GLOBAL COSMETICS • ISO 22716 GMP • INDIA / EU / UK / USA / ASEAN / AUSTRALIA

COSMETICS SOP MASTER LIST

Skincare · Haircare · Soaps · Oral Care · Colour Cosmetics · Perfumes · Deodorants · Nail Products · Hair Dyes · Aerosols · Powders · Wipes

Comprehensive department-wise master index of proposed Standard Operating Procedures for cosmetics manufacturing facilities, R&D and product safety, packaging, distribution and regulatory market access.

PROPOSED SOP TITLES	FUNCTIONAL GROUPS	DOCUMENT	ISSUED
1850	38	MASTER INDEX	05 NOV 2026

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IMPORTANT: 1,850 proposed SOP titles are a planning master list, not 1,850 written, approved, issued or implemented SOPs. Select, combine, develop and approve procedures based on licensed site activities, product risks and markets.

01 PURPOSE, SCOPE & DOCUMENT CONTROL

Use this list to design a controlled SOP hierarchy for cosmetic manufacturing, third-party/private-label operations, associated laboratories and supporting facilities. ISO 22716 addresses cosmetics production, control, storage and shipment; R&D, consumer safety assessment and EHS need their own applicable frameworks.

Document identifier: ISHA/COS/SOP-MASTER/001 Revision: 00 Status: PROPOSED / UNCONTROLLED UNTIL SITE APPROVAL

Implementation priority: P1 = core or routine control WHEN the listed process/site scope is applicable; P2 = conditional, specialist or market-dependent. P1/P2 are planning labels, not legal mandates. Applicability and SOP ownership require site approval.

Cosmetics are not automatically pharmaceuticals or sterile preparations. Products making therapeutic claims (including some sunscreens, anti-acne, anti-dandruff, toothpaste or oral-care products) may fall under medicines/other frameworks depending on jurisdiction. Evaluate classification before choosing GMP and licensing controls.

02 KEY GLOBAL REGULATORY CROSSWALK

FRAMEWORK	WHAT IT COVERS	WHEN TO APPLY
ISO 22716:2007	Cosmetics GMP guidance: personnel, premises, equipment, raw materials, production, QC, deviations, complaints/recalls, storage & shipment	Core manufacturing site controls
India: Cosmetics Rules 2020	State manufacturing licence; Seventh Schedule premises/GMP; Ninth Schedule quality standards; IS 4707 ingredients and applicable BIS norms	India manufacturing and import compliance
European Union / EEA	Regulation (EC) No 1223/2009 as amended; Arts 8/10/11/13/19/23, CPSR, PIF, CPNP, claims and adverse effects	EU market-specific approval and documentation
United Kingdom: Great Britain	UK-adapted cosmetics law; UK Responsible Person, PIF/CPSR, OPSS SCPN, claims and adverse effects	GB market-specific registration/notification

FRAMEWORK	WHAT IT COVERS	WHEN TO APPLY
United States	FD&C Act, MoCRA facility registration/product listing, safety substantiation, adverse event and recall duties. Check current status of FDA cosmetics GMP rulemaking.	US market-specific compliance
ASEAN	ASEAN Cosmetic Directive; ASEAN cosmetic GMP guidance, product notification, PIF, ingredient annexes	ASEAN markets as selected
Australia	AICIS ingredient introduction; ACCC consumer product safety/labelling; TGA where classification is therapeutic	Australia market and claims boundary
Microbiological methods	ISO 17516: Cosmetics - Microbiology - Microbiological limits; ISO 11930: Evaluation of antimicrobial protection	Risk-based testing and preservation
EHS & hazardous processing	Local fire, hazardous chemicals, occupational exposure, solvent/explosion and environment laws	Supplemental legal obligations; ISO 22716 does not cover worker/environment safety in full

03 IMPLEMENTATION & SITE APPROVAL METHOD

01. Screen each procedure by product portfolio, production operations, equipment, market and licence scope; mark Not Applicable with an auditable reason.

02. Map existing controlled documents to the master list; do not create duplicate SOPs when one well-written procedure reliably governs several similar operations.

03. Assign SOP owner, author, QA reviewer and approver; create process maps, responsibilities, procedural steps, safety controls, acceptance criteria and exceptions.

04. Link forms, registers, logbooks, test methods, specifications, master formulas, packaging instructions, training and electronic records.

05. Assess regulatory gaps, train all affected roles, issue effective versions and assess effectiveness at scheduled review dates.

04 FUNCTIONAL GROUP COUNTS

CODE	DEPARTMENT / PROCESS GROUP	SOP COUNT
QMS	Quality governance & management	**39**
DOC	Document control, records & data integrity	**46**
QA	QA shop-floor oversight and batch disposition	**42**
DEV	Nonconformity, deviation, CAPA & complaints	**50**
AUD	Audits, risk management & continuous improvement	**40**
REG	Regulatory affairs & international market access	**65**
SAFE	Product safety, PIF & cosmetovigilance	**57**
RND	Research & formulation development	**57**
ADL	Analytical development & method transfer	**46**
QC	QC physicochemical testing & release	**61**
MIC	QC microbiology & preservation assurance	**54**
PRD	Manufacturing - common operations	**55**
SKN	Skin care, creams, lotions, gels & serums	**47**
HAIR	Hair care shampoos, conditioners & styling	**48**
SOAP	Soap, body wash, bath & cleansing products	**43**
ORAL	Cosmetic oral care, toothpaste & mouthwash	**34**
MAKE	Colour cosmetics and eye/lip makeup	**56**
FRG	Perfumes, fragrances & deodorants	**40**
NAIL	Nail care and nail polish	**36**

CODE	DEPARTMENT / PROCESS GROUP	SOP COUNT
DYE	Hair colouring, bleaching & straightening	36
AER	Aerosols, sprays & pressurized packs	35
POW	Powders, talc, bath salts & solid cosmetics	37
BAB	Baby, sensitive-skin, wipes & special-use cosmetics	34
PACK	Packaging, printing, labelling & serialization	61
WH	Warehouse, inventory & distribution	59
PUR	Purchasing, suppliers & outsourced services	42
ENG	Engineering, equipment & preventive maintenance	60
UTL	Utilities, HVAC, process water & environment	53
CLN	Cleaning, sanitation, hygiene & pest control	54
VAL	Qualification, process verification & stability	56
HR	Human resources, training & administration	37
IT	IT, computerized systems & cybersecurity	40
EHS	Environment, health & safety	65
DIST	Finished goods, logistics & post-market handling	36
CMO	Contract manufacture, private label & technology transfer	40
MAT	Ingredient-specific micro-controls	110
IPC	Targeted in-process exceptions & responses	45
MKT	Country-specific monitoring & release gates	34

TOTAL | 38 GROUPS | 1,850 PROPOSED SOP TITLES

05 COMPLETE DEPARTMENT-WISE MASTER SOP INDEX

SOP numbering convention: COS-[DEPARTMENT CODE]-[001...]. Codes shown are proposed. Facility SOP codes, department ownership and applicable markets must be approved through document control.

01 QMS | Quality governance & management (39 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-QMS-001	Cosmetics quality policy and quality objectives	ALL
COS-QMS-002	Quality organization chart and reporting independence	ALL
COS-QMS-003	Assignment of cosmetic quality responsibilities	ALL
COS-QMS-004	Annual quality management plan	ALL
COS-QMS-005	Quality manual governance	ALL
COS-QMS-006	Process map and interdepartmental interfaces	ALL
COS-QMS-007	Quality-risk escalation to senior management	ALL
COS-QMS-008	Management review scheduling and agenda	ALL
COS-QMS-009	Management review minutes and action tracker	ALL
COS-QMS-010	Quality KPI definition and reporting	ALL
COS-QMS-011	Quality trend evaluation and escalation	ALL
COS-QMS-012	Annual quality system self-assessment	ALL
COS-QMS-013	Cosmetic GMP implementation programme	ALL
COS-QMS-014	Quality culture and personnel accountability	ALL
COS-QMS-015	Resource adequacy review	ALL
COS-QMS-016	Quality budget planning and justification	ALL
COS-QMS-017	Site quality agreements and ownership	ALL
COS-QMS-018	Multi-site QMS governance	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-QMS-019	Site quality committee operation	ALL
COS-QMS-020	Management of quality-related conflicts of interest	ALL
COS-QMS-021	Quality system effectiveness review	ALL
COS-QMS-022	Quality risk register governance	ALL
COS-QMS-023	Changes to facility product portfolio	ALL
COS-QMS-024	Procedure for site GMP readiness review	ALL
COS-QMS-025	Quality metrics periodic re-baselining	ALL
COS-QMS-026	Regulatory intelligence to QMS linkage	ALL
COS-QMS-027	Business continuity governance for quality-critical systems	ALL
COS-QMS-028	Control of outsourced GMP responsibilities	ALL
COS-QMS-029	Quality objectives cascade to departments	ALL
COS-QMS-030	Periodic quality policy communication	ALL
COS-QMS-031	Site-level cosmetic safety oversight	ALL
COS-QMS-032	Implementation and monitoring of ISO 22716 compliance	ALL
COS-QMS-033	Authorized signatory designation	ALL
COS-QMS-034	Quality oversight of private-label manufacture	ALL
COS-QMS-035	Quality implications of business transfers and site closure	ALL
COS-QMS-036	Annual product family quality review	ALL
COS-QMS-037	Management escalation of repeated GMP breakdowns	ALL
COS-QMS-038	Control of outsourced warehouse service quality	ALL
COS-QMS-039	Classification of cosmetic product risk by intended use	ALL

02 DOC | Document control, records & data integrity (46 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DOC-001	Creation and approval of controlled SOPs	ALL
COS-DOC-002	numbering and departmental coding	ALL
COS-DOC-003	Document review cycle and periodic review	ALL
COS-DOC-004	change request and revision control	ALL
COS-DOC-005	Controlled document issue and retrieval	ALL
COS-DOC-006	Obsolete document withdrawal and archival	ALL
COS-DOC-007	Master list of SOPs and forms	ALL
COS-DOC-008	Creation of work instructions and visual aids	ALL
COS-DOC-009	Master manufacturing formula approval	ALL
COS-DOC-010	Batch manufacturing record issuance	ALL
COS-DOC-011	Batch packaging record issuance	ALL
COS-DOC-012	Master specification control	ALL
COS-DOC-013	Master test method control	ALL
COS-DOC-014	Record correction and contemporaneous entries	ALL
COS-DOC-015	Electronic record access authorization	ALL
COS-DOC-016	Handwritten record legibility and indelible entries	ALL
COS-DOC-017	Use and control of blank GMP forms	ALL
COS-DOC-018	Copy control and uncontrolled-copy marking	ALL
COS-DOC-019	Document training before effective date	ALL
COS-DOC-020	Technical document translation review	ALL
COS-DOC-021	Record retention schedule determination	ALL
COS-DOC-022	Contract records and supplier data retention	ALL
COS-DOC-023	Retention of batch distribution records	ALL
COS-DOC-024	Scanning and certified copies	ALL
COS-DOC-025	Backdated entry prevention and detection	ALL
COS-DOC-026	Controlled notebook issuance and reconciliation	ALL
COS-DOC-027	Good documentation practice training	ALL
COS-DOC-028	Data reconstruction after system outage	ALL
COS-DOC-029	Document destruction authorization	ALL
COS-DOC-030	Audit trails and version history review	ALL
COS-DOC-031	Change communication to affected departments	ALL
COS-DOC-032	Control of labels as GMP documents	ALL
COS-DOC-033	Management of confidential formulation recipes	ALL
COS-DOC-034	Management of supplier confidential information	ALL
COS-DOC-035	Traceable calculation worksheets	ALL
COS-DOC-036	Use of electronic signatures when adopted	ALL
COS-DOC-037	Document template validation and formatting	ALL
COS-DOC-038	Document owner/approver separation	ALL
COS-DOC-039	Procedure for product information file indexing	ALL
COS-DOC-040	Procedure for on-site inspection document retrieval	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DOC-041	Controlled reference standard library	ALL
COS-DOC-042	Review of technical artwork masters	ALL
COS-DOC-043	Controlled use of external standards and regulatory documents	ALL
COS-DOC-044	Procedure for temporary instructions and expiry	ALL
COS-DOC-045	Handling of lost or damaged original records	ALL
COS-DOC-046	Review of manufacturing-record completeness	ALL

03 QA | QA shop-floor oversight and batch disposition (42 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-QA-001	QA line clearance authorization	ALL
COS-QA-002	QA production-room entry and hygiene compliance	ALL
COS-QA-003	QA dispensing-room oversight	ALL
COS-QA-004	QA sampling authorization and witnessing	ALL
COS-QA-005	Raw-material release status verification	ALL
COS-QA-006	Packaging-component release verification	ALL
COS-QA-007	In-process quality acceptance and escalation	ALL
COS-QA-008	Bulk product hold and release decision	ALL
COS-QA-009	Finished cosmetic batch disposition	ALL
COS-QA-010	Batch record review for completeness	ALL
COS-QA-011	Manufacturing yield reconciliation assessment	ALL
COS-QA-012	Packaging yield reconciliation assessment	ALL
COS-QA-013	QA review of critical equipment status	ALL
COS-QA-014	QA review of water/utility monitoring reports	ALL
COS-QA-015	QA review of cleaning records	ALL
COS-QA-016	QA review of environmental trend exceptions	ALL
COS-QA-017	Approval of rework/reprocessing decision	ALL
COS-QA-018	Control of conditional release decisions	ALL
COS-QA-019	Control of rejected batch disposition	ALL
COS-QA-020	Batch-specific exception register	ALL
COS-QA-021	QA sampling of product at filling line	ALL
COS-QA-022	Batch genealogy and material trace review	ALL
COS-QA-023	QA verification of artwork version	ALL
COS-QA-024	Control of deviations before product release	ALL
COS-QA-025	QA approval of shelf-life assignments	ALL
COS-QA-026	Control of retain sample transfer	ALL
COS-QA-027	QA final product release checklist	ALL
COS-QA-028	Quality hold pending customer complaint	ALL
COS-QA-029	Authority to stop production for quality issues	ALL
COS-QA-030	QA approval of product transfer between manufacturing sites	ALL
COS-QA-031	Batch compliance review for export market	ALL
COS-QA-032	Review of finished-goods storage excursions	ALL
COS-QA-033	QA escalation for out-of-trend IPC results	ALL
COS-QA-034	QA confirmation of validated process parameters	ALL
COS-QA-035	Authorization of cosmetic samples for marketing	ALL
COS-QA-036	Bulk-product dispatch approval to contract packer	ALL
COS-QA-037	Review of product safety assessment prerequisites	ALL
COS-QA-038	Documentation of QA product disposition rationale	ALL
COS-QA-039	Handling partial batch acceptance and rejection	ALL
COS-QA-040	QA review of handover between shifts	ALL
COS-QA-041	QA verification of line set-up for shade changes	ALL
COS-QA-042	QA approval of in-process blend adjustments	ALL

04 DEV | Nonconformity, deviation, CAPA & complaints (50 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DEV-001	Classification of GMP deviations	ALL
COS-DEV-002	Incident and deviation notification	ALL
COS-DEV-003	Immediate containment and material quarantine	ALL
COS-DEV-004	Root cause investigation planning	ALL
COS-DEV-005	Five-why investigation technique	ALL
COS-DEV-006	Fishbone cause analysis	ALL
COS-DEV-007	Risk-based impact assessment of deviations	ALL
COS-DEV-008	Corrective action determination	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DEV-009	Preventive action determination	ALL
COS-DEV-010	CAPA action-plan approval	ALL
COS-DEV-011	CAPA implementation and monitoring	ALL
COS-DEV-012	CAPA effectiveness verification	ALL
COS-DEV-013	CAPA closure and trending	ALL
COS-DEV-014	Handling recurring deviations	ALL
COS-DEV-015	Out-of-specification investigation of cosmetic product	ALL
COS-DEV-016	Out-of-trend result investigation	ALL
COS-DEV-017	Microbial contamination investigation	ALL
COS-DEV-018	Foreign-particle investigation	ALL
COS-DEV-019	Packaging defect investigation	ALL
COS-DEV-020	Product stability failure investigation	ALL
COS-DEV-021	Customer complaint intake and registration	ALL
COS-DEV-022	Complaint severity and health-risk triage	ALL
COS-DEV-023	Product defect investigation	ALL
COS-DEV-024	Complaint sample collection and chain of custody	ALL
COS-DEV-025	Serious undesirable effect intake and escalation	ALL
COS-DEV-026	Adverse-event reporting and market notification	ALL
COS-DEV-027	Complaint trend review	ALL
COS-DEV-028	Consumer contact and complaint response	ALL
COS-DEV-029	Potential counterfeit or tampered product investigation	ALL
COS-DEV-030	Product withdrawal decision	ALL
COS-DEV-031	Product recall and mock recall	ALL
COS-DEV-032	Recall traceability reconciliation	ALL
COS-DEV-033	Regulatory notification during product recall	ALL
COS-DEV-034	Recall effectiveness checks	ALL
COS-DEV-035	Recalled product segregation and disposal	ALL
COS-DEV-036	Crisis communication and escalation	ALL
COS-DEV-037	Escalation of suspected prohibited ingredient	ALL
COS-DEV-038	Investigation of preservative efficacy failure	ALL
COS-DEV-039	Investigation of allergen-related complaints	ALL
COS-DEV-040	Investigation of colour/shade mismatch	ALL
COS-DEV-041	Investigation of fragrance off-odour complaints	ALL
COS-DEV-042	Handling leakage and closure failures	ALL
COS-DEV-043	Handling weight/volume underfill complaints	ALL
COS-DEV-044	Handling unexpected discoloration	ALL
COS-DEV-045	Return authorization and returned-goods assessment	ALL
COS-DEV-046	Control of field corrective measures	ALL
COS-DEV-047	Safety signal detection from complaints	ALL
COS-DEV-048	Quality alerts to distributors and ecommerce channels	ALL
COS-DEV-049	Regulatory inspection observation handling	ALL
COS-DEV-050	Inspection response and CAPA commitment tracking	ALL

