

# SVENSK STANDARD

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### **Cosmetics – Good Manufacturing Practices (GMP) – Guidelines on Good Manufacturing Practices (ISO 22716:2007, Corrected version 2008-05-15)**

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**Denna korrigerade version innehåller följande rättning/  
This corrected version contains the following correction:**

Denna standard innehåller nu ISO 22716:2007, Corrected version 2008-05-15.

This standard now contains ISO 22716:2007, Corrected version 2008-05-15.

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EUROPEAN STANDARD

**EN ISO 22716**

NORME EUROPÉENNE

EUROPÄISCHE NORM

November 2007

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ICS 71.100.70

English Version

**Cosmetics - Good Manufacturing Practices (GMP) - Guidelines  
on Good Manufacturing Practices (ISO 22716:2007, Corrected  
version 2008-05-15)**

Cosmétiques - Bonnes pratiques de fabrication (BPF) -  
Lignes directrices relatives aux bonnes pratiques de  
fabrication (ISO 22716:2007)

Kosmetik - Gute Herstellungspraxis (GMP) - Leitfaden zur  
guten Herstellungspraxis (ISO 22716:2007)

This European Standard was approved by CEN on 16 September 2007.

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EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
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**CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels**

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## **Foreword**

This document (EN ISO 22716:2007, Corrected version 2008-05-15) has been prepared by Technical Committee ISO/TC 217 "Cosmetics" in collaboration with Technical Committee CEN/TC 392 "Cosmetics" the secretariat of which is held by AFNOR.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by May 2008, and conflicting national standards shall be withdrawn at the latest by May 2008.

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### **Endorsement notice**

The text of ISO 22716:2007, Corrected version 2008-05-15 has been approved by CEN as a EN ISO 22716:2007 without any modification.

## Introduction

These guidelines are intended to provide guidance regarding Good Manufacturing Practices for cosmetic products. These guidelines have been prepared for consideration by the cosmetic industry and take into account the specific needs of this sector. These guidelines offer organizational and practical advice on the management of the human, technical and administrative factors affecting product quality.

These guidelines have been written to allow them to be used following the flow of products from receipt to shipment. Additionally, in order to clarify the way this document reaches its objectives, a 'principle' is added to each major section.

Good Manufacturing Practices constitute the practical development of the quality assurance concept through the description of the plant activities that are based on sound scientific judgement and risk assessments. The objective of these GMP guidelines is to define the activities that enable you to obtain a product that meets defined characteristics.

Documentation is an integral part of Good Manufacturing Practices.

# Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices

## 1 Scope

This International Standard gives guidelines for the production, control, storage and shipment of cosmetic products.

These guidelines cover the quality aspects of the product, but as a whole do not cover safety aspects for the personnel engaged in the plant, nor do they cover aspects of protection of the environment. Safety and environmental aspects are inherent responsibilities of the company and could be governed by local legislation and regulation.

These guidelines are not applicable to research and development activities and distribution of finished products.

## 2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

### 2.1

#### **acceptance criteria**

numerical limits, ranges, or other suitable measures for acceptance of test results

### 2.2

#### **audit**

systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving objectives

### 2.3

#### **batch**

defined quantity of raw material, packaging material or product issued from one process or series of processes so that it could be expected to be homogeneous

### 2.4

#### **batch number**

distinctive combination of numbers, letters and/or symbols, which specifically identifies a batch

### 2.5

#### **bulk product**

any product which has completed manufacturing stages up to, but not including, final packaging

### 2.6

#### **calibration**

set of operations that establish, under specified conditions, the relationship between values indicated by a measuring instrument or measuring system, or values represented by a material measure, and the corresponding known values of a reference standard



