



ICEA
M.RCCOSM 02

**INFORMATIVE QUESTIONNAIRE ECO
AND ECO BIO CLEANERS**
Ed.03 Rev.00 of 01.10.2013

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.DP – **REGULATION FOR CERTIFICATION ECO AND ECO BIO CLEANERS**
M.RCDP01- **APPLICATION FORM CONTROL AND CERTIFICATION DETERGENTS** and related contractual conditions
M.RCOSM 03 – **LIST OF FEES FOR THE CERTIFICATION ECO AND ECO BIO CLEANERS**

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, characteristics of products, calculation file of CVDtox, graphics, etc...

Followed by a **SECOND PHASE OF EVALUATION** that will request **PERFORMANCE TESTS** for each formulation and **PACH TEST**. A sample of each product should be sent physically to our offices, for any analysis and controls.

After the successful completion of the first phase of documentary control, and pending the results of the **TESTS**, 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.

Followed by a **MONITORING PHASE**. 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 and CLEANERS Office (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 ⁽¹⁾

 Denomination product

 ICEA alphanumeric Code

 INCI name ⁽²⁾

 Product Properties(claim)

 Production Site ⁽³⁾

 Packaging Site ⁽³⁾

 Labelling Site ⁽³⁾

Category (1)

 Denomination product

 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)



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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

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

LAUNDRY
FLOORS
READY TO USE
DISH BY HAND
HELPING
DISH WASHER
GLASSES
SOFTENER