



AROMANTIC
Natural Skin Care

GOOD MANUFACTURING PRACTICES

Aromantic Ltd
17 Tytler Street
Forres
IV36 1EL

DECLARATION

Good Manufacturing Practices

Aromantic Ltd can confirm that products manufactured at their premises (address above) are produced in accordance with the guidelines outlined in Good Manufacturing Practices - ISO 22716.

Premises and equipment

The premises are maintained in good repair with adequate lighting and ventilation and suitable for cosmetic production

Tools and equipment are suitable for the task and are cleaned, maintained properly and checked for defects before use

Cleaning and pest control procedures

There are documented cleaning procedures in place and regular checks for pests are carried out with corrective action taken if required

Personnel

All those involved in the making of cosmetic products are aware of their obligation to comply with a recognised standard of GMP such as ISO 22716 and are properly trained

All personnel are aware of the need to observe a high standard of personal hygiene and cleanliness and appropriate clothing and equipment is available and used

Production Processes and Procedures

There are written procedures detailing the production process including any testing that needs to be carried out on products

Ingredients are checked in and inspected for quality on arrival

The following checklist is used when production is taking place:

Protective clothing is worn and hair covered	✓
Hands are washed using liquid soap	✓
Surfaces are thoroughly cleaned	✓
All required ingredients and equipment are gathered	✓
Ingredients and equipment are checked for quality	✓
Ingredients are weighed and measured accurately	✓
The recipe is followed correctly and each stage checked	✓
The finished product is checked for quality and signed off	✓
All relevant documentation is completed and stored	✓
The production area is cleaned	✓
Samples of each batch of product are retained and stored correctly	✓

Documents and Records

There is a system in place to record all batches of products produced to enable batch traceability and Aromantic uses an efficient stock control system

All relevant documents are completed and kept for the specified period of time – currently 10 years

Storage

Ingredients and products are handled and stored correctly according to their specific needs

All containers are labelled for easy identification of contents

Packaging and Labelling

All packaging is suitable for what it is being used for

Waste packaging (Glass, Plastic, and Paper etc) is disposed of according to local and national regulations

Any defective packaging is returned to supplier or disposed of according to local and national regulations and is never used to contain ingredients or products

All products are labelled correctly under the requirements of EC Regulation 1223/2009

Quality Control

If an ingredient or product is not of the required standard appropriate action is taken as documented in Aromantic Ltd Procedures

Complaints

All complaints and resolutions are properly documented

There is a procedure in place for recording any adverse reactions

GMP Statement

- The work area is kept clean and tidy at all times
- No smoking, drinking or eating is conducted during production
- Adequate ventilation is maintained
- Equipment is checked for defects and cleaned before and after use
- A high standard of personal hygiene is observed
- Appropriate clothing, masks and gloves are worn if there's a risk from vapours or splashes
- Product manufacture is not carried out by personnel suffering from an infectious condition (colds and flu for example)
- Recipes are followed with no deviation from the formula or permitted ingredients outlined in the Cosmetic Product Safety Assessment
- All ingredients are measured accurately and a system used to check the recipe has been followed
- All raw materials are stored in appropriate containers and under the optimum storage conditions for each material
- Containers are labelled to enable identification of contents and batch traceability

Aromantic Ltd is aware that it is a requirement under Regulation EC 1223/2009 to produce cosmetic products according to Good Manufacturing Practice, the law doesn't require GMP certification, only to demonstrate that procedures comply with a recognised industry standard.

I hereby confirm that Aromantic complies with the requirements of ISO 22716 and will continue to update procedures as necessary to ensure continued compliance with industry standards.

SIGNED



DATE

12th of September 2017

NAME

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POSITION

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