MANAGEMENT PLAN: DECLARATION AND DESCRIPTION OF COMMITMENTS AND CONCRETE MEASURES TAKEN FOR THE RESPECT OF THE STANDARD:

☐ Organic Cosmetics	☐ Natural Cosmetics
☐ Cosmos Organic	☐ Cosmos Natural
☐ Organic Detergents	☐ Natural Detergents

☑ FIRST NOTIFICATION ☐ SUBSEQUENT CHANGE

The undersigned

Born in _____ Nation _____ (date) _____

Social security number _____

Owner or legal representative of the company _____

Located in (street) _____ Number _____

City _____ Nation _____

V.A.T number _____

Tel _____ Fax _____ Mobile _____

Web _____ E-mail _____

Certified electronic mail (if available) PEC _____

DECLARES

that the complete description of the production unit, plants and activity is contained in the APPLICATION FORM and in the INFORMATIVE QUESTIONNAIRE already submitted to ICEA.
To make communications more immediate and / or to optimize the management of relations with ICEA regarding the control and certification activity, the company also declares that they use the collaboration of:

Mr./Mrs. _____ available at the following numbers:

Tel. _____ Mob. _____ E-mail _____

For the purpose is attached formal delegation (in the case the figure indicated is also delegated for the signing of control documents (example. audit reports, sample collection, formulations, etc.)

Date: _____	Stamp & Signature

ALL ACTIVITIES PERFORMED BY THE COMPANY AND PROJECT REGARDING THE PRODUCTS SUBJECT OF CERTIFICATION

Describe *the activity carried out by the company: the productive sector, plants, production lines that undergo certification and similar non-certified, etc. If some of the process steps are carried out by other third parties operators describe the functions performed by each operator.*

DESCRIPTION OF THE TYPE OF ACTIVITY AND THE PROCESS OF TRANSFORMATION OF PRODUCTS FOR WHICH WAS REQUIRED THE CERTIFICATION

Describe *the production process and attach the flow chart*

☐ Production ☐ Packing ☐ Labeling ☐ Commercialization / Distribution

More detailed description

Distributors which use third parties laboratories ALREADY certified must fill in only the parts that specifically related to their activities of brand distributors (see points 3, 4, 5, 7, 8 and 9).
Distributors who use instead third parties laboratories NOT certified must fill in all the parts, even those related to production at the third party lab. or make fill in a dedicated module for each subcontractor used.
The final responsibility for compliance with the specification still remains to the person who owns the trademark and certification.

1. MIXED PRODUCTIONS (CERTIFIED + CONVENTIONAL)

Describe *the measures taken, in case of laboratories that perform in the same structure preparation / packaging of certified and conventional products,, to ensure that the operations in accordance with the Specification are carried out in complete cycles separated by place or time from similar operations performed on products not certified by identifying points of risk and the solutions adopted to eliminate possible admixture and contamination, including product aliquots eventually downgraded in the transition from conventional productions to the certified ones.*
In the case of physical separation, the line used, should be highlighted on the site plan, described in this report and / or identified in the plant.
In the case of separation in time, describe the planning criteria and the measures taken to ensure that break of activity. All of the segregation measures adopted their effectiveness must be regularly checked and recorded.

CLEANING AND SANITIZING of PLANT, FACILITIES AND EQUIPMENT. DISINFECTION AND BATTLE AGAINST RATS (Attach technical specifications of products used)

Describe *the measures adopted to guarantee the correct use of facilities, plants and equipment i.e. the cleaning and sanitizing procedures and the standards used in evaluating the effectiveness of these and the registration procedures of these operations*
For cleaning operations, wherever possible, the use of physical-mechanical types of methods are more recommendable than the chemical ones.
If needed implement an internal analysis plan to test the effectiveness of the cleaning measures and possible contamination of not conform ingredients / preservatives in the certified products.

3. STOCKING OF RAW MATERIALS, BASE AND FINISHED PRODUCTS

Describe *the separation of raw materials, base and finished products in order to prevent their mixing or that they come into contact with non-compliant products.*
Attach the stoking rooms plans with highlighted the areas intended for the certified products.
The areas / zones / stoking spaces must be clearly identified and separated so as to avoid any form of contamination or admixture or incorrect use of raw materials and/or finished product.

4. PACKAGING, TRANSPORT AND SALE OF RAW MATERIALS, BASE AND/OR FINISHED PRODUCTS

Describe *the type of packaging used, the management of the transport of raw materials (especially organic ones), base and finished products. Report how the organic and/or certified products are identified on the sales documents, and the measures taken to ensure that products are not replaced, mixed or come into contact with non-compliant products.*

5. SUPPLIERS QUALIFICATION

Describe *the measures taken to ensure that suppliers are able to provide compliant raw materials, with particular regard to organic products.*
In relation to the contractual responsibilities (ex-works or shipping included purchase) the critical points of transport of the raw materials and base products purchased, must be taken into consideration (eg. Sanitization procedures for containers used for transport).

6. COMPANIES WITH ACTIVITIES SUBCONTRACTED TO THIRD PARTIES

Describe *the activities subcontracted partially or entirely to third parties (production, packaging, etc.). The operator agrees to provide a list of the subcontractors with a description of their activities and an indication of their possible certifications, quality, environmental, ICEA certifications. All third parties (including certified ones) must undertake (by signing a contract) that they comply with the specification subject of certification, comply the business plan submitted by the customer to ICEA, welcome the inspection staff at the production units and head office, notify to ICEA the production program as well as comply with the certification requirements in the case of Non-Conformity.*

7. IDENTIFICATION AND TRACEABILITY

Describe *the measures taken to ensure proper identification and traceability of batches of products at all stages of the production and/or packaging process.*
Raw materials, base and finished products should always be clearly identified and tracked.
For each batch of finished product it must be possible to identify the batch of raw materials used for obtaining it.

8. MANAGEMENTS OF NON-CONFORMITIES AND COMPLAINTS

Describe *the measures taken to ensure proper management of batches of non-conform products, the non-conformity in general and complaints. Mode of recall, identification and treatment of non-conform products.*

9. MANGEMENT OF REGISTRATIONS AND DOCUMENTATION

Describe *the measures taken to ensure a proper registration management (financial and stock records) and documentation management (conformity certificates, technical data sheets, purchase and sales documents, analytical testing results, etc.).*

DOCUMENTS ATTACHED TO THE PRESENT MANAGEMENT PLAN	N.

OPERATOR'S COMMITMENT

The undersigned _____

as legal representative of the company agrees to:

- perform all the operations in accordance with the technical specifications and the Regulation rules for certification;
- Accept, in the event of infringements or irregularities, that the measures prescribed in the abovementioned regulations are applied.
- accept, to inform the buyers by writing them, in the event of serious infringements which doubt the products conformity , to make sure that the indications referring to the ICEA certification are removed from this production.
- guarantee appropriate staff training on good manufacturing practices of products subject to certification;
- promptly inform ICEA on any change of the data contained in this management plan or of the attached documents;
- in order to allow inspections, give free access to ICEA staff to each unit and all plants, to the books and relevant supporting documents, either during the announced that unannounced inspection visits..

Date: _____	Stamp & Signature

SPACE RESERVED FOR THE CERTIFICATION BODY

Evaluation of the Management plan by ICEA *(Responsible of Scheme/Certification Responsible/Inspector)*	
☑ SATISFACTORY	☐ NOT SATISFACTORY
Notes/prescriptions to adopt:	

Date: _____	signature for approval