex ITOC-03, on the basis of the following specimen:

COMPANY / SUPPLIER DECLARATION OF CONFORMITY (in compliance with ISO/IEC 17050-1)

01	Nr.....
02	Name of the declarant ..... Address of the declarant .....
03	Subject of the declaration ....
04	**The above-mentioned subject of the declaration comply with the requirements of the following documents:**

Document nr.	Title	Issue Nr. / Date of Issue

05	**Additional information** ....
06	**Name, Surname and Position of the person who has signed this document, stamp of the Organization** .... **Place and date of issue** .....

ANNEX ITOC-04 | COMPANY / SUPPLIER DECLARATION OF CONFORMITY

Guidelines for the compilation of the company / supplier Declaration of Conformity

Numbers from 1) to 6) refer to the specimen shown on the previous page.

1 - Each Declaration of Conformity should be unambiguously identified.

2 - The name of the Organization / Certification Body which has issued the Declaration of Conformity must be clearly specified.

3 - a) The subject of the declaration must be unambiguously described so that the declaration may be clearly related to the subject matter.

b) For standard-issue products and food products it is mandatory to provide the commercial name, the type of product, the batch number, etc.

4 - All the documents and standards related to the requirements must be listed including their identification numbers, titles and date of issue.

5 - Further additional information of interest may be necessary in case the validity of the Declaration of Conformity is subject to restrictions and/or in case the applicant Organization wishes to give further indication (i.e. Laboratory of Analysis, management systems, other certifications, …).

6 - Name, Surname and Position of the person who sign the Declaration of Conformity must be provided in full.

Supporting Documentation

The supporting documentation includes, as far as applicable, the following information in order to demonstrate the conformity to the declared requirements:

A - Description of the subject of the declaration (product, process, management system, …);

B - Project Sheet (i.e.: description, flow-charts, technical specs, …);

C - The results of the conformity assessment, such as:

1) Description of the methods used (i.e. audit, procedures, sampling plans, internal audit, ...) and the reasons of their choice;

2) Results (i.e. audit reports, analysis and test reports, ...);

3) Assessment result.

D - Identification and qualification of the first, second and third part conformity assessment bodies involved;

E - Description of the managing system relative to the subject of the declaration;

F - Further information of interest (i.e. risk analysis, internal procedures, ...).

ANNEX ITOC-05 | **INFORMATION ON THE LABEL AND CERTIFICATION MARK**

INFORMATION REQUIRED UNDER ARTICLE 19 OF REGULATION 1223/09.

Use of the Certification Mark
The Certification Mark will be printed on the label – in the graphical formats provided by the Regulation and by the current version of the User Manual of the Mark - in order to point out that the product has been certified.

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