
	<b>Prime Certification &amp; Inspection</b>			
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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>1 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

## CONTENT

SR. NO.	DESCRIPTIONS	PAGE NO.
1.	INTRODUCTION	02
2.	OBJECTIVE	02
3.	DEFINATIONS	02
4.	RESPONSIBILITY	02
5.	SERVICE TYPE	03
6.	SCOPE	03
7.	APPLICABLE SCHEME & STANDARDS	04
8.	TESTING OF COSMETICS & PERSONAL CARE	04
9.	CERTIFICATION REQUIREMENTS	05
10.	CERTIFICATION PEOCESS	07
11.	UPLOADING OF CERTIFICATES IN MOIAT SYSTEM	10
12.	MARKET MONITORING & VERIFICATION	10
13.	LICENSING AND CONTROL OF THE MARK	11
14.	REPORTING TO THE SCHEME OWNER	11
15.	REFERENCES	11

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Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>2 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

## 1. INTRODUCTION

Prime Certification & Inspection is an accredited certification body & MOIAT approved notified Body under its notification system mandated by UAE decree No (35) Of the year 2015 & UAE Cabinet Resolution No (36). Prime C&I is an authorized conformity assessment body by MOIAT that it is technically competent to perform the specific tasks of certification to MOIAT clients.

## 2. OBJECTIVE

This procedure describes the criteria implemented by Prime C&I as Notified Body of Emirates Authority of Standardization and Metrology (MOIAT) to assure that Cosmetics & Personal care products intended for certification with MOIAT are complying the relevant mandatory schemes and applicable standards. Furthermore, this document identifies the steps taken by Prime C&I Clients (manufacturers, traders, importers, retailers, business owners or any other client) to get their products/processes certified prior to its commercializing in the market and registered by through Prime C&I Quality Certificates Issuing Services as MOIAT Notified Body by issuing certificates of conformity in accordance with MOIAT Regulations

## 3. DEFINATIONS

**MOIAT:** Ministry of industry and advanced technology

**PRIME C&I:** PRIME Certification & Inspection.

**Scheme:** Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.

**Certification:** Third-party attestation related to products, processes, systems or persons.

**Notified Body:** A conformity assessment body designated by MOIAT to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations mandated by MOIAT.

**Certification Body:** A conformity assessment body designated to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations.


**Conformity Certificate:** Formal document issued by PRIME C&I as notified body under approval of MOIAT stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per MOIAT Requirements.

## 4. RESPONSIBILITY

It is the responsibility of Prime C&I as MOIAT Notified Body to establish and maintain the appropriate system to satisfy both MOIAT and client's requirements in accordance to the notification system mandated by MOIAT.

It is the responsibility of MOIAT clients and Prime C&I clients to provide all needed requirements as per MOIAT Notification system to ensure their products compliance to the applicable schemes and standards.

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>3 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

## 5. SERVICE TYPE

As per Scheme owner rules, PRIME C&I certifies Cosmetics & Personal Care Products and issues Certificate of conformity under:


- Emirates Conformity Assessment Scheme (ECAS): ECAS is a Product Certification Scheme being implemented by the (MOIAT) as mandated by the Federal Law 28 of 2001.
- Emirates Quality Mark (EQM): EQM is a mark of conformity granted to the products that can demonstrate compliance with the relevant UAE National Standards, Regional and/or International Standards and are manufactured by an organization implementing an effective Quality Management System to ensure continuous compliance. The process of achieving the license to use the Emirates Quality Mark involves a comprehensive evaluation of the product as well as the quality system used by the manufacturer in production through testing, inspection.
- Issuance of certificate of conformity by PRIME C&I as MOIAT's Notified Body assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by Emirates Authority for Standardization and Metrology (MOIAT).

