

IOAS Inc.



**IOAS Operating Manual**  
**information and requirements specific to**  
**assessment against NATRUE**  
**Accreditation**

Valid from: January 1, 2017

# **IOAS Operating Manual**

## **Information and requirements specific to NATRUE Accreditation**

### **1. Introduction**

This operating manual contains specific information and requirements of the NATRUE Accreditation programme implemented by the IOAS on behalf of the scheme owner, NATRUE AISBL, the International Natural and Organic Cosmetics Association. It should always be read in conjunction with the IOAS General Operating Manual which contains a full description of the IOAS and its overall approach to its work conducting accreditation and surveillance of certification bodies working in the field of organic and sustainable agriculture and related fields which is performed in line with ISO/IEC Guide 17011.

It is the IOAS' approach to harmonise the assessment process for the increasing range of schemes offered so as to reduce the burden of accreditation to all certification bodies. We are also continually working to gain recognition or equivalence of our work with scheme owners and government authorities such that we can offer 'one assessment, many accreditations'.

### **2. Scheme owner**

2.1 NATRUE AISBL (an international non-profit association) based in Brussels is The International Natural and Organic Cosmetics Association, whose objective is to ensure the availability of quality natural and organic cosmetic products for consumers worldwide. NATRUE has identified two main areas of activity to reach this objective:

- To ensure the availability of premium raw materials through appropriate ingredient regulation
- In the absence of a regulatory definition for natural and organic cosmetics to provide strict international criteria (the NATRUE Label)

2.2 NATRUE is a membership based organisation open to any with interest in this field according to NATRUE Statutes

2.3 Initially NATRUE labelled products were certified by certification bodies approved by NATRUE. From October 2013, NATRUE have launched a formal and independent accreditation scheme to provide greater assurance to the NATRUE label.

### **3. NATRUE Accreditation**

3.1 The NATRUE Accreditation programme is an accreditation programme which was first implemented by the IOAS since 2013 under agreement with NATRUE.

3.2 The NATRUE Accreditation programme is open to any certification body which meets the requirements of the programme and which has first applied to the scheme owner. Accredited certifiers sign a contract with NATRUE (Commitment Declaration) and agree with all the specified provisions. Forms for application and the 'Commitment Declaration' can be downloaded for free from the NATRUE web site at [www.natrue.org](http://www.natrue.org)

3.3 As defined in the latest version of the NATRUE Criteria the NATRUE scheme recognises the following sectors of activity:

- certification of finished products (Natural Cosmetics, Natural Cosmetics with Organic Portion, Organic Cosmetics)
- raw materials (Natural Ingredients, Derived Natural Ingredients)
- NATRUE Formula Approval

Accreditation is always granted for all three activities.

#### **4. Requirements for accreditation**

4.1 Applicant certification bodies must first apply to the scheme owner by completing the NATRUE application form.

4.2 Once the application is accepted by NATRUE the CB may apply to the IOAS using the standard IOAS application form.

4.3 The requirements against which a certification body is assessed are the '**NATRUE Requirements for Certification Bodies**' which can be downloaded from the NATRUE web site.

4.4 The certifier is obliged to apply the '**NATRUE Label: requirements to be met by natural and organic cosmetics**' which are also available on the NATRUE website.

4.5 The NATRUE Requirements for Certification Bodies specifies that the IOAS must conduct assessment and surveillance of certification bodies according to ISO/IEC Guide 17011 including:

- Review of the applicant Certification Body procedure and documentation
- Audit to the headquarters or main office of the Applicant Certification Body
- Witness audit of a representative manufacturing plant

- Ongoing monitoring of the Accredited Certification Body, including at least one up to date accreditation visit to an office conducting NATRUE Label Certification and at least one witness audit or review audit every year
- Check of at least 1,5 % ( minimum 5) files of certified products on each site accreditation visit

4.6 In cases where the CB has no or few operators the witness audit at the initial on-site visit may be a mock inspection.