05 AUD | Audits, risk management & continuous improvement (40 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-AUD-001	Internal cosmetic GMP audit programme	ALL
COS-AUD-002	Risk-based internal audit schedule	ALL
COS-AUD-003	Audit checklist development against ISO 22716	ALL
COS-AUD-004	Audit team qualification and independence	ALL
COS-AUD-005	Conduct of opening and closing audit meetings	ALL
COS-AUD-006	Audit evidence collection	ALL
COS-AUD-007	Audit findings grading and reporting	ALL
COS-AUD-008	Audit CAPA follow-up and closure	ALL
COS-AUD-009	Supplier quality audit planning	ALL
COS-AUD-010	Supplier audit report approval	ALL
COS-AUD-011	Contract manufacturer GMP audit	ALL
COS-AUD-012	Contract test laboratory oversight audit	ALL
COS-AUD-013	Warehouse and transport provider audit	ALL
COS-AUD-014	Self-inspection of sanitation controls	ALL
COS-AUD-015	Process walk-through and layered audit	ALL
COS-AUD-016	Data integrity audit of laboratory and batch records	ALL
COS-AUD-017	Environmental hygiene audit	ALL
COS-AUD-018	Change-control effectiveness audit	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-AUD-019	Complaint and recall system audit	ALL
COS-AUD-020	New product launch audit	ALL
COS-AUD-021	Facility readiness mock regulatory audit	ALL
COS-AUD-022	Validation compliance audit	ALL
COS-AUD-023	Engineering preventive maintenance audit	ALL
COS-AUD-024	Utility system GMP audit	ALL
COS-AUD-025	Annual quality-risk assessment	ALL
COS-AUD-026	Risk assessment for new cosmetic formulation	ALL
COS-AUD-027	Risk assessment for high-water-activity products	ALL
COS-AUD-028	Risk assessment for vulnerable-user products	ALL
COS-AUD-029	Risk assessment for leave-on applications	ALL
COS-AUD-030	FMEA for manufacturing stages	ALL
COS-AUD-031	Risk scoring and acceptance criteria	ALL
COS-AUD-032	Risk control verification and monitoring	ALL
COS-AUD-033	Risk re-evaluation after complaints	ALL
COS-AUD-034	Risk management review and escalation	ALL
COS-AUD-035	Improvement action tracking and benefits review	ALL
COS-AUD-036	Critical supplier requalification audit	ALL
COS-AUD-037	Internal audit of contract packaging sites	ALL
COS-AUD-038	Post-merger cosmetic QMS integration audit	ALL
COS-AUD-039	Market-specific legal-compliance audit	ALL
COS-AUD-040	Supplier documentation desk audit	ALL

06 REG | Regulatory affairs & international market access (65 SOPs)

Base applicability: ALL | Primary reference: India Cosmetics Rules 2020; Sch VII/IX; IS 4707 (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-REG-001	Classification of product as cosmetic, medicine or device	ALL
COS-REG-002	Intended use and claims classification review	ALL
COS-REG-003	Market-by-market regulatory applicability determination	ALL
COS-REG-004	India state cosmetics manufacturing licence file control	ALL
COS-REG-005	India COS-5 manufacturing application preparation	ALL
COS-REG-006	India COS-6 loan licence application preparation	ALL
COS-REG-007	India COS-7 GMP self-declaration preparation	ALL
COS-REG-008	India COS-8 manufacturing licence document maintenance	ALL
COS-REG-009	India cosmetic import registration and product variants	ALL
COS-REG-010	India new cosmetic prior-permission assessment	ALL
COS-REG-011	India Ninth Schedule product standard verification	ALL
COS-REG-012	India prohibited and restricted ingredient check	ALL
COS-REG-013	India applicable IS 4707 ingredient review	ALL
COS-REG-014	India colorant compliance and permitted pigment review	ALL
COS-REG-015	Indian labelling compliance review	ALL
COS-REG-016	Legal metrology packaging declarations review	ALL
COS-REG-017	EU cosmetic Responsible Person appointment	ALL
COS-REG-018	EU Cosmetic Product Notification Portal (CPNP) submission	ALL
COS-REG-019	EU Cosmetic Product Safety Report availability review	ALL
COS-REG-020	EU Product Information File (PIF) completeness review	ALL
COS-REG-021	EU safety assessor qualification verification	ALL
COS-REG-022	EU ingredient Annex II prohibited substances review	ALL
COS-REG-023	EU restricted substances Annex III review	ALL
COS-REG-024	EU colourant Annex IV review	ALL
COS-REG-025	EU preservative Annex V review	ALL
COS-REG-026	EU UV filter Annex VI review	ALL
COS-REG-027	EU fragrance allergen labelling assessment	ALL
COS-REG-028	EU nanomaterial notification assessment	ALL
COS-REG-029	EU notification update after formulation change	ALL
COS-REG-030	EU cosmetics claims evidence assessment	ALL
COS-REG-031	UK Responsible Person appointment and maintenance	ALL
COS-REG-032	GB cosmetic product notification (SCPN)	ALL
COS-REG-033	GB market PIF and safety report oversight	ALL
COS-REG-034	GB labelling and claims legal review	ALL
COS-REG-035	Northern Ireland market classification and route review	ALL
COS-REG-036	US MoCRA facility registration applicability review	ALL
COS-REG-037	US MoCRA cosmetic product listing applicability review	ALL
COS-REG-038	US cosmetic safety substantiation record control	ALL
COS-REG-039	US adverse event intake and reporting	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-REG-040	US ingredient labelling and contact details review	ALL
COS-REG-041	US state-specific chemical warning evaluation	ALL
COS-REG-042	FDA cosmetic import compliance review	ALL
COS-REG-043	MoCRA mandatory-recall readiness	ALL
COS-REG-044	ASEAN cosmetic product notification assessment	ALL
COS-REG-045	ASEAN product information file compilation	ALL
COS-REG-046	ASEAN permitted ingredient annex review	ALL
COS-REG-047	ASEAN country-specific labelling compliance	ALL
COS-REG-048	Australia AICIS cosmetics-ingredient introduction review	ALL
COS-REG-049	Australia ACCC cosmetic product label and safety review	ALL
COS-REG-050	Australia TGA therapeutic-claim boundary review	ALL
COS-REG-051	Canadian cosmetic notification and ingredient hotlist review	ALL
COS-REG-052	GCC/Saudi cosmetic registration and labelling evaluation	ALL
COS-REG-053	Africa and LATAM market regulatory screening	ALL
COS-REG-054	Product claims translation legal review	ALL
COS-REG-055	Regulatory dossier version and archive control	ALL
COS-REG-056	Regulatory change impact assessment on released products	ALL
COS-REG-057	Cross-border label harmonization and local-language text	ALL
COS-REG-058	Export certificate and free-sale documentation management	ALL
COS-REG-059	Halal claims and certification documentation control	ALL
COS-REG-060	Vegan/cruelty-free claims substantiation	ALL
COS-REG-061	Organic/natural cosmetics certification interface	ALL
COS-REG-062	Notification owner and external consultant authorization	ALL
COS-REG-063	Regulatory inspection readiness and correspondence	ALL
COS-REG-064	Regulatory action following prohibited ingredient alert	ALL
COS-REG-065	Cosmetic regulatory watch and change-log maintenance	ALL

07 SAFE | Product safety, PIF & cosmetovigilance (57 SOPs)

Base applicability: ALL | Primary reference: Regulation (EC) 1223/2009 Arts 10-11/Annex I; MoCRA safety substantiation

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SAFE-001	Cosmetic Product Information File compilation	ALL
COS-SAFE-002	Cosmetic Product Safety Report (CPSR) review	ALL
COS-SAFE-003	Ingredient toxicology source evaluation	ALL
COS-SAFE-004	Exposure scenario evaluation for leave-on cosmetics	ALL
COS-SAFE-005	Exposure scenario evaluation for rinse-off cosmetics	ALL
COS-SAFE-006	Margin of safety calculation review	ALL
COS-SAFE-007	Assessment of cumulative exposure from multiple products	ALL
COS-SAFE-008	Assessment of sensitive population exposure	ALL
COS-SAFE-009	Assessment of children's cosmetics exposure	ALL
COS-SAFE-010	Evaluation of impurities in cosmetic raw materials	ALL
COS-SAFE-011	Assessment of fragrance allergen exposure	ALL
COS-SAFE-012	Assessment of essential oil sensitization	ALL
COS-SAFE-013	Assessment of heavy metal traces	ALL
COS-SAFE-014	Assessment of residual solvents in fragrance inputs	ALL
COS-SAFE-015	Preservative efficacy risk review	ALL
COS-SAFE-016	Assessment of microbial risk by product category	ALL
COS-SAFE-017	Assessment of nanoparticles and nano-ingredients	ALL
COS-SAFE-018	Assessment of photo-toxicity and photo-sensitization	ALL
COS-SAFE-019	Review of genotoxicity and CMR restrictions	ALL
COS-SAFE-020	Assessment of ingredients with endocrine concern	ALL
COS-SAFE-021	Assessment of contaminants in botanical extracts	ALL
COS-SAFE-022	Assessment of packaging-material interactions	ALL
COS-SAFE-023	Safety evaluation of new formula variant	ALL
COS-SAFE-024	Safety assessment reapproval after reformulation	ALL
COS-SAFE-025	Safety assessment for shade or fragrance variants	ALL
COS-SAFE-026	Safety dossier retention and indexing	ALL
COS-SAFE-027	Proof of effect / cosmetic claims support file	ALL
COS-SAFE-028	Claim test protocol review	ALL
COS-SAFE-029	Consumer-use and reasonably foreseeable misuse assessment	ALL
COS-SAFE-030	Use directions and precautionary warning review	ALL
COS-SAFE-031	Risk assessment for eye-area products	ALL
COS-SAFE-032	Risk assessment for lip products and incidental ingestion	ALL
COS-SAFE-033	Risk assessment for intimate hygiene cosmetic products	ALL
COS-SAFE-034	Risk assessment for aerosols and inhalation exposure	ALL
COS-SAFE-035	Risk assessment for preservatives and preservative-free products	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SAFE-036	Cosmetovigilance case intake	ALL
COS-SAFE-037	Serious undesirable effect evaluation	ALL
COS-SAFE-038	Serious undesirable effect reporting and follow-up	ALL
COS-SAFE-039	Adverse-event trend and signal analysis	ALL
COS-SAFE-040	Consumer health-risk communication	ALL
COS-SAFE-041	Product incident surveillance after reformulation	ALL
COS-SAFE-042	Product safety assessor query management	ALL
COS-SAFE-043	Review of skin compatibility evidence	ALL
COS-SAFE-044	Evaluation of patch test reports	ALL
COS-SAFE-045	Assessment of photoprotection / SPF claims where legally cosmetic	ALL
COS-SAFE-046	Assessment of nanomaterial labelling and notification	ALL
COS-SAFE-047	Claim substantiation for 'dermatologically tested'	ALL
COS-SAFE-048	Claim substantiation for 'hypoallergenic'	ALL
COS-SAFE-049	Claim substantiation for 'non-comedogenic'	ALL
COS-SAFE-050	Claim substantiation for 'clinically tested'	ALL
COS-SAFE-051	Claims review for 'natural', 'organic', or 'clean'	ALL
COS-SAFE-052	Claims review for 'preservative free'	ALL
COS-SAFE-053	Claims review for 'free from' statements	ALL
COS-SAFE-054	Claims review for 'vegan' or 'cruelty-free'	ALL
COS-SAFE-055	Claims review for anti-dandruff or anti-acne boundary	ALL
COS-SAFE-056	Claims review for whitening/brightening boundary	ALL
COS-SAFE-057	Safety follow-up of repeat adverse events	ALL

08 RND | Research & formulation development (57 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-RND-001	New cosmetic product concept evaluation	ALL
COS-RND-002	Product development brief approval	ALL
COS-RND-003	Ingredient feasibility and regulatory pre-screen	ALL
COS-RND-004	Selection of INCI-named ingredients	ALL
COS-RND-005	Supplier sample request and intake	ALL
COS-RND-006	Laboratory formula creation and versioning	ALL
COS-RND-007	Pilot formulation batch control	ALL
COS-RND-008	Design of experiments for emulsions	ALL
COS-RND-009	Screening of emulsifier combinations	ALL
COS-RND-010	Selection of surfactant system	ALL
COS-RND-011	Optimization of viscosity and rheology	ALL
COS-RND-012	Preservative system selection	ALL
COS-RND-013	Preservative system compatibility screening	ALL
COS-RND-014	Fragrance incorporation and compatibility trial	ALL
COS-RND-015	Colour and pigment dispersion development	ALL
COS-RND-016	Botanical extract compatibility evaluation	ALL
COS-RND-017	Active cosmetic ingredient compatibility review	ALL
COS-RND-018	Selection of antioxidant and chelating systems	ALL
COS-RND-019	pH adjustment strategy	ALL
COS-RND-020	Water-activity reduction strategy	ALL
COS-RND-021	Foam profile development for cleansers	ALL
COS-RND-022	Sensory evaluation panel management	ALL
COS-RND-023	Fragrance sensory benchmarking	ALL
COS-RND-024	Colour shade matching and standardization	ALL
COS-RND-025	Evaluation of film-former and polymer selection	ALL
COS-RND-026	Control of laboratory raw-material traceability	ALL
COS-RND-027	Packaging compatibility during formulation development	ALL
COS-RND-028	Accelerated stability study design	ALL
COS-RND-029	Real-time stability study design	ALL
COS-RND-030	Freeze-thaw screening	ALL
COS-RND-031	Centrifuge stress screening	ALL
COS-RND-032	Heat-cycle screening	ALL
COS-RND-033	Light exposure compatibility screening	ALL
COS-RND-034	Preservative challenge-test request and interpretation	ALL
COS-RND-035	Pilot scale-up and process risk review	ALL
COS-RND-036	Technology transfer to commercial manufacturing	ALL
COS-RND-037	Master formulation transfer package approval	ALL
COS-RND-038	Review of critical processing parameters	ALL
COS-RND-039	Specifications for trial batches	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-RND-040	Fragrance or dye variant development	ALL
COS-RND-041	Formula cost optimization without safety compromise	ALL
COS-RND-042	Formulation change effect assessment	ALL
COS-RND-043	Hair dye shade and developer compatibility studies	ALL
COS-RND-044	Aerosol propellant compatibility study	ALL
COS-RND-045	Color cosmetics pigment wetting studies	ALL
COS-RND-046	Natural/organic product formulation controls	ALL
COS-RND-047	Baby cosmetic mildness formulation review	ALL
COS-RND-048	Lip and eye cosmetic formulation controls	ALL
COS-RND-049	Proof-of-concept handover to claims testing	ALL
COS-RND-050	Development sample labelling and control	ALL
COS-RND-051	Disposal of experimental formulations	ALL
COS-RND-052	Use of consumer panel feedback	ALL
COS-RND-053	Formulation intellectual property protection	ALL
COS-RND-054	Scale-up failure investigation	ALL
COS-RND-055	Use of restricted materials in R&D with safety controls	ALL
COS-RND-056	Product innovation stage-gate review	ALL
COS-RND-057	Retention of development and unsuccessful formula records	ALL

09 ADL | Analytical development & method transfer (46 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-ADL-001	Analytical method development planning	ALL
COS-ADL-002	Test method suitability assessment	ALL
COS-ADL-003	Analytical method transfer from R&D to QC	ALL
COS-ADL-004	Analytical method verification	ALL
COS-ADL-005	Analytical method validation where warranted	ALL
COS-ADL-006	pH method qualification for cosmetic matrices	ALL
COS-ADL-007	Viscosity method suitability by product type	ALL
COS-ADL-008	Specific gravity and density method verification	ALL
COS-ADL-009	Refractive index measurement suitability	ALL
COS-ADL-010	Spreadability test procedure development	ALL
COS-ADL-011	Particle size analysis development	ALL
COS-ADL-012	Droplet size measurement method development	ALL
COS-ADL-013	Foam-height and foam-stability method development	ALL
COS-ADL-014	Colour measurement and delta-E acceptance study	ALL
COS-ADL-015	Fragrance fingerprint evaluation method	ALL
COS-ADL-016	Assay method for restricted cosmetic ingredient	ALL
COS-ADL-017	Preservative quantification method development	ALL
COS-ADL-018	UV absorber assay method development	ALL
COS-ADL-019	Method for heavy metal screening	ALL
COS-ADL-020	Method for residual solvent screening	ALL
COS-ADL-021	Method for peroxide value testing	ALL
COS-ADL-022	Method for free fatty acid determination	ALL
COS-ADL-023	Rancidity test method suitability	ALL
COS-ADL-024	Method for surfactant active matter	ALL
COS-ADL-025	Method for acid value and saponification value	ALL
COS-ADL-026	Method for salt content or electrolyte	ALL
COS-ADL-027	Method for water content testing	ALL
COS-ADL-028	Method for moisture determination in powders	ALL
COS-ADL-029	Method for fill weight measurement uncertainty	ALL
COS-ADL-030	Microbiological method suitability review	ALL
COS-ADL-031	Method for pigment dispersion quality	ALL
COS-ADL-032	Robustness study for chromatographic assay	ALL
COS-ADL-033	Method lifecycle change control	ALL
COS-ADL-034	Reference standard qualification	ALL
COS-ADL-035	Working reference material preparation	ALL
COS-ADL-036	Analytical reference solution stability	ALL
COS-ADL-037	Laboratory inter-method comparison	ALL
COS-ADL-038	Standard curve preparation and acceptance	ALL
COS-ADL-039	Data processing algorithm verification	ALL
COS-ADL-040	Chromatographic integration and review	ALL
COS-ADL-041	Analytical troubleshooting register	ALL
COS-ADL-042	Method validation protocol approval	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-ADL-043	Analytical method report and training	ALL
COS-ADL-044	Analytical sample extraction for challenging matrices	ALL
COS-ADL-045	Method transfer deviation investigation	ALL
COS-ADL-046	Technical evaluation of contract analytical laboratories	ALL

