



We need the items below to prepare the Cosmetic Product Safety Report (CPSR) for your product. Tick each item as you send it. Use one checklist for each product. Any product that contains water also needs the items in Section 4.

COMPANY	PRODUCT NAME	DATE

1 Company and product details

SENT

Company and contact details

Your company name, contact name and contact email.

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Responsible Person details

If the Responsible Person is another company, give its name and address for the UK, the EU, or both.

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Product details

The product name, area of application, physical form, colour and aroma. State if it is rinse-off or leave-on.

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Container details

The container type and the container material. State if the pack is an airless pump.

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Shelf life

The period after opening (PAO) or the best before end date you will print on the pack.

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Directions for use and warnings

The wording as it appears on your label.

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2 Formulation

Full product formulation as w/w %

List every ingredient by INCI name, with its CAS number, supplier and percentage by weight. For a plant ingredient, state the part and form, such as seed oil or leaf extract. The total must come to 100%.

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Trade name ingredients (blends)

A raw material with a trade name often contains more than one ingredient. Preservatives and emulsifiers are common examples. Send your supplier's full composition for each one, with the percentage of each component.

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3 Fragrance oils and essential oils

Send one set for each, if your product contains any.

Allergen declaration

It must show each fragrance allergen and its level in the fragrance oil or essential oil.

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IFRA Certificate of Conformity

Ask your supplier for the IFRA category that matches your product type. It shows the maximum level allowed.

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4 Preservation and pH

For any product that contains water.

Preservative efficacy test (PET) report

Send your ISO 11930 report, with the name of the laboratory and its certification number.

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PET in our laboratory, if you have no report

We can run the test for you. Send a 200 mL sample in a clean sealed container, and allow six weeks for the result.

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pH of the finished product

We need this for water-based products and for solid soaps.

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5 Stability

Stability data

Send your results for the product in its final pack. Tell us if you want us to run the test.

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For your Product Information File (PIF)

Keep the safety data sheet (SDS) for each raw material in your PIF. We can prepare the CPSR for your product with all the details requested above.

Once we hold the full file, including the PET result, turnaround is typically a few working days.