## 6. SCOPE

This document cover Cosmetics & Personal Care products with below details of Sector, scope of certified products, categories, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Product Categories	Type of Certification
<b>Chemical</b>	<b>Cosmetics</b>	1. Baby Products (Baby Lotions, Oils, Powders, Creams, Baby Shampoos)	1. Product Certification – Type Approval (ECAS)  2. Product Certification – Full Compliance Assessment (EQM)
		2. Bath Products Bath Products (Bath Oils, Tablets and Salts, Bubble Baths, Bath Capsules)	
		3. Eye Makeup Products (Eyebrow Pencil, Eyeliner, Eye Color, Eye Makeup Remover, Mascara)	
		4. Facial Makeup Products Facial Makeup Products (Cheek Color, Face Powders, Foundations, Lip Color, Concealers, Make up remover, Bronzer Highlighter)	
		5. Hair Care Products (Hair Conditioners, Hair Sprays, Hair Straighteners and Relaxers, Shampoos and Rinses, Tonics and Dressings)	
		6. Hair Dye and Hair Coloring Products (Hair Dyes and Colors, Hair Tints, Rinses and Shampoos, Hair Bleaches)	
		7. Nail Products Nail Products (Cuticle Oils, Creams and Lotions, Nail Polish and Enamel and Removers, Artificial Nail Extension Products, Manicure and	

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>4 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

		Pedicure Products)	
		8. Oral Care Products (Toothpastes, Mouthwashes and Breath Fresheners)	
		9. Personal Cleanliness Products (Soap, Antiperspirants and Deodorants, Douches, Feminine Deodorants)	
		10. Shaving Products Shaving Products (Pre-shave Lotions (all types), Shaving Creams, Shaving Soap)	
		11. Face Care Products (Creams, Lotions, Masks, Sprays, Powders)	
		12. Body Care Products (Creams, Lotions, Masks, Sprays, Powders)	
		13. Hand Care Products (Creams, Lotions, Masks, Sprays, Powders)	
		14. Foot Care Products (Creams, Lotions, Masks, Sprays, Powders)	
		15. Sunscreen and Suntan Products (Sunblock and Sunscreen Gels, Creams, and Liquids, Sunless Tanners)	
		16. Hair Removing Products (Wax, Sugar, Creams, Depilatories)	

## 7. APPLICABLE SCHEME & STANDARDS

### Applicable Scheme & Standard

Cabinet resolution no. 18 for the year 2014 related to the Emirate Scheme on Controlling on Cosmetics and Personal Care & Standards. If needed, Client refers to Prime C&I to identify applicable Scheme and Standards.

### General Standards/Regulations


Requirements of Production, Packaging, Labelling, Storage & Transportation: The product shall be fit for human consumption and comply to related technical regulation for each type and it shall full fill the following requirements;

- GSO 1943 - Safety Requirements of Cosmetics and Personal Care Products
- UAE.S GSO ISO 22716 - Cosmetics - Guidelines on Good Manufacturing Practices
- UAE.S GSO ISO 22715-2 - Cosmetics -Packaging and Labeling
- UAE.S GSO OIML R 87 3 - Quantity of Product in Prepackages
- UAE.S GSO 2093 - Glass containers Used for Cosmetics
- UAE.S GSO 2528 - Cosmetics products-Technical Regulation of Cosmetic and Personal care product claims.
- GSO 1810:2007 - Labeling for chemical products.

## 8. TESTING OF COSMETICS PRODUCTS

Testing of Cosmetics & Personal Care Products shall comply with relevant GSO/UAE.S - Technical Regulations for each relevant product.

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>5 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

## 9. CERTIFICATION REQUIREMENTS

Requirements vary depending on the scope of certified products; Details of the documents required for certification for the scope of Cosmetic & Personal Care Products as per Scheme Owner (MOIAT) requirements are detailed as following:

### 9.1 Supportive Documents:

Product Certification


- Valid UAE Industry/Trade License.
- Registration certificate for Industrial Measurement System
- Test Report from accredited and recognized laboratory according to Gulf standard - UAE.S GSO 1943. Validity of Test Report is 3 years.
- Formula Declaration with ingredients and percentage issued by the manufacturer.
- For Imported Products: Free sale certificate on the manufacturer letterhead (Legalization is not mandatory and Third party certificate is accepted as well)
- Representative artwork, Label of the product. according to Annex No. 1 of the cabinet resolution No. 18 of 2014
- Product safety report according to Annex No. 3 of the cabinet resolution No. 18 of 2014
- Declarations:
  - i. Declaration of the Safety of the Nano-materials from the manufacturer
  - ii. Declaration from the factory that the Safety Report will be provided from the factory to the concerned Authority (If needed).
  - iii. Declaration of Liability.
  - iv. Electronic Declaration of Conformity.
- Certificate for GMP implementation. Use of Good Manufacturing Practice as per UAE.S GSO ISO 22716 or any other GMP approved by MOIAT.
- Test Report for Glass containers as per UAE.S/GSO 2093 from the manufacturer. (If available otherwise declaration is also acceptable).
- Certificate for Organic / Halal/ or other claims (if required).
- Certificate of origin.
- Copy of Current / expired Product certification certificate / document (if available)