10 QC | QC physicochemical testing & release (61 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-QC-001	QC laboratory sample receipt and accession	ALL
COS-QC-002	Raw material identity testing	ALL
COS-QC-003	Incoming packaging component testing	ALL
COS-QC-004	Bulk cosmetic sample testing	ALL
COS-QC-005	Finished cosmetic product release testing	ALL
COS-QC-006	Laboratory sample storage and segregation	ALL
COS-QC-007	Sampling plan for heterogeneous bulks	ALL
COS-QC-008	Sampling plan for cosmetic powders	ALL
COS-QC-009	Sampling plan for fragrance and essential oil	ALL
COS-QC-010	Test specification and COA review	ALL
COS-QC-011	pH meter standardization and sample testing	ALL
COS-QC-012	Viscometer operation and spindle selection	ALL
COS-QC-013	Rheometer operation and verification	ALL
COS-QC-014	Specific gravity measurement	ALL
COS-QC-015	Refractive index determination	ALL
COS-QC-016	Appearance, odour and texture evaluation	ALL
COS-QC-017	Colour measurement against master standard	ALL
COS-QC-018	Fill weight and net contents determination	ALL
COS-QC-019	Container closure torque testing	ALL
COS-QC-020	Seal integrity / leakage screening	ALL
COS-QC-021	Spray pattern and output testing	ALL
COS-QC-022	Aerosol valve performance testing	ALL
COS-QC-023	Soap total fatty matter determination	ALL
COS-QC-024	Soap free caustic alkali estimation	ALL
COS-QC-025	Shampoo active surfactant determination	ALL
COS-QC-026	Hair conditioner combability test coordination	ALL
COS-QC-027	Cream homogeneity testing	ALL
COS-QC-028	Particle size sieve analysis	ALL
COS-QC-029	Powder flow and bulk density assessment	ALL
COS-QC-030	Toothpaste abrasivity and spread assessment	ALL
COS-QC-031	Toothpaste fluoride analysis where applicable	ALL
COS-QC-032	Fragrance alcohol content determination	ALL
COS-QC-033	Peroxide value test for oils	ALL
COS-QC-034	Acid value test for fatty raw materials	ALL
COS-QC-035	Saponification value determination	ALL
COS-QC-036	Moisture analysis by loss on drying	ALL
COS-QC-037	Karl Fischer testing where suitable	ALL
COS-QC-038	Preservative content assay	ALL
COS-QC-039	Microplastic / particulate screening where applicable	ALL
COS-QC-040	Heavy metal testing programme	ALL
COS-QC-041	Trace prohibited impurity screening	ALL
COS-QC-042	Talc asbestos-screening test coordination	ALL
COS-QC-043	Nail polish viscosity and dry-time testing	ALL
COS-QC-044	Hair-dye developer peroxide assay	ALL
COS-QC-045	Sunscreen SPF/UVA method coordination where applicable	ALL
COS-QC-046	Stability chamber sample analysis	ALL
COS-QC-047	Reference standard receipt and control	ALL
COS-QC-048	In-house test solution preparation and expiry	ALL
COS-QC-049	Control of out-of-specification laboratory results	ALL
COS-QC-050	Lab instrument usage log control	ALL
COS-QC-051	Glassware cleaning and handling	ALL
COS-QC-052	Volumetric apparatus calibration	ALL
COS-QC-053	Laboratory balance calibration checks	ALL
COS-QC-054	Chemical reagent labelling and expiry	ALL
COS-QC-055	External laboratory test report review	ALL
COS-QC-056	Release COA generation and authorization	ALL
COS-QC-057	Sample residuals disposal	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-QC-058	Cross-check of results against market specifications	ALL
COS-QC-059	Retention and retrieval of original analytical data	ALL
COS-QC-060	Analytical trending of product family results	ALL
COS-QC-061	Investigation of abnormal chromatographic peaks	ALL

11 MIC | QC microbiology & preservation assurance (54 SOPs)

Base applicability: ALL | Primary reference: ISO 17516; ISO 11930; relevant ISO 21149/16212/18416/22717/22718 methods

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MIC-001	Microbiology laboratory zoning and access	ALL
COS-MIC-002	Aseptic handling of cosmetic samples for testing	ALL
COS-MIC-003	Microbial enumeration of cosmetic products	ALL
COS-MIC-004	Prescribed microbial limit testing	ALL
COS-MIC-005	Testing of specified objectionable microorganisms	ALL
COS-MIC-006	Microbiological testing per ISO 17516	ALL
COS-MIC-007	Microbial method suitability and neutralization	ALL
COS-MIC-008	Preservative efficacy testing per ISO 11930	ALL
COS-MIC-009	Challenge test protocol and interpretation	ALL
COS-MIC-010	Microbial monitoring of purified/process water	ALL
COS-MIC-011	Microbial monitoring of production holding tanks	ALL
COS-MIC-012	Cleanroom/non-classified area hygiene monitoring	ALL
COS-MIC-013	Surface swab monitoring programme	ALL
COS-MIC-014	Contact plate sampling	ALL
COS-MIC-015	Air settle plate monitoring where risk justified	ALL
COS-MIC-016	Active air sampling where justified	ALL
COS-MIC-017	Sampling of filling nozzles for bioburden	ALL
COS-MIC-018	Sampling of water distribution use points	ALL
COS-MIC-019	Control of culture media and growth promotion	ALL
COS-MIC-020	Control of microbial reference strains	ALL
COS-MIC-021	Incubator mapping and routine monitoring	ALL
COS-MIC-022	Autoclave operation for QC media and waste	ALL
COS-MIC-023	Microbiological laboratory sanitization	ALL
COS-MIC-024	Microbiology gowning and personal hygiene	ALL
COS-MIC-025	Microbiological deviation and contamination investigation	ALL
COS-MIC-026	Handling product with microbial limit failure	ALL
COS-MIC-027	Rapid microbiological method suitability	ALL
COS-MIC-028	Use of neutralizers for surfactant-rich samples	ALL
COS-MIC-029	Microbial control of botanical raw materials	ALL
COS-MIC-030	Microbial control of talc and powders	ALL
COS-MIC-031	Microbial control of wet wipes and sheet masks	ALL
COS-MIC-032	Microbial control of mascara and eye makeup	ALL
COS-MIC-033	Microbial control of baby cosmetics	ALL
COS-MIC-034	Microbial control of preservative-free products	ALL
COS-MIC-035	Microbial risk review of high-water-activity formulations	ALL
COS-MIC-036	Monitoring microbial trends by product family	ALL
COS-MIC-037	Laboratory environmental isolate identification	ALL
COS-MIC-038	Water-system biofilm investigation	ALL
COS-MIC-039	Preservative failure investigation	ALL
COS-MIC-040	Sampling during product hold-time studies	ALL
COS-MIC-041	Microbial challenge testing of dispensing packages	ALL
COS-MIC-042	Sampling of returnable bulk containers	ALL
COS-MIC-043	Disinfection efficacy verification	ALL
COS-MIC-044	Control of QC culture stocks	ALL
COS-MIC-045	Media lot receipt and storage	ALL
COS-MIC-046	Endotoxin testing only where justified by product classification	ALL
COS-MIC-047	Microbiology lab biosafety and waste segregation	ALL
COS-MIC-048	Routine microbial laboratory proficiency review	ALL
COS-MIC-049	Water alert/action limit investigation	ALL
COS-MIC-050	Microbiology method change impact assessment	ALL
COS-MIC-051	Qualitative microbial test result documentation	ALL
COS-MIC-052	Testing of finished cosmetics from contract sites	ALL
COS-MIC-053	Stability sample microbial testing	ALL
COS-MIC-054	Outsourced preservative challenge test review	ALL

12 PRD | Manufacturing - common operations (55 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-PRD-001	Manufacturing line scheduling and authorization	ALL
COS-PRD-002	Daily production area readiness inspection	ALL
COS-PRD-003	Pre-production personnel hygiene check	ALL
COS-PRD-004	Manufacturing instruction issue and receipt	ALL
COS-PRD-005	Master formula and BOM verification	ALL
COS-PRD-006	Material dispensing and double verification	ALL
COS-PRD-007	Identity check for ingredients before charging	ALL
COS-PRD-008	Production equipment status verification	ALL
COS-PRD-009	Start-up checklist for mixing vessels	ALL
COS-PRD-010	Material charging order verification	ALL
COS-PRD-011	Weighing balance daily check	ALL
COS-PRD-012	Ingredient lot and quantity reconciliation	ALL
COS-PRD-013	Processing temperature control	ALL
COS-PRD-014	Mixing speed and mixing time recording	ALL
COS-PRD-015	Hold-time start and end record	ALL
COS-PRD-016	Bulk product sampling and transfer	ALL
COS-PRD-017	Batch-to-batch carryover prevention	ALL
COS-PRD-018	High-risk ingredient segregation	ALL
COS-PRD-019	Batch manufacture with colour variants	ALL
COS-PRD-020	Batch manufacture with fragrance variants	ALL
COS-PRD-021	Control of intermediate bulk quantities	ALL
COS-PRD-022	Manufacturing reconciliation and material yield	ALL
COS-PRD-023	Handling partial production batches	ALL
COS-PRD-024	Process interruptions and restart approval	ALL
COS-PRD-025	Production shift handover and logbook	ALL
COS-PRD-026	Inline filtration verification	ALL
COS-PRD-027	Temperature probe placement checks	ALL
COS-PRD-028	Vacuum mixer start-up checks	ALL
COS-PRD-029	Vacuum degassing operation	ALL
COS-PRD-030	Homogenization endpoint determination	ALL
COS-PRD-031	Product transfer pump operation	ALL
COS-PRD-032	Flexible hose sanitation and connection	ALL
COS-PRD-033	Use of single-use transfer lines	ALL
COS-PRD-034	Metal detector operation where fitted	ALL
COS-PRD-035	Sieve integrity check before and after use	ALL
COS-PRD-036	Line clearance between different products	ALL
COS-PRD-037	Batch room status and signage	ALL
COS-PRD-038	Handling spilled in-process material	ALL
COS-PRD-039	Control of off-spec intermediate product	ALL
COS-PRD-040	Controlled addition of rework material	ALL
COS-PRD-041	Reprocessing per approved instructions	ALL
COS-PRD-042	Bulk movement to filling department	ALL
COS-PRD-043	Batch sampling when batch is homogeneous	ALL
COS-PRD-044	Cleaning-in-place application where installed	ALL
COS-PRD-045	Manual equipment cleaning release check	ALL
COS-PRD-046	Production equipment changeover documentation	ALL
COS-PRD-047	Material staging and transfer reconciliation	ALL
COS-PRD-048	Process in-process control response	ALL
COS-PRD-049	Packaging line readiness handover	ALL
COS-PRD-050	Procedure for atypical odour during processing	ALL
COS-PRD-051	Investigation of product foaming during manufacture	ALL
COS-PRD-052	Investigation of phase separation during mixing	ALL
COS-PRD-053	Manufacturing revalidation trigger assessment	ALL
COS-PRD-054	GMP handling of recovered product	ALL
COS-PRD-055	Operator process qualification and retraining	ALL

13 SKN | Skin care, creams, lotions, gels & serums (47 SOPs)

Base applicability: SKINCARE | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SKN-001	Oil-phase premix for creams and lotions	SKINCARE

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SKN-002	Water-phase preparation for emulsions	SKINCARE
COS-SKN-003	Controlled heating of oil and aqueous phases	SKINCARE
COS-SKN-004	Emulsion phase combining sequence	SKINCARE
COS-SKN-005	High-shear homogenization for creams	SKINCARE
COS-SKN-006	Vacuum emulsion preparation	SKINCARE
COS-SKN-007	Cooling profile control for emulsions	SKINCARE
COS-SKN-008	Heat-sensitive cosmetic addition below defined temperature	SKINCARE
COS-SKN-009	Neutralization of carbomer gels	SKINCARE
COS-SKN-010	Hydration of thickening polymers	SKINCARE
COS-SKN-011	Formation of anhydrous balm base	SKINCARE
COS-SKN-012	Melting and pouring of body butters	SKINCARE
COS-SKN-013	Dispersion of humectants in gel formulations	SKINCARE
COS-SKN-014	Serum blending and filtration	SKINCARE
COS-SKN-015	Mixing of high-viscosity facial masks	SKINCARE
COS-SKN-016	Dispersion of exfoliating particles	SKINCARE
COS-SKN-017	Prevention of pigment sedimentation in tinted moisturizer	SKINCARE
COS-SKN-018	Control of air entrainment in cream bulk	SKINCARE
COS-SKN-019	Monitoring emulsion droplet size	SKINCARE
COS-SKN-020	In-process cream viscosity adjustment	SKINCARE
COS-SKN-021	In-process pH adjustment for skin care	SKINCARE
COS-SKN-022	In-process visual assessment of emulsion stability	SKINCARE
COS-SKN-023	Cream and lotion bulk hold-time controls	SKINCARE
COS-SKN-024	Filling cream into laminated tubes	SKINCARE
COS-SKN-025	Tube crimping and seal verification	SKINCARE
COS-SKN-026	Filling lotion into pump bottles	SKINCARE
COS-SKN-027	Airless dispensing system filling	SKINCARE
COS-SKN-028	Jar and pot cream filling	SKINCARE
COS-SKN-029	Foil induction seal application for cream jars	SKINCARE
COS-SKN-030	Cooling/setting of anhydrous sticks	SKINCARE
COS-SKN-031	Cleaning changeover for fragrance-containing creams	SKINCARE
COS-SKN-032	Cleaning changeover for pigment-containing creams	SKINCARE
COS-SKN-033	Handling of separated or grainy emulsion batch	SKINCARE
COS-SKN-034	In-process product transfer from vacuum mixer	SKINCARE
COS-SKN-035	Controlled addition of cosmetic acids	SKINCARE
COS-SKN-036	Batch manufacture of exfoliating peels within cosmetic claims	SKINCARE
COS-SKN-037	Cold-process emulsion manufacturing	SKINCARE
COS-SKN-038	Hot-process emulsion manufacturing	SKINCARE
COS-SKN-039	Use of encapsulated cosmetic actives	SKINCARE
COS-SKN-040	Control of highly viscous gel filling	SKINCARE
COS-SKN-041	Fill volume adjustment for rheology variations	SKINCARE
COS-SKN-042	Control of oxygen-sensitive serum formulation	SKINCARE
COS-SKN-043	Control of retinoid-containing products where market permitted	SKINCARE
COS-SKN-044	Control of vitamin C serum oxidation	SKINCARE
COS-SKN-045	Control of AHAs/BHAs against applicable limits	SKINCARE
COS-SKN-046	Manufacture of cosmetic facial sheet-mask essence	SKINCARE
COS-SKN-047	Skin-care final bulk appearance reference matching	SKINCARE

14 HAIR | Hair care shampoos, conditioners & styling (48 SOPs)

Base applicability: HAIRCARE | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-HAIR-001	Surfactant dissolution for shampoo base	HAIRCARE
COS-HAIR-002	High-foam shampoo low-aeration mixing	HAIRCARE
COS-HAIR-003	Pearlizer and opacifier incorporation	HAIRCARE
COS-HAIR-004	Preservative incorporation into shampoo	HAIRCARE
COS-HAIR-005	Salt curve and viscosity tuning for shampoo	HAIRCARE
COS-HAIR-006	pH adjustment of shampoo formulations	HAIRCARE
COS-HAIR-007	Shampoo concentrate dilution	HAIRCARE
COS-HAIR-008	Co-surfactant premix preparation	HAIRCARE
COS-HAIR-009	Conditioner fatty alcohol melt phase	HAIRCARE
COS-HAIR-010	Cationic conditioner emulsion preparation	HAIRCARE
COS-HAIR-011	Silicone emulsion addition control	HAIRCARE
COS-HAIR-012	Hair mask high-viscosity mixing	HAIRCARE
COS-HAIR-013	Hair oil blending and filtration	HAIRCARE
COS-HAIR-014	Botanical oil decoction or extraction, if permitted	HAIRCARE
COS-HAIR-015	Hair serum preparation	HAIRCARE

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-HAIR-016	Hair gel polymer hydration	HAIRCARE
COS-HAIR-017	Hair mousse concentrate preparation	HAIRCARE
COS-HAIR-018	Heat protectant spray concentrate blending	HAIRCARE
COS-HAIR-019	Heat-sensitive fragrance addition in shampoo	HAIRCARE
COS-HAIR-020	In-process foam profile check	HAIRCARE
COS-HAIR-021	In-process shampoo active matter check	HAIRCARE
COS-HAIR-022	In-process shampoo viscosity check	HAIRCARE
COS-HAIR-023	In-process conditioner texture assessment	HAIRCARE
COS-HAIR-024	Bulk shampoo foaming prevention during transfer	HAIRCARE
COS-HAIR-025	Filling shampoo into flexible bottles	HAIRCARE
COS-HAIR-026	Filling hair mask into jars	HAIRCARE
COS-HAIR-027	Filling conditioner into pump dispensers	HAIRCARE
COS-HAIR-028	Sachet filling of shampoo	HAIRCARE
COS-HAIR-029	Lamination sealing of shampoo sachets	HAIRCARE
COS-HAIR-030	Single-dose hair oil vial filling	HAIRCARE
COS-HAIR-031	Use of viscosity-compatible filling nozzles	HAIRCARE
COS-HAIR-032	Line changeover from conditioner to shampoo	HAIRCARE
COS-HAIR-033	Line changeover between strong fragrance variants	HAIRCARE
COS-HAIR-034	Control of silicone carryover after mixing	HAIRCARE
COS-HAIR-035	Control of cationic/anionic product incompatibility	HAIRCARE
COS-HAIR-036	Hair spray pump-filling controls	HAIRCARE
COS-HAIR-037	Hair styling wax melt and fill	HAIRCARE
COS-HAIR-038	Hair styling paste batch preparation	HAIRCARE
COS-HAIR-039	Manufacture of leave-in conditioners	HAIRCARE
COS-HAIR-040	Manufacture of rinse-out conditioners	HAIRCARE
COS-HAIR-041	Manage shampoo haze and precipitation deviations	HAIRCARE
COS-HAIR-042	Manage viscosity drift during shampoo storage	HAIRCARE
COS-HAIR-043	Manage conditioner phase separation	HAIRCARE
COS-HAIR-044	Manage hair oil rancidity or sedimentation	HAIRCARE
COS-HAIR-045	Control of scalp care cosmetic claims versus medicinal claims	HAIRCARE
COS-HAIR-046	Review of anti-dandruff shampoo regulatory classification	HAIRCARE
COS-HAIR-047	Hair product colour and fragrance verification	HAIRCARE
COS-HAIR-048	Haircare finished-pack leakage check	HAIRCARE

