QUESTIONNAIRE

For non-organic raw material verification according to the COSMOS-standard

This questionnaire must be completed by **the manufacturer of the raw material** or the supplier (in specific cases or if the manufacturer gives the written right to the supplier to complete for him). Information given is under the manufacturer's responsibility.

Technical documents are to be sent with the RMQ.

If there are any changes made to this raw material/commercial reference (eg. the formulation, ingredient source, percentage changes), the Certification Body must be informed as soon as possible.

To the best of the raw material manufacturer knowledge, all the information supplied in this form is accurate. Should any of this information be found to be false, any subsequent approval granted by the Certification Body will be revoked.

COMMERCIAL NAME:

I. General information

- **Manufacturer:**
  Name of the company:
  Address:
  Contact person:
  Phone no.: Email:
- **Supplier/Distributor, if different:**
  Name of the company:
  Address:
  Contact person:
  Phone no.: Email:
- **INCI name:**
- **Category/Function:**
- **Chemical formula:**
- **CAS number:**

II. Ingredients origin and manufacturing processes

1. General

Animal testing

- Is the raw material or any of its ingredients tested on animals by the manufacturer or any third party induced to do so? ☐ YES ☐ NO

  If yes, is it required by law (other than cosmetic law)? ☐ YES ☐ NO

  If no, please specify:

Active ingredient(s) and solvent(s)

- Please list exhaustively in the table below each ingredient (active ingredient, solvent, etc.) of the commercial reference, mentioning:
  - its name
  - its manufacturing process* (please refer to the positive list of allowed chemical or physical processes respectively in Appendix I/ II of the Standard)
  - the reactants used, their origin and their manufacturing processes*
  - the content in the commercial reference (%)

Ingredient Name	Origin**	Manufacturing process (reactants – solvents)	Reactants (origin/ manufacturing process/solvent)	%
Example: Glyceryl stearate	*CPAI*	*Esterification of glycerol and stearic acid*	*-Glycerol (Saponification of vegetable oil XX obtained by physical expression without solvent) -Stearic acid (Saponification, neutralization with XX and distillation of a vegetable oil XX obtained without solvent)*	*25*
Example: Lemon essential oil	*PPAI*	*Hydrodistillation*	*Lemon zest (plant, grinding)*	*5*
Example : water	*Water*	*-*	*-*	*70*

Add lines if necessary
**in the case of ingredients or reactants made by the fermentation process, please include details of the substrate and the culture medium composition.*

**Origin can be described with one of the following categories:
-**PPAI** (physically processed agro-ingredients): processed or extracted using physical processes (Appendix I)
-**CPAI** (chemically processed agro-ingredients): processed or extracted using chemical processes (Appendix II)
-**Mineral** / Mineral origin
-**Petrochemical**

If an ingredient is already COSMOS approved (https://www.cosmos-standard.org/en/databases/approved-raw-materials/), please mention the commercial name and the manufacturer name.

You can send detailed flow charts of reactants and/or ingredients.

Additives

- Please complete the following table with all the additives (preservatives, antioxidants, pH adjusters etc.) added in your commercial reference as well as the ones contained in each active ingredient listed in the previous table:

Additive INCI	% in the commercial reference	Origin**	GMO	Irradiation
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO

Add lines at the table if necessary
*** same description as II. 1. Active ingredients and solvents*

If an additive is already COSMOS approved (www.cosmos-standard.org/en/databases/approved-raw-materials/), please mention the commercial name and manufacturer name.

2. Origin of Ingredients

The requirements below only apply to active ingredients and solvents. It is not necessary to fulfill these requirements for additives.

Plant origin ingredients

- Are any of the plants used in the process of the raw material listed in the Appendices of the CITES convention? ☐ YES ☐ NO

  If yes, please indicate which one(s)

- Does any of the ingredients in the commercial reference contain palm oil, palm kernel oil and their derivatives? ☐ YES ☐ NO

  If yes, please indicate which one(s)

Please attach a CSPO (Certified Sustainable Palm Oil) certificate and if blend: a statement from the company producing the blend, stating that they only use sustainable ingredients, and the sustainable certificate of the company producing the certified ingredient.

