

GUIDELINE FOR THE CHECKING OF LABELS AND COMMUNICATION DOCUMENTS

Changes to this document are identified by a vertical line in the margin.

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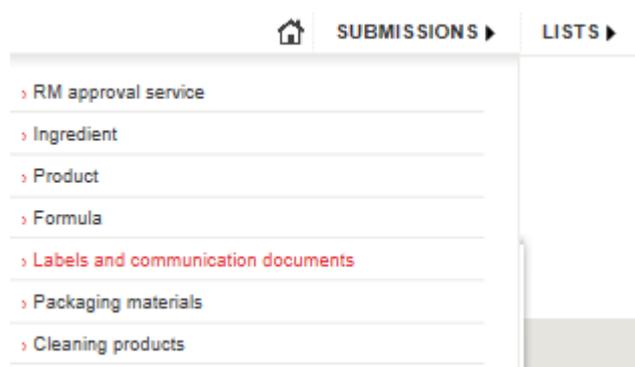
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A. Labels

The labelling project that you must submit to Ecocert for verification and validation has to comply with Ecocert Standard requirements and/or COSMOS-Standard requirements, with the general rules and any other local regulations.

If possible, the brand owner, himself, should submit his/her labels to his/her own certification officer. Indeed, it is more convenient to be directly in contact with the responsible of the labelling.

All the submissions must be done using the Greenportal via the menu **SUBMISSIONS > Labels and communication documents**:



To submit your label, please:

- Choose the **Standard** and the **Type of document** (Label, Paper box....)
- Fill in the **Description** of the label (front / back / volume...)
- Link the label to the related product by clicking on "**Add/Remove products**" which allows you to search into the products list previously completed
- **Attach** the corresponding **Documents** and add **Comments** if necessary



LABELS AND COMMUNICATION DOCUMENTS

Standard: [Undefined]  

Type of document: [Undefined]  

Description (front, back, related volume, communication documents template...):




Submission date: 6/7/2016

Processing date: 

Comments: 

Status: [Undefined]

Quotation category: [Unde]

ECOCERT comments: 



ATTACHED DOCUMENTS

You can ask your certification officer to open a access to the attached documents to your partner (subcontractor or brand owner) by indicating "**open access**" in the **Comments** box.

Comments:
Open Access 

For further information on the Greenportal use, please consult its user guide (TS040(GL) Greenportal User Guide).

All labels referring to organic, Ecocert, the certification logo Ecocert and/or the certification by Ecocert must be submitted for check and validation by Ecocert **before printing**.

This validation, notified by the status "Approved" on the Greenportal, proves the compliance of your label with the Ecocert Standard for Natural and Organic Cosmetics and/or the COSMOS-Standard.

It's your responsibility to ensure that your labels comply with the regulations of the countries where the products will be sold.

The reference to Ecocert, to Ecocert Greenlife, to the certification by Ecocert and/or the use of the certification logo Ecocert, can be made on a cosmetic finished product only if this one is certified by Ecocert.

For all the document :

In Black: concerns both standards

En green: concerns only the ECOCERT standard

En purple: concerns only the COSMOS standard



1. Mentions to indicate for a certified finished cosmetic product

The articulation between the Standard requirements and the French Code of Consumption dispositions related to the certification is summarized as follows:

INCI List	<p>Ecocert : * (or any other symbol) on each organic ingredient referring to the mention "ingredients from organic farming"</p> <p>COSMOS : * (or any other symbol) on each organic ingredient referring to the mention "ingredients from organic farming" or "from organic agriculture"</p> <p>** (or any other symbol) referring to the mention "made using organic ingredients" for chemically processed organic ingredients</p> <p><i>* and ** are not compulsory for COSMOS NATURAL, if used they can't appear on the front page</i></p>
Certified Characteristics	<p>Ecocert :</p> <p>XX % of the total ingredients are from organic farming XX % of the total ingredients are from natural origin (<i>not compulsory if the product is 100% organic</i>)</p> <p>COSMOS :</p> <p>XX % of the total ingredients are from organic farming or XX% organic of total (<i>not compulsory for COSMOS NATURAL, if used they can't appear on the front page</i>) XX% natural origin of total (<i>not compulsory if the product is 100% organic or 100% NAT</i>)</p>
Certification Statement	<p>Ecocert :</p> <p>NATURAL : Natural Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at http://cosmetics.ecocert.com</p> <p>ORGANIC : Natural and Organic Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at http://cosmetics.ecocert.com</p> <p>COSMOS :</p> <p>NATURAL : COSMOS NATURAL certified by Ecocert Greenlife according to COSMOS Standard available at http://COSMOS.ecocert.com¹</p> <p>ORGANIC : COSMOS ORGANIC certified by Ecocert Greenlife according to COSMOS Standard available at http://COSMOS.ecocert.com¹</p>

These mentions must be written together for the Ecocert standard

¹ : mention « available at <http://COSMOS.ecocert.com> » is not mandatory

Examples of chemically processed organic ingredients:

Alcohol, glycerin, hydrogenated oils, saponified oils...

The mentions altogether must be visible for the consumer when buying the product, and must be displayed minimum on the product's box or case, if there is one. However, all, or a part of these mentions, can be repeated on an attached notice or on an interior packaging.

Certification is for products only. A brand, a packaging, a formula... can't be declared as "certified" by Ecocert.

It is also possible to make a reference to the percentage of ingredients from organic farming by weight in the product without water and minerals. This percentage is only



checked for the COSMOS standard. If it is used, the following mention must be used: "YY% organic of total minus water and minerals" (not on the front page for COSMOS NAT).

Remarks:

- Percentages:

Percentages can't be rounded up.
The number of decimals is not imposed by Ecocert; however it is advised to use percentages without decimals.

- INCI list:

As the INCI list is of your responsibility, Ecocert does not check the order of the ingredients. Ecocert only checks the concordance between the INCI list and the validated formula. Each difference with the validated formula will have to be justified.
You have the possibility to complete and sign file "F382(GC-COS) - Certificate of conformity of the INCI list according to the validated formula".
By signing this document, you notify to Ecocert that the INCI lists of your labels are compliant with the validated formula. Your certification officer will only check the presence of asterisks on the organic ingredients.

If you use an ingredient which is organic and non organic, this ingredient has to appear only once in your INCI list. Consequently, **you cannot claim the organic nature of this ingredient** thanks to the asterisk in the INCI list.

Asterisks on allergens are not allowed.

The INCI list for products is compulsory, even with only one ingredient.

- Logo:

You must acquaint with the specification for the use of the Ecocert's logo (TS006(GC)en - Rules of reference to certification).

No other logo than the Ecocert's logo should be put next to an Ecocert's reference in order to avoid any confusion for the consumer (derogation could be granted if the packaging is too small).

The used of the Ecocert's logo is not compulsory for the Ecocert standard.

According to the labelling guide available at <https://cosmos-standard.org>, the COSMOS signature with the logo of the member of the AISBL COSMOS is compulsory via logos below for example:

COSMOS ORGANIC	COSMOS NATURAL
 COSMOS ORGANIC	 COSMOS NATURAL



- Claims referring to Organic:

The name of a certified product must not make any reference to the word organic, unless it's a product >95% organic, or if a mention specifies what is organic in the product.

Examples when Organic % < 95%:

Denominations such as "Organic toothpaste" or "Organic cream" are not authorized.

The denomination "massage oil with organic ginger" is authorized.

The wordings "organic range" or "organic care" are not allowed. The denominations "organic certified range" or "organic certified care" are allowed only if all the products of the range are certified.

Created logo (except those made from Ecocert's logo) as well as brand/range names are not checked by Ecocert.