15 SOAP | Soap, body wash, bath & cleansing products (43 SOPs)

Base applicability: SOAP / CLEANSERS | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SOAP-001	Soap noodle receipt and quality verification	SOAP / CLEANSERS
COS-SOAP-002	Soap noodle blending and plodding	SOAP / CLEANSERS
COS-SOAP-003	Soap milling and refining	SOAP / CLEANSERS
COS-SOAP-004	Soap extrusion and billet cutting	SOAP / CLEANSERS
COS-SOAP-005	Soap stamping and die cleanliness	SOAP / CLEANSERS
COS-SOAP-006	Soap bar weight and dimensions checks	SOAP / CLEANSERS
COS-SOAP-007	Soap bar curing and conditioning	SOAP / CLEANSERS
COS-SOAP-008	Soap bar hardness testing	SOAP / CLEANSERS
COS-SOAP-009	Soap wrapping machine start-up	SOAP / CLEANSERS
COS-SOAP-010	Glycerin soap base melting	SOAP / CLEANSERS
COS-SOAP-011	Transparent soap pouring and cooling	SOAP / CLEANSERS
COS-SOAP-012	Cold-process soap saponification controls	SOAP / CLEANSERS
COS-SOAP-013	Hot-process soap saponification controls	SOAP / CLEANSERS
COS-SOAP-014	Caustic lye dilution and transfer safety	SOAP / CLEANSERS
COS-SOAP-015	Control of free alkalinity in soap mass	SOAP / CLEANSERS
COS-SOAP-016	Liquid hand wash blending	SOAP / CLEANSERS
COS-SOAP-017	Body wash surfactant base preparation	SOAP / CLEANSERS
COS-SOAP-018	Bath foam formulation blending	SOAP / CLEANSERS
COS-SOAP-019	Shower gel viscosity build-up	SOAP / CLEANSERS
COS-SOAP-020	Salt addition to surfactant cleaners	SOAP / CLEANSERS
COS-SOAP-021	Pearlescent body wash manufacture	SOAP / CLEANSERS
COS-SOAP-022	Exfoliating body scrub mixing	SOAP / CLEANSERS
COS-SOAP-023	Bath salt dry blending	SOAP / CLEANSERS
COS-SOAP-024	Bath bomb powder blending and pressing	SOAP / CLEANSERS
COS-SOAP-025	Powder cleanser blending and filling	SOAP / CLEANSERS
COS-SOAP-026	Facewash gel manufacturing	SOAP / CLEANSERS
COS-SOAP-027	Facewash cream manufacturing	SOAP / CLEANSERS
COS-SOAP-028	Foaming cleanser pump compatibility	SOAP / CLEANSERS

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-SOAP-029	Liquid cleanser microbial control checkpoints	SOAP / CLEANSERS
COS-SOAP-030	Bulk liquid soap holding and sampling	SOAP / CLEANSERS
COS-SOAP-031	Control of excessive entrained foam	SOAP / CLEANSERS
COS-SOAP-032	Soap pack moisture protection	SOAP / CLEANSERS
COS-SOAP-033	Investigation of soap cracking and sweating	SOAP / CLEANSERS
COS-SOAP-034	Management of separation in cleansing products	SOAP / CLEANSERS
COS-SOAP-035	Process control of surfactant premix	SOAP / CLEANSERS
COS-SOAP-036	Control of acid neutralization for cleansing products	SOAP / CLEANSERS
COS-SOAP-037	Handling soap dust during cutting/stamping	SOAP / CLEANSERS
COS-SOAP-038	Control of fragrance incorporation into soap	SOAP / CLEANSERS
COS-SOAP-039	Rework of cosmetic soap bars under approved limits	SOAP / CLEANSERS
COS-SOAP-040	Liquid handwash bottle filling control	SOAP / CLEANSERS
COS-SOAP-041	Body wash bottle and pouch filling	SOAP / CLEANSERS
COS-SOAP-042	Cleaning of plodder after pigment variant	SOAP / CLEANSERS
COS-SOAP-043	Line clearance for soap colour/brand changes	SOAP / CLEANSERS

16 ORAL | Cosmetic oral care, toothpaste & mouthwash (34 SOPs)

Base applicability: ORAL CARE / CLASSIFICATION CONDITIONAL | Primary reference: Market-specific cosmetic vs medicinal/therapeutic product classification

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-ORAL-001	Cosmetic oral-care product regulatory classification	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-002	Toothpaste abrasive raw-material screening	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-003	Humectant base preparation for toothpaste	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-004	Binder and thickener hydration for toothpaste	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-005	Vacuum toothpaste manufacturing	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-006	Incorporation of abrasives into toothpaste	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-007	Addition of flavours and sweeteners	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-008	Controlled addition of foaming agents	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-009	Deaeration of toothpaste batch	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-010	Toothpaste filling into laminate tubes	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-011	Toothpaste crimp or tail-seal verification	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-012	Toothpaste ribbon shape/texture evaluation	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-013	Toothpaste specific gravity testing	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-014	Toothpaste bulk hold-time control	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-015	Toothpaste ingredient compatibility review	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-016	Mouthwash blending of solubilizers and flavours	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-017	Alcohol-containing mouthwash formulation safety	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-018	Mouthwash filtration and clarification	ORAL CARE / CLASSIFICATION

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
		CONDITIONAL
COS-ORAL-019	Mouthwash bottling and closure verification	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-020	Control of mouthwash colour stability	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-021	Cosmetic tooth powder blending	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-022	Dust-control assessment for tooth powder	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-023	Oral-care packaging compatibility study	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-024	Review of therapeutic oral-care claims boundary	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-025	Control of fluoride-related requirements where applicable	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-026	Control of abrasivity and enamel-safety evidence	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-027	Toothpaste process equipment cleaning verification	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-028	Mouthwash microbial quality and preservative check	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-029	Oral-care child safety warnings where applicable	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-030	Batch reconciliation for toothpaste tube filling	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-031	Preventing cross-contamination of strongly flavoured lines	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-032	Toothpaste migration/leaching monitoring	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-033	Toothpaste dispensing nozzle control	ORAL CARE / CLASSIFICATION CONDITIONAL
COS-ORAL-034	Oral-care stability under freeze-thaw cycles	ORAL CARE / CLASSIFICATION CONDITIONAL

17 MAKE | Colour cosmetics and eye/lip makeup (56 SOPs)

Base applicability: COLOUR COSMETICS | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MAKE-001	Pigment supplier approval for makeup products	COLOUR COSMETICS
COS-MAKE-002	Verification of permitted colourants	COLOUR COSMETICS
COS-MAKE-003	Pigment receipt and shade matching	COLOUR COSMETICS
COS-MAKE-004	Dry pigment blending before milling	COLOUR COSMETICS
COS-MAKE-005	Pigment dispersion in oil carrier	COLOUR COSMETICS
COS-MAKE-006	Three-roll milling of makeup pigments	COLOUR COSMETICS
COS-MAKE-007	Bead milling of colour cosmetic dispersion	COLOUR COSMETICS
COS-MAKE-008	Foundation emulsion manufacturing	COLOUR COSMETICS
COS-MAKE-009	Foundation shade matching against reference	COLOUR COSMETICS
COS-MAKE-010	Pressed powder pigment blending	COLOUR COSMETICS
COS-MAKE-011	Pressed compact powder compression	COLOUR COSMETICS
COS-MAKE-012	Powder pan filling and pressing	COLOUR COSMETICS
COS-MAKE-013	Compact powder drop-test coordination	COLOUR COSMETICS
COS-MAKE-014	Loose powder blending and sifting	COLOUR COSMETICS
COS-MAKE-015	Loose powder filling and dust control	COLOUR COSMETICS
COS-MAKE-016	Blush and bronzer pigment dispersion	COLOUR COSMETICS
COS-MAKE-017	Eyeshadow powder blending and compression	COLOUR COSMETICS
COS-MAKE-018	Mascara wax phase melting	COLOUR COSMETICS

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MAKE-019	Mascara water phase preparation	COLOUR COSMETICS
COS-MAKE-020	Mascara controlled emulsion processing	COLOUR COSMETICS
COS-MAKE-021	Mascara filling and wiper insertion	COLOUR COSMETICS
COS-MAKE-022	Mascara brush contamination prevention	COLOUR COSMETICS
COS-MAKE-023	Mascara microbial risk-control points	COLOUR COSMETICS
COS-MAKE-024	Eyeliner liquid blending	COLOUR COSMETICS
COS-MAKE-025	Liquid eyeliner filling and cap closure	COLOUR COSMETICS
COS-MAKE-026	Lipstick wax and oil melt preparation	COLOUR COSMETICS
COS-MAKE-027	Lipstick colour paste incorporation	COLOUR COSMETICS
COS-MAKE-028	Lipstick mould filling	COLOUR COSMETICS
COS-MAKE-029	Lipstick cooling and demoulding	COLOUR COSMETICS
COS-MAKE-030	Lipstick bullet assembly	COLOUR COSMETICS
COS-MAKE-031	Lipstick pay-off and sweating check	COLOUR COSMETICS
COS-MAKE-032	Lip gloss preparation and viscosity checks	COLOUR COSMETICS
COS-MAKE-033	Lip gloss wand applicator filling	COLOUR COSMETICS
COS-MAKE-034	Lip balm melting and filling	COLOUR COSMETICS
COS-MAKE-035	Lip balm stick setting and ejection	COLOUR COSMETICS
COS-MAKE-036	Concealer blending and filling	COLOUR COSMETICS
COS-MAKE-037	Makeup primer manufacturing	COLOUR COSMETICS
COS-MAKE-038	Makeup setting spray blending	COLOUR COSMETICS
COS-MAKE-039	Makeup remover biphasic formulation	COLOUR COSMETICS
COS-MAKE-040	Eye makeup remover microbial controls	COLOUR COSMETICS
COS-MAKE-041	Shimmer/glitter particle regulatory assessment	COLOUR COSMETICS
COS-MAKE-042	Use of mineral and lake pigments	COLOUR COSMETICS
COS-MAKE-043	Control of pigment shade changeover	COLOUR COSMETICS
COS-MAKE-044	Control of eye area approved ingredient use	COLOUR COSMETICS
COS-MAKE-045	Control of lip product permitted colourants	COLOUR COSMETICS
COS-MAKE-046	Verification of applicator compatibility	COLOUR COSMETICS
COS-MAKE-047	Foundation pump filling and colour carryover	COLOUR COSMETICS
COS-MAKE-048	Contamination control during open-pan filling	COLOUR COSMETICS
COS-MAKE-049	Prevention of pigment streaking in creams	COLOUR COSMETICS
COS-MAKE-050	Handling colour cosmetic crumbling and breakage	COLOUR COSMETICS
COS-MAKE-051	Shade swatch standard preparation	COLOUR COSMETICS
COS-MAKE-052	Handling mascara viscosity and fibre defects	COLOUR COSMETICS
COS-MAKE-053	Eyelash/eyebrow cosmetic classification review	COLOUR COSMETICS
COS-MAKE-054	Color cosmetic palette final assembly	COLOUR COSMETICS
COS-MAKE-055	Handling pigmentation/coverage uniformity deviation	COLOUR COSMETICS
COS-MAKE-056	Control of cosmetic brush/foam applicator cleanliness	COLOUR COSMETICS

18 FRG | Perfumes, fragrances & deodorants (40 SOPs)

Base applicability: FRAGRANCE / DEODORANT | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-FRG-001	Fragrance oil receipt and identity confirmation	FRAGRANCE / DEODORANT
COS-FRG-002	IFRA conformity certificate evaluation	FRAGRANCE / DEODORANT
COS-FRG-003	Fragrance allergen list reconciliation	FRAGRANCE / DEODORANT
COS-FRG-004	Perfume alcohol receipt and strength control	FRAGRANCE / DEODORANT
COS-FRG-005	Ethanol-compatible production room safety	FRAGRANCE / DEODORANT
COS-FRG-006	Perfume concentrate dilution	FRAGRANCE / DEODORANT
COS-FRG-007	Perfume maceration and ageing	FRAGRANCE / DEODORANT
COS-FRG-008	Chill filtration of perfume	FRAGRANCE / DEODORANT
COS-FRG-009	Perfume haze and precipitation screening	FRAGRANCE / DEODORANT
COS-FRG-010	Colour addition in fragrance products	FRAGRANCE / DEODORANT
COS-FRG-011	Perfume filling by volume or weight	FRAGRANCE / DEODORANT
COS-FRG-012	Crimping perfume spray pumps	FRAGRANCE / DEODORANT
COS-FRG-013	Perfume actuator and spray pattern check	FRAGRANCE / DEODORANT
COS-FRG-014	Perfume packaging leak test	FRAGRANCE /

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
		DEODORANT
COS-FRG-015	Fragrance stability and odour panel assessment	FRAGRANCE / DEODORANT
COS-FRG-016	Handling volatile fragrance spills	FRAGRANCE / DEODORANT
COS-FRG-017	Storage of ethanol-containing bulk perfume	FRAGRANCE / DEODORANT
COS-FRG-018	Flammable fragrance line electrical-area restrictions	FRAGRANCE / DEODORANT
COS-FRG-019	Room deodorant versus skin deodorant classification	FRAGRANCE / DEODORANT
COS-FRG-020	Deodorant roll-on batch preparation	FRAGRANCE / DEODORANT
COS-FRG-021	Deodorant roll-on bottle filling	FRAGRANCE / DEODORANT
COS-FRG-022	Deodorant stick wax melting	FRAGRANCE / DEODORANT
COS-FRG-023	Deodorant stick cooling and solidification	FRAGRANCE / DEODORANT
COS-FRG-024	Underarm deodorant microbiological controls	FRAGRANCE / DEODORANT
COS-FRG-025	Deodorant antiperspirant regulatory classification	FRAGRANCE / DEODORANT
COS-FRG-026	Alcohol-free perfume oil blending	FRAGRANCE / DEODORANT
COS-FRG-027	Attar filling and cap closure	FRAGRANCE / DEODORANT
COS-FRG-028	Fragrance oil dispenser calibration	FRAGRANCE / DEODORANT
COS-FRG-029	Control of fragrance carryover between batches	FRAGRANCE / DEODORANT
COS-FRG-030	Handling citrus and photo-reactive fragrance oils	FRAGRANCE / DEODORANT
COS-FRG-031	Control of perfume bottle glass compatibility	FRAGRANCE / DEODORANT
COS-FRG-032	Label verification for fragrance allergens	FRAGRANCE / DEODORANT
COS-FRG-033	Fragrance premix batch traceability	FRAGRANCE / DEODORANT
COS-FRG-034	Perfume return and leakage complaint investigation	FRAGRANCE / DEODORANT
COS-FRG-035	Fragrance concentrate inventory reconciliation	FRAGRANCE / DEODORANT
COS-FRG-036	Review of perfume flashpoint and transport requirements	FRAGRANCE / DEODORANT
COS-FRG-037	Evaluation of fragrance-induced colour change	FRAGRANCE / DEODORANT
COS-FRG-038	Deodorant aerosol route to aerosol-specific procedures	FRAGRANCE / DEODORANT
COS-FRG-039	Fragrance filling nozzle cleaning and inspection	FRAGRANCE / DEODORANT
COS-FRG-040	Control of fragrance component reformulation	FRAGRANCE / DEODORANT

19 NAIL | Nail care and nail polish (36 SOPs)

Base applicability: NAIL / SOLVENT PRODUCTS | Primary reference: Applicable local fire, occupational, environmental and hazardous-material laws

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-NAIL-001	Nail polish solvent raw-material identification	NAIL / SOLVENT PRODUCTS
COS-NAIL-002	Flammable nail polish plant area access	NAIL / SOLVENT PRODUCTS
COS-NAIL-003	Nail lacquer pigment dispersion	NAIL / SOLVENT PRODUCTS
COS-NAIL-004	Nail polish nitrocellulose handling where applicable	NAIL / SOLVENT PRODUCTS
COS-NAIL-005	Nail polish resin dissolution	NAIL / SOLVENT PRODUCTS
COS-NAIL-006	Nail polish suspension stability control	NAIL / SOLVENT PRODUCTS
COS-NAIL-007	Nail polish viscosity adjustment	NAIL / SOLVENT PRODUCTS
COS-NAIL-008	Nail polish filling with vapour controls	NAIL / SOLVENT PRODUCTS
COS-NAIL-009	Nail polish brush and cap assembly	NAIL / SOLVENT

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
		PRODUCTS
COS-NAIL-010	Nail polish bottle leakage test	NAIL / SOLVENT PRODUCTS
COS-NAIL-011	Nail polish solvent evaporation loss control	NAIL / SOLVENT PRODUCTS
COS-NAIL-012	Nail polish drying time assessment	NAIL / SOLVENT PRODUCTS
COS-NAIL-013	Nail polish colour shade standardization	NAIL / SOLVENT PRODUCTS
COS-NAIL-014	Nail varnish batch filtration	NAIL / SOLVENT PRODUCTS
COS-NAIL-015	Nail lacquer fill-volume reconciliation	NAIL / SOLVENT PRODUCTS
COS-NAIL-016	Nail polish gel product classification review	NAIL / SOLVENT PRODUCTS
COS-NAIL-017	Nail polish remover solvent blending	NAIL / SOLVENT PRODUCTS
COS-NAIL-018	Nail polish remover bottle filling	NAIL / SOLVENT PRODUCTS
COS-NAIL-019	Acetone storage and grounding	NAIL / SOLVENT PRODUCTS
COS-NAIL-020	Water-based nail polish manufacturing	NAIL / SOLVENT PRODUCTS
COS-NAIL-021	UV-curable nail gel raw material risk review	NAIL / SOLVENT PRODUCTS
COS-NAIL-022	Nail gel photoinitiator restrictions assessment	NAIL / SOLVENT PRODUCTS
COS-NAIL-023	Control of potentially sensitizing acrylates	NAIL / SOLVENT PRODUCTS
COS-NAIL-024	Nail art pigment and glitter restrictions	NAIL / SOLVENT PRODUCTS
COS-NAIL-025	Nail strengthener formulation control	NAIL / SOLVENT PRODUCTS
COS-NAIL-026	Nail care oil blending	NAIL / SOLVENT PRODUCTS
COS-NAIL-027	Nail brush applicator component verification	NAIL / SOLVENT PRODUCTS
COS-NAIL-028	Nail polish bottle compatibility study	NAIL / SOLVENT PRODUCTS
COS-NAIL-029	Ventilation check before solvent transfer	NAIL / SOLVENT PRODUCTS
COS-NAIL-030	Static electricity control in nail production	NAIL / SOLVENT PRODUCTS
COS-NAIL-031	Solvent waste segregation and recovery	NAIL / SOLVENT PRODUCTS
COS-NAIL-032	Handling nitrocellulose or solvent fire emergency	NAIL / SOLVENT PRODUCTS
COS-NAIL-033	Colour contamination prevention between nail shades	NAIL / SOLVENT PRODUCTS
COS-NAIL-034	Nail polish line flushing approval	NAIL / SOLVENT PRODUCTS
COS-NAIL-035	Control of nail lacquer settlement during filling	NAIL / SOLVENT PRODUCTS
COS-NAIL-036	Nail polish volatile organic compound inventory	NAIL / SOLVENT PRODUCTS

