BAHAMAS BUREAU OF STANDARDS AND QUALITY

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DRAFT BAHAMAS NATIONAL STANDARD

SPECIFICATION FOR COSMETICS – PART 1: GENERAL REQUIREMENTS

GYS 11-1: 1995

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BBSQ Foreword

This Draft National Standard is a modified version of the Guyana National Standard **GYS 11-1: 1995** ***Specification for Cosmetics – Part 1: General Requirements.*** The national committee responsible for reviewing this draft standard is Technical Committee 16 Beauty Trades and Industry. The draft standard contains the requirements relevant for The Bahamas.

BBSQ Committee Representation

This Guyana National Standard will be adopted as a National Standard under the supervision of the National Technical Committee for Beauty Trades and Industry (NTC 16) hosted by The Bahamas Bureau of Standards and Quality, which at the time comprised of the following members:

Member	Representing
Dr. Helga Williams **(Chairperson)**	Faces of Beauty School of Cosmetics & Workforce Training
Ms. Latoya Roberts **(Vice-Chairperson)**	Faces of Beauty School of Cosmetics & Workforce Training
Dr. Marco McFall **(Technical Secretary)**	ASAH Beauty Centre
Dr. Monique Mitchell **(Assistant-Technical Secretary)**	Bahamas Foot Centre Podiatrist at Bahamas Surgical Associates
Ms. Carlethia Thurston **(Recording Secretary)**	Warwick Paradise Island Spa
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Dr. Carlisa Wilkinson	Beauty Personified Hair Salon
Mrs. Andrea Brown	Professional Touch Beauty Salon
Mrs. Deborah Longley	Beauty Trades and Industry
Dr. Dellarese Taylor	Tropical Heat Salon & Tropical Heat Institute
Dr. Christal Woodside	The Bahamian Cosmetologist & Barbers Association
Ms. Veronica Martin	Crocasack Tings

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Specification for Cosmetics - Part 1: General requirements

1 Scope

This standard specifies the general requirements for the manufacture of cosmetic products.

2 Normative References

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- BNS GYS 9-8 *Specification for labelling of commodities – Part 8: Labeling of cosmetics*

3 Terms and Definitions

For the purpose of this standard the following definitions shall apply:

3.1 advertise

Representation for the purpose of promoting directly or indirectly the sale or disposal of any drug, cosmetic or medical device.

3.2 container

Any receptacle, package, wrapper or conforming band in which a cosmetic product is offered for sale, but does not include liners or shipping containers or any outer wrapping or box that is not customarily displayed to the consumer.

3.3 cosmetics

Articles intended to be applied to the human body for cleansing, beautifying, promoting attractiveness or altering the appearance without affecting the body=s structure or function. Example, products such as skin creams, lotions, perfumes, lipsticks, fingernail polishes, eye and facial make-up preparations, shampoos, permanent waves, hair colours, toothpastes, deodorants and any ingredient intended for use as a component of a cosmetic product.

3.4 establishment

A place of business where cosmetic products is manufactured, packaged and sold.

3.5 label

Any written, printed, stenciled, impressed, embossed, mark, design, device, stamp, brand or graphic matter on a ticket, tag or other slip of paper, plastic or other suitable material attached to or accompanying any cosmetic or inscribed on its container or wrapper.

3.6 manufacture

The production of any cosmetic product by chemical, physical, biological or other procedures, including manipulation, sampling, testing or control procedures applied to the product.

3.7 packaging

Filling or labelling the product container, including changing the immediate container or label (but excluding changing other labelling) at any point in the distribution of the cosmetic product from the original place of manufacture to the person who makes final delivery or sale to the ultimate consumer.

3.8 tamper resistant package

A package having an indicator or barrier to entry which, if breached or missing, can reasonably be expected to provide visible evidence to consumers that tampering has occurred. It may include an immediate container and closure system or secondary container or carton system or any combination of systems intended to provide a visible indication of package integrity.

4 General requirements for cosmetic products

4.1 No cosmetic shall have in or upon it any substance that may cause injury to the health of the user when the cosmetic is used:
(1) according to the direction on the label accompanying such cosmetic; or
(2) for such purpose and by such method of use as are customary or usual therefore.

4.2 The products shall not consist in whole or in part of any filthy or decomposed substance or any foreign matter.

4.3 Cosmetics shall not be manufactured, prepared, preserved, packaged, stored or sold under insanitary conditions.

4.4 Where a standard has been prescribed for a cosmetic, no person shall label, package, sell or advertise any article in such a manner that it is likely to be mistaken for such cosmetic, unless the article complies with the prescribed standard.

5 General requirements for cosmetic establishments

5.1 Buildings and facilities

5.1.1 Buildings used in the manufacture or storage of cosmetics shall be of suitable size, design and construction to permit unobstructed placement of equipment, orderly storage of materials and products, sanitary operation and proper cleaning and maintenance.