Specific regulations (ex: Californian law, Brazilian law) impose other requirements concerning the mention to "organic". You have to check the conformity of your products towards regulations in force in the various countries of distribution of your certified products.

A **COSMOS NATURAL** product cannot contain on the front page of the product:

- a reference to organic or equivalent
- a reference to an organic ingredient

However, the percentage of organic ingredients could be mentioned if:

- the police of the text has no size superior to the smallest police used for the other mentions of the front page of the label
- it is linked to the signature COSMOS NATURAL,
- the organic ingredients are clearly identified in the INCI list

If the word "organic" (or equivalent) is used in the company name or in the brand name, it should not mislead the consumer on the certification level of the product.

A product which contains non-certified ingredients obtained thanks to organic raw materials cannot claim any organic mention related to the raw materials; in fact without the control of the entire supply chain of the raw material, the organic quality is lost.

- Translation of the INCI list in vernacular language:

If you want to translate the INCI list in common language, please translate the **entire list**. If you want to translate one part of the INCI only (active agents for instance), please make sure that your labelling does not mislead the consumer on the exact product's composition.

- Translations and multi lingual labels:

You have to check the conformity of your products with the specific regulations of the distribution countries of your certified products.

The rules for the approval of labels are, by default, the same for all distribution countries.

The certification statement, the percentages and the reference to organic ingredients must appear at least once, in the same language, on your certified products.

If you want to add a certification statement and/or the percentages in another language, they have to be translated correctly and entirely.

Translations are available in French, English, Italian, Spanish and German. For all other languages, you have to submit the translated label in French or English with the form F372(GC-COS)en - Commitment for the conformity of the translations filled.

- **Reference to the COFRAC or the accreditation**

In case of reference to the accreditation obtained by Ecocert Greenlife concerning the certification of cosmetics, this reference is authorized only if:

- It concerns exclusively products certified by Ecocert Greenlife, and a certificate of current validity exists
- It is not confusing and does not suggest that the supplier himself or the product would be "accredited" by the Cofrac
- The reference has to be the following one or send back to: "accreditation n°5-0520, certification of Products and Services, available on www.cofrac.fr"

- **Finished product without label / Bulk:**

For a finished product without label, the label on the box must be submitted for validation. The name of the finished product and the name of the certification body must appear on this label.

The INCI list and the percentages must be correct if they appear on the label but they are not compulsory.

Also, for the bulks, the name of the finished product and the name of the certification body must appear on the primary packaging.

Besides, the label rules are the same as the ones for finished products with label.

- **Brand owner in contract with another Certification Body (only for COSMOS)**

Please submit a document which gathers the required mentions:

- INCI list with simple and double asterisks
- Certification level
- Percentages to be put on the label (organic and/or natural origin)

After validation, this document has to be sent to the brand owner by you, in order to allow its certification body to check the compliance of the label without compromising the formula confidentiality.

- **Minor modification:**

For a minor modification without effect on certification statements, %, logo, INCI list, Organic/Natural claims or the commercial name of the product, the revalidation of the label is not necessary.

The declaration of this minor change has to be done via the Greenportal (menu SUBMISSIONS>labels). Please indicate in the "Comments" the details of the minor change (example: "minor change: framework color"). Please do not attach any document. Your certification officer will record this minor change, the validation remains on the previous version already approved.

To ensure the consistency of the file and a good follow-up during the audit, only one minor change is accepted by label. For more minor changes, the modified label must be submitted and will be entirely checked by your certification officer.

- **Specific case of Aluminum (only for Ecocert standard):**

For deodorants or anti perspirant products, which contain an aluminum concentration higher than 0.6% (meaning those containing more than 10% of alum stone), it is required to mention on the labels the reference "contains X% of aluminum".

2. Mentions to indicate in the case of a certified raw material for cosmetics

In the case of an ingredient sold as a finished product, the rules are identical to the ones previously described.