20 DYE | Hair colouring, bleaching & straightening (36 SOPs)

Base applicability: HAIR DYE / BLEACH / PROFESSIONAL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DYE-001	Permanent hair colour formula classification	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-002	Oxidative dye precursor ingredient review	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-003	Hair dye colour developer component receipt	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-004	Hair dye cream base manufacturing	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-005	Hair dye colour paste dispersion	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-006	Hair dye tube filling and closing	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-007	Oxidant developer peroxide concentration check	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-008	Developer emulsion preparation	HAIR DYE / BLEACH /

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
		PROFESSIONAL
COS-DYE-009	Hair bleaching powder raw material handling	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-010	Bleach powder dust containment	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-011	Bleach powder moisture-exclusion handling	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-012	Hair bleach sachet or pouch sealing	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-013	Hair dye shade matching panel	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-014	Hair colour oxidation reaction test	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-015	Hair dye skin allergy alert labelling review	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-016	Hair dye warning and patch-test instructions	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-017	Resorcinol and dye precursor regulatory assessment	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-018	Hair dye fragrance and allergen assessment	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-019	Colourant cross-contamination control	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-020	Hair dye bulk hold-time controls	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-021	Hair dye product stability and peroxide compatibility	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-022	Hair dye and developer kit matching	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-023	Hair straightening cream preparation	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-024	Hair straightening active ingredient legal screening	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-025	Hair straightening claim and safety assessment	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-026	Brow/lash dye application restriction check	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-027	Rework restrictions for oxidative dye batches	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-028	Peroxide storage and transfer safety	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-029	Premature oxidation investigation in hair colour	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-030	Hair dye kit secondary packaging reconciliation	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-031	Handling reported allergic reactions after hair colour use	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-032	Ventilation and exposure controls during dye powder mixing	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-033	Bleaching powder filling dust control	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-034	Review of salon professional-use labelling	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-035	Lot traceability of dye precursors	HAIR DYE / BLEACH / PROFESSIONAL
COS-DYE-036	Consumer use instructions for mixing dual components	HAIR DYE / BLEACH / PROFESSIONAL

21 AER | Aerosols, sprays & pressurized packs (35 SOPs)

Base applicability: AEROSOL / SPRAY | Primary reference: Applicable local fire, occupational, environmental and hazardous-material laws

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-AER-001	Aerosol cosmetic product risk assessment	AEROSOL / SPRAY
COS-AER-002	Aerosol propellant classification and procurement	AEROSOL / SPRAY
COS-AER-003	Aerosol can receipt and dimensional checks	AEROSOL / SPRAY
COS-AER-004	Aerosol can interior coating compatibility	AEROSOL / SPRAY
COS-AER-005	Filling of liquid concentrate before propellant	AEROSOL / SPRAY
COS-AER-006	Aerosol propellant charging control	AEROSOL / SPRAY
COS-AER-007	Aerosol fill-weight reconciliation	AEROSOL / SPRAY
COS-AER-008	Aerosol crimp diameter and depth check	AEROSOL / SPRAY
COS-AER-009	Aerosol valve crimp integrity test	AEROSOL / SPRAY
COS-AER-010	Aerosol leak testing of sealed cans	AEROSOL / SPRAY

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-AER-011	Aerosol pressure test	AEROSOL / SPRAY
COS-AER-012	Aerosol spray pattern and dose test	AEROSOL / SPRAY
COS-AER-013	Aerosol actuator fit and function testing	AEROSOL / SPRAY
COS-AER-014	Aerosol hot-water bath leak test where appropriate	AEROSOL / SPRAY
COS-AER-015	Hazardous area classification control	AEROSOL / SPRAY
COS-AER-016	Earthing and bonding during aerosol filling	AEROSOL / SPRAY
COS-AER-017	Explosion-protected equipment inspection	AEROSOL / SPRAY
COS-AER-018	Propellant tank transfer and line purging	AEROSOL / SPRAY
COS-AER-019	Aerosol filling room gas detection alarms	AEROSOL / SPRAY
COS-AER-020	Aerosol production emergency shutdown	AEROSOL / SPRAY
COS-AER-021	Aerosol compatibility/stress test	AEROSOL / SPRAY
COS-AER-022	Aerosol label flammability precautions	AEROSOL / SPRAY
COS-AER-023	Aerosol cap and overcap application	AEROSOL / SPRAY
COS-AER-024	Transport classification for pressurized products	AEROSOL / SPRAY
COS-AER-025	Aerosol waste and puncture management	AEROSOL / SPRAY
COS-AER-026	Flammable spray stability assessment	AEROSOL / SPRAY
COS-AER-027	Control of pump spray versus pressurized aerosol claims	AEROSOL / SPRAY
COS-AER-028	Aerosol can corrosion investigation	AEROSOL / SPRAY
COS-AER-029	Aerosol leak complaint escalation	AEROSOL / SPRAY
COS-AER-030	Check of spray nozzle particle blockage	AEROSOL / SPRAY
COS-AER-031	Aerosol line pressure gauge verification	AEROSOL / SPRAY
COS-AER-032	Aerosol batch production record completion	AEROSOL / SPRAY
COS-AER-033	Use of nonflammable aerosol propellants where applicable	AEROSOL / SPRAY
COS-AER-034	Assessment of worker inhalation exposure	AEROSOL / SPRAY
COS-AER-035	Finished aerosol storage temperature control	AEROSOL / SPRAY

22 POW | Powders, talc, bath salts & solid cosmetics (37 SOPs)

Base applicability: POWDERS / TALC | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-POW-001	Powder ingredient identity and lot verification	POWDERS / TALC
COS-POW-002	Powder raw material de-lumping and sifting	POWDERS / TALC
COS-POW-003	Powder blender load and mixing limits	POWDERS / TALC
COS-POW-004	Dry powder blending time verification	POWDERS / TALC
COS-POW-005	Pigment powder segregation and transfer	POWDERS / TALC
COS-POW-006	Cosmetic talc supplier safety qualification	POWDERS / TALC
COS-POW-007	Talc asbestos contamination risk assessment	POWDERS / TALC
COS-POW-008	Talc asbestos-screening evidence review	POWDERS / TALC
COS-POW-009	Cosmetic powder dust extraction monitoring	POWDERS / TALC
COS-POW-010	Powder bulk-density in-process control	POWDERS / TALC
COS-POW-011	Powder moisture content check	POWDERS / TALC
COS-POW-012	Powder flow and segregation assessment	POWDERS / TALC
COS-POW-013	Powder dust-explosion risk assessment	POWDERS / TALC
COS-POW-014	Powder discharge and transfer authorization	POWDERS / TALC
COS-POW-015	Powder sieving screen integrity check	POWDERS / TALC
COS-POW-016	Powder metal detection where used	POWDERS / TALC
COS-POW-017	Powder filling into shaker containers	POWDERS / TALC
COS-POW-018	Powder bottle sifter fit and function	POWDERS / TALC
COS-POW-019	Powder filling into sachets	POWDERS / TALC
COS-POW-020	Pressed powder binder addition	POWDERS / TALC
COS-POW-021	Pressed powder pan loading	POWDERS / TALC
COS-POW-022	Solid scrub/bar premix preparation	POWDERS / TALC
COS-POW-023	Bath salt crystal size verification	POWDERS / TALC
COS-POW-024	Powder particle size trend assessment	POWDERS / TALC
COS-POW-025	Powder lot blend uniformity checks	POWDERS / TALC
COS-POW-026	Powder pack seal strength check	POWDERS / TALC
COS-POW-027	Powder line cleaning after pigment use	POWDERS / TALC
COS-POW-028	Powder spillage collection and safe disposal	POWDERS / TALC
COS-POW-029	Control of moisture pickup during powder storage	POWDERS / TALC
COS-POW-030	Powder caking complaint investigation	POWDERS / TALC
COS-POW-031	Dust exposure personal monitoring where needed	POWDERS / TALC
COS-POW-032	Powder pneumatic conveying system inspection	POWDERS / TALC
COS-POW-033	Powder batch reconciliation and returns	POWDERS / TALC
COS-POW-034	Control of fragrance absorption into powders	POWDERS / TALC
COS-POW-035	Control of microbial contamination in botanical powders	POWDERS / TALC
COS-POW-036	Talc-free formulation substitution review	POWDERS / TALC

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-POW-037	Handling powder electrostatic charging	POWDERS / TALC

23 BAB | Baby, sensitive-skin, wipes & special-use cosmetics (34 SOPs)

Base applicability: BABY / SENSITIVE / WIPES | Primary reference: Regulation (EC) 1223/2009 Arts 10-11/Annex I; MoCRA safety substantiation

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-BAB-001	Baby cosmetic product claims and classification review	BABY / SENSITIVE / WIPES
COS-BAB-002	Baby cosmetic ingredient hazard screening	BABY / SENSITIVE / WIPES
COS-BAB-003	Sensitive-skin product fragrance review	BABY / SENSITIVE / WIPES
COS-BAB-004	Hypoallergenic claim evidence assessment	BABY / SENSITIVE / WIPES
COS-BAB-005	Baby shampoo mildness testing coordination	BABY / SENSITIVE / WIPES
COS-BAB-006	Baby lotion formulation risk review	BABY / SENSITIVE / WIPES
COS-BAB-007	Baby powder inhalation exposure risk review	BABY / SENSITIVE / WIPES
COS-BAB-008	Eye-contact risk evaluation for baby products	BABY / SENSITIVE / WIPES
COS-BAB-009	Sensitive-skin product preservative selection	BABY / SENSITIVE / WIPES
COS-BAB-010	Special monitoring of high-water-content baby products	BABY / SENSITIVE / WIPES
COS-BAB-011	Infant intended-use warning approval	BABY / SENSITIVE / WIPES
COS-BAB-012	Baby wet wipe substrate receipt and cleanliness	BABY / SENSITIVE / WIPES
COS-BAB-013	Wet wipe lotion preparation	BABY / SENSITIVE / WIPES
COS-BAB-014	Wet wipe substrate impregnation controls	BABY / SENSITIVE / WIPES
COS-BAB-015	Wet wipe microbial testing and packaging controls	BABY / SENSITIVE / WIPES
COS-BAB-016	Wet wipe fold/count verification	BABY / SENSITIVE / WIPES
COS-BAB-017	Wet wipe re-sealable closure verification	BABY / SENSITIVE / WIPES
COS-BAB-018	Wet wipe pouch filling and sealing	BABY / SENSITIVE / WIPES
COS-BAB-019	Sheet mask substrate compatibility review	BABY / SENSITIVE / WIPES
COS-BAB-020	Sheet mask essence dosing	BABY / SENSITIVE / WIPES
COS-BAB-021	Sheet mask sachet oxygen and seal control	BABY / SENSITIVE / WIPES
COS-BAB-022	Sheet mask bioburden risk assessment	BABY / SENSITIVE / WIPES
COS-BAB-023	Disposable face pad/cosmetic accessory classification	BABY / SENSITIVE / WIPES
COS-BAB-024	Sensitive-use product pack tamper evidence	BABY / SENSITIVE / WIPES
COS-BAB-025	Stability testing of wipes and mask substrates	BABY / SENSITIVE / WIPES
COS-BAB-026	Preservative challenge testing of moist wipes	BABY / SENSITIVE / WIPES
COS-BAB-027	Review of sensitive-skin consumer feedback	BABY / SENSITIVE / WIPES
COS-BAB-028	Fragrance-free claim evidence review	BABY / SENSITIVE / WIPES
COS-BAB-029	Control of maternity/postpartum cosmetic claims	BABY / SENSITIVE / WIPES
COS-BAB-030	Intimate cosmetics classification and pH risk review	BABY / SENSITIVE / WIPES
COS-BAB-031	Controls for products used around the eye	BABY / SENSITIVE / WIPES
COS-BAB-032	Consumer safety monitoring for children products	BABY / SENSITIVE / WIPES
COS-BAB-033	Microbial testing after wipe-pack opening simulation	BABY / SENSITIVE / WIPES
COS-BAB-034	Handling pouch swelling or leakage deviations	BABY / SENSITIVE / WIPES

24 PACK | Packaging, printing, labelling & serialization (61 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-PACK-001	Packaging material artwork approval	ALL
COS-PACK-002	Master artwork issue and document control	ALL
COS-PACK-003	Primary packaging specification development	ALL
COS-PACK-004	Secondary carton specification control	ALL
COS-PACK-005	Printed label reconciliation	ALL
COS-PACK-006	Correct label issuance to filling line	ALL
COS-PACK-007	Packaging line start-up and line clearance	ALL
COS-PACK-008	Barcode verification of cosmetic SKU	ALL
COS-PACK-009	Batch code printing and inspection	ALL
COS-PACK-010	Manufacture date and expiry printing verification	ALL
COS-PACK-011	Net content declaration verification	ALL
COS-PACK-012	INCI list print-check and proof approval	ALL
COS-PACK-013	Market-specific warning label verification	ALL
COS-PACK-014	Responsible Person and address label check	ALL
COS-PACK-015	Cosmetic claims artwork compliance	ALL
COS-PACK-016	Tamper-evident seal verification	ALL
COS-PACK-017	Induction seal parameter setting	ALL
COS-PACK-018	Cap torque setting and verification	ALL
COS-PACK-019	Pump and dispenser priming acceptance	ALL
COS-PACK-020	Roll-on bottle ball insertion verification	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-PACK-021	Tube crimping process parameter monitoring	ALL
COS-PACK-022	Tube heat-seal parameter monitoring	ALL
COS-PACK-023	Laminated tube print inspection	ALL
COS-PACK-024	Jar capping and liner placement	ALL
COS-PACK-025	Airless pump package assembly	ALL
COS-PACK-026	Dropper assembly and bottle filling	ALL
COS-PACK-027	Hot-filled stick packaging temperature control	ALL
COS-PACK-028	Sachet forming/filling/sealing start-up	ALL
COS-PACK-029	Sachet seal strength testing	ALL
COS-PACK-030	Wipe pouch sealing and reclosure checks	ALL
COS-PACK-031	Pack component lot traceability	ALL
COS-PACK-032	Packaging material mix-up prevention	ALL
COS-PACK-033	Handling of rejected printed labels	ALL
COS-PACK-034	Packaging material destruction reconciliation	ALL
COS-PACK-035	Labelling rework with quality approval	ALL
COS-PACK-036	Finished-pack visual inspection	ALL
COS-PACK-037	Random pack net content checks	ALL
COS-PACK-038	Retail carton kit assembly	ALL
COS-PACK-039	Gift-pack and multipack assembly	ALL
COS-PACK-040	Counterfeit deterrence and label security	ALL
COS-PACK-041	Ecommerce shipping pack configuration	ALL
COS-PACK-042	Pallet labelling and stretch wrapping	ALL
COS-PACK-043	Pack leak test by orientation	ALL
COS-PACK-044	Vacuum or pressure leak testing of container	ALL
COS-PACK-045	Bottle drop and transit simulation assessment	ALL
COS-PACK-046	Fragrance/perfume fragile glass packaging control	ALL
COS-PACK-047	Product-to-pack compatibility crosscheck	ALL
COS-PACK-048	Control of shade and variant printed identifiers	ALL
COS-PACK-049	Handling of packaging line interruptions	ALL
COS-PACK-050	Packaging reconciliation and yield investigation	ALL
COS-PACK-051	Carton bundling and case packing	ALL
COS-PACK-052	Finished goods case code reconciliation	ALL
COS-PACK-053	Return of unused component reels and labels	ALL
COS-PACK-054	Tamper evidence design verification	ALL
COS-PACK-055	Packaging waste and scrap movement control	ALL
COS-PACK-056	Declaration of recycled-material packaging content	ALL
COS-PACK-057	Packaging compliance for aerosols	ALL
COS-PACK-058	Process control of child-resistant closures where used	ALL
COS-PACK-059	Label readability and minimum text-size review	ALL
COS-PACK-060	Packaging component version obsolescence management	ALL
COS-PACK-061	Approval of over-labelling for export market	ALL

25 WH | Warehouse, inventory & distribution (59 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-WH-001	Receipt and unloading of cosmetic raw materials	ALL
COS-WH-002	Receipt of primary packaging materials	ALL
COS-WH-003	Receipt of finished goods from contract manufacturer	ALL
COS-WH-004	Incoming shipment damage inspection	ALL
COS-WH-005	Material identification and barcode assignment	ALL
COS-WH-006	Physical quarantine of incoming materials	ALL
COS-WH-007	Electronic quarantine and stock status control	ALL
COS-WH-008	Supplier COA receipt verification	ALL
COS-WH-009	Warehouse sampling request coordination	ALL
COS-WH-010	Raw material FIFO and FEFO management	ALL
COS-WH-011	Segregated storage of fragrances and solvents	ALL
COS-WH-012	Flammable raw material store management	ALL
COS-WH-013	Controlled-temperature ingredient storage	ALL
COS-WH-014	Controlled-humidity powder storage	ALL
COS-WH-015	Warehouse environmental monitoring	ALL
COS-WH-016	Environmental excursion response	ALL
COS-WH-017	Pest control for cosmetics warehouse	ALL
COS-WH-018	Material segregation by allergen/fragrance hazard	ALL
COS-WH-019	Handling damaged drums and liners	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-WH-020	Control of opened raw-material containers	ALL
COS-WH-021	Weighing and dispensing material issue	ALL
COS-WH-022	Controlled issue of printed packaging	ALL
COS-WH-023	Warehouse pick-list and batch reconciliation	ALL
COS-WH-024	Returned materials and rebagging control	ALL
COS-WH-025	Handling expired raw materials	ALL
COS-WH-026	Material re-test or extension review	ALL
COS-WH-027	Rejected material disposition and destruction	ALL
COS-WH-028	Inventory cycle counts and discrepancy investigation	ALL
COS-WH-029	Raw material sampling area cleaning	ALL
COS-WH-030	Control of bulk cosmetic intermediate drums	ALL
COS-WH-031	Intermediate product warehouse hold-time tracking	ALL
COS-WH-032	Reusable drum cleaning status	ALL
COS-WH-033	Finished cosmetic goods receipt to warehouse	ALL
COS-WH-034	Quality release status before dispatch	ALL
COS-WH-035	Picking and packing of finished goods	ALL
COS-WH-036	Customer order dispatch verification	ALL
COS-WH-037	Pallet loading and load-securing	ALL
COS-WH-038	Truck sanitation inspection	ALL
COS-WH-039	Transport temperature excursion reporting	ALL
COS-WH-040	Dispatch records for traceability	ALL
COS-WH-041	Distributor expiry-date acceptance control	ALL
COS-WH-042	Cross-border export consignment documentation	ALL
COS-WH-043	Handling product returned from e-commerce	ALL
COS-WH-044	Warehouse recall blocking and stock reconciliation	ALL
COS-WH-045	Handling off-site third-party logistics inventory	ALL
COS-WH-046	High-value fragrance material stock reconciliation	ALL
COS-WH-047	Inventory segregation of obsolete artwork packaging	ALL
COS-WH-048	Handling leak-prone liquid product storage	ALL
COS-WH-049	Bottle and glass breakage clean-up	ALL
COS-WH-050	Inspection of plastic pallets and bins	ALL
COS-WH-051	Warehouse housekeeping and sanitation	ALL
COS-WH-052	Storage of aerosol packs below heat limits	ALL
COS-WH-053	Safety stock and critical raw material planning	ALL
COS-WH-054	Product complaint sample retrieval from warehouse	ALL
COS-WH-055	Stock transfer between sites	ALL
COS-WH-056	Cold-chain storage only where required by product	ALL
COS-WH-057	Transport qualification/risk assessment where justified	ALL
COS-WH-058	Inventory control for sample giveaways	ALL
COS-WH-059	Protection of sensitive botanical ingredients	ALL