5.1.2 Floors, walls and ceilings shall be constructed of smooth, easily cleanable surfaces and shall be kept clean and in good repair.

5.1.3 Fixtures, ducts and pipes shall be installed in such a manner that drip or condensation does not contaminate cosmetic materials, utensils, cosmetic contact surfaces of equipment or finished products in bulk.

5.1.4 Lighting and ventilation shall be sufficient for the intended operation and comfort of personnel.

5.1.5 Water supply, washing and toilet facilities, floor drainage and sewerage system shall be adequate for sanitary operation and cleaning of facilities, equipment and utensils, as well as to satisfy employee needs and facilitate personal cleanliness.

5.2 Equipment

5.2.1 Equipment and utensils used in processing, holding, transferring and filling shall be of appropriate design, material and workmanship to prevent corrosion, build-up of material, or adulteration with lubricants, dirt or sanitising agents.

5.2.2 Utensils, transfer piping and cosmetic contact surfaces of equipment shall be well maintained and cleaned and shall be sanitised at appropriate intervals.

5.2.3 Cleaned and sanitised portable equipment, utensils and cosmetic contact surfaces shall either be covered and protected, or stored and located in a manner that protects them from splash, dust, harmful micro-organisms or other contamination.

5.3 Personnel

5.3.1 The personnel supervising or performing the manufacture or control of cosmetics shall have the education, training and/or experience to perform the assigned functions.

5.3.2 Persons coming into direct contact with cosmetic materials, finished products in bulk or cosmetic contact surfaces, shall wear appropriate outer garments, gloves, hair restraints among others and shall maintain adequate personal cleanliness, to the extent necessary to prevent adulteration of cosmetic products.

5.3.3 The eating of food, drinking of beverages and using of tobacco shall be restricted to appropriately designated areas.

5.4 Raw materials

5.4.1 Raw materials and primary packaging materials shall be stored and handled in a manner which prevents their mixing, contamination with micro-organisms or other chemicals, or decomposition from exposure to excessive heat, cold, sunlight or moisture.

5.4.2 Containers of materials shall be closed and bagged or boxed. Materials shall be stored off the floor.

5.4.3 Containers of materials shall be labelled and may be colour coded with respect to identity. They shall also be labelled with respect to lot identification and control status.

5.4.4 Materials shall be sampled and tested or examined in accordance with procedures assuring the absence of contamination with filth, micro-organisms or other extraneous substances to the extent necessary to prevent adulteration of finished products. Particular attention shall be paid to materials of animal or vegetable origin and those used in the manufacture of cosmetics by cold processing methods with respect to contamination with filth or micro-organisms.

5.4.5 All raw materials used in the manufacture of cosmetic products shall comply with the requirements of the Ministry of Health and wellness and Bahamas Agricultural Food Safety Authority.

5.4.6 Materials not meeting acceptance specifications shall be properly identified and controlled to prevent their use in cosmetics.

5.5 Production control

5.5.1 Manufacturing and control procedures shall be established and written instructions, that is, formulations, processing, transfer and filling instructions, in-process control methods, among others shall be maintained.

5.5.2 The equipment for processing, transfer and filling the utensils and the containers for holding raw and bulk materials, shall be clean, in good repair and in sanitary condition.

5.5.3 Only approved materials shall be used.

5.5.4 Samples shall be taken, as appropriate, during and/or after processing, transfer or filling, for testing for adequacy of mixing or other forms of processing, absence of hazardous micro-organisms or chemical contaminants and for compliance with any other accepted specification.

5.5.5 Weighing and measuring of raw materials shall be checked by a second person and containers holding the materials shall be properly identified.

5.5.6 Major equipment, transfer lines, containers and tanks used for processing, filling or holding cosmetics shall be identified to indicate contents, batch designation, control status and other pertinent information.

5.5.7 Labels shall be thoroughly examined before the labelling operation to avoid mislabelling.

5.5.8 The equipment for processing, holding, transferring and filling of each batch shall be labelled regarding identity, batch identification and control status.

5.5.9 Packages of finished products shall bear permanent code marks. The Code shall have a key.

5.5.10 Returned cosmetics shall be examined for deterioration or contamination.

5.6 Laboratory control

5.6.1 Raw materials, in-process samples and finished products shall be tested or examined to verify their identity and determine their compliance with specifications for physical and chemical properties and microbial contamination, as well as for hazardous or other unwanted chemical contaminants normally associated with the raw material.

5.6.2 Reference samples of approved lots or batches of raw materials and finished products shall be retained for the specified time period and shall be stored under conditions that protect them against contamination or deterioration, and shall be retested for continued compliance with established acceptance specifications.

5.6.3 The water supply, particularly the water used as a cosmetic ingredient, shall be tested regularly for its conformity with chemical, analytical and microbiological specifications.