- 2.7**  
**change control**  
internal organization and responsibilities relative to any planned change of one or several activities covered by the Good Manufacturing Practices in order to ensure that all the manufactured, packaged, controlled and stored products correspond to the defined acceptance criteria
- 2.8**  
**cleaning**  
all operations that ensure a level of cleanliness and appearance, consisting of separating and eliminating generally visible dirt from a surface by means of the following combined factors, in variable proportions, such as chemical action, mechanical action, temperature, duration of application
- 2.9**  
**complaint**  
external information claiming a product does not meet defined acceptance criteria
- 2.10**  
**contamination**  
occurrence of any undesirable matter such as chemical, physical and/or microbiological matter in the product
- 2.11**  
**consumables**  
materials such as cleaning agents and lubricants that are used up during cleaning, sanitization or maintenance operations
- 2.12**  
**contract acceptor**  
person, company or external organization carrying out an operation on behalf of another person, company or organization
- 2.13**  
**control**  
verification that acceptance criteria are met
- 2.14**  
**deviation**  
internal organization and responsibilities relative to the authorization to deviate from specified requirements due to a planned or unplanned and, in any case, temporary situation concerning one or several activities covered by the Good Manufacturing Practices
- 2.15**  
**finished product**  
cosmetic product that has undergone all stages of production, including packaging in its final container, for shipment
- 2.16**  
**in-process control**  
controls performed during production in order to monitor and, if appropriate, to adjust the process to ensure that the product meets the defined acceptance criteria
- 2.17**  
**internal audit**  
systematic and independent examination made by competent personnel inside the company, the aim of which is to determine whether activities covered by these guidelines and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving objectives

**2.18**

**major equipment**

equipment specified in production and laboratory documents which is considered essential to the process

**2.19**

**maintenance**

any periodic or unplanned support and verification operations designed to keep premises and equipment in proper working condition

**2.20**

**manufacturing operation**

set of operations from the weighing of raw materials to the making of the bulk product

**2.21**

**out-of-specification**

examination, measurement or test result that does not comply with defined acceptance criteria

**2.22**

**packaging operation**

all packaging steps including filling and labelling, which a bulk product has to undergo in order to become a finished product

**2.23**

**packaging material**

any material employed in the packaging of a cosmetic product, excluding any outer packaging used for transportation

NOTE Packaging materials are referred to as primary or secondary according to whether or not they are intended to be in direct contact with the product.

**2.24**

**plant**

location for production of cosmetic products

**2.25**

**premises**

physical location, buildings and supporting structures used to conduct receipt, storage, manufacturing, packaging, control and shipment of product, raw materials and packaging materials

**2.26**

**production**

manufacturing and packaging operations

**2.27**

**quality assurance**

all those planned and systematic activities necessary to provide confidence that a product satisfies given acceptance criteria

**2.28**

**raw material**

any substance going into or involved in the manufacturing of a bulk product

**2.29**

**recall**

decision made by a company to call back a product batch that has been put on the market

**2.30**  
**reprocessing**

re-treatment of all or part of a batch of finished product or bulk product of an unacceptable quality from a defined stage of production so that its quality may be rendered acceptable by one or more additional operations

**2.31**  
**return**

sending finished cosmetic products which may or may not present a quality defect back to the plant

**2.32**  
**sample**

one or more representative elements selected from a set to obtain information about that set

**2.33**  
**sampling**

set of operations relating to the taking and preparation of samples

**2.34**  
**sanitization**

operation, used to reduce undesirable micro-organisms on inert contaminated surfaces depending on the objectives set

NOTE It is the action of reducing generally invisible contaminants from a surface.

**2.35**  
**shipment**

set of operations relative to the preparation of an order and its putting in a transport vehicle

**2.36**  
**waste**

any residue of a production operation, transformation or use, any substance, material, product that its holder intends for disposal

## **3 Personnel**

### **3.1 Principle**

Persons involved in the implementation of the activities described in these guidelines should have appropriate training to produce, control and store products with a defined quality.

### **3.2 Organization**

#### **3.2.1 Organization chart**

**3.2.1.1** The organizational structure should be defined such that the organization and functioning of the staff of the company be understood. It should be appropriate for the size of the company and the diversity of its products.

**3.2.1.2** Each company should ensure that there are adequate staffing levels in the different scope of activity, according to the diversity of its production.

**3.2.1.3** The organization chart should show the independence, from the other units of the plant, of each quality unit, such as quality assurance unit and quality control unit. The quality assurance and quality control responsibilities can be undertaken by a separate quality assurance unit and a quality control unit, or they can be undertaken by a single unit.