### 9.2 Application for Certification (Application Form):

Application to be filled by the client will contain all the necessary information needed by PRIME C&I conducting the certification Process, such important information is:

- Type of Product to be certified: Product/facility (Process) to identify the related scheme implemented by MOIAT
- Relevant standard/ or normative documents clients is seeking certification for.
- General information: Applicant Business activities & related business facilities & relationship between their facilities, in relevance to the certification scheme applied for information about outsourced

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>6 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

Processes relevant to Product conformity.

- Any other information needed related to certification requirements.


### 9.3 Legal Agreements

By signing the application form, the applicant and the manufacturer agrees to comply with these General Rules and with the Specific Product Standard for the product covered by;

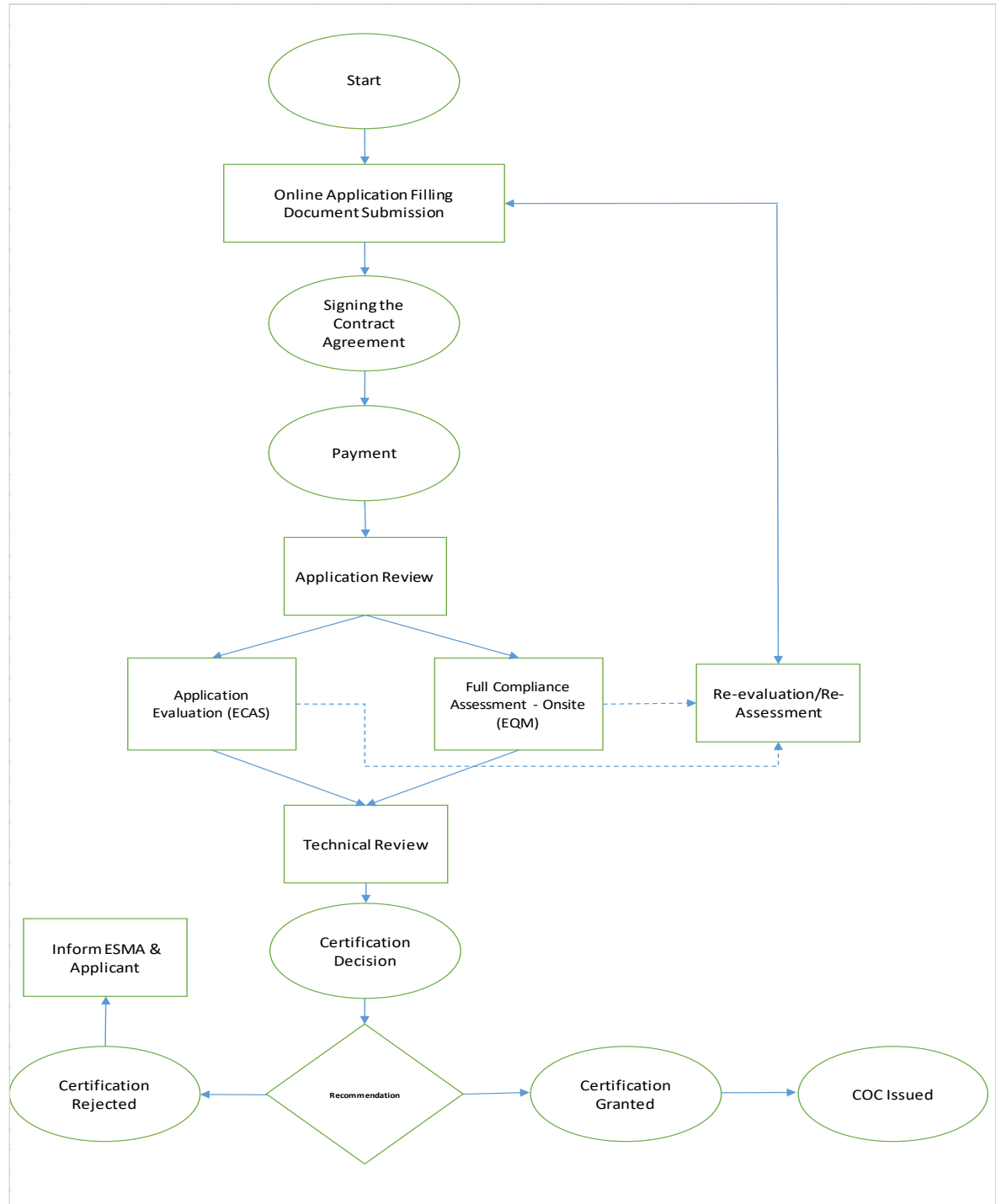
- Certification Agreement:
- Non-Disclosure Agreement