4.7 The IOAS reserves the right to require assistance from a technical expert as it deems necessary and depending on the standard scope. Technical support may also be sought from the scheme owner. The cost of such experts at on-site visits is borne by the certification body. Such a need and a cost estimation will be communicated before the application proceeds.

4.8 Under IOAS procedures, assessment of the CB can be combined with assessment against other schemes.

4.9 Applicant CBs that are already IOAS clients may apply at any time in their accreditation cycle (but first applying to NATRUE) and the IOAS will endeavour to conduct the assessment linked to on-going surveillance procedures. However, if the timing of the application does not fit with existing schedules, additional visits may be required and corresponding fees will be charged. The duration of the initial accreditation contract in such circumstances will be synchronised with all other programmes which means that the initial NATRUE accreditation cycle may be shorter than five years.

4.10 The IOAS is responsible for granting accreditation in line with its normal procedures. The accreditation decision is notified to NATRUE which will in turn conclude a 'certifier's contract' with the CB. NATRUE reserves the right to withdraw or terminate the contract and to call on the IOAS to investigate problems. For further details, see the certifier's contract.

## **5. Reference to NATRUE accreditation and the scheme owner**

5.1 The accredited certification body may make reference to being accredited by the IOAS in accordance with the requirements described and referred to in the General Operating Manual.

5.2 On being accredited, the certification body will sign a contract with the IOAS which sets out the rights and obligations of both parties. This contract includes a date by which the CB must submit itself for re-assessment which is 18 months before contract expiry. A sample copy of this contract is available on the IOAS web site and should be consulted before application.

5.3 On being accredited and after payment of all due fees, the certification body will receive a formal accreditation certificate which states that the organisation has been found to be 'in compliance with the **NATRUE Requirements for Certification Bodies**'. The IOAS will also publish the name of the CB on a public list indicating full details of the accreditation and countries of activity. It is this list which takes precedence over any other source.

5.4 The NATRUE web site also maintains information on accredited CBs.

5.5 No reference to approval by NATRUE or use of the NATRUE logo may be made until a 'certifier's contract' is concluded with NATRUE.

5.6 The accredited certification body may make suitable claims on promotional material (brochures, web sites etc.) that the specified programme operates in compliance with the **NATRUE Requirements for Certification Bodies**.

## **6. Timeframe for accreditation**

6.1 Any certification body interested in becoming accredited against the NATRUE Requirements for Certification Bodies was able to apply from October 1, 2013. For those certification bodies that have been previously approved by NATRUE, the following transition times applied:

6.2 Those certification bodies that were already NATRUE Approved and did not hold accreditation against ISO Guide 65/17065 or the International Requirements for Organic Certification Bodies had to apply to the IOAS **before January 1, 2015**.

6.3 Those certification bodies that were already NATRUE Approved and also held accreditation against ISO Guide 65/17065 or the International Requirements for Organic Certification Bodies had to apply to the IOAS **before January 1, 2016**.

## **7. Fees**

7.1 The IOAS fee schedule is available at <http://www.ioas.org/assessment/application/>. The IOAS is able to provide a quotation of fees for the requested services but due to the many variables involved, these can only be used for orientation.

7.2 Under the certifier's contract signed with NATRUE the CB is required to pay to NATRUE an annual fee and variable fees.

For any specific questions on the NATRUE programme please contact your assigned Client Manager or Maxime Sizaret on [sizaret@ioas.org](mailto:sizaret@ioas.org)

End

**Contact details**

NATRUE  
International Label Management Center - ILMC  
40 Rue Washington - 2nd Floor  
1050 Brussels  
Belgium  
Tel: +32 26132934  
Fax: +32 26132939  
E: [ilmc@natrue.eu](mailto:ilmc@natrue.eu)  
W: [www.natrue.org](http://www.natrue.org)

IOAS  
119 2<sup>nd</sup> Ave. West,  
Dickinson  
ND 58601  
USA  
T: +1 701 483 5504  
F: +1 701 483 5508  
E: [info@ioas.org](mailto:info@ioas.org)  
W: [www.ioas.org](http://www.ioas.org)