26 PUR | Purchasing, suppliers & outsourced services (42 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-PUR-001	Supplier onboarding and qualification	ALL
COS-PUR-002	Supplier risk classification for cosmetics	ALL
COS-PUR-003	Approved supplier list maintenance	ALL
COS-PUR-004	Procurement request approval	ALL
COS-PUR-005	Purchase order preparation and change control	ALL
COS-PUR-006	Raw material technical specification communication	ALL
COS-PUR-007	Packaging component technical specification communication	ALL
COS-PUR-008	Supplier quality agreement negotiation	ALL
COS-PUR-009	Supplier COA reliability assessment	ALL
COS-PUR-010	Supplier manufacturing-site questionnaire	ALL
COS-PUR-011	Assessment of restricted ingredients from suppliers	ALL
COS-PUR-012	Supplier ingredient INCI/CAS declaration verification	ALL
COS-PUR-013	Supplier impurity and heavy-metal declaration review	ALL
COS-PUR-014	Fragrance IFRA certificate collection and review	ALL
COS-PUR-015	Fragrance allergen declaration updates	ALL
COS-PUR-016	Botanical source and pesticide information	ALL
COS-PUR-017	Sustainable/raw-material claims documentation check	ALL
COS-PUR-018	Procurement of certified colourants	ALL
COS-PUR-019	Procurement of cosmetic-grade preservatives	ALL
COS-PUR-020	Supply continuity plan for critical ingredients	ALL
COS-PUR-021	Alternative supplier qualification after shortage	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-PUR-022	Annual supplier performance scorecard	ALL
COS-PUR-023	Supplier deviation communication and investigation	ALL
COS-PUR-024	Supplier corrective action request	ALL
COS-PUR-025	Supplier change-notification assessment	ALL
COS-PUR-026	Contract laboratory selection and quality agreement	ALL
COS-PUR-027	External stability test provider qualification	ALL
COS-PUR-028	Private-label contract manufacturer qualification	ALL
COS-PUR-029	Contract sterilization process screening where truly necessary	ALL
COS-PUR-030	Purchase and control of laboratory reference materials	ALL
COS-PUR-031	Raw material lead-time and shelf-life planning	ALL
COS-PUR-032	Vendor certificate authenticity verification	ALL
COS-PUR-033	Responsible sourcing of palm-derived materials	ALL
COS-PUR-034	Supplier allergen and cross-contact review	ALL
COS-PUR-035	Supplier environmental/ethical questionnaire	ALL
COS-PUR-036	Purchasing control of reused/refurbished machinery	ALL
COS-PUR-037	Preventing grey-market ingredient sourcing	ALL
COS-PUR-038	Purchase order approval authorization matrix	ALL
COS-PUR-039	Procurement of flammable solvents by safety specification	ALL
COS-PUR-040	Supplier cybersecurity/data-sharing controls	ALL
COS-PUR-041	Supplier recall and alert response	ALL
COS-PUR-042	Vendor periodic requalification and delisting	ALL

27 ENG | Engineering, equipment & preventive maintenance (60 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-ENG-001	Equipment lifecycle asset numbering	ALL
COS-ENG-002	User requirement specification for cosmetics equipment	ALL
COS-ENG-003	Equipment design suitability for cosmetic products	ALL
COS-ENG-004	Mixing vessel installation and commissioning	ALL
COS-ENG-005	Homogenizer installation and acceptance	ALL
COS-ENG-006	High-shear mixer operation safety checks	ALL
COS-ENG-007	Bead mill maintenance and inspection	ALL
COS-ENG-008	Three-roll mill setup and maintenance	ALL
COS-ENG-009	Plodder and soap press maintenance	ALL
COS-ENG-010	Powder blender preventive maintenance	ALL
COS-ENG-011	Filling machine preventive maintenance	ALL
COS-ENG-012	Capping machine preventive maintenance	ALL
COS-ENG-013	Induction sealer preventive maintenance	ALL
COS-ENG-014	Tube sealer and crimp tool maintenance	ALL
COS-ENG-015	Perfume filler solvent-compatible seal maintenance	ALL
COS-ENG-016	Aerosol filler mechanical maintenance	ALL
COS-ENG-017	Stainless steel surface condition assessment	ALL
COS-ENG-018	Gasket material compatibility and replacement	ALL
COS-ENG-019	Maintenance work permit and shutdown approval	ALL
COS-ENG-020	Maintenance tool clean entry procedure	ALL
COS-ENG-021	Preventing lubricant contamination	ALL
COS-ENG-022	Maintenance equipment status labelling	ALL
COS-ENG-023	Emergency repair authorization and release	ALL
COS-ENG-024	Post-maintenance sanitation and requalification	ALL
COS-ENG-025	Calibration status before production use	ALL
COS-ENG-026	Preventive maintenance programme scheduling	ALL
COS-ENG-027	Equipment breakdown log and root-cause analysis	ALL
COS-ENG-028	Spares inventory and criticality ranking	ALL
COS-ENG-029	Equipment cleaning-access design inspection	ALL
COS-ENG-030	Mixer impeller and shaft alignment check	ALL
COS-ENG-031	Homogenizer seal integrity check	ALL
COS-ENG-032	Vacuum pump function and maintenance	ALL
COS-ENG-033	Cooling jacket integrity check	ALL
COS-ENG-034	Transfer pump rotor/stator inspection	ALL
COS-ENG-035	Hose and flexible-line integrity check	ALL
COS-ENG-036	Filter housing integrity inspection	ALL
COS-ENG-037	Filling nozzle wear inspection	ALL
COS-ENG-038	Packaging line sensors functional checks	ALL
COS-ENG-039	Conveyor maintenance and sanitation	ALL
COS-ENG-040	Steam / hot-water system maintenance	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-ENG-041	Equipment electrical safety inspection	ALL
COS-ENG-042	Equipment earthing continuity inspection	ALL
COS-ENG-043	Process instrument loop check	ALL
COS-ENG-044	Temperature sensor calibration	ALL
COS-ENG-045	Pressure gauge calibration	ALL
COS-ENG-046	Flow meter calibration	ALL
COS-ENG-047	Balance calibration and certification	ALL
COS-ENG-048	Metal detector qualification and challenge	ALL
COS-ENG-049	Air compressor maintenance	ALL
COS-ENG-050	Cooling tower water safety and maintenance	ALL
COS-ENG-051	Equipment handover from engineering to production	ALL
COS-ENG-052	Service contractor GMP entry controls	ALL
COS-ENG-053	Maintenance-induced foreign particle prevention	ALL
COS-ENG-054	Maintenance intervention risk assessment	ALL
COS-ENG-055	Annual shutdown and turnaround planning	ALL
COS-ENG-056	Equipment retirement and decommissioning	ALL
COS-ENG-057	Change parts identification and storage	ALL
COS-ENG-058	Mold/die maintenance for compacts and soaps	ALL
COS-ENG-059	HVAC filter replacement coordination	ALL
COS-ENG-060	Documentation of engineering as-built drawings	ALL

28 UTL | Utilities, HVAC, process water & environment (53 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-UTL-001	Process water quality specification determination	ALL
COS-UTL-002	Water source evaluation and incoming sampling	ALL
COS-UTL-003	Water treatment system operating controls	ALL
COS-UTL-004	Activated carbon unit monitoring	ALL
COS-UTL-005	Softener regeneration and monitoring	ALL
COS-UTL-006	Reverse osmosis system operation if installed	ALL
COS-UTL-007	UV treatment operation and monitoring	ALL
COS-UTL-008	Water storage tank cleaning and disinfection	ALL
COS-UTL-009	Water loop circulation operation	ALL
COS-UTL-010	Water point-of-use sampling plan	ALL
COS-UTL-011	Water temperature and conductivity checks	ALL
COS-UTL-012	Water bioburden trend review	ALL
COS-UTL-013	Water alert/action limit escalation	ALL
COS-UTL-014	Biofilm and water contamination remediation	ALL
COS-UTL-015	Water system maintenance and sanitization	ALL
COS-UTL-016	Use of suitable water grade by cosmetic process	ALL
COS-UTL-017	Hot water generation and distribution	ALL
COS-UTL-018	Chilled water system operation	ALL
COS-UTL-019	Plant compressed air quality determination	ALL
COS-UTL-020	Compressed air oil/particle checks	ALL
COS-UTL-021	Compressed air dryer monitoring	ALL
COS-UTL-022	Compressed air point-of-use monitoring	ALL
COS-UTL-023	Nitrogen utility control where employed	ALL
COS-UTL-024	HVAC temperature control in manufacturing	ALL
COS-UTL-025	HVAC relative humidity monitoring	ALL
COS-UTL-026	HVAC pressure relationship checks	ALL
COS-UTL-027	HVAC filter integrity or efficiency checks	ALL
COS-UTL-028	Air-handling unit hygiene inspections	ALL
COS-UTL-029	Preventing ingress of dust and insects	ALL
COS-UTL-030	Powder room extraction system operation	ALL
COS-UTL-031	Solvent processing ventilation monitoring	ALL
COS-UTL-032	Aerosol line ventilation and gas detection	ALL
COS-UTL-033	Local exhaust ventilation for pigment powders	ALL
COS-UTL-034	HVAC shutdown and restart for cosmetics	ALL
COS-UTL-035	Utilities cleaning and access control	ALL
COS-UTL-036	Environmental monitor alarm escalation	ALL
COS-UTL-037	BMS/EMS data review where fitted	ALL
COS-UTL-038	Utility system deviation investigation	ALL
COS-UTL-039	Electrical utility supply interruption response	ALL
COS-UTL-040	Generator emergency back-up monitoring	ALL
COS-UTL-041	Drain sanitation and backflow prevention	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-UTL-042	Condensate management and leakage prevention	ALL
COS-UTL-043	Utility piping identification and flow direction	ALL
COS-UTL-044	Wastewater segregation from process water	ALL
COS-UTL-045	Cooling water quality control	ALL
COS-UTL-046	HVAC seasonal risk assessment	ALL
COS-UTL-047	Temperature mapping of cosmetic raw material store	ALL
COS-UTL-048	Temperature mapping of finished goods warehouse	ALL
COS-UTL-049	Use of portable temperature/humidity monitors	ALL
COS-UTL-050	Assessment of ventilation in flammable solvent room	ALL
COS-UTL-051	Contractor supervision during water-system servicing	ALL
COS-UTL-052	Water use reduction and monitoring programme	ALL
COS-UTL-053	Utility release before start-up after maintenance	ALL

29 CLN | Cleaning, sanitation, hygiene & pest control (54 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-CLN-001	Cleaning programme for cosmetics production areas	ALL
COS-CLN-002	Daily room cleaning schedule	ALL
COS-CLN-003	Cleaning of mixing vessels	ALL
COS-CLN-004	Cleaning of homogenizers and transfer lines	ALL
COS-CLN-005	Cleaning of production transfer pumps	ALL
COS-CLN-006	Cleaning of filling machine product-contact parts	ALL
COS-CLN-007	Cleaning of perfume and fragrance manufacturing equipment	ALL
COS-CLN-008	Cleaning of pigment and colour cosmetic equipment	ALL
COS-CLN-009	Cleaning of soap line plodder and dies	ALL
COS-CLN-010	Cleaning of powder blenders and sieves	ALL
COS-CLN-011	Cleaning of lipstick moulds and pans	ALL
COS-CLN-012	Cleaning of mascara filling machine	ALL
COS-CLN-013	Cleaning of nail polish solvent-contact equipment	ALL
COS-CLN-014	Cleaning of hair-dye and peroxide equipment	ALL
COS-CLN-015	Cleaning of packaging conveyors	ALL
COS-CLN-016	Cleaning of warehouse storage racks	ALL
COS-CLN-017	Cleaning of sampling tools and scoops	ALL
COS-CLN-018	Cleaning of reusable material drums	ALL
COS-CLN-019	Preparation of approved detergent dilution	ALL
COS-CLN-020	Preparation of approved sanitizing-agent dilution	ALL
COS-CLN-021	Cleaning chemical labelling and expiry	ALL
COS-CLN-022	Verification of cleaning agent compatibility	ALL
COS-CLN-023	Sampling for residual detergent where justified	ALL
COS-CLN-024	Sampling of product residue after changeover	ALL
COS-CLN-025	Visual cleanliness acceptance criteria	ALL
COS-CLN-026	Swab sampling method for cleaning verification	ALL
COS-CLN-027	Rinse sampling method where suitable	ALL
COS-CLN-028	Cleaning validation / verification study management	ALL
COS-CLN-029	Sanitation programme effectiveness monitoring	ALL
COS-CLN-030	Rotational use of disinfectants when justified	ALL
COS-CLN-031	Cleaning frequency based on hygiene risk	ALL
COS-CLN-032	Control of cleaning tools by area	ALL
COS-CLN-033	Colour-coded cleaning implements	ALL
COS-CLN-034	Facility pest control service supervision	ALL
COS-CLN-035	Pest sighting reporting and investigation	ALL
COS-CLN-036	Control of pest baits and chemical contamination	ALL
COS-CLN-037	Personnel handwashing instruction	ALL
COS-CLN-038	Personnel cosmetic/jewellery restrictions	ALL
COS-CLN-039	Gowning requirements for cosmetics production	ALL
COS-CLN-040	Hair net and beard-cover requirements	ALL
COS-CLN-041	Cleaning after product spill	ALL
COS-CLN-042	Glass and brittle plastic breakage handling	ALL
COS-CLN-043	Sanitization of contact surfaces before filling	ALL
COS-CLN-044	Non-product-contact machine sanitation	ALL
COS-CLN-045	Production room cleaning after maintenance	ALL
COS-CLN-046	Cleaning status labels and log completion	ALL
COS-CLN-047	Cleaning between allergenic fragrance products	ALL
COS-CLN-048	Cleaning between high-pigment formulations	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-CLN-049	Cleaning hold-time before equipment reuse	ALL
COS-CLN-050	Investigation of recurring sanitation failures	ALL
COS-CLN-051	Cleaning validation trigger after new product introduction	ALL
COS-CLN-052	Decontamination after biological contamination	ALL
COS-CLN-053	Sanitary waste disposal and end-of-shift cleanup	ALL
COS-CLN-054	Management of employee illness in production area	ALL

30 VAL | Qualification, process verification & stability (56 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-VAL-001	Validation and verification master plan	ALL
COS-VAL-002	Risk assessment to identify validation scope	ALL
COS-VAL-003	Equipment design qualification review where justified	ALL
COS-VAL-004	Equipment installation qualification	ALL
COS-VAL-005	Equipment operational qualification	ALL
COS-VAL-006	Equipment performance qualification	ALL
COS-VAL-007	Mixing process repeatability verification	ALL
COS-VAL-008	Emulsification process parameter verification	ALL
COS-VAL-009	Powder blending homogeneity assessment	ALL
COS-VAL-010	Soap bar stamping process verification	ALL
COS-VAL-011	Lipstick mould filling repeatability assessment	ALL
COS-VAL-012	Mascara filling repeatability assessment	ALL
COS-VAL-013	Nail polish filling validation assessment	ALL
COS-VAL-014	Perfume volume filling process verification	ALL
COS-VAL-015	Aerosol fill weight and crimp verification	ALL
COS-VAL-016	Tube sealing parameter verification	ALL
COS-VAL-017	Sachet heat-seal parameter verification	ALL
COS-VAL-018	Induction seal setting verification	ALL
COS-VAL-019	Cleaning verification for product changeover	ALL
COS-VAL-020	Cleaning study acceptance limit rationale	ALL
COS-VAL-021	Process hold-time study for bulk product	ALL
COS-VAL-022	Packaging line challenge and line-clearance verification	ALL
COS-VAL-023	Net fill content process capability assessment	ALL
COS-VAL-024	Water system qualification proportional to risk	ALL
COS-VAL-025	Compressed air utility verification	ALL
COS-VAL-026	Temperature mapping of stability chamber	ALL
COS-VAL-027	Stability protocol creation and approval	ALL
COS-VAL-028	Accelerated stability study execution	ALL
COS-VAL-029	Real-time stability study execution	ALL
COS-VAL-030	Intermediate storage stability monitoring	ALL
COS-VAL-031	Photostability screening	ALL
COS-VAL-032	Packaging compatibility / extraction study assessment	ALL
COS-VAL-033	Freeze-thaw stress stability study	ALL
COS-VAL-034	Fragrance stability study	ALL
COS-VAL-035	Cosmetic colour fade study	ALL
COS-VAL-036	Microbiological shelf-life verification	ALL
COS-VAL-037	Shelf-life assignment and justification	ALL
COS-VAL-038	Period-after-opening evidence assessment	ALL
COS-VAL-039	Retain sample stability follow-up	ALL
COS-VAL-040	Ongoing stability commitment monitoring	ALL
COS-VAL-041	Stability excursion and invalidation investigation	ALL
COS-VAL-042	Transport vibration and drop study	ALL
COS-VAL-043	Transport temperature stress study	ALL
COS-VAL-044	Periodic review of validated processes	ALL
COS-VAL-045	Change-induced requalification assessment	ALL
COS-VAL-046	Computerized production equipment verification	ALL
COS-VAL-047	Test method suitability verification policy	ALL
COS-VAL-048	Validation protocol deviation handling	ALL
COS-VAL-049	Validation report approval and closure	ALL
COS-VAL-050	Technology transfer process comparability review	ALL
COS-VAL-051	Contract manufacturer process verification assessment	ALL
COS-VAL-052	Challenge testing of preservative system	ALL
COS-VAL-053	Seal-integrity verification after packaging changes	ALL
COS-VAL-054	Validation acceptance criteria revision control	ALL
COS-VAL-055	Product family bracketing/matrixing rationale	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-VAL-056	Supplier-initiated raw material change validation impact	ALL

