

The Next Step

Guide to Selling

Cosmetic Products



This brochure has been designed as a guide to your obligations before offering your products for sale once you have received a CPSR .

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The Next Step - Selling Your Products

Ok, so now you've received your product safety report, there you have a few more legal obligations before you can sell your products that are covered by the [REGULATION \(EC\) No 1223/2009 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL \(you can read it here\)](#)

The above regulations make reference to the "responsible person", this is generally the manufacturer or person who has such a product designed or manufactured, and markets that cosmetic product under their name or trademark;

As the responsible person you must comply with the regulations associated with manufacturing and/or selling of cosmetic products.

Article 5 of the regulation (EC) No 1223/2009 lists the obligations of responsible persons;

1. Responsible persons shall ensure compliance with Articles 3 (**Safety**), 8 (**Good manufacturing practice**), 10 (**Safety assessment**), 11 (**Product information file**), 12 (**Sampling and analysis**), 13 (**Notification**), 14 (**Restrictions for substances listed in the Annexes**), 15 (**Substances classified as CMR substances**), 16 (**Nanomaterials**), 17 (**Traces of prohibited substances**), 18 (**Animal testing**), 19 (**Labelling**), as well as Articles 20 (**Product claims**), 21 (**Access to information for the public**), 23 (**Communication of serious undesirable effects**) and 24 (**Information on substances**)

Cosmetic Product Safety Report (CPSR)

Ok, so put simply, any cosmetic that is produced to sell must have a CPSR before it is made available for sale. The same rules apply whether you are a small business of one person selling at craft fairs or a huge company employing hundreds of staff selling in supermarkets. If you haven't already applied for your CPSR or want more information [You can view our guide to our CPSR services here.](#)

Good Manufacturing Practice (GMP)

- The manufacture of cosmetic products shall comply with good manufacturing practice with a view to ensuring the objectives of Article 1. (*Article 1 - Scope and objective. This Regulation establishes rules to be complied with by any cosmetic product made available on the market, in order to ensure the functioning of the internal market and a high level of protection of human health.*)
- Compliance with good manufacturing practice shall be presumed where the manufacture is in accordance with the relevant harmonised standards, the references of which have been published in the *Official Journal of the European Union*.
- Common sense prevails here, GMP covers all aspects of production from the starting materials, premises, and equipment to the training and personal hygiene of staff.

Product Information File (PIF)

- When a cosmetic product is placed on the market, the responsible person shall keep a product information file for it. The product information file shall be kept for a period of ten years following the date on which the last batch of the cosmetic product was placed on the market.
- The product information file shall contain the following information and data which shall be updated as necessary:
 - a description of the cosmetic product which enables the product information file to be clearly attributed to the cosmetic product;
 - the cosmetic product safety report referred to in Article 10(1);
 - a description of the method of manufacturing and a statement on compliance with good manufacturing practice.
 - where justified by the nature or the effect of the cosmetic product, proof of the effect claimed for the cosmetic product;
 - data on any animal testing performed by the manufacturer, his agents or suppliers, relating to the development or safety assessment of the cosmetic product or its ingredients, including any animal testing performed to meet the legislative or regulatory requirements of third countries.
- The responsible person shall make the product information file readily accessible in electronic or other format at his address indicated on the label to the competent authority of the Member State in which the file is kept.

Notification

- Prior to placing the cosmetic product on the market the responsible person shall submit, by electronic means, certain information to the Commission through the Cosmetic Products Notification Portal (CPNP):
- When the cosmetic product is placed on the market, the responsible person shall notify to the Commission the original labelling, and, where reasonably legible, a photograph of the corresponding packaging.

The Cosmetic Products Notification Portal (CPNP) is a free of charge online notification system created for the implementation of Regulation (EC) No 1223/2009 on cosmetic products. When a product has been notified in the CPNP, there is no need for any further notification at national level within the EU.

The CPNP is making this information available electronically to:

- Competent Authorities (for the purposes of market surveillance, market analysis, evaluation and consumer information)
- Poison Centres or similar bodies established by EU countries (for the purposes of medical treatment).

The CPNP is accessible to:

- Competent Authorities
- European Poison Centres
- Cosmetic products responsible persons
- Distributors of cosmetic products.

You can access the CPNP here

https://ec.europa.eu/growth/sectors/cosmetics/cpnp_en

The chemists at www.cosmeticsafetyassessment.com have a brilliant guide to help you register your product that you can read here [Portal Notification Guide.pdf](#)

Correct product labelling

Cosmetics must be labelled with specific information. There is a long list, but here's a simple version:

- Ingredients need to be labelled in descending order of concentration.
- Ingredients in concentrations of less than 1 % may be listed in any order after those in concentrations of more than 1 %.
- Ingredients must be listed using the INCI name - International Nomenclature of Cosmetic Ingredients.
- There is nothing to stop you using the common name in brackets alongside, so that your customers know exactly what you are using. For example "Lavandula angustifolia (Lavender) flower oil" is perfectly acceptable)
- A list of ingredients. This information may be indicated on the packaging alone. The list shall be preceded by the term 'ingredients'. An ingredient means any substance or mixture intentionally used in the cosmetic product during the process of manufacturing, but does not include i) impurities in the raw materials used; or (ii) subsidiary technical materials used in the mixture but not present in the final product.
- Colorants other than colorants intended to colour the hair may be listed in any order after the other cosmetic ingredients. For decorative cosmetic products marketed in several colour shades, all colorants other than colorants intended to colour the hair used in the range may be listed, provided that the words 'may contain' or the symbol '+/-' are added. The CI (Colour Index) nomenclature shall be used, where applicable.

- Perfume and aromatic compositions and their raw materials shall be referred to by the terms 'parfum' or 'aroma'.
- In the case of soap, bath balls and other small products where it is impossible for practical reasons for the information to appear on a label, tag, tape or card or in an enclosed leaflet, this information shall appear on a notice in immediate proximity to the container in which the cosmetic product is exposed for sale.
- Any allergens present in the product.
- Product name and function unless it is clear from its presentation.
- Product code and/or batch number of manufacture or the reference for identifying the cosmetic product (such as a bar code). Where this is impossible for practical reasons because the cosmetic products are too small, such information need appear only on the packaging;
- The name or registered name and the address of the responsible person.
- Weight or volume of the product, except in the case of packaging containing less than five grams or five millilitres, free samples and single-application packs.
- A PAO (Period After Opening) symbol  or the date until which the cosmetic product, stored under appropriate conditions, will continue to fulfil its initial function.
- Any safety warnings or age restrictions

You may also find this guide from our consultant chemists helpful [Cosmetic-Labelling-Guide-2014.pdf](#)

We offer these guidelines based upon our own experiences and understanding of the law as it currently stands in the UK.