



## Information required at COSMOS manufacturer application inspection

This guide is designed to help you prepare for your application inspection visit. Please ensure the information is available for your inspection.

We understand that some of the records and procedures required may not be implemented yet, particularly if you are a start-up business, in this case you need to demonstrate to the inspector how you will meet the relevant standards once your licence is issued.

Your records must demonstrate how you will ensure that there is full traceability from receipt of raw materials to dispatch. If you plan to use already existing systems the inspector will carry out a traceability exercise on an existing product and undertake an input output balance on an ingredient used in one or more products to verify your systems meet the standards requirements.

To help meet requirements we provide various record sheets which are available on the Soil Association Certification website.

All information provided at inspection will remain confidential.

### Products (stds 5, 6 & 7)

- Company product specifications/working recipes and SA COSMOS product specifications for all products you want to certify
- Confirmation of approval for non-organic raw materials from SA
- Palm oil, palm, kernel oil and palm derivatives, organic, RSPO, SAN, RSB or UEBT certification documents
- Water analysis to demonstrate <100cfu/ml, if used as an ingredient (if you are processing the water, i.e RO, filtering etc, or if you are based outside the UK)
- Non-GM declarations

### Manufacturing (std 8.2)

- Goods received logs/records
- Evidence how you will record the organic and/or COSMOS verification checks (confirming authenticity of organic and/or COSMOS goods)
- Copies of licensed supplier's current organic and/or COSMOS certification documents
- Processing/packing records including quantities processed
- Quality manual with COSMOS procedures
- Staff training records
- Draft templates of sales invoices and dispatch notes
- Evidence how physical stock-taking records for the beginning and end of the company financial year and any intermediate stock-takes will be recorded

### **Packaging (std 8.3)**

- Packaging specifications for all packaging used
- Documentation showing amount of packaging used that can be recycled
- Evidence how you will demonstrate that all packaging is reviewed at least once every three years
- Completed COSMOS packaging forms for all packaging
- Evidence of how you will record packaging material quantities used against quantities of sales units (in number or in weight)

### **Environmental Management and cleaning (std 9)**

- Environmental management plan including waste management plan or documentation, or
- ISO 1400 certification documentation
- Hygiene/cleaning schedules and records demonstrating compliance with COSMOS cleaning requirements
- Product specifications for all contact surface cleaning materials and confirmation of approval by SA
- Details of bleed runs used to purge equipment, which cannot be cleaned before use

### **Labelling and communication (std 10)**

- Examples of product labelling/packaging for all products you want to certify
- Examples of any promotional materials with COSMOS symbol

### **Labelling and communication (std 10)**

- Examples of product labelling/packaging for all licensed products
- Examples of any promotional materials with COSMOS symbol