- Are the plants used in the manufacturing process of your raw material, including ingredients, reactants, culture mediums or solvents non-GMO origin? ☐ YES ☐ NO

  Please complete the following table:

Plant name	Used as starting material	Country of origin
Corn/maize	☐ YES ☐ NO	
Soya	☐ YES ☐ NO	
Rapeseed/Canola	☐ YES ☐ NO	
Cotton	☐ YES ☐ NO	
Sugar beet	☐ YES ☐ NO	
Sugar Cane	☐ YES ☐ NO	
Papaya	☐ YES ☐ NO	
Alfalfa / Lucerne	☐ YES ☐ NO	
Sweet pepper	☐ YES ☐ NO	
Tomato	☐ YES ☐ NO	

COSMOS ingredients must proceed exclusively from non-GM plants/cereals.
In order to guarantee your sourcing, **please provide one of the following documents for each ingredient/reagent/substrate proceeding from a plant in the above table**:

- **Statement/letter** – must be filled out by the manufacturer or the previous supplier and refer to the GM risk crop/plant being non-GM, and if applicable, to substrate being non-GM. It must be dated within last 12 months and have the company header on it.
- **IP Certification** – must cover the entire supply chain, be dated within 12 months, and contain the correct company name and the ingredient.
- **PCR analysis** – must be carried out on the crop
- **Independent audit**

- If a physically processed coconut derivative is used, can you provide the proof (attestation from any level of the supply chain) that none of the threatened monkey species on the IUCN red list** are used for coconut harvesting? ☐ YES ☐ NO

- Are any threatened species on the IUCN red list** used to harvest a primary physically processed raw material? **https://www.iucnredlist.org/search ☐ YES ☐ NO

  If yes, please indicate which one(s) and for which ingredient(s)?

Animal origin ingredients

- Are any of the ingredients or reactants from animal origin obtained from an animal listed in the CITES convention appendices? ☐ YES ☐ NO

  If yes, which one(s)?

- Did the process of the ingredient(s) of animal origin entail the death of the animal(s)? ☐ YES ☐ NO

- If the ingredient is or contains any egg or egg derivative, is the egg non-fertilized? ☐ YES ☐ NO

Mineral origin ingredients

- Is **mica** used as an ingredient? ☐ YES ☐ NO

  If yes, is it certified according to:
  - the Global Mica Standard from Responsible Mica Initiative? ☐ YES ☐ NO
  - or another independent social standard? ☐ YES ☐ NO

  If yes, which one?

- For **other mineral and mineral origin ingredient**, is it certified according to an independent social standard? ☐ YES ☐ NO

  If yes, which ingredient and which standard?

In case of a mixture of several mineral origin ingredients, the questions are asked for each ingredient of the commercial reference:

- **Titanium dioxide**
  If titanium dioxide is used, please provide the quantitative SEM (Scanning Electron Microscopy) or TEM (Transmission Electron Microscopy) analysis report.

  - Is it used for a UV function? ☐ YES ☐ NO

    If yes, is it compliant with the EU Cosmetic regulation n°1223/2009 and the latest SCCS opinions for safe use as a nano UV filter? ☐ YES ☐ NO

  - Is it used as a decorative function for a cosmetic product? ☐ YES ☐ NO

    If yes, is the following requirement respected: less than 50% of the particles in number distribution are in the nanoscale (1-100nm)? ☐ YES ☐ NO

- **Zinc oxide**
  If zinc oxide is used, please provide the quantitative SEM (scanning electron microscopy) analysis report.

  - Is it used for a UV function? ☐ YES ☐ NO

    If yes, is it compliant with the EU Cosmetic regulation n°1223/2009 and the latest SCCS opinions for safe use as a nano UV filter? ☐ YES ☐ NO

  - If it is used for another function other than UV-filter, is the following requirement respected: less than 50% of the particles in number distribution are in the nanoscale (1-100nm)? ☐ YES ☐ NO

- **Silica, Cerium dioxide, Hydroxyapatite**
  If these raw materials are used, please provide the quantitative SEM (scanning electron microscopy) analysis report for each one.

Microbial or biotechnological origin ingredients

- Does your raw material contain ingredients or reagents that come from a biotechnology process (fermentation, enzymatic hydrolysis etc.)? ☐ YES ☐ NO

  If yes, please precise the type of biocatalyst(s) used (yeast, bacteria, fungi, enzymes etc.) and it's/their origin(s)

- Are the biocatalyst(s) used genetically modified or produced from GMO? ☐ YES ☐ NO

  If yes, please could you list here the reagents/ingredients concerned:
  -
  -
  -

- Please confirm that for enzymes from GMM (genetically modified microorganisms) the following conditions are respected: ☐ YES ☐ NO
  - enzymes from GMM are purified before use
  - the GMM are used in closed vessel
  - the GMM are deactivated after the process
  - risk assessment on GMM impact on environment is implemented
  - risk plan is established if GMM is released in the environment
  - PCR (-) or any other method must be provided to prove that no DNA of the GMM is present in the final raw material

- Is the feedstock in biotechnology processes only from natural, vegetable or microbial raw materials, without using genetically modified organisms or their derivatives? ☐ YES ☐ NO