### 9.4 Fees as detailed in Certification Agreement.


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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>7</b> of <b>12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

## 10. CERTIFICATION PEOCESS



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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>8 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

#### 10.1 Preparatory Steps:

- Application Form shall be submitted by applicant to PRIME C&I, submission can be done via PRIME C&I's affordable communication methods (mail, emails, hard copy, website, E-System).
- Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis.
- A quotation will be sent to applicant by Head of Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.
- Payment shall be done by applicant.

#### 10.2 Application Review:

- Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services.
- Application along with related supportive documents will be received by PRIME C&I's Operation Manager/Technical Manager who shall assign one of PRIME C&I's technical team members (Lead Auditor/Auditor/Evaluator).

#### 10.3 Application Evaluation

Auditor shall perform conformity assessment (Evaluation) steps related to the certification scheme.

##### Product Certification (ECAS)

- Detailed documents review for all the documents
- Document review includes the checkup for Test Reports parameters and results, done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
- Evaluation of product the eligibility of the Product for certification to assure compliance according to applicable schemes and standards

##### Product Certification (EQM)

- Detailed documents review for all the documents
- Document review includes the check up for Test Reports parameters and results, done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
- On-Site Audit to the facility where the product is being manufactured to assure the quality management system adopted in full compliance with applicable standards and technical regulations.
- Evaluation of product the eligibility of the Product for certification.


Note: No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner (ESMS).

#### 10.4 Evaluation Outcome Results:

- If evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- Evaluation includes Product Safety Verification through test reports provided on all safety Test

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>9 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

parameters requested by applicable scheme/standards, test reports shall be issued by 3rd party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements.

- If test reports are not complying with Standards; Lead Auditor/Auditor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, Collection of samples will be done to conduct the same laboratory tests again and for once.
- Evaluation will be repeated upon applicant re-submission of needed documents/information.
- Prime C&I Arabic translator shall review the product label and evidence of the reviewer signature shall be placed on the document.

#### 10.5 Technical Review:

Technical Manager or a delegates appointed (not the same evaluator of application) will perform technical review to verify evaluator's recommendation by checking if assessment checklist content is found satisfactory along with complete review for the whole application and supportive documents, and then grant the final recommendation to the Certification Decision Committee.

#### 10.6 Decision of Certification:


Upon submission of this information, and as per the result of documents review and completing product evaluation process,

- **Approval of Product certification:** Product evaluation shows full compliance with applicable schemes/standards:
  - Certification decision will be done by Decision Committee
  - Granting the issuance of Certificate of conformity, recognized by scheme owner (MOIAT)
  - Certified Products will be listed in Directory of certified clients for product certification.
- **Rejection of Product certification:** Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:
  - Rejection decision will be done by Decision Committee
  - Prime C&I will inform client & MOIAT by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

#### 10.7 Notes for clients

- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (Products or services or facility/Process) to Schemes and applicable standards through PRIME C&I are requested to implement relevant Quality System including documentation in a way to meet all requirements of this standard and all relevant specific standards depending on the nature of service (certified Product& Process).
- In case of a Client newly operating, and seeking to be certified, Client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of the Pre-Assessment performed by PRIME C&I. This will prove the efficacy and sustainability of the implemented system.