31 HR | Human resources, training & administration (37 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-HR-001	Personnel recruitment and job descriptions	ALL
COS-HR-002	Qualification requirements for cosmetic GMP roles	ALL
COS-HR-003	Pre-employment and periodic hygiene fitness assessment	ALL
COS-HR-004	Employee GMP induction training	ALL
COS-HR-005	Role-based practical training curriculum	ALL
COS-HR-006	Training attendance and understanding test	ALL
COS-HR-007	Training effectiveness evaluation	ALL
COS-HR-008	Qualified trainer designation	ALL
COS-HR-009	Training matrix maintenance	ALL
COS-HR-010	GMP refresher training programme	ALL
COS-HR-011	Contract personnel onboarding and supervision	ALL
COS-HR-012	Temporary worker qualification for filling lines	ALL
COS-HR-013	Visitor hygiene orientation	ALL
COS-HR-014	Visitor access permission to production	ALL
COS-HR-015	Personal protective clothing issue	ALL
COS-HR-016	Uniform laundering and replacement	ALL
COS-HR-017	Personnel hand hygiene and health reporting	ALL
COS-HR-018	Illness and skin infection reporting	ALL
COS-HR-019	Food, beverage and smoking restrictions	ALL
COS-HR-020	Employee behaviour and housekeeping policy	ALL
COS-HR-021	Personnel access control and ID cards	ALL
COS-HR-022	Training for regulatory safety / adverse event reporting	ALL
COS-HR-023	Training on confidentiality of formulations	ALL
COS-HR-024	Personnel competence re-assessment after deviation	ALL
COS-HR-025	Shift scheduling and fatigue-risk management	ALL
COS-HR-026	Employee grievance escalation affecting safety	ALL
COS-HR-027	Controlled issue of keys and access badges	ALL
COS-HR-028	Medical first-aid preparedness	ALL
COS-HR-029	Occupational health service documentation	ALL
COS-HR-030	Employee exit procedure and access termination	ALL
COS-HR-031	Administration of off-site consultant visits	ALL
COS-HR-032	Site induction of audit and regulator visitors	ALL
COS-HR-033	Annual training needs identification	ALL
COS-HR-034	Training on chemical and fragrance exposure hazards	ALL
COS-HR-035	Human resource record retention and privacy	ALL
COS-HR-036	Management of outsourced housekeeping staff	ALL
COS-HR-037	Emergency assembly roll-call and staff accountability	ALL

32 IT | IT, computerized systems & cybersecurity (40 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-IT-001	GxP relevant computerized system inventory	ALL
COS-IT-002	Electronic QMS access management	ALL
COS-IT-003	ERP batch traceability data controls	ALL
COS-IT-004	LIMS user access and authorization	ALL
COS-IT-005	Periodic review of privileged accounts	ALL
COS-IT-006	Password and multifactor authentication control	ALL
COS-IT-007	Audit trail assessment for GMP critical records	ALL
COS-IT-008	System configuration and change management	ALL
COS-IT-009	Electronic data backup and restore testing	ALL
COS-IT-010	Disaster recovery of GMP electronic records	ALL
COS-IT-011	Cybersecurity incident escalation for quality systems	ALL
COS-IT-012	Spreadsheet calculation verification	ALL
COS-IT-013	Control of critical Excel formula templates	ALL
COS-IT-014	Data interface validation between ERP and LIMS	ALL
COS-IT-015	Electronic COA generation controls	ALL
COS-IT-016	Equipment recipe version and access control	ALL
COS-IT-017	Electronic batch record approval if deployed	ALL
COS-IT-018	Barcode and scanner system performance checks	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-IT-019	Version control for lab instrumentation software	ALL
COS-IT-020	Software patch impact assessment	ALL
COS-IT-021	Network segmentation for process control equipment	ALL
COS-IT-022	Antivirus scanning of portable drives	ALL
COS-IT-023	Computer asset inventory and disposal	ALL
COS-IT-024	Vendor remote access to production equipment	ALL
COS-IT-025	Electronic signature assessment and control	ALL
COS-IT-026	User account joiner/mover/leaver process	ALL
COS-IT-027	Data-retention archive migration	ALL
COS-IT-028	Control of cloud storage for PIF documents	ALL
COS-IT-029	Regulatory submission portal account protection	ALL
COS-IT-030	Management of IT downtime paper-record fallback	ALL
COS-IT-031	Data reconciliation after system restart	ALL
COS-IT-032	Digital artwork file release and versioning	ALL
COS-IT-033	Digital photographic evidence management	ALL
COS-IT-034	Remote surveillance of temperature monitoring	ALL
COS-IT-035	Electronic complaint database integrity	ALL
COS-IT-036	Periodic risk review of computerized systems	ALL
COS-IT-037	Cyber attack product-release containment protocol	ALL
COS-IT-038	GMP data breach incident impact evaluation	ALL
COS-IT-039	AI-assisted document generation review and verification	ALL
COS-IT-040	System vendor service and SLA review	ALL

33 EHS | Environment, health & safety (65 SOPs)

Base applicability: ALL | Primary reference: Applicable local fire, occupational, environmental and hazardous-material laws

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-EHS-001	EHS policy and site legal register	ALL
COS-EHS-002	Chemical hazard identification and risk assessment	ALL
COS-EHS-003	Safety data sheet (SDS) acquisition and control	ALL
COS-EHS-004	Chemical compatibility storage matrix	ALL
COS-EHS-005	Flammable solvent storage and transfer	ALL
COS-EHS-006	Alcohol and solvent vapour exposure assessment	ALL
COS-EHS-007	Solvent area hot-work permit	ALL
COS-EHS-008	Confined-space permit for vessel entry	ALL
COS-EHS-009	Lockout-tagout for mixing equipment	ALL
COS-EHS-010	Machine guarding inspection	ALL
COS-EHS-011	Emergency stop testing programme	ALL
COS-EHS-012	Static electricity bonding and earthing	ALL
COS-EHS-013	Explosion hazardous-area maintenance control	ALL
COS-EHS-014	Flammable aerosol leak emergency plan	ALL
COS-EHS-015	Fire extinguisher inspection and readiness	ALL
COS-EHS-016	Fire alarm system evacuation drill	ALL
COS-EHS-017	Spill response for fragrance concentrates	ALL
COS-EHS-018	Spill response for corrosive lye	ALL
COS-EHS-019	Spill response for hair bleach/peroxide	ALL
COS-EHS-020	Spill response for pigment powders	ALL
COS-EHS-021	Compressed gas cylinder handling	ALL
COS-EHS-022	Aerosol propellant cylinder management	ALL
COS-EHS-023	Personal protective equipment risk assessment	ALL
COS-EHS-024	Respirator fit test where necessary	ALL
COS-EHS-025	Eye wash and safety shower inspection	ALL
COS-EHS-026	Chemical skin exposure first aid	ALL
COS-EHS-027	Handling occupational sensitization incidents	ALL
COS-EHS-028	Fire load evaluation of packaging warehouse	ALL
COS-EHS-029	Safe manual lifting and ergonomics	ALL
COS-EHS-030	Handling of broken glass and sharps	ALL
COS-EHS-031	Noise risk assessment on packaging line	ALL
COS-EHS-032	Occupational dust monitoring	ALL
COS-EHS-033	Local exhaust ventilation effectiveness testing	ALL
COS-EHS-034	Occupational exposure monitoring for fragrance allergens	ALL
COS-EHS-035	Solvent vapour monitoring	ALL
COS-EHS-036	Waste solvent segregation and disposal	ALL
COS-EHS-037	Hazardous waste manifest and contractor verification	ALL
COS-EHS-038	Effluent treatment plant operation	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-EHS-039	Wastewater discharge monitoring	ALL
COS-EHS-040	Wastewater containing surfactants disposal	ALL
COS-EHS-041	Disposal of cosmetic laboratory solvents	ALL
COS-EHS-042	Disposal of microbial test waste	ALL
COS-EHS-043	Management of empty chemical containers	ALL
COS-EHS-044	Biodegradable/packaging waste segregation	ALL
COS-EHS-045	Environmental incident reporting	ALL
COS-EHS-046	Near-miss and injury reporting	ALL
COS-EHS-047	Contractor safety induction	ALL
COS-EHS-048	Work-at-height permit and fall protection	ALL
COS-EHS-049	Forklift pedestrian separation	ALL
COS-EHS-050	Battery charging room safety	ALL
COS-EHS-051	Energy conservation and emissions reporting	ALL
COS-EHS-052	Sustainable raw material and packaging programme	ALL
COS-EHS-053	Water conservation and reuse risk assessment	ALL
COS-EHS-054	Environmental complaint response	ALL
COS-EHS-055	Emergency response plan and mock drill	ALL
COS-EHS-056	Crisis coordination with local authority	ALL
COS-EHS-057	Business continuity after chemical/fire emergency	ALL
COS-EHS-058	Visitor and contractor evacuation accountability	ALL
COS-EHS-059	Inspection of eyewash and emergency showers	ALL
COS-EHS-060	Compressed air pressure vessel statutory inspection	ALL
COS-EHS-061	Electrical earthing and periodic safety audit	ALL
COS-EHS-062	Lightning protection inspection	ALL
COS-EHS-063	Chemical inventory safety threshold review	ALL
COS-EHS-064	EHS training competency evaluation	ALL
COS-EHS-065	Emergency tabletop exercise for cosmetic recall with safety event	ALL

34 DIST | Finished goods, logistics & post-market handling (36 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DIST-001	Finished goods sales-order approval	ALL
COS-DIST-002	Dispatch and release status matching	ALL
COS-DIST-003	Batch traceability through distributor network	ALL
COS-DIST-004	Lot allocation to market and destination	ALL
COS-DIST-005	Transport vehicle cleanliness inspection	ALL
COS-DIST-006	Transport damage risk assessment	ALL
COS-DIST-007	Shipping carton and pallet integrity assessment	ALL
COS-DIST-008	Preparation of export shipment documents	ALL
COS-DIST-009	Check of temperature-sensitive shipment routes	ALL
COS-DIST-010	Product shipment record retention	ALL
COS-DIST-011	Stock recall hold in distributor systems	ALL
COS-DIST-012	Distribution route reverse-trace exercise	ALL
COS-DIST-013	Consumer returns and e-commerce reverse logistics	ALL
COS-DIST-014	Leakage complaint return sampling	ALL
COS-DIST-015	Store shelf-life monitoring guidance	ALL
COS-DIST-016	Distributor product complaint escalation	ALL
COS-DIST-017	Handling stock approaching cosmetic expiry	ALL
COS-DIST-018	Management of marketplace counterfeit alerts	ALL
COS-DIST-019	Marketplace listing claims verification	ALL
COS-DIST-020	Retail tester and sample quality programme	ALL
COS-DIST-021	Product display sample handling guidance	ALL
COS-DIST-022	Temperature excursion assessment after delivery	ALL
COS-DIST-023	Product transit breakage and claims investigation	ALL
COS-DIST-024	Handling of goods from flood/fire event	ALL
COS-DIST-025	Post-market distributor inventory reconciliation	ALL
COS-DIST-026	Retail recall notice and consumer instructions	ALL
COS-DIST-027	Cross-dock risk assessment	ALL
COS-DIST-028	3PL service performance trending	ALL
COS-DIST-029	Export destination country artwork confirmation	ALL
COS-DIST-030	Material safety transport documents for perfumes	ALL
COS-DIST-031	Transport controls for aerosols and nail polish	ALL
COS-DIST-032	Pallet stacking height controls	ALL
COS-DIST-033	Dispatch of promotional and free samples	ALL
COS-DIST-034	Physical inventory count of third-party finished stock	ALL

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-DIST-035	Cross-border product shelf-life acceptance criteria	ALL
COS-DIST-036	Procedure for disposition of unsaleable returns	ALL

35 CMO | Contract manufacture, private label & technology transfer (40 SOPs)

Base applicability: ALL | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-CMO-001	Contract manufacturing quality agreement	ALL
COS-CMO-002	Division of product safety and release responsibility	ALL
COS-CMO-003	Private-label customer formula ownership	ALL
COS-CMO-004	OEM/ODM client requirement review	ALL
COS-CMO-005	Contract manufacturer GMP qualification	ALL
COS-CMO-006	Manufacturer/customer technical agreement	ALL
COS-CMO-007	Customer-approved master formulation transfer	ALL
COS-CMO-008	Customer artwork approval and change control	ALL
COS-CMO-009	Supplier qualification where raw material is customer supplied	ALL
COS-CMO-010	Vendor-managed inventory for contract products	ALL
COS-CMO-011	Customer-specific batch numbering system	ALL
COS-CMO-012	Transfer of analytical methods between sites	ALL
COS-CMO-013	Manufacturing trial and tech transfer batch review	ALL
COS-CMO-014	Process equivalence between two plants	ALL
COS-CMO-015	Commercial scale-up report approval	ALL
COS-CMO-016	Quality agreement on product information file ownership	ALL
COS-CMO-017	Cosmetic responsible-person appointment responsibilities	ALL
COS-CMO-018	Agreement for adverse event and complaint handling	ALL
COS-CMO-019	Agreement for product recall and field action	ALL
COS-CMO-020	Outsourced filling and packaging controls	ALL
COS-CMO-021	Contract packaging line qualification	ALL
COS-CMO-022	Cross-site cleaning validation responsibility	ALL
COS-CMO-023	Quality oversight of outsourced stability studies	ALL
COS-CMO-024	Private-label claims substantiation exchange	ALL
COS-CMO-025	Joint review of ingredient regulatory compliance	ALL
COS-CMO-026	Contractor access to confidential formulas	ALL
COS-CMO-027	Change notice from contract manufacturing partner	ALL
COS-CMO-028	Batch record copy and release document transfer	ALL
COS-CMO-029	Management of product transfer after supplier closure	ALL
COS-CMO-030	Handling private-label market-specific ingredient restrictions	ALL
COS-CMO-031	Private-label recall simulation with partner	ALL
COS-CMO-032	Quality dispute escalation between partner and brand owner	ALL
COS-CMO-033	Review of contract test lab data integrity	ALL
COS-CMO-034	Contract manufacturer annual performance review	ALL
COS-CMO-035	Contract manufacturer audit finding follow-up	ALL
COS-CMO-036	Private-label export product notification coordination	ALL
COS-CMO-037	Management of joint CAPA actions	ALL
COS-CMO-038	Contract storage and distribution oversight	ALL
COS-CMO-039	Ownership of cosmetic safety report and assessor decision	ALL
COS-CMO-040	Handover and closeout of private-label project	ALL

36 MAT | Ingredient-specific micro-controls (110 SOPs)

Base applicability: SPECIALTY INGREDIENTS | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MAT-001	Product-specific receiving checks and trace documentation for emulsifying wax	SPECIALTY INGREDIENTS
COS-MAT-002	Product-specific handling and storage precautions for emulsifying wax	SPECIALTY INGREDIENTS
COS-MAT-003	Product-specific receiving checks and trace documentation for hyaluronic acid	SPECIALTY INGREDIENTS
COS-MAT-004	Product-specific handling and storage precautions for hyaluronic acid	SPECIALTY INGREDIENTS
COS-MAT-005	Product-specific receiving checks and trace documentation for niacinamide	SPECIALTY INGREDIENTS
COS-MAT-006	Product-specific handling and storage precautions for niacinamide	SPECIALTY INGREDIENTS
COS-MAT-007	Product-specific receiving checks and trace documentation for retinol derivative	SPECIALTY INGREDIENTS
COS-MAT-008	Product-specific handling and storage precautions for retinol derivative	SPECIALTY INGREDIENTS
COS-MAT-009	Product-specific receiving checks and trace documentation for vitamin C derivative	SPECIALTY INGREDIENTS
COS-MAT-010	Product-specific handling and storage precautions for vitamin C derivative	SPECIALTY INGREDIENTS
COS-MAT-011	Product-specific receiving checks and trace documentation for silicone elastomer	SPECIALTY INGREDIENTS
COS-MAT-012	Product-specific handling and storage precautions for silicone elastomer	SPECIALTY INGREDIENTS
COS-MAT-013	Product-specific receiving checks and trace documentation for carbomer polymer	SPECIALTY INGREDIENTS

