



## Step by step to NCP certification

A certification of your products sets clear quality standards and communicates this in a simple way. The NCP label thus consolidates your marketing and supports your credibility.

At the same time, certification places high demands on production. So that these do not become an inhibition threshold, we recommend to approach the certification step by step.

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### Step 1: Obtain information and quote

Please contact us - with this letter - and the certification body EcoControl [www.eco-control.com](http://www.eco-control.com) for information on the possible costs and procedures for certification.

If your products have not yet been registered, please contact your competent authority (veterinary office or food inspection authority) to find out what is necessary to allow you to place your products on the market.

If you have your products manufactured in a country other than Germany but would like to sell them in Germany, we recommend that you contact Pfeiffer Consulting (<https://www.pfeiffer-consulting.com/en/>) for advice on the legal requirements.

The costs of the safety analyses must be integrated into your pricing, as must the costs for certification and label fees.

The label fee for products is 98 EUR per product, brand and year; for raw materials 50,00 EUR. In the first Year there is a set-up-fee of 200,00 EUR. If your products are to

be marketed in countries outside the EU, you have to pay 200,00 EUR per year for brand monitoring.

## Step 2: Product development

Please take a detailed look at the standard. The valid version can be downloaded from our website (<https://gfaw.eu/download-bereich/>).

At this point it is important that all raw materials used originate from natural raw materials and are manufactured exclusively according to the processes listed in the standard.

The auxiliary materials used to manufacture the raw material must also comply with the standard.

**!Attention:** Some raw materials must originate from organic farming as long as they are used as natural substances - i.e. not chemically modified. These are listed in the standard: Sunflower oil, olive oil, soya oil, shea butter, coconut oil, jojoba oil.



If you want to offer a **vegan** product, it must not contain any ingredients of animal origin.

We recommend that you create your own small checklist for each raw material:

- o Are the source materials of the raw material natural (no petrochemical starting and auxiliary materials allowed, except preservatives according to the positive list)?
- o Are the processes, chemical or physical, used to produce the raw material listed in the standard?
- o Are the excipients used in the production of the raw material compliant with the standard?
- o Are the raw materials free from genetically modified organisms?
- o Is a declaration of freedom from GMOs available, if necessary also for auxiliary materials such as fermentation organisms?

If organic labelling is planned:

- o Are the raw materials from controlled organic cultivation (kbA)?

o Is a corresponding organic certificate available?

In the case of vegan claims:

o Are all raw materials free from animal origin?

o Is there a vegan declaration?

If all points can be answered with "yes", step 3 follows

### Step 3: Contract conclusion and product registration

If your products are developed and you are sure that all raw materials meet the standard, you conclude the certification contract with EcoControl and the label usage contract with us. Our contract contains a registration file in excel format, which you should fill out completely and send to us together with the signed contract.

Important: please do not forget to indicate the countries in which your products are to be marketed.

EcoControl will send you an Excel spreadsheet with which you can register your products for testing. The raw materials must be specified in this table and broken down into INCIs. If you would like an organic label, please also enter the percentage of organic raw materials. If you choose a vegan label, please also indicate this when registering.

Please enclose all documents relating to the raw materials with this application table. The documents should contain the following information for each raw material:

1. source material of the raw material
2. processes, chemical or physical, used to produce the raw material
3. auxiliary materials in the production of the raw material
4. declaration of freedom from GMOs, if necessary also for auxiliary substances such as fermentation organisms
5. organic certificates, if applicable, for compulsory organic substances
6. vegan declaration, if applicable - if vegan advertising is desired.

If all this information is completely available to the certification body and meets the standard, nothing should stand in the way of your certificate.

## Step 4: Designing the labels

After receipt of the certificate the label will be sent to you digitally. You can use it to design your label. We have drawn up a guideline for this, which you will receive with the label.

## Step 5: Communication

You now have a successful process behind you and are able to communicate the special features of your products to the outside world. The label helps you to identify your products not only on the label, but also on your website, in your advertisements and all other communication channels. Use the condensed statement to highlight your products.

## Step: 6 Audit

You received the certificate on the basis of the documents submitted. You are still responsible for ensuring that the products are manufactured according to the standard.

Part of the certification is the on-site audit, which checks whether the products are manufactured according to the standard. An EcoControl auditor will contact you or your contract manufacturer at the beginning of the year to arrange an appointment. Please allow some preparation time for this appointment.

The following would tend to need to be prepared (please also note the EcoControl audit announcement):

1. list of all products bearing the mark => customer list, parts list, advertising material, price catalogues, etc.
2. inspection of the labels
3. batch traceability of the last production (samples of the products as they leave the company): Bulk goods, semi-finished goods or finished goods)
4. documents on the raw materials used
5. inspection of the merchandise management system
6. set up a tour of inspection and enable insight into basic aspects of cosmetic GMP or other quality-management-systems.

Although the audit is an audit, auditors are not representatives of the authorities or even the police. Therefore no unnecessary excitement. You can use the audit to your advantage by looking together at your manufacturing processes with the help of the

auditor and finding out whether you can still improve on some points. Auditors are also often well informed about the industry, so that you can use the annual audit as a side conversation among experts.

(And as a small tip: auditors often spend days on the road, sometimes do not sleep as well as they do at home and are very happy to be treated as welcome guests. A pleasant atmosphere during the audit makes work easier for both sides.)