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>10 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

After which PRIME C&I will be contacted to decide for required audits and Certification.

- Client seeking extension or renewal of Certification scope shall as well submit the self- assessment checklist specifying the extension or renewal of the Certification scope.
- Whenever applicable, Additional Certification requirements per Certification schemes: Legal & Quality documents (such as Client Quality Manual) and supportive documents (records and checklists used by applicant), are to be attached to the Self-Assessment Checklist requirements and submitted along with the application as well.

#### 10.8 Renewal

Product Certification (ECAS)

- Validity of certificate is One year
- COC should be renewed 2 months prior expiry.

Product Certification (EQM)

- Validity of certificate is three years, subject to surveillance visits every year during the certification to assure maintenance of conformity.
- COC should be renewed 3 months' prior expiry.

#### 11. UPLOADING OF CERTIFICATES IN MOIAT SYSTEM

As a Notified Body, it is the responsibility of Prime C&I to transfer the information to the scheme owner by uploading the Certificate of Conformity and other relevant documents in the scheme owner's (MOIAT) online portal. The steps after the Certification Decision (only when recommendation is approved) are as follows;


1. Upon receiving the approval of the Decision Committee, the file should be given back to the responsible Lead Auditor/Auditor.
2. The Lead Auditor/Auditor shall communicate with the Operation/Accounts Department to arrange for the payment in MOIAT portal.
3. When the payment is posted, the Lead Auditor/Auditor shall be able to retrieve the certificate no. and QR code from MOIAT portal.
4. The Lead Auditor/Auditor shall prepare the draft certificate along with correct and accurate information.
5. The draft certificate should be sent to the client for their confirmation. Once it is confirmed, final certificate shall be shared to the client.
6. The Technical Manager/Lead Auditor should then upload the certificate in MOIAT portal including the product list that should contain the necessary information such as model no., barcode, brand name, product description, country of origin, report no., applicable standard, etc.

#### 12. MARKET MONITORING & VERIFICATION

After the certification process the product sample will be collected. The sample will be collected from customer premises, warehouse, outsourced premises / market for verify the product conformity.

The product sample will also be collected for verify the product conformity, the sample collection will be during the initial assessment period, recertification audit period, complaints from market, public and

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
Doc ref: <b>PCI-PCS-10</b>	Issue: <b>02</b>	Revision: <b>00</b>	Date: <b>01/04/2019</b>	Page <b>11 of 12</b>
Prepared by	<b>Technical Manager (TM)</b>	Approved by	<b>Certification Manager (CM)</b>	

regulatory authority etc.

Prime C&I will conduct regular marketing monitoring & verification for the following purpose:

- Inspecting and taking samples of the product in the local market and conducting tests on them to make sure that the product meets the requirements of relevant UAE resolution.
- PRIME C&I will be conducting Market Surveillance campaigns in the local markets to assure continuous compliance of certified products and inform Scheme owner on immediate basis on the non-conformity products to take the appropriate action.

### 13. LICENSING AND CONTROL OF THE MARK

Please refer to QP-11 – Annex-C - Procedure for Use of License, Certificates and Marks of Conformity for Product Certification for EQM & ECAS. (Ref. MoIAT - USAGE POLICY FOR EQM LOGO - CAPOL-06 - November 12, 2015 - Revision: 1) & Usage Policy for ECAS Mark (ECAS Mark of Conformity) - CAPOL-07 – Rev. 02.

### 14. REPORTING TO THE SCHEME OWNER


Dissemination of Significant Information to the Scheme Owner and other Concerned Parties please refer to Procedure for Certificate issue, suspension and withdrawal (QP-10).

### 15. REFERENCES

General Requirements for Notified Bodies – MOIAT Document. Requirements for Registration –MOIAT Documents-Available in MOIAT website and Prime C & I website and upon request by Prime C&I Staff.

- Cabinet resolution no. 18 for the year 2014 related to the Emirate Scheme on Controlling on Cosmetics and Personal Care & Standards.
- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- ISO 9001:2015 - Quality Management Systems
- General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (MOIAT).

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Title	<b>Product Certification Scheme – Cosmetics &amp; Personal Care</b>			
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