

**Thank you very much for choosing Naturally Balmy for your Cosmetic Product Safety Reports.**

**Please note:**

We cannot assess anything that resembles food such as fruit fragranced jelly soaps, cupcake soaps, or any other products that can be mistaken for food. You can find further information about the reasons why if you research the food imitation act.

**In Addition to this Form, you MUST submit the following:**

**MSDS - For all ingredients**

**If using M&P bases (or any cosmetic base):** We need the INCI % Banding list – your supplier will give you this if you ask.

**CBD – (ISOLATE ONLY, NOT OIL)** – we need documents that show us the purity of the CBD and the THC content.

**Fragrances / flavours**– we need IFRA statements for every fragrance and flavour oil you use – this gives us the safe usage rates per product category, and we cannot assess without them.

**COLOURS need CI numbers** – must be listed on the submission form and complete.

**Glitters** – only bio glitters are acceptable for rinse off products - we need the CI numbers and/or documents please.

**Clays and Charcoal** – we need documents for these showing they are cosmetically safe.

**Pumice** – we need the documents for this also.

PLEASE ALSO NOTE:

**Bergamot EO** – must be FCF (for leave on products)

**Lime EO** – must be distilled

**Cinnamon EO** – must be leaf, not bark.



|  |  |
| --- | --- |
| **Responsible person** | Name of the Responsible Person goes here |
| **Business name** | Your business name goes here – or you can leave this empty if you don’t have one |
| **Address** | Home address/premises address depending where your business is registered – this address will be on your CPSR. |
| **Phone Number / E-mail** |  |

|  |  |
| --- | --- |
| **Product type / use (e.g. cold process soap, melt and pour soap, lip balm, hand cream etc.)** | Please describe the product **including all intended uses,** such as “Hand & Body Cream” or “Hair & Beard Oil” |
| **NB CPSR reference code (only needed if you are amending / adding to an existing report).** | Only required if making a change to an existing CPSR, please ignore if you are filling in a new submission. |

**Base Recipe**

More than 10 ingredients in the base recipe may incur an admin fee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient Name** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. | Here you will list all ingredients contained in your Base Product Recipe.  **Anything listed in the base recipe will automatically be added to every variant as well**. The base recipe is also assessed as a product of its own, so you can sell this as a separate product too.  If using a pre-made base, such as our Hand & Body Cream, please list this as a single ingredient (“See MSDS” as INCI).  **If you add more than 10 ingredients to the base recipe, additional charges may incur.** | INCI name (for all ingredients and essential oils) or CI numbers (for colours) go here.  The INCI for Flavour Oils is “Aroma” and for Fragrance Oils “Parfum”. | Weight for each ingredient. Please use grams, millilitres or drops (if under 20 drops).  **Do not use percentages.** | The supplier for the ingredient. |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| ... |  |  |  |  |

**Product Variants**

More than 5 additional ingredients per variant may incur an admin fee.

**Variant 1**

|  |  |
| --- | --- |
| **Product Name** | Name of your product or leave blank if you do not wish to name it on your assessment |
| **Product Description** *(e.g. shape, colour, fragrance, consistency etc.)* | What this product looks like, smell like, shape, consistency etc |
| **Packaging** (e.g. type, material etc.) | What do you package your finished product in (paper, shrink wrap, jar, bottle) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient added to base recipe** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. | These boxes are where you put the ingredients that DO change between variants.  You can have **up to 5 ingredients** in addition to the base recipe ingredients. **The total weight of the ingredients in the variants should not exceed 10% of the base recipe.**  **If you exceed the 10% allowance or add more than 5 ingredients, additional charges may incur.** | INCI name (for all ingredients and essential oils) or CI numbers (for colours) go here.  The INCI for Flavour Oils is “Aroma” and for Fragrance Oils “Parfum”. | Weight for each ingredient. Please use grams, millilitres or drops (if under 20). **Do not use percentages**. | The supplier for the ingredient |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| ... |  |  |  |  |

**Variant 2**

|  |  |
| --- | --- |
| **Product Name** | Name you will call your second product or leave blank if you do not wish to name it on your assessment |
| **Product Description** *(e.g. shape, colour, fragrance, consistency etc.)* | What this product looks like, smell like, shape, consistency etc |
| **Packaging** (e.g. type, material etc.) | What do you package your finished product in (paper, shrink wrap, jar, bottle) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient added to base recipe** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. | Please follow same instructions as variant 1 |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| ... |  |  |  |  |

**Variant 3**

|  |  |
| --- | --- |
| **Product Name** |  |
| **Product Description** *(e.g. shape, colour, fragrance, consistency etc.)* |  |
| **Packaging** (e.g. type, material etc.) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient added to base recipe** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| ... |  |  |  |  |

**Variant 4**

|  |  |
| --- | --- |
| **Product Name** |  |
| **Product Description** *(e.g. shape, colour, fragrance, consistency etc.)* |  |
| **Packaging** (e.g. type, material etc.) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient added to base recipe** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| ... |  |  |  |  |

**Variant 5**

|  |  |
| --- | --- |
| **Product Name** |  |
| **Product Description** *(e.g. shape, colour, fragrance, consistency etc.)* |  |
| **Packaging** (e.g. type, material etc.) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Ingredient added to base recipe** | **INCI name – the scientific name for the cosmetic ingredient.**  **CI numbers – for colourants only.** | **Weight (grams)** | **Supplier** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| ... |  |  |  |  |

**FINAL NOTE – IMPORTANT**

Once you submit your recipes to us, these are the **final recipes** we use, unless we need you to change anything. **Any changes** you want to make to your recipes after they have been sent to us **will incur a £25 + VAT admin fee**, on top of the cost of your safety assessment. So please make sure your forms / recipes are **exactly how you want them** before you submit them to us. **We are** **not responsible for any errors you make on your forms**. If any information is missing on this form, this will result in a delay to your assessment, so please use the checklist below before sending this form to us.

**CHECKLIST**

Have you entered all your complete personal data / contact details as requested?

Are all the weights in grams (unless 20 drops or less), and each box filled, such as INCI etc?

Are all the CI numbers there for each mica colour? (Usually there are several numbers for each colour)

Are all supplier details there (we will only hold you to Fragrance Oil and Colour suppliers)

Are all the supporting docs available and ready to send to us?