

## How do I fill in the list of products to be certified?

*Changes to this document are identified by a vertical line in the margin*

The list of products to be certified corresponds to Excel file **F003(GC)/F003(COS) list of products.xls**.

If you want a double certification (ECOCERT and COSMOS), two product lists are needed: one for each standard.

This file is used:

- To create quotations and invoicing orders
- To trace all your products
- To publish certificates (any product not on this list will not be certified)

An updated version of this table will be sent:

- **By you** if you are submitting new products to us or if a new element needs approval (formula, label, packaging). The submission date should be entered in the appropriate box.
- **By Ecocert** if the elements will be approved. The approval date will then be entered.



**Important points to note:**

- If the packaging and labelling is not done by the same company, indicate this in the "packaging company" column.
- If you have different packaging for the same product, please indicate all of them on the same line.
- If you do not know yet your annual volume forecast, you can fill this in later.
- If you are unsure of the future of your products, just give the names of the clients to whom you sell these bulk products.
- If you are submitting make-up, please specify in the table all the shades available.

**If you are brand owner:**

- If your products do not have a range name, just leave this box blank.
- Enter one commercial product per line. If a product is sold under two brand names/different ranges, two separate products must be entered in the table.
- Kits must be declared as products in their own right.

**If you are subcontractor:**

- If you don't know commercial names of the products, please fill in the table with your formula names.
- If you sell the same formula to different brand owners, please consider one line for each brand owner
- If you sell bulk, please specify it in the range name column.





Names that will appear on your certificates

Brand name that will appear on your certificates

Allows certification of your product to be tracked: to be filled in for each new submission (for you) and each new approval (for Ecocert)

TO BE COMPLETED BY THE COMPANY														TO BE COMPLETED BY ECOCERT					Remarks			
number / formula code (company's internal code)	TRADE NAME OF THE PRODUCTS TO BE CERTIFIED	PRODUCT CATEGORIES	Planned launch date/level of urgency	RANGE NAME	DISTRIBUTION BRAND	Description of packaging items	Annual volume forecast (in kg)	Number of raw materials in the formula	Manufacturer	Packaging company	Distributor	FORMULA Submission date	LABEL Submission date	PACKAGING Submission date	FORMULA Approval date	LABEL Approval date	PACKAGING Approval date	Certification status		Quality level:	Valid from	Valid until
0012	Anti-ageing cream	BEAUTY	Sept 2010	Range (optional)	Brand	50 ml tube	500	4	Laboratory X	Company Y	Company Z	10/09/09	25/09/09		15/09/09							
0013	Shower gel	HYGIENE	Sept 2010		Brand	100 ml and 50 ml bottle		5	Laboratory X	Company Y (labelling by company Z)	Company Z											
0014	Liquid soap	HYGIENE	Sept 2010	BULK		1,000 l drum		5	Laboratory X	Company A	Company A											

7 options to choose from:

- Hair care
- Beauty
- Make-up
- Hygiene
- Sun care
- Perfumes
- Raw Material

So that all those involved in the product are known.

If unmarked bottles are labeled by another company, specify it in the "packaging company" column.

