



Information required at COSMOS brandowner renewal inspection

Below is a list of information you need to prepare in time for your inspection. Your operation must be accessible to the inspector, with all relevant staff available.

If you are not properly prepared for your inspection we may have to visit again, which you will be charged for. Please use this list to confirm the relevant information is available and keep this sheet until your inspection. We are happy to answer your inspection questions over the phone or email

All information provided at inspection will remain confidential.

Products (stds 5, 6, 7)

- Copies of supplier/contract manufacturer current organic and/or COSMOS certification documentation
- Product specifications/working recipes for all licensed products (unless your contract manufacturer is responsible for submission and approval of your formulations to SA)

If you are responsible for sourcing and providing ingredients to your contract manufacturer:

- Confirmation of approval for non-organic raw materials from SA
- Palm oil, palm kernel oil and certain palm derivatives – organic or CSPO certificate for products approved before 1 June 2023
- Palm oil, palm, kernel oil and palm derivatives, organic, RSPO, SAN, RSB or UEBT certification documents for products approved after 1 June 2023

Labelling and communication (std 10)

- Examples of product labelling/packaging for all licensed products
- Examples of all materials where the SA COSMOS symbol is used and/or reference to COSMOS is made

Packaging (std 8.3)

- Packaging specifications for all packaging used
- Documentation showing amount of packaging used that can be recycled
- Packaging review documents demonstrating that all packaging is reviewed at least once every three years
- Completed COSMOS packaging forms for products approved after 1 June 2023
- Records of packaging material quantities used against quantities of sales unit (in number or in weight) for products approved after 1 June 2023

Goods received (only relevant if you receive COSMOS goods and/or materials) (std 8)

- Supplier delivery notes and invoices, purchase orders
- Goods received logs/records with evidence of organic/COSMOS verification checks (confirming authenticity of organic and/or COSMOS certified goods)

Environmental Management (std 9)

- Environmental management plan including waste management plan or documentation, or
- ISO 1400 certification documentation

General

- Purchase orders and supplier invoices (and delivery notes if goods received on site)
- Evidence of goods received at third party warehouse/fulfilment centre
- Physical stock-taking records for the beginning and end of the company financial year and any intermediate stock-takes (at warehouse/fulfilment centre and/or for products received on site)
- Value of COSMOS products sold during the period of the last certified sales declaration
- Records of COSMOS product sold must be available in a format that can be verified by the inspector
- COSMOS product quantity sales records
- Quality manual
- Training records