



2 Phases certification process

Every submitted product must fully comply with the criteria and at least 75% of all the individual products in a delimited series (identified either by the brand or the sub-brand) must be compliant with the NATRUE standard and/or a comparable standard. You apply for certification with the certifier of your choice. The certifier will then proceed to check your products. There are two controls:

FIRST CHECK: VERIFYING YOUR DOCUMENTATION

The certifier verifies your product formulation's compliance with the criteria on the basis of the documentation that you provide. You need to provide the following documentation:

- » **Information on the percentage of Natural Cosmetics products within the product range**
- » **Intended marketing date**
- » **Information about the production site**
- » **Quantitative formulation + INCI designation**
(if you submit a qualitative formulation only, the quantitative formulation will be examined on-site, which might incur additional costs)
- » **Raw materials proof of origin**
- » **Envisaged export countries**

If the documentation confirms the formula complies with the criteria, you can prepare the marketing of your product(s) with the NATRUE-Label under your own responsibility before the certifier has audited your production site.

SECOND CHECK: THE PRODUCTION AUDIT

The certifier's audit at the production site has to take place within **six** months following the date indicated on the preliminary certificate. The audit is an on-site control to verify that the certified products comply with the formula. Production must be traceable, i.e. the audit must reveal that the ingredients declared are purchased and used in the qualities and quantities declared.

VALID FOR TWO YEARS

The certificate is valid for two years after which you need to recertify your products.

The re-certification entails a new NATRUE seal fee per product. Depending on the importance and number of changes made to the formulation, costs can be charged for the re-examination of the product documentation by the certification bodies too.

Even if no new products are submitted for certification, each production site, to the extent that natural/organic cosmetics which are still certified are produced or filled there, must be audited again after two years.



ADDITIONAL PRODUCTS

A production audit is always required when a new brand is subjected to certification even if produced by an operator which is already under the NATRUE system.

A second production audit is not required **if the operator** submit additional products **(no matter under which brand are put on the market)** within one year as of the original production audit date. If additional products are certified when this period has elapsed, another audit is required. **The NATRUE label standard works per brand – it is not related to the operator – which in case of third party manufacturer could be dealing with products sold under different brands.**

Example of application:

- Brand A (produced by Y) had their initial production audit in January 2014
- Brand B ((produced by Y) had their initial production audit in October 2014,
- Brand A added several products in June 2015 - no need of audit *(October keeps the 12 months validity – no matter of the brand..)*
- Brand B added various products in Dec 2015 - audit is needed *(after 12 months audit is always required.*
- A or B can add products with no production audit required until October 2015 – *given the fact that both had their initial brand-related audit.* If either A or B add products in December 2015 audit is required (and this would be the new starting date for both brands...)

If brand C is still produced by the same operator no matter when products are launched audit is required as this being the first brand related audit.

REPORTING VARIATIONS

Variations to the formula must be reported to the certifier. The certifier evaluates whether a re-examination is required and to which degree. Minor changes are reported for documentation purposes while major changes can necessitate a complete re-certification.