In the case of a commercialization as an ingredient only, there is a unique certification level with a strictly-greater-than-zero organic ingredient percentage. The mentions to be used are the following:

Label	Name of the product + name of the certification body
<p>Label or Technical Sheet</p>	<p>INCI List and/or composition Ecocert : Certification Characteristics: XX % of the total ingredients are from natural origin XX % of the total ingredients are from organic farming (if the product is 100% organic, this mention is enough) The certification statement: Raw material certified by Ecocert Greenlife according to the Ecocert Standard for Natural and Organic Cosmetics available at http://cosmetics.ecocert.com COSMOS : Certified as X% organic by Ecocert Greenlife according to COSMOS standard available at http://COSMOS.ecocert.com¹ Or x% organic content certified by Ecocert Greenlife according to COSMOS standard available at http://COSMOS.ecocert.com¹</p>
<p>Logo (not compulsory)</p>	<p>Ecocert : logo Ecocert simple or with Organic Cosmetic</p>  <p>COSMOS : logo COSMOS CERTIFIED</p> 

¹: mention « available at <http://COSMOS.ecocert.com> » is not mandatory

All these mentions must appear on product's label or on an enclosed technical form. In all cases, the name of the product and the certification body must appear on the label.

If you want to indicate the organic ingredients and chemically processed organic ingredients, you have to use symbols referring to "ingredients from organic farming" and "made using organic ingredients".

Rules regarding the logo and the INCI list are the same as the ones for finished cosmetic products.

Anyway, the term Organic can be used in the name of the raw material even if the % of organic content is lower than 95 %.

There is no constraint on the use of "organic" in the commercial name of certified raw materials.



A generic label (with only: commercial name + certification statement) can be validated for raw materials if each technical sheet is validated and if you commit yourself to fit the label to the raw material that is sold.

3. Mentions to indicate in the case of a service provision (case of handlers)

In a case of a service provisioning, you can't refer to the certification of a product.

The statement to be used for your labels is:

"Service provision checked by Ecocert Greenlife"

For your transaction documents (delivery slips, invoices), the mention "Organic Service provision" (or organic Conditioning/packaging for example) is sufficient.

In a general way guarantees concerning the organic quality of a product on your transaction documents do not have to be confusing as for the organic origin and the standard or the concerned regulations.

B. Communication documents

This concerns TV/radio/press advertisements, websites, samples labels, displays, catalogues, point of sale adverts, notes...

All the submissions must be done using the Greenportal via the menu **SUBMISSIONS > Labels and communication documents.**

To submit your communication document, please:

- Choose the **Standard** and select "Communication document" in the **Type of document**, choose the **Category of the communication document** in the dropdown menu.
- Fill in the **Description** of the communication document (distributor flyer, export version...)
- **Attach** the corresponding **Documents** and add **Comments** if necessary
- There is no need to link the communication document to the related product by clicking on "**Add/Remove products**", except for specific cases (ex: sample label).

LABELS AND COMMUNICATION DOCUMENTS

Standard:

Type of document:

Category of communication documents:

Description (front, back, related volume

Submission date:

Processing date:

Comments:

Status:

Quotation category:

ECOCERT comments:



Communication documents referring to Ecocert and/or the certification have to meet the following rules:

- If mention of the % these have to be correct (no requirement concerning the mention used as long as it is not confusing)
- If mention of the INCI list, this one has to be correct (* and ** on the organic ingredients are not compulsory)
- The use of a logo is submitted to the same rules as for labels
- The use of the ORGANIC word is submitted to the same rules as for labels
- The reference to the COFRAC or the accreditation is submitted to the same rules as for labels

The respect for the Law of modernization of the economy when there is a reference to the certification is of your responsibility.

A commitment to comply with the previous rules for your communication documents can be signed (F373(GC-COS)en - commitment for the communication documents). That means that you must submit a communication document template or a generic communication document which includes all texts presenting the Ecocert Company and/or the certification by Ecocert.

