

## Instruction guide for answering the questionnaire

The questionnaire was developed by representatives of member companies of the Fecc with support of cosmetic associations. Currently innumerable versions of questionnaires from customers, suppliers, distributors and manufacturers are existing. Creating an industry-based standardized questionnaire will simplify the process and can reduce the timeframe to get access to required information.

The Fecc questionnaire is developed to meet this requirements as broad as possible.

It is meant to be filled in by the distributors with all relevant information for the cosmetic raw material in order to convey all necessary information to the customer and avoid additional inquiries.

It is developed as flexible as possible to give the ability to the person who fills in the data to cover all information relevant to a specific product, but also to cover enough standards not to leave out the basic requirements.

For a better overview the questionnaire is divide into sections.

Within each sections the possibility to add relevant information, not been included in the standard fields, is given by the field “notes/additional comments”.

Default answers and mandatory fields are avoided as much as feasible and the excel format facilitates copy and paste answering where possible.

Additional instructions for answering the different sections of the questionnaire are given in this guide.

Legal notice: This document has been developed by the Fecc Life Sciences Committee. The document may not be modified, translated, published, or redistributed without the prior written consent of the Fecc Secretariat.

Acknowledgement: This questionnaire has considered the inputs provided by the personal care association. We thank our colleagues from CosmeticsEurope aisbl who provided insight and expertise that greatly assisted the development of this document.

---

## **Instruction guide for answering the questionnaire**

### **A – Cosmetics Raw Material**

- Product may also be understood as cosmetic raw material
- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

### **B – Ingredient (Constituent) information**

- Ingredient information may also be understood as a 'constituent' (for US respondents)
- According to Regulation (EC) No 1223/2009, article 2 ([link](#)), 'nanomaterial' means an insoluble or biopersistent and intentionally manufactured material with one or more external dimensions, or an internal structure, on the scale from 1 to 100 nm.
- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)
- Additives may also be understood as 'incidentals'

### **C - Storage information**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)
- For storage temperature conditions, please indicate a temperature range (eg 0 – 10°C)

### **D – Transport information**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)
- If a dangerous goods, the Safety Data Sheet should be included

### **E – Packaging**

- If packaging type not one of the options provided (bag, drum, pail, IBC, Jerrycan, box, bottle), please choose 'others' and indicate in the comments
- If packaging material not one of the options provided (paper, metal, plastic, plastic/metal IBC, glass, carton), please choose 'others' and indicate in the comments

### **F - Sustainability / Green status requirements**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

### **G - Certification (put X if applicable)**

- There are different Halal and Kosher schemes per country. Please attach the corresponding documents in question.
- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

### **H - Level of 'naturalness' from the ISO 16128 natural origin content**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**I - Vegetarian or Vegan suitability (put X if applicable)**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**J - Manufacturing process**

- Please provide a short description of the manufacturing process  
- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**K - Impurity profile**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**L - Regulatory status (yes/no/not available)**

- If other regions are also applicable, please put the specific country/region in the additional comments' section

**M - Available toxicity data beyond the safety data sheet**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**N - Classification and Regulation**

- According to Regulation (EC) No 1223/2009, article 11, section e ([link](#)), data on any animal testing performed by the manufacturer, his agents or suppliers, relating to the development or safety assessment of the cosmetic product or its ingredients, including any animal testing performed to meet the legislative or regulatory requirements of third countries.

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**O - Microbiological status**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**P - IFRA certificate**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)

**Q - Allergens fragrance / food**

- The section 'notes/additional comments' is intended for the receiver to disclose any further information that may be deemed relevant (in sentence format)