



We need the items below to prepare the Cosmetic Product Safety Report (CPSR) for your perfume or cologne. Tick each item as you send it. Use one checklist for each product. A further fragrance oil on the same base needs its product name and Section 3 only.

COMPANY

PRODUCT NAME

DATE

1 Company and product details

SENT

Company and contact details

Your company name, contact name and contact email.

☐

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.

☐

Container details

The container type and the container material.

☐

Shelf life

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

☐

Directions for use and warnings

The wording as it appears on your label.

☐

2 Formulation

Full product formulation as w/w %

Provide the percentage by weight of every ingredient in the finished product. Include the alcohol, each fragrance oil, and water if added. The total must come to 100%.

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Alcohol grade and denaturant

State the denaturant and its level. Your alcohol supplier's specification shows both.

☐

3 Fragrance oil documents Send one set for each fragrance oil or essential oil.

Full fragrance oil composition

Send your supplier's own document that lists every component of the fragrance oil.

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Allergen declaration

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

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IFRA Certificate of Conformity

Ask for IFRA Category 4 (fine fragrance). It shows the maximum level allowed in the product.

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4 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 the alcohol and for each fragrance oil in your PIF. We can prepare the CPSR for your product with all the details requested above.

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