

NT3866en02
01/12/2016

INFORMATIVE NOTE REGARDING THE ECOGARANTIE CONTROL

Dear Madam, Dear Sir,

Do you want to manufacture ecological cosmetics and cleaning products with the Ecogarantie® logo...? To make it easier to get this logo, please take following steps :

1) Signing of contracts and first inspection

Please send two copies of the following signed contracts :

- a) Agreement for the use of the collective brands Biogarantie® and Ecogarantie® (OR3442)
- b) Certisys contract (OR3271)

at the following address : Certisys – 57/3 Rue Joseph Bouché – 5310 Bolinne – Belgium

As soon as we receive these documents, the appointed inspector will contact you.

The inspection includes, amongst others, the following activities :

- inspection of the ingredients and the warranties of the suppliers
- inspection of recipes and manufacturing processes
- inspection of the (raw) materials and currency bookkeeping
- visiting of the production and storage sites (raw materials and finished products)
- inspection of conditioning and labels.

If you have a subcontractor for whole or part of the manufacturing of your products, this subcontractor should also be submitted to inspection.

2) Validation of your recipes

You have to see to it that your recipes are in accordance with the last version of the Ecogarantie® specifications.

Please send following documents to your inspector for approval :

1) Evaluation of the ingredients (QT 3536 or 3537) : this is written evidence which should be filled out by the suppliers of each of your ingredients. Copies of the technical files (Material Safety Data Sheet) of each ingredient and the certificates for each ingredient issued from organic farming should also be added to the file;

2) Evaluation of the products to certify (QT 3543 or 3544) : you should fill out this document by indicating the manufacturing processes used when making the products to certify.

3) Products to certify and ingredients used (QT 3546) : these are 4 tables :

a. « products to certify » : please give the commercial name of your products such as you wish it to appear on your certificate, as well as the chosen language(s)

b. « raw materials » : list all ingredients used for all productions as well as your suppliers, and other relevant information : INCI name, CAS Nr., etc.

c. « raw materials and products » : this table enables us to cross the information of the two previous tables : the ingredients are listed one under the other, while the numbers of the different products are put in separate columns. A small cross shows which ingredients are used and for which products.

d. « modifications history » : the document's history is written in this table.



CERTISYS sprl/bvba/GmbH

Rue Joseph Bouché 57/3
B-5310 Bolinne
TEL 32(0)81 600 377 - 32(0)81 600 313

K. Maria Hendrikaplein 5-6
B-9000 Gent
TEL 32(0)9 245 82 36

siège social/maatschappelijke zetel
Av. de l'Escrime, 85 Schermlaan
B-1150 Bruxelles/Brussel

Each time you choose another supplier for an ingredient, or when you request the certification of a new product, you should send us this updated table as well as document QT 3536/37 and/or QT 3543/44. This will enable us to handle your request quickly.

Please remind that only vegetal, animal and mineral products (raw materials and half processed products) are allowed as well as some gases. The allowed manufacturing processes are physical, physical-chemical, microbiological or biotechnical ones. As a general rule products issued from petroleum or one of its by-products and chemically synthesized products are forbidden.

3) Validation of your labels

You have to see to it that your labels and conditionings are in accordance with the rules of Annex 5 of the Ecogarantie® specifications for the use of the Ecogarantie® label.

Each new label, either for a new product or for the modification of an existing label, should be sent to Certisys. Before printing your labels you should submit them to your inspector for previous approval.

We draw your attention to the fact that the inspection carried out by Certisys regards only the use of the Ecogarantie® logo. Certisys doesn't check whether your labels and conditionings are in accordance with the current legal provisions for the marketing of cosmetics or cleaning products.

We remind you that all these steps should be taken **before** the marketing of the product with the Ecogarantie® logo. Any new product can only be marketed when Certisys has previously issued a certificate for this product.

Any modification of the manufacturing unit (plant used for the manufacturing, conditioning and storing of products) as well as any modification of the manufacturing process, recipe or labelling (documents, labels or packaging) of a recognized product should be sent to Certisys **before** the marketing of the modified product.

Please inform us also of any site moving or any change of the staff in charge of the Ecogarantie® file.

We remain of course at your service for any further information. You may either contact Jalila Chatt (jalila.chatt@certisys.eu - +32 (0)81/60,03,77) or your inspector.

Best regards,

The Certisys team