5.6.4 Fresh as well as retained samples of finished products shall be tested for adequacy of preservation against microbial contamination which may occur under reasonably foreseeable conditions of storage and consumer use.

5.7 Records

5.7.1 Control records shall be maintained for raw materials, primary packaging materials, batch manufacturing, and distribution purposes.

5.7.2 Documentation of the handling, storage, laboratory control and usage of raw materials and primary packaging materials as well as disposal of rejected material shall be maintained.

5.7.3 During the manufacture of batches, the following shall be documented:

1) kinds, lots and quantities of materials used;
2) processing, handling, transferring, holding and filling;
3) sampling, controlling, adjusting and reworking; and
4) code marks of batches and finished products.

5.7.4 Details of sampling, individual laboratory controls, test results and control status of the finished products shall be recorded.

5.7.5 For distribution purposes, records of initial shipment, code marks and consignees shall be kept.

5.8 Complaint procedure
A consumer complaint file shall be maintained and shall include:

(1) the kind and severity of each reported injury and the body part involved;
(2) the product associated with each injury including the manufacturer and code number;
(3) the medical treatment involved, if any, including the name of the attending physician; and
(4) the name(s) of any government agency, physician=s group or any such agencies to which formula, information, and/or toxicity data are provided.

5.9 Safety

5.9.1 The safety of buildings, facilities and equipment as well as the safety procedures for cosmetic manufacturing establishments shall comply with the requirements of the **Occupational Safety and Health Policy**.

5.9.2 All hazardous chemicals for use in the manufacture of cosmetic products shall be stored, dispensed of used, and disposed of in such manner as will ensure the safety of all employees and in accordance with the safety guidelines established and/or administered by the relevant government agency.

5.9.3 The cosmetic manufacturing establishment shall have easily accessible safety showers spaced throughout the building. All employees shall be instructed in the use of these safety showers.

6 Labelling

Labelling shall comply with the requirements of **GYS 9-8: 1998, *"Specification for labelling of commodities - Part 2: Labelling of Cosmetics."***

7 Packaging requirements

7.1 The package employed shall perform in accordance with the fundamental requirements of all good packaging.

7.2 It shall contain and securely hold a stated quantity of product without leaking, seeping or oozing.

7.3 The package shall keep the product clean and free from contamination. It shall also protect the product from loss of quality by evaporation of perfume and other volatile ingredients and against oxidation and other chemical reactions.

7.4 Products and their packages shall be protected from mechanical damage.

7.5 A tamper resistant package shall be used by each manufacturer and packer who packages an oral hygiene product or vaginal product for retail sale.

7.6 The tamper resistant features must remain intact when handled in a reasonable manner during manufacture, distribution and retail display.

7.7 To prevent substitution of the tamper resistant feature after tampering, the indicator or barrier to entry is required to be distinctive by design (example, an aerosol container) or by the use of an identifying characteristic.

END OF DOCUMENT

The Bahamas Bureau of Standards & Quality

The Bahamas Bureau of Standards and Quality (BBSQ), is a body corporate by virtue of the Standards Act and the Weights and Measures Act of 2006 with reporting relationship to the Ministry of Financial Services. The BBSQ is governed by a Standards Council that is responsible for the policy and general administration of the Bureau.

The main objective of the BBSQ is to improve industry competitiveness in the domestic and export markets, facilitate trade by reducing technical barrier to trade, and strengthen consumer and environmental protection against unsafe products or services being placed on the market. This is accomplished through the formulation, adoption, and or/adaption of standards as national instruments of socio-economic development. Additionally through offering metrology, inspection, testing, and certification services, the latter three being collectively termed conformity assessment.

Procedure for the Preparation of Standards documents:

1. The preparation of standards documents is undertaken upon the Standards Council's authorization. This may arise out of representations from national organizations or existing Bureau of Standards' Committees or Bureau staff. If the project is approved it is referred to the appropriate sectional committee, or if none exists a new committee is formed, or the project is allotted to Bureau staff.
2. If necessary, when the final draft of a standard is ready, the Council authorizes an approach to the Minister in order to obtain the formal concurrence of any other Minister who may be responsible for any area which the standard affects.
3. With the approval of the Standards Council, the draft document is made available for general public comments. All interested parties, by means of notice in the Press, are invited to comment. In addition copies are forwarded to those known to be interested in the subject.
4. The committee considers all the comments received and recommends the final document to the Standards Council.
5. The Standards Council recommends the document to the Minister for publication.
6. The Minister approves the recommendation of the Standards Council.
7. The declaration of the standard is gazette and copies placed for sale.
8. On the recommendation of the Standards Council the Minister nay declare a standard to be compulsory.
9. If a standard is declared compulsory all relevant regulatory government agencies are notified to apply/enact enforcement of the standards.
10. Amendments to and revisions of standards normally require the same procedure as is applied to the preparation of the original standard.

Application to use the reference library and to purchase Bahamas National Standards and other standards documents should be addressed to:

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