After its approval, you will be able to create new communication items by using the approved texts. All the communication documents must be submitted via the Greenportal. These communication documents will be picked during your audits. Only picked documents are checked and then invoiced.

If you do not sign the commitment (F373 (GC-COS) - Commitment for the communication documents), all the documents of communication making a reference to the certification by Ecocert and/or Ecocert must be submitted and approved through the Greenportal before use and printing.



C. Translations

Ecocert standard:

Language		French	German	Italian	Spanish Spain/ South America
Organic ingredients		Ingrédients issus de l'agriculture biologique	Inhaltsstoffe aus kontrolliert biologischem Anbau	Ingredienti prodotti da agricoltura biologica	Ingredientes procedentes/provenientes de la agricultura ecológica/ orgánica
Chemically processed organic ingredients		Transformés à partir d'ingrédients biologiques	Hergestellt mit Bio-Inhaltsstoffen	Trasformati da ingredienti biologici	Hechos/Transformados a partir de ingredientes ecológicos/ orgánicos
Natural origin %		XX % du total des ingrédients sont d'origine naturelle	XX % der gesamten Inhaltsstoffe sind natürlichen Ursprungs	XX % del totale degli ingredienti sono di origine naturale	el XX % del total de los ingredientes es de origen natural
Organic %		XX % du total des ingrédients sont issus de l'agriculture biologique	XX % der gesamten Inhaltsstoffe sind aus kontrolliert biologischem Anbau	XX % del totale degli ingredienti sono prodotti da agricoltura biologica	el XX % del total de los ingredientes procede/proviene de la agricultura ecológica/ orgánica
Certification statement	Finished product	NATURAL Cosmétique Ecologique certifié par Ecocert Greenlife selon le référentiel Ecocert disponible sur http://cosmetiques.ecocert.com	Naturkosmetik nach dem Ecocert Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter http://cosmetics.ecocert.com	Cosmetico Naturale certificato da Ecocert Greenlife secondo il disciplinare Ecocert disponibile su http://cosmetics.ecocert.com	Cosmético Natural certificado por Ecocert Greenlife según el referencial Ecocert disponible en http://cosmetics.ecocert.com
		ORGANIC Cosmétique Ecologique et Biologique certifié par Ecocert Greenlife selon le référentiel Ecocert disponible sur http://cosmetiques.ecocert.com	Natur-und Biocosmetik nach dem Ecocert Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter http://cosmetics.ecocert.com	Cosmetico Naturale e Biologico certificato da Ecocert Greenlife secondo il disciplinare Ecocert disponibile su http://cosmetics.ecocert.com	Cosmético Natural y Ecológico/ Orgánico certificado por Ecocert Greenlife según el referencial Ecocert disponible en http://cosmetics.ecocert.com
	Raw material	Matière première certifiée par Ecocert Greenlife selon le référentiel Ecocert des Cosmétiques Ecologiques et Biologiques disponible sur http://cosmetiques.ecocert.com	von Ecocert Greenlife zertifizierter Rohstoff nach dem Standard für Natur – und Biocosmetik, verfügbar unter http://cosmetics.ecocert.com	Materia prima certificata da Ecocert Greenlife secondo il disciplinare Ecocert dei cosmetici naturali e biologici disponibile su http://cosmetics.ecocert.com	Materia prima certificada por Ecocert Greenlife según el referencial Ecocert de los Cosméticos Naturales y Ecológicos/ Orgánicos disponible en http://cosmetics.ecocert.com
Service provision (Handling)		Prestation de service contrôlée par Ecocert Greenlife	Dienstleistung durch Ecocert Greenlife kontrolliert	Prestazione di servizio controllata da Ecocert Greenlife	Prestación de servicio controlada por Ecocert Greenlife



COSMOS standard:

Language		French	German	Italian	Spanish Spain/ South America
Organic ingredients		Ingrédients issus de l'agriculture biologique	Inhaltsstoffe aus kontrolliert biologischem anbau	Ingredienti prodotti da agricoltura biologica	Ingredientes procedentes/provenientes de la agricultura ecológica/ orgánica
Chemically processed organic ingredients		Transformés à partir d'ingrédients biologiques	Hergestellt mit Bio-Inhaltsstoffen	Trasformati da ingredienti biologici	Hechos/Transformados a partir de ingredientes ecológicos/ orgánicos
Natural origin %		XX % du total est d'origine naturelle	Y% natürlicher Ursprung im Gesamtprodukt	Y% del totale è di origine naturale	Y% del total es de origen natural
Organic %		XX % du total des ingrédients sont issus de l'agriculture biologique	XX % der gesamten Inhaltsstoffe sind aus kontrolliert biologischem anbau	XX % del totale degli ingredienti sono prodotti da agricoltura biologica	el XX % del total de los ingredientes procede/proviene de la agricultura ecológica/ orgánica
Certification statement	Finished product	NAT	COSMOS NATURAL certifié par Ecocert Greenlife selon le référentiel COSMOS disponible sur http://COSMOS.ecocert.com ¹	COSMOS NATURAL nach dem COSMOS Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter http://COSMOS.ecocert.com ¹	COSMOS NATURAL certificado da Ecocert Greenlife secondo il disciplinare COSMOS disponibile su http://COSMOS.ecocert.com ¹
		ORG	COSMOS ORGANIC certifié par Ecocert Greenlife selon le référentiel COSMOS disponible sur http://COSMOS.ecocert.com ¹	COSMOS ORGANIC nach dem COSMOS Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter http://COSMOS.ecocert.com ¹	COSMOS ORGANIC certificado da Ecocert Greenlife secondo il disciplinare COSMOS disponibile su http://COSMOS.ecocert.com ¹
	Raw material	Certifié à X% biologique par Ecocert Greenlife selon le référentiel COSMOS disponible sur http://COSMOS.ecocert.com ¹	Zertifiziert als X% biologisch nach dem COSMOS Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter http://COSMOS.ecocert.com ¹	Certificato al X% biologico da Ecocert Greenlife secondo il disciplinare COSMOS disponibile su http://COSMOS.ecocert.com ¹	Certificado al x% ecológico por Ecocert Greenlife según el estándar COSMOS disponible en http://COSMOS.ecocert.com ¹
Service provision (Handling)		Prestation de service contrôlée par Ecocert Greenlife	Dienstleistung durch Ecocert Greenlife kontrolliert	Prestazione di servizio controllata da Ecocert Greenlife	Prestación de servicio controlada por Ecocert Greenlife

¹ mention « available at <http://COSMOS.ecocert.com> » is non mandatory

D. Labelling example for Ecocert standard

Lotion with "Organic Aloe Vera"

No reference to the word organic, unless it's 95% organic

Or if a mention specifies what is *organic* in the product (organic plant)

Ingredients : Aqua (water), Calendula Officinalis Flower Water*, Glycerin**, Lepidium Meyenii Root Extract*, Aloe Barbadensis Leaf Extract*, Leontopodium Alpinum Flower Leaf Extract*, Bellis Perenis (Daisy) Flower Extract, Parfum (Fragrance), Betula Alba Juice*, Lauryl Glucoside, Polyglyceryl-2 dipolyhydroxystearate, Sodium Benzoate, Citric Acid, Alcohol, sodium Dehydroacetate, Xanthan Gum, Potassium Sorbate, Sodium Hyaluronate, Sodium Phytate, Limonene, Citronellol, Linalool, Geraniol, Citral.

** Ingredients from organic farming*

*** Made using organic ingredients*

No other logo than Ecocert's logo next to Ecocert's reference, unless derogation for small labels



99 % of the total ingredients are from natural origin

12% of the total ingredients are from organic farming

Natural and Organic Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at <http://cosmetics.ecocert.com>



**If 100% Organic: you can just use the statement:
100% of the total ingredients are form organic farming**