

EU/UK COSMETICS REGULATIONS COMPLIANCE CHECKLIST



Your simple step-by-step compliance checklist
with corresponding **resources**

Responsible Person (RP)



The Responsible Person (RP) is legally responsible for full compliance before the product is placed on the market. The RP must be based in the EU or UK, or both, depending on the market of interest.

- [CTPA Guide Supplying Cosmetic Products to the EU and NI Markets](#)
- [CTPA Guide Supplying Cosmetic Products to the GB Market](#)

Definition of a cosmetic product



The product must comply with the definition of a cosmetic – Article 2.

- [CTPA Definition of a Cosmetic](#)
- [CTPA Decision Tree for Borderline Assessment](#)

Ingredients requirements



The formulation must comply with the requirements for ingredients, especially Annex II, III, IV, V and VI as relevant.

- [CTPA Help Tool – How do I find out if I can use a cosmetic ingredient?](#)
- [CTPA Cosmetic Ingredients e-learning](#)

GMP and MQM



Check that the product has been manufactured as per Good Manufacturing Practices, and Microbiological Quality Management.

- [CTPA GMP Guidance](#)
- [CTPA Guide on Microbiological Quality Management](#)

Product Information File (PIF)



Create the Product Information File (PIF) for each product. Article 11 lists the information that has to be included in the PIF.

- [Cosmetics Europe Guidance on PIF](#)

Safety Assessor and CPSR



Check that the Safety Assessor is duly qualified to compile the Cosmetic Product Safety Report (CPSR) as per Annex I requirements. The CPSR must be included in the PIF.

- [CTPA Safety of Cosmetics](#)
- [CTPA e-learning on safety of cosmetics](#)

Claims substantiation



All claims must be substantiated by robust evidence and comply with the Common Criteria for Cosmetic Claims.

- [CTPA Tool for Claim Substantiation](#)
- [CTPA Advertising Claims Guide](#)
- [CTPA Guide on Environmental and Green Claims](#)

Labelling



Create the label including the mandatory information as per Article 19. Extra attention may be given to the ingredients list and the allergens declaration.

- [CTPA Cosmetic Labelling](#)

Product Notification



Notify the product on the Submit Cosmetic Product Notification portal (SCPN) for GB, or the Cosmetic Product Notification Portal (CPNP) for the EU. Article 13 outlines what needs to be submitted as part of notification. Extra requirements apply for products containing nanomaterials.

- [CPNP User Manual](#)
- [SCPN Guidance](#)

Cosmetovigilance



Monitor any reporting of adverse reactions to your products by consumers. Both Undesirable Effects (UEs) and Serious Undesirable Effects (SUEs) have to be included in the PIF and the CPSR. SUEs also must be reported to authorities.

- [CTPA Cosmetovigilance](#)
- [CTPA Cosmetovigilance e-learning](#)