Procedure: Use and Acceptance of Laboratory Evaluation Results for Cosmetic Product Certification

1. Purpose
To ensure that only valid, relevant, and up-to-date laboratory evaluation results are used when granting a Certificate of Conformity (CoC) for cosmetic products, in compliance with SFDA requirements.

2. Scope
This procedure applies to all cosmetic product certification applications handled by [CAB Name] under the SFDA Cosmetic Products CoC Scheme.

3. References
- SFDA Cosmetic Products Certification Requirements

- ISO/IEC 17065:2012, Clause 7.4 – Evaluation

- SFDA/GSO Standards for Cosmetics

4. Definitions
Evaluation Results – Laboratory test reports, safety assessments, or compliance data used to determine conformity.

Validity Period – The maximum time allowed between the laboratory test report date and the CoC application date, as per SFDA rules.

5. Responsibilities
Certification Officer: Verifies the validity of evaluation results before processing applications.

Technical Reviewer: Ensures the laboratory results meet the required SFDA validity criteria.

Quality Manager: Monitors compliance with this procedure and maintains related records.

6. Procedure Steps
1. 6.1 Receipt of Application

- Upon receiving an application, the Certification Officer logs it in the Certification Register.
- All supporting documents, including laboratory test reports, are collected.

2. 6.2 Verification of Test Report Validity

- Confirm the laboratory is SFDA-approved or recognized.

- Check the issue date of the laboratory report:

  - • For cosmetic products, the laboratory report must be dated within [X months] prior to the application date.
  - • Any report older than the allowed validity period is not acceptable and must be re-tested.

- Ensure the product name, batch number, and formulation in the report match the application details.

3. 6.3 Decision on Acceptance

- If results are valid: proceed with the technical review.
- If results are expired or non-compliant:

  - • Inform the applicant in writing that re-testing is required.
  - • Do not proceed until updated results are provided.

4. 6.4 Documentation

- Maintain a copy of the test report in the certification file.
- Record the verification outcome in the Test Report Validity Checklist.

5. 6.5 Final Certification Decision

- Only after confirming that evaluation results are valid and compliant shall the CoC be granted.

7. Records
- Test Report Validity Checklist

- Certification Register

- Applicant Correspondence

- CoC Issued Records

8. Related Forms
F-CAB-COS-01: Test Report Validity Checklist

F-CAB-COS-02: Application Review Form

9. Revision History

Version	Date	Description of Change	Approved by
1.0	01/08/2025	Initial release	Mr. Mohammed AlMohsin