Ingredients containing petrochemical moieties

- If your manufactured ingredient contains a petrochemical moiety, as authorized in the Standard (Appendix V), please specify the ingredient(s) involved as well as the percentage of this moiety (% on the active matter) here:

Ingredients containing phosphate

- If your raw material is or contains an organic phosphate molecule, please specify the ingredient(s) involved:
  - halogenated phosphorus reagents are used during the manufacturing steps ☐ YES ☐ NO
  - the phosphate content of the organic phosphate molecule is 5% or less ☐ YES ☐ NO
  - the production facilities include your own sewage treatment plant ☐ YES ☐ NO

Ingredients containing sulphate

- Is the sulphation done at carbon or oxygen atom, without the use of chlorinated sulphation reagents? ☐ YES ☐ NO
- Is the sulphated ingredient meant for rinse-off cosmetic products? ☐ YES ☐ NO

3. Manufacturing processes

The requirements below only apply to active ingredients and solvents. It is not necessary to fulfill these requirements for additives.

Process solvents

- Are solvent(s) used during the manufacturing step(s)? ☐ YES ☐ NO

  If yes, please specify the name of the solvent(s) and the ingredient(s) involved

- Are solvent(s) used during the purifying step(s) (e.g., extraction, washing, crystallization)? ☐ YES ☐ NO

  If yes, please specify the name of the solvent(s) and the ingredient(s) involved

- Are the solvents recovered and removed from the final product? ☐ YES ☐ NO

  If yes and in case of petrochemical solvent(s) used, please provide the certificate of analysis showing that no solvent is detectable.

Manufacturing auxiliaries

- Are manufacturing auxiliaries (e.g., catalyst, activating agents) used during the synthesis of the ingredient(s) listed previously? ☐ YES ☐ NO

  If yes, please specify which one(s) and the ingredient involved

- Are the manufacturing auxiliaries removed? ☐ YES ☐ NO

  If no, are the manufacturing auxiliaries removed to technologically inevitable amounts using state of the art manufacturing processes and deactivated ☐ YES ☐ NO

- Are the manufacturing auxiliaries detectable by analysis? ☐ YES ☐ NO

  If yes, detail the component(s), the ingredient involved and the content(s)

- Are there temporary modifications (e.g., protection of functional groups) during the manufacturing of your chemically processed ingredient? ☐ YES ☐ NO

  If yes, please specify which temporary modification and the ingredient involved

Prohibited processes and components

Indicate whether the following chemical processes are used during the manufacture of any ingredients, reactants in the commercial reference:

- Use of ethylene oxide, propylene oxide or other alkylene oxides (for example, as part of ethoxylation and propoxylation) ☐ YES ☐ NO
- IONISING RADIATION ☐ YES ☐ NO
- HALOGENATION (as main reaction) ☐ YES ☐ NO
- TREATMENTS WITH ETHYLENE OXIDE ☐ YES ☐ NO
- TREATMENTS USING MERCURY ☐ YES ☐ NO
- BLEACHING – DEODOURISATION (on a support of animal origin) ☐ YES ☐ NO
- BLEACHING with sodium hypochlorite ☐ YES ☐ NO
- DETERPENATION (other than with steam) ☐ YES ☐ NO
- DECOLORATION with sodium hypochlorite ☐ YES ☐ NO
- Electricity or any process putting the animal under stress (e.g., bee venom and snail lime) ☐ YES ☐ NO

If yes, precise the compound(s) concerned:

4. Green chemistry principles

The requirements below only apply to chemically processed agro-ingredients (CPAI) and mineral origin ingredients. It is not necessary to fulfill these requirements for additives.

- Is the reaction mass efficiency of each CPAI or mineral origin ingredient's last reaction step higher than 50%? ☐ YES ☐ NO
  Reaction mass efficiency, R =
  (mass of the desired product) / (mass of all the reactants) x 100

- Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to continually reduce energy consumption?
  Please give the reference of your document and send it:

- Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to minimize waste?
  Please give the reference of your document and send it:

- Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to ensure human health and safety (from the mines in particular for mineral origin ingredients) throughout the supply chain?
  Please give the reference of your document and send it:

Ecological data (only for CPAI)

Please fill in the following table for each chemically processed agro-ingredient in your commercial reference, or for the commercial reference as a whole:

INCI of the chemically processed agro-ingredient	Biodegradability (value + test)	Aquatic toxicity (value + test)

Add lines in the table if necessary.

Accepted: test values, data from literature, or approach by structure analogy such as read across data are accepted. Please specify the data or send relevant documentation.

Declaration

To the best of my knowledge, all the information supplied in this form is accurate. Should any of this information be found to be false, any subsequent approval granted by the Certification body will be revoked.

Name: Company:

Date:

I have completed this form electronically and confirm I am in agreement with the declaration above ☐.