

OF&G Quality Manual	RD191 Cosmetics and Bodycare Certification Application Form
Linked documents:	OFF69, TL221
Docs referred to:	RD195, RD291, RD292

Company Name:						
Contact Name:	Title:		First name:		Surname:	
Job Title:						
Address:						
Post Code:						
Tel No:					Fax No:	
Mobile No:						
E-mail:						
Website:						

If there is a different contact for invoicing, please give name/address details below

ENTERPRISES							
Please tick any of the following that apply to your enterprise:							
Brand Holder	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Importer	<input type="checkbox"/>	Distributor	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Re-packer	<input type="checkbox"/>	Retailing	<input type="checkbox"/>	Warehousing	<input type="checkbox"/>
Wholesaling	<input type="checkbox"/>	Re-labelling packed goods	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

SITE
Are all of these activities carried out on the same site? If not, please give details of other sites involved:

PRODUCTS
Please list here all organic products you wish to register including product name and brand name. (If space here is insufficient, please attach details on separate sheet)

COMPANY DETAILS	
What other Quality Assurance Scheme(s) is the company registered with?	
Is a combined inspection with any other Quality Assurance Scheme(s) required? (e.g. BRC)	
Have you ever been denied organic certification or had your organic certification terminated? If "Yes" please give details on separate sheet.	

TURNOVER	
Please give details of:	
Projected TOTAL annual turnover.	
Projected TOTAL annual turnover from sales of organic products.	

LEGAL STATUS OF PRODUCTS
<p>Before OF&G will accept product applications for certification, we need to be assured that the products comply with all relevant statutory legislation. For products to be sold in the UK, the basic regulation will normally be the Cosmetics Products (Safety) Regulations 2004 (as amended) and the EU Cosmetics Directive, but there is likely to be other legislation that is applicable e.g. the COSHH or CHIP regulations. Please contact your local Trading Standards Office for information about relevant regulations and ensure the products are fully compliant before submitting details to OF&G.</p>

APPLYING FOR ORGANIC CERTIFICATION OF COSMETICS AND BODYCARE PRODUCTS
<p>Certification is in two stages and a fee is payable at each stage. First we need to review the ingredients and processes used to make the products so that we can advise whether the proposed products are suitable for organic certification.</p> <p>Please complete this Application Form and the Multiple or Single Ingredient Product Specification Forms (RD291, RD292), as appropriate, then send them to OF&G together with details of products to be registered (see "Information on Individual Products" below) and the appropriate application fee. It is essential that we are given full information at this stage.</p> <p>Once the product specifications have been approved by our Certification Officers, an inspection will be arranged, to ensure that the organic integrity of the ingredients and finished products is maintained from the start to the end of the process. A further fee is payable at this stage.</p> <p>For details of charges, please see RD195 Cosmetics and Bodycare Certification Scheme Charges. This may be obtained from OF&G or downloaded from our website.</p>

INFORMATION ON INDIVIDUAL PRODUCTS
<p>Please complete an OF&G Cosmetics and Bodycare Multiple Ingredients Product Specification Sheet (RD292) for each product containing two or more ingredients.</p> <p>For single ingredient products, such as essential oils, please list these on an OF&G Single Ingredient Product Specification Sheet (RD291).</p> <p>You will also need to supply Material Safety Data Sheets or product specifications for any ingredients used, other than organic ingredients and accepted ingredients such as salt, water.</p> <p>Declarations that ingredients are not genetically modified or derived from GM-products are also required. (Organic ingredients are, by definition, non-GM).</p> <p>Forms RD291 and RD292 are available from the OF&G Office.</p> <p>MSDSs, specifications and GM-declarations should be obtained from your suppliers.</p>