



Information required at COSMOS brandowner application inspection

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

Your records must demonstrate how you will ensure that there is full traceability from receipt to despatch. If you plan to use already existing systems the inspector will carry out a traceability exercise on an existing product as well as an input output balance on a different existing product to verify your systems meet the standards requirements.

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.

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 (std 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 palm derivatives, organic, RSPO, SAN, RSB or UEBT certification documents

Labelling and communication (std 10)

- Examples of product labelling/packaging for all products you want to certify
- Examples of all materials where the SA COSMOS symbol will be used and/or reference to COSMOS will be made

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 will be reviewed at least once every three years
- Completed COSMOS packaging forms
- Evidence how you will record packaging material quantities used against quantities of sales units (in number or in weight)

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

- Evidence how supplier delivery notes, invoices and purchase orders will be maintained
- Evidence how the organic/COSMOS status of goods received will be checked and recorded on goods in records (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)
- Records of COSMOS product sold must be available in a format that can be verified by the inspector
- Evidence of sales records that show how COSMOS products will be recorded
- Quality manual with COSMOS procedures if/where relevant
- Staff training records