



**ICEA**  
M.RCCOSMOS  
02

**INFORMATIVE QUESTIONNAIRE  
COSMOS**

Ed.03 Rev.02 del 20.10.2015

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 COSMOS**  
RC.COSM 02 –**APPLICATION FORM CONTROL AND CERTIFICATION COSMETICS** and related contractual conditions  
M.RCOSM 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 provides for the application of formulas, data sheet, safety data sheet, statements GMO free, graphics of the products etc.

After the successful completion of the first phase of documentary control, 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](http://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](mailto: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**

**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:**

## **2. PRODUCT SHEET**

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

Category <sup>(1)</sup>

Denomination product

Responsible Personnel

Safety Evaluator

ICEA alphanumeric Code

INCI name <sup>(2)</sup>

Product Properties(claim)

Production Site <sup>(3)</sup>

Packaging Site <sup>(3)</sup>

Labelling Site <sup>(3)</sup>

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