GMP Questioner

**1. For the Manufacturer of the cosmetic product:**

* 1. Do all employees know their roles and responsibilities for the production, control, storage, and shipment of cosmetic products? (Job description)

Yes / No

* 1. Do the staff have appropriate training and skills for manufacturing personal care/cosmetics products? (Updated Training data to every employee’s card)

Yes / No

* 1. Is the place where the cosmetic products are manufactured regularly maintained, and cleaned? (Cleaning log / maintaining log)

Yes / No

* 1. Are the cosmetic products and raw materials kept separately all the time, during the manufacturing process? (Warehouse / production flow)

Yes / No

* 1. Is the equipment used for manufacturing appropriate for cosmetics production? Is it regularly maintained, cleaned, and sanitised, avoiding cosmetic product contamination? (pro/postproduction procedures)

Yes / No

* 1. Is any traceability system applied during the production process for the raw materials?

Yes / No

* 1. Is the water used in the production of cosmetic products treated and tested for micros and impurities in a regular base? (Physicochemical/microbiological tests)

Yes / No

* 1. Does the manufacturer keep a record with the accurate formulation and the exact method of manufacturing for every product? (Production cards/sheets)

Yes / No

* 1. Does Quality Control keep data about the specifications of every product? Do they identify the testing points throughout the production to ensure the product meets the specifications? (Temperatures – pH – etc.)

Yes / No

* 1. Does every bulk product have its batch number? Is it labelled accordingly?

Yes / No

* 1. Does the manufacturer perform stability tests on the products?

Yes / No

* 1. Are the changes which might occur during the manufacturing process being recorded? (Manufacturing method amendments on the production cards).

Yes / No

* 1. Does Quality Control perform checks apart from the cosmetic products, on the raw materials and the packaging too?

Yes / No

* 1. Does the manufacturer follow a specific procedure for the waste materials? (Contract with a third-part company?).

Yes / No

* 1. Does the manufacturer perform internal audits to ensure all the above (defined in ISO 22716) are being correctly implemented?

Yes / No

* 1. Does the manufacturer keep the documentation up to date, in place to show what happens during manufacture, quality control, storage, and shipment of cosmetic products. Examples would include protocols and methods.

Yes / No

1. **For the Responsible person of the cosmetic product:**

2.1 Do you have and follow procedures about managing complaints?

Yes / No

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| --- | --- |
| The Manufacturer: | The Responsible person: |
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