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MAT-014	Product-specific handling and storage precautions for carbomer polymer	SPECIALTY INGREDIENTS
COS-MAT-015	Product-specific receiving checks and trace documentation for ceramide blend	SPECIALTY INGREDIENTS
COS-MAT-016	Product-specific handling and storage precautions for ceramide blend	SPECIALTY INGREDIENTS
COS-MAT-017	Product-specific receiving checks and trace documentation for glycerin/humectant	SPECIALTY INGREDIENTS
COS-MAT-018	Product-specific handling and storage precautions for glycerin/humectant	SPECIALTY INGREDIENTS
COS-MAT-019	Product-specific receiving checks and trace documentation for plant butter	SPECIALTY INGREDIENTS
COS-MAT-020	Product-specific handling and storage precautions for plant butter	SPECIALTY INGREDIENTS
COS-MAT-021	Product-specific receiving checks and trace documentation for anionic surfactant	SPECIALTY INGREDIENTS
COS-MAT-022	Product-specific handling and storage precautions for anionic surfactant	SPECIALTY INGREDIENTS
COS-MAT-023	Product-specific receiving checks and trace documentation for amphoteric surfactant	SPECIALTY INGREDIENTS
COS-MAT-024	Product-specific handling and storage precautions for amphoteric surfactant	SPECIALTY INGREDIENTS
COS-MAT-025	Product-specific receiving checks and trace documentation for cationic conditioning agent	SPECIALTY INGREDIENTS
COS-MAT-026	Product-specific handling and storage precautions for cationic conditioning agent	SPECIALTY INGREDIENTS
COS-MAT-027	Product-specific receiving checks and trace documentation for silicone fluid	SPECIALTY INGREDIENTS
COS-MAT-028	Product-specific handling and storage precautions for silicone fluid	SPECIALTY INGREDIENTS
COS-MAT-029	Product-specific receiving checks and trace documentation for pearlizing agent	SPECIALTY INGREDIENTS
COS-MAT-030	Product-specific handling and storage precautions for pearlizing agent	SPECIALTY INGREDIENTS
COS-MAT-031	Product-specific receiving checks and trace documentation for hair conditioning polymer	SPECIALTY INGREDIENTS
COS-MAT-032	Product-specific handling and storage precautions for hair conditioning polymer	SPECIALTY INGREDIENTS
COS-MAT-033	Product-specific receiving checks and trace documentation for plant protein hydrolysate	SPECIALTY INGREDIENTS
COS-MAT-034	Product-specific handling and storage precautions for plant protein hydrolysate	SPECIALTY INGREDIENTS
COS-MAT-035	Product-specific receiving checks and trace documentation for hair fixing resin	SPECIALTY INGREDIENTS
COS-MAT-036	Product-specific handling and storage precautions for hair fixing resin	SPECIALTY INGREDIENTS
COS-MAT-037	Product-specific receiving checks and trace documentation for iron oxide pigment	SPECIALTY INGREDIENTS
COS-MAT-038	Product-specific handling and storage precautions for iron oxide pigment	SPECIALTY INGREDIENTS
COS-MAT-039	Product-specific receiving checks and trace documentation for titanium dioxide pigment	SPECIALTY INGREDIENTS
COS-MAT-040	Product-specific handling and storage precautions for titanium dioxide pigment	SPECIALTY INGREDIENTS
COS-MAT-041	Product-specific receiving checks and trace documentation for pearlescent pigment	SPECIALTY INGREDIENTS
COS-MAT-042	Product-specific handling and storage precautions for pearlescent pigment	SPECIALTY INGREDIENTS
COS-MAT-043	Product-specific receiving checks and trace documentation for cosmetic lake dye	SPECIALTY INGREDIENTS
COS-MAT-044	Product-specific handling and storage precautions for cosmetic lake dye	SPECIALTY INGREDIENTS
COS-MAT-045	Product-specific receiving checks and trace documentation for mica pigment	SPECIALTY INGREDIENTS
COS-MAT-046	Product-specific handling and storage precautions for mica pigment	SPECIALTY INGREDIENTS
COS-MAT-047	Product-specific receiving checks and trace documentation for film-forming polymer	SPECIALTY INGREDIENTS
COS-MAT-048	Product-specific handling and storage precautions for film-forming polymer	SPECIALTY INGREDIENTS
COS-MAT-049	Product-specific receiving checks and trace documentation for lip wax blend	SPECIALTY INGREDIENTS
COS-MAT-050	Product-specific handling and storage precautions for lip wax blend	SPECIALTY INGREDIENTS
COS-MAT-051	Product-specific receiving checks and trace documentation for mascara structurant	SPECIALTY INGREDIENTS
COS-MAT-052	Product-specific handling and storage precautions for mascara structurant	SPECIALTY INGREDIENTS
COS-MAT-053	Product-specific receiving checks and trace documentation for perfume compound	SPECIALTY INGREDIENTS
COS-MAT-054	Product-specific handling and storage precautions for perfume compound	SPECIALTY INGREDIENTS
COS-MAT-055	Product-specific receiving checks and trace documentation for essential oil	SPECIALTY INGREDIENTS
COS-MAT-056	Product-specific handling and storage precautions for essential oil	SPECIALTY INGREDIENTS
COS-MAT-057	Product-specific receiving checks and trace documentation for perfume ethanol	SPECIALTY INGREDIENTS
COS-MAT-058	Product-specific handling and storage precautions for perfume ethanol	SPECIALTY INGREDIENTS
COS-MAT-059	Product-specific receiving checks and trace documentation for deodorant base	SPECIALTY INGREDIENTS
COS-MAT-060	Product-specific handling and storage precautions for deodorant base	SPECIALTY INGREDIENTS
COS-MAT-061	Product-specific receiving checks and trace documentation for deodorant wax	SPECIALTY INGREDIENTS
COS-MAT-062	Product-specific handling and storage precautions for deodorant wax	SPECIALTY INGREDIENTS
COS-MAT-063	Product-specific receiving checks and trace documentation for fragrance solvent	SPECIALTY INGREDIENTS
COS-MAT-064	Product-specific handling and storage precautions for fragrance solvent	SPECIALTY INGREDIENTS
COS-MAT-065	Product-specific receiving checks and trace documentation for oxidative hair dye precursor	SPECIALTY INGREDIENTS
COS-MAT-066	Product-specific handling and storage precautions for oxidative hair dye precursor	SPECIALTY INGREDIENTS
COS-MAT-067	Product-specific receiving checks and trace documentation for hair dye coupler	SPECIALTY INGREDIENTS
COS-MAT-068	Product-specific handling and storage precautions for hair dye coupler	SPECIALTY INGREDIENTS
COS-MAT-069	Product-specific receiving checks and trace documentation for peroxide developer	SPECIALTY INGREDIENTS

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MAT-070	Product-specific handling and storage precautions for peroxide developer	SPECIALTY INGREDIENTS
COS-MAT-071	Product-specific receiving checks and trace documentation for bleaching persulfate	SPECIALTY INGREDIENTS
COS-MAT-072	Product-specific handling and storage precautions for bleaching persulfate	SPECIALTY INGREDIENTS
COS-MAT-073	Product-specific receiving checks and trace documentation for hair straightening active	SPECIALTY INGREDIENTS
COS-MAT-074	Product-specific handling and storage precautions for hair straightening active	SPECIALTY INGREDIENTS
COS-MAT-075	Product-specific receiving checks and trace documentation for nail polish solvent	SPECIALTY INGREDIENTS
COS-MAT-076	Product-specific handling and storage precautions for nail polish solvent	SPECIALTY INGREDIENTS
COS-MAT-077	Product-specific receiving checks and trace documentation for nail polish resin	SPECIALTY INGREDIENTS
COS-MAT-078	Product-specific handling and storage precautions for nail polish resin	SPECIALTY INGREDIENTS
COS-MAT-079	Product-specific receiving checks and trace documentation for nail gel monomer	SPECIALTY INGREDIENTS
COS-MAT-080	Product-specific handling and storage precautions for nail gel monomer	SPECIALTY INGREDIENTS
COS-MAT-081	Product-specific receiving checks and trace documentation for nail care pigment	SPECIALTY INGREDIENTS
COS-MAT-082	Product-specific handling and storage precautions for nail care pigment	SPECIALTY INGREDIENTS
COS-MAT-083	Product-specific receiving checks and trace documentation for nail varnish plasticizer	SPECIALTY INGREDIENTS
COS-MAT-084	Product-specific handling and storage precautions for nail varnish plasticizer	SPECIALTY INGREDIENTS
COS-MAT-085	Product-specific receiving checks and trace documentation for toothpaste abrasive	SPECIALTY INGREDIENTS
COS-MAT-086	Product-specific handling and storage precautions for toothpaste abrasive	SPECIALTY INGREDIENTS
COS-MAT-087	Product-specific receiving checks and trace documentation for toothpaste binder	SPECIALTY INGREDIENTS
COS-MAT-088	Product-specific handling and storage precautions for toothpaste binder	SPECIALTY INGREDIENTS
COS-MAT-089	Product-specific receiving checks and trace documentation for oral care flavour	SPECIALTY INGREDIENTS
COS-MAT-090	Product-specific handling and storage precautions for oral care flavour	SPECIALTY INGREDIENTS
COS-MAT-091	Product-specific receiving checks and trace documentation for mouthwash surfactant	SPECIALTY INGREDIENTS
COS-MAT-092	Product-specific handling and storage precautions for mouthwash surfactant	SPECIALTY INGREDIENTS
COS-MAT-093	Product-specific receiving checks and trace documentation for wet wipe nonwoven	SPECIALTY INGREDIENTS
COS-MAT-094	Product-specific handling and storage precautions for wet wipe nonwoven	SPECIALTY INGREDIENTS
COS-MAT-095	Product-specific receiving checks and trace documentation for sheet mask substrate	SPECIALTY INGREDIENTS
COS-MAT-096	Product-specific handling and storage precautions for sheet mask substrate	SPECIALTY INGREDIENTS
COS-MAT-097	Product-specific receiving checks and trace documentation for baby cosmetic mild surfactant	SPECIALTY INGREDIENTS
COS-MAT-098	Product-specific handling and storage precautions for baby cosmetic mild surfactant	SPECIALTY INGREDIENTS
COS-MAT-099	Product-specific receiving checks and trace documentation for sensitive skin fragrance-free base	SPECIALTY INGREDIENTS
COS-MAT-100	Product-specific handling and storage precautions for sensitive skin fragrance-free base	SPECIALTY INGREDIENTS
COS-MAT-101	Product-specific receiving checks and trace documentation for cosmetic talc	SPECIALTY INGREDIENTS
COS-MAT-102	Product-specific handling and storage precautions for cosmetic talc	SPECIALTY INGREDIENTS
COS-MAT-103	Product-specific receiving checks and trace documentation for starch powder	SPECIALTY INGREDIENTS
COS-MAT-104	Product-specific handling and storage precautions for starch powder	SPECIALTY INGREDIENTS
COS-MAT-105	Product-specific receiving checks and trace documentation for clay powder	SPECIALTY INGREDIENTS
COS-MAT-106	Product-specific handling and storage precautions for clay powder	SPECIALTY INGREDIENTS
COS-MAT-107	Product-specific receiving checks and trace documentation for powder pigment	SPECIALTY INGREDIENTS
COS-MAT-108	Product-specific handling and storage precautions for powder pigment	SPECIALTY INGREDIENTS
COS-MAT-109	Product-specific receiving checks and trace documentation for bath salt granule	SPECIALTY INGREDIENTS
COS-MAT-110	Product-specific handling and storage precautions for bath salt granule	SPECIALTY INGREDIENTS

37 IPC | Targeted in-process exceptions & responses (45 SOPs)

Base applicability: PRODUCT-SPECIFIC | Primary reference: ISO 22716:2007; India Cosmetics Rules 2020 Sch VII (as applicable)

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-IPC-001	In-process response and escalation for oil phase heating overshoot (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-002	In-process response and escalation for water phase charging out of sequence (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-003	In-process response and escalation for emulsion droplet growth (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-004	In-process response and escalation for phase inversion (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-005	In-process response and escalation for cream cooling too quickly (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-006	In-process response and escalation for serum oxidation (cream / lotion)	PRODUCT-SPECIFIC
COS-IPC-007	In-process response and escalation for cream microbial trend above alert limit (cream / lotion)	PRODUCT-SPECIFIC

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-IPC-008	In-process response and escalation for salt thickening overshoot (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-009	In-process response and escalation for excess foam during transfer (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-010	In-process response and escalation for silicone separation (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-011	In-process response and escalation for incorrect cationic polymer addition (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-012	In-process response and escalation for surfactant haze (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-013	In-process response and escalation for shampoo fragrance precipitation (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-014	In-process response and escalation for sachet sealing temperature drift (shampoo / conditioner)	PRODUCT-SPECIFIC
COS-IPC-015	In-process response and escalation for soap excess free alkali (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-016	In-process response and escalation for soap bar deformation (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-017	In-process response and escalation for soap sweating during storage (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-018	In-process response and escalation for high liquid cleanser viscosity (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-019	In-process response and escalation for liquid cleanser sedimentation (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-020	In-process response and escalation for body wash fill foam interference (soap / cleanser)	PRODUCT-SPECIFIC
COS-IPC-021	In-process response and escalation for incorrect pigment lot (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-022	In-process response and escalation for shade misidentification (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-023	In-process response and escalation for powder compact cracking (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-024	In-process response and escalation for lipstick sweating (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-025	In-process response and escalation for mascara microbial contamination (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-026	In-process response and escalation for foundation shade drift (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-027	In-process response and escalation for brush/applicator mismatch (makeup / colour)	PRODUCT-SPECIFIC
COS-IPC-028	In-process response and escalation for perfume haze (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-029	In-process response and escalation for ethanol loss (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-030	In-process response and escalation for fragrance off-note (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-031	In-process response and escalation for nail polish solvent loss (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-032	In-process response and escalation for nail polish pigment settling (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-033	In-process response and escalation for fragrance pump leakage (fragrance / nail)	PRODUCT-SPECIFIC
COS-IPC-034	In-process response and escalation for crimp dimension drift (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-035	In-process response and escalation for propellant overfill (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-036	In-process response and escalation for high can pressure (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-037	In-process response and escalation for aerosol leak during hot bath test (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-038	In-process response and escalation for inadequate actuator spray output (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-039	In-process response and escalation for static electricity alarm (aerosol / pressurized)	PRODUCT-SPECIFIC
COS-IPC-040	In-process response and escalation for powder caking (powder / wipes)	PRODUCT-SPECIFIC
COS-IPC-041	In-process response and escalation for powder segregation (powder / wipes)	PRODUCT-SPECIFIC
COS-IPC-042	In-process response and escalation for powder dust exceedance (powder / wipes)	PRODUCT-SPECIFIC
COS-IPC-043	In-process response and escalation for wet wipe insufficient impregnation (powder / wipes)	PRODUCT-SPECIFIC
COS-IPC-044	In-process response and escalation for wet wipe microbial failure (powder / wipes)	PRODUCT-SPECIFIC
COS-IPC-045	In-process response and escalation for sheet mask seal leakage (powder / wipes)	PRODUCT-SPECIFIC

38 MKT | Country-specific monitoring & release gates (34 SOPs)

Base applicability: TARGET MARKET ONLY | Primary reference: Market-specific cosmetic vs medicinal/therapeutic product classification

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MKT-001	Compliance verification checklist for state manufacturing licence renewals and conditions (INDIA)	TARGET MARKET ONLY
COS-MKT-002	Compliance verification checklist for COS-7 GMP premises declaration (INDIA)	TARGET MARKET ONLY
COS-MKT-003	Compliance verification checklist for IS 4707 restricted ingredients and pigments (INDIA)	TARGET MARKET ONLY

SOP CODE	STANDARD OPERATING PROCEDURE TITLE	APPLICABILITY
COS-MKT-004	Compliance verification checklist for Ninth Schedule standards and BIS test methods (INDIA)	TARGET MARKET ONLY
COS-MKT-005	Compliance verification checklist for import registration of pack sizes and variants (INDIA)	TARGET MARKET ONLY
COS-MKT-006	Compliance verification checklist for Indian batch labelling and net content declaration (INDIA)	TARGET MARKET ONLY
COS-MKT-007	Compliance verification checklist for CPNP notification revision after shade additions (EU / EEA)	TARGET MARKET ONLY
COS-MKT-008	Compliance verification checklist for EU RP site and PIF access (EU / EEA)	TARGET MARKET ONLY
COS-MKT-009	Compliance verification checklist for CPSR Part A/Part B assessor sign-off (EU / EEA)	TARGET MARKET ONLY
COS-MKT-010	Compliance verification checklist for EU fragrance allergen updates (EU / EEA)	TARGET MARKET ONLY
COS-MKT-011	Compliance verification checklist for EU nanomaterial restrictions and notification (EU / EEA)	TARGET MARKET ONLY
COS-MKT-012	Compliance verification checklist for EU CMR ingredient and impurity screening (EU / EEA)	TARGET MARKET ONLY
COS-MKT-013	Compliance verification checklist for SCPN submission and product update (GREAT BRITAIN)	TARGET MARKET ONLY
COS-MKT-014	Compliance verification checklist for GB RP and PIF accessibility (GREAT BRITAIN)	TARGET MARKET ONLY
COS-MKT-015	Compliance verification checklist for GB ingredient/claim differences from EU (GREAT BRITAIN)	TARGET MARKET ONLY
COS-MKT-016	Compliance verification checklist for GB serious undesirable effect escalation (GREAT BRITAIN)	TARGET MARKET ONLY
COS-MKT-017	Compliance verification checklist for GB safety report update after formula changes (GREAT BRITAIN)	TARGET MARKET ONLY
COS-MKT-018	Compliance verification checklist for MoCRA product listing revision (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-019	Compliance verification checklist for MoCRA establishment renewal applicability (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-020	Compliance verification checklist for serious adverse event evidence package (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-021	Compliance verification checklist for US cosmetic ingredient label verification (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-022	Compliance verification checklist for US adverse event contact details (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-023	Compliance verification checklist for US market safety substantiation update (UNITED STATES)	TARGET MARKET ONLY
COS-MKT-024	Compliance verification checklist for country-specific notification (ASEAN)	TARGET MARKET ONLY
COS-MKT-025	Compliance verification checklist for ASEAN PIF currency (ASEAN)	TARGET MARKET ONLY
COS-MKT-026	Compliance verification checklist for ASEAN prohibited ingredient update (ASEAN)	TARGET MARKET ONLY
COS-MKT-027	Compliance verification checklist for country-specific language label (ASEAN)	TARGET MARKET ONLY
COS-MKT-028	Compliance verification checklist for ASEAN cosmetic claim evidence (ASEAN)	TARGET MARKET ONLY
COS-MKT-029	Compliance verification checklist for ASEAN market alert response (ASEAN)	TARGET MARKET ONLY
COS-MKT-030	Compliance verification checklist for AICIS chemical introducer duties (AUSTRALIA)	TARGET MARKET ONLY
COS-MKT-031	Compliance verification checklist for ACCC mandatory product ingredient information (AUSTRALIA)	TARGET MARKET ONLY
COS-MKT-032	Compliance verification checklist for cosmetic versus therapeutic claims classification (AUSTRALIA)	TARGET MARKET ONLY
COS-MKT-033	Compliance verification checklist for Poison Standard ingredient check (AUSTRALIA)	TARGET MARKET ONLY
COS-MKT-034	Compliance verification checklist for Australian sunscreen boundary screening (AUSTRALIA)	TARGET MARKET ONLY

06 REGULATORY & REFERENCE RESOURCE LINKS

ISO 22716:2007 – ISO overview
https://www.iso.org/standard/36437.html

India Cosmetics Rules 2020 – CDSCO
https://cdsco.mohfw.gov.in/opencms/resources/UploadCDSCOWeb/2022/cos_rules/Cosmetics%20Rules%202020.pdf

CDSCO cosmetic manufacturing/import regulatory overview
https://www.cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

EU Cosmetic Products Regulation 1223/2009
https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32009R1223

Great Britain cosmetics requirements – GOV.UK
https://www.gov.uk/guidance/making-cosmetic-products-available-to-consumers-in-great-britain

FDA MoCRA overview
https://www.fda.gov/cosmetics/cosmetics-laws-regulations/modernization-cosmetics-regulation-act-2022-mocra

ASEAN cosmetics GMP and technical publications
https://asean.org/our-communities/economic-community/standards-technical-regulations-and-conformity-assessment-procedures/

Australia cosmetic vs therapeutic goods – TGA
https://www.tga.gov.au/resources/guidance/determining-if-your-product-cosmetic-or-therapeutic-good

Australia AICIS cosmetics and soap
https://www.industrialchemicals.gov.au/cosmetics-and-soap

Check current consolidated law, product/category-specific BIS and ISO standards, and applicable national notifications at the time of implementation. This document is an illustrative document-control register, not a legal opinion or product approval.

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