

TEXTILE & COSMETICS CERTIFICATION PROCEDURE

1. PURPOSE

The purpose of this procedure is to define the methods and responsibilities for receiving, reviewing, quoting, planning and conducting audits, making certification decisions and issuing certificates for textile and cosmetic product certification applications.

2. DEFINITIONS

Certification: The provision by an independent certification body of written assurance (a scope certificate) that the product, service, or system in question meets specific requirements.

Audit: An evaluation undertaken by a certification body to verify conformity with a Standard. It may be conducted on-site or remotely and may involve visual inspection, interviews and/or document reviews.

Auditor: A certification body representative who conducts audits.

Certification Decision Maker: A real person authorized to certify the conformity of the audited product, service or system to standards on behalf of certification bodies.

3. RELATED DOCUMENTS

- FR.500 Textile Application Form
- FR.501 Cosmetic Application Form
- FR 504 Quotation Form
- FR.505 Textile Certification Agreement
- FR.506 Cosmetic Certification Agreement
- FR.537 Cosmetic Raw Material Questionnaire
- FR.531 Cosmetic Input Certificate
- FR.532 Cosmetic Raw Material Approval
- PR.501 Textile & Cosmetics Audit Procedure
- PR.510 Textile & Cosmetics Application Review Procedure
- PR.511 Textile & Cosmetics Planning Procedure
- PR.512 SC Transfer Procedure
- PR.513 Textile & Cosmetics SC Procedure

Document Code	Issue Date	Revision No	Revision Date	Page
FR.500	01.01.2025	0	-	1/3

**TEXTILE & COSMETICS
CERTIFICATION PROCEDURE**

4. APPLICATION

4.1. Receiving Application

Textile and cosmetic product certification applications are received with **Textile Application Form/Cosmetic Application Form**.

4.2. Review of the Application

The review of the application is carried out in accordance with **the PR.510 Textiles & Cosmetics Application Review Procedure**.

4.3. Submitting a Quotation

The quotation to be submitted is prepared by the Business Development Executive based on **the Textile Application Form/Cosmetic Application Form** and the information provided.

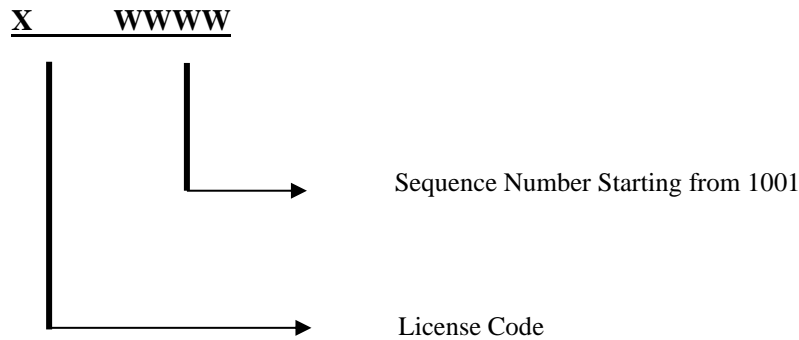
If the proposal is accepted, it will be approved and sent to IFC GLOBAL.

4.4. Certification Agreement

After the acceptance of the quotation, the **Textile Certification Agreement / Cosmetic Certification Agreement** is prepared in 2 copies by the Business Development Executive, approved by the General Manager and sent to the client for approval by the client official.

A "Client Number (X-WWW)" is assigned by the Business Development Executive for the contracted client.

The following system is used for coding "Client No":



License Code:

IFC-C	Cosmos Standard
IFC-T	Textile Standard

4.5. Cosmetic Raw Material Approval

If the application is related to cosmetic raw material approval, the **Cosmetic Raw Material Questionnaire** will be used to assess the application, and a **Cosmetic Input Certificate** or **Cosmetic Raw Material Approval** will be issued.

4.6. Transfer from Another Certification Body

Transfer from another certification body is carried out in accordance with the **SC Transfer Procedure**.

4.7. Planning of Audits

Planning of audits is carried out in line with the **Textile & Cosmetics Planning Procedure**.

**TEXTILE & COSMETICS
CERTIFICATION PROCEDURE**

4.8. Conducting Audits

Audits are carried out in line with the **Textile & Cosmetics Audit Procedure**.

4.9. Review and Certification Decision

The review and certification decision are made in accordance with the **Textiles & Cosmetics SC Procedure**.

4.10. Product Certificate (TC)

The application, review and approval of product certificates are issued in accordance with **TC Procedure** and **TC Implementation Procedure**.

REVISION INFORMATION		
Rev. No	Revision Date	Information
0	-	Re-issue.

Prepared by: Management Representative	Approved General Manager
---	-----------------------------