

# Inspection Procedure for Certification According to the Natural Cosmetics Standard (NCS)

## Certification and Reactions to Deviances

An independent body carries out an annual audit to inspect the implementation of the measures documented in the companies for sustainable business according to the provisions of this standard.

The certifying and inspection bodies authorised by the NCS Standard work according to ISO 17065 and have many years of experience in the certification of ethically oriented standards in the relevant field of the company.

When the product which is to be certified has been registered with the certifying body and an initial inspection of the ingredients has taken place, an initial audit will be carried out. In this initial audit, a description of measures will be compiled in which all those measures which are necessary in order to uphold the NCS are stipulated. During annual monitoring audits, the certifying body then inspects the compliance of the registered products with the criteria and compiles a report which forms the basis of the certification decision. The certificate entitles the bearer to use the NCS Label, awarded by the Society for Applied Business Ethics.

In the case of deviance, and depending on the seriousness thereof, a deadline will be set for the counteracting of this deviance. This deadline may be between 4 and 12 months. If the deviance is not remedied within this deadline, the product no longer complies with the NCS and may no longer bear the NCS Label.

## Registration Process

Products that are to be NCS certified must be registered with the certifying body. Companies that are registering products for the first time must supply all relevant data for the certification process.

## Listing the Ingredients for Product Registration

In order to register a product, amongst other things, a list of all ingredients contained in the cosmetic product must be supplied, including INCI names. This is not (!) just the INCI declaration of the product. All raw materials (including extraction and preservation agents, when using mixtures such as preserved plant extracts) must be listed.

If it is no longer technologically effective, conform preservation need not be listed as "preserved with....".

Certificates are only viewed during site visits, but the relevant column must be filled in on the application form for registration.

The label user must inform the certifying body voluntarily and immediately of any changes in terms of compliance with the NCS.