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English Version

**Cosmetics - Good Manufacturing Practices - General training
document (ISO/TR 24475:2010)**

Cosmétiques - Bonnes pratiques de fabrication - Document
général de formation (ISO/TR 24475:2010)

Kosmetik - Gute Herstellungspraxis (GHP) - Dokument für
die allgemeine Ausbildung (ISO/TR 24475:2010)

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EUROPEAN COMMITTEE FOR STANDARDIZATION
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Foreword

The text of ISO/TR 24475:2010 has been prepared by Technical Committee ISO/TC 217 "Cosmetics" of the International Organization for Standardization (ISO) and has been taken over as CEN ISO/TR 24475:2013 by Technical Committee CEN/TC 392 "Cosmetics" the secretariat of which is held by AFNOR.

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Endorsement notice

The text of ISO/TR 24475:2010 has been approved by CEN as CEN ISO/TR 24475:2013 without any modification.

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Introduction

ISO 22716 was published in 2007. It is aimed at:

- guiding companies with regard to their manner of organizing and conducting the activities of a plant, so as to control the factors which may affect the quality of cosmetic products;
- reaching a common and harmonized perception between companies and authorities throughout the world;
- placing at their disposal a reference document which is recognised by everyone and consistent with the needs of globalization of the markets.

This Technical Report has an educational purpose; it is aimed at encouraging a clearer understanding of the training needs of ISO 22716 within the context of the practical introduction of Good Manufacturing Practices. This Technical Report can be complemented by tools such as CD-ROMs illustrating Good Manufacturing Practices in the cosmetic field, which can be developed in each country/region and each company showing examples of practical scenarios, but under no circumstances can these be taken as recommendations or requirements.

Cosmetics — Good Manufacturing Practices — General training document

1 Scope

This Technical Report is aimed at contributing to the training of personnel in cosmetic production plants within the context of the introduction of Good Manufacturing Practices and therefore does not introduce additional requirements to ISO 22716.

It is intended to complement personal involvement and reasoning in the implementation of ISO 22716.

This Technical Report covers the quality aspects of the cosmetic product, but does not take into account safety aspects for the personnel, nor does it cover aspects of protection of the environment or those concerning the safety and efficacy of the finished products.

WARNING — This Technical Report cannot be used alone and needs as a prerequisite a good knowledge of ISO 22716 which is the reference document.

2 Personnel concerned

This Technical Report is intended for any managerial and non-managerial personnel, directly involved in the production, control, storage and shipment of cosmetic products in the plant [manufacturing, packaging, engineering, technical department, maintenance, receipt of the raw materials and packaging materials, storage, shipments, quality (Quality assurance, quality control laboratories, ...) but also purchasing, logistics, administration, finance, management, human resources, cleaning personnel (contract acceptors of cleaning personnel included)].

Temporary staff should also be taken into account in this general training.

3 Content

3.1 Preliminary recommendations

ISO 22716 subdivides the Good Manufacturing Practices into 15 key activities which cannot be considered separately. Therefore, in order to facilitate the integration and the educational approach of these Good Manufacturing Practices, it is recommended to tackle them according to the following three major topics.

- Quality, comprised of:
 - quality principles;
 - quality control;
 - quality assurance and GMP.