

	APPLICATION FORM FOR REGISTRATION AND EVALUATION PROGRAM OF MAYACERT ORGANIC COSMETICS STANDARD		
	Web site: www.mayacert.com E-mail: info@mayacert.com PBX: (502) 23618201		

Please complete the following information for each product you want to register and evaluate with this program (One application per product).

Operation name			
Legal Representative		Contact person	
Country/City		Address	
E-mail:		Phone:	Fax:

Certification scope you are requesting certification:			
Cosmetics Ingredients	<input type="checkbox"/>	Shampoo and Lotions	<input type="checkbox"/>
		Body Creams	<input type="checkbox"/>
		Facial Cosmetics	<input type="checkbox"/>
Product Brand name			
Countries where the product will be marketed:		Location of the production/formulation area:	
Total amount produced in the last 12 months		Total amount of sales in the last 12 months	

1. Does your operation have an Organic Certificate? if so, please fill the following table.		
Certificate No	Certificate Scope (USDA NOP, COR, etc)	Certified by

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2. Describe the product ingredients: In case of use of organic ingredients please attach the certifying agency evidence:

Ingredient Name		Percentage	Origin (nature) ¹	Certifying agency (If applicable)
Generic	Brand			

3. INGREDIENTS OF POSSIBLE GENETICALLY MODIFIED ORGANISMS ORIGIN (GMOS): In the case of product ingredients that may come from genetically modified organisms (GMOs), attach a certificate issued by the supplier, proof that this was NOT produced using GMOs (in the case of vegetables such as oilcakes, vitamins, ascorbic acid, corn, etc.)

Nombre del ingrediente (Genérico y Comercial) - Ingredients Name (Generic and brand name)	Agente Certificador de No OGM - OGM Free Certifying agency

Describe the processing aids and additives used for product formulation.

Name (Generic and brand)	Concentration	Origin (nature)	Certifying agency (If applicable)

¹Origen del ingrediente en el medio: agrícola orgánico, agrícola convencional, mineral con algún tipo de tratamiento térmico o químico, mineral sin tratamiento, de síntesis química, etc - *Ingredient Origin: Organic agricultural, non-organic agricultural, mineral with thermal or chemical treatment, mineral without treatment, chemical synthesis, etc...*

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name)			

4. *Production Methods (Mechanical, biological, chemical, etc.) A brief description, without going into details of what is considered as strictly confidential; attach a flowchart of the entire process (raw material entry - product sales...)*

- Do you process products for use on conventional markets (parallel production)?

YES

NO

If yes, describe what practice you establish to prevent evaluated product contact with prohibited substances

Describe any method using radiation, ionization or volatile synthetic solvents or other synthetic process used as an aid in the process

Describe the practices employed in the facilities for pest management.

the materials used for packaging, storage containers, boxes, etc., indicating whether they contain fumigants, fungicides or preservatives

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- If reuse of packaging, containers, boxes or bags that come into contact with the product, describe the cleaning process and how the product integrity is ensured

5. QUALITY CONTROL
Describe supervisory practices performed to ensure that the production plan is carried out effectively

Describe at what process level (according to the flowchart) you perform a quality control

Definitions:
Systematic Controls: Whenever a raw material request is made
Regular Controls: Performed semiannually or annually

Process Level	Quality parameter that is being monitored (What is being supervised)	Systematic control = (a) Regular Control = (b)

6. Describe the content of the product label and attach a copy

Describe the record system and files, at the following levels

Products inbound (ingredients):	
Facility cleaning	
Process equipment cleaning	
Production order	



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Storage	
Sales (outbound)	
Transportation	
How long do you retain records?	

7. Describe identified (positive and adverse) environmental impacts of the input manufacturing activities, formulation and marketing; if you have any documented evaluation, please attach it

Describe mitigation and prevention measures implemented to reduce adverse environmental impacts

Describe or attach any additional information you think may help to know better the production system (Chemical analysis results and biological field research results, etc.)

By this statement I declare all information above provided is legit and not manipulated.

Place and Date: _____

Person in Charge: _____

Signature and Stamp: _____

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8. Documents to be annex			
Mandatory Documents	Yes	No	NA
8.1 Service Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Product traceability records (at least one example of a sale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Original Label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Label of ingredients and inputs used for the product manufacturing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Flow chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Facility layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Sales flow of the previous certification period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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