Global Safety and Quality Management System Certification Scheme for Home, Laundry & Personal Care Products

in compliance with PAS 420, ISO 17021 and additional requirements

Part I
Requirements for HPC 420 certification

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1. Introduction

1.1 Purpose

Part I of the HPC 420 Scheme ("the Scheme") contains information for organizations in the HPC chain on how they can gain an HPC 420 certificate.

1.2 The PAS 420 Standard and technical specifications

The Scheme is based on the product safety management system requirements of PAS 420, owned and published by BSI. The PAS 420 sets the elements an HPC organization has to implement in its safety management system. In addition, the HPC 420 Scheme sets beside safety, also quality and legality requirements. Because safety and legality are basic requirements of quality, the Scheme demands that all requirements shall be effective controlled by organization's Quality Management System (QMS). In Appendix IA, additional requirements for the QMS are summarized.

1.3 Definition HPC product safety

In the PAS 420, clause 3.7, a definition is given for Product Safety. For the scope of the Scheme, HPC product safety is defined as the concept that the HPC products will not harm the HPC user when it is used or applied according to its intended and/or expected use. Organizations in the whole HPC chain are therefore required to take into account the HPC product safety hazards of their operation for the final product in the chain when establishing prerequisites. The Scheme requires that the risk assessment shall be executed based on specific product sector methodology, used as good internationally accepted sector practises, and on the basic elements of PAS 420 chapter 8. The organization that produces the HPC products must not only apply the safety and quality information linked to raw materials, ingredients and packaging, but also be aware that the formulation as such could have its own risks, e.g. microbiological, chemical interaction, contamination and instruction of usage. Records including specifications shall be maintained in the MS.

1.4 HPC Quality Management System

When applied correctly, QMS contributes to higher levels of synergy in managing product safety, quality and legal compliance. HPC 420 does not require that an organization has a separate ISO 9001 certificate. However, when this certificate is issued by the same HPC 420 recognized CB, verification audits of HPC 420 and ISO 9001 can be combined to save time and costs, because the assessment of the QMS does not have to be done twice.

1.5 Role and responsibilities in the supply chain

PAS 420 (Chapter 4) demands that all organizations in the HPC product supply chain are aware of their role and responsibilities in this supply chain.

- The organization shall establish, document, implement and maintain an effective QMS for the defined scope of products.
- The HPC QMS shall be in conformity to customer specifications.
- Outsourced processes that may affect safety and quality of the HPC product(s) are part of organization's QMS and controlled by the organization.
- Information about potential safety risks for the users of HPC products are communicated down and upstream in the supply chain.

Organizations seeking HPC 420 compliance therefore must obtain the PAS 420 for implementation and add the HPC 420 requirements.

Annex I to this Part I contains an extensive Guidance Checklist, which can be used by organizations to check if all PAS 420 and HPC 420 requirements are covered. This Guidance does not replace the responsibility of an organization that is seeking HPC 420 certification to assure that all elements of the HPC 420 Scheme, including the PAS 420, are covered.

1.6 Inventory of applicable regulations and codes of practice

Attention is drawn to relevant statutory and regulatory requirements for all the locations of production in the supply chain (packaging, raw materials, ingredients and HPC products) as well for the markets where the HPC products are sold. Open communication in the chain about these regulation matters is a must. The organization shall have a system in place to assure that all (changes of) relevant statutory and regulatory requirements are noticed and implemented.

The QMS of the organization shall ensure and demonstrate conformity with these requirements.

1.7 Prerequisite Programmes

In order to establish a GMP system it is important that Prerequisite Programmes (PRPs) are developed. Most significant of these are the establishment and maintenance of hygiene practices within the facility. The organization shall plan and develop the processes needed for the realization of safe products (PAS 420 chapter 7), and shall implement, operate and monitor the effectiveness of the planned activities and any changes to those activities.

When establishing, implementing and maintaining the Prerequisite programmes (PRPs) in accordance with PAS 420 chapter 7, the organization shall in addition to this also be in compliance, when applicable, with the requirements of Annexes A, B, C and D (as appropriate) of PAS 420. Apart from these requirements, other appropriate information shall be considered and utilised, especially:

- Regulatory requirements, location of production and destination markets of the products.
- Recognized sector or product group, codes of practices, guidelines and national and international standards.
- Customer requirements.

The conditions of the PAS 420 PRPs must be specified and documented, fully operational and verified, in order to facilitate the successful application and implementation of an effective HPC product safety and quality management system. Exceptions where the PRP requirements are not applicable shall be described in writing and documented in MS.

1.8 Additional requirements

To meet the needs of the key stakeholders and to ensure an adequate control of HPC safety and quality, specific requirements are included in the Scheme. These may be elaborations of the clauses into technical requirements. They are included in this Part I section “Additional requirements”.

2. Scopes

The requirements in this document are set out for the assessment of HPC product safety and quality systems. This includes production of HPC raw materials, ingredients, HPC products and production of packaging material used within the HPC supply chain. In order to determine whether a product is part of the Scheme scope, the intended and the expected application of the product must be considered. This means that when a formulation of a product permits (safety wise) professional and home use, the production of this product could be part of the certification scope, when label instructions comply with legislation for HPC products.

The intended use of the products is: Home, Laundry and/or Personal care. When different user groups, e.g. children, older people etc. or the expected end use may have a relation with safety, this must be addressed in the product safety risk assessments for the single products or product groups the organization wants to be certified for.

The scope of certification is about HPC product safety and quality and does not address sustainability, ethical, environmental or animal welfare issues.

If design and development processes are covered in the scope, the organization shall be able to demonstrate how safety and quality of the product are depending from these processes. Validation, product trials and specification shall at least be part of the control measures.

NOTE:
The more specific a scope is written, the higher is the risk of being "out of scope".

Examples of allowed scopes:

- All scopes concerning manufacture of formulated Personal Care products.
- All scopes for Home Care products directly sold to individual users for HPC applications.
- Composite products (1 or more components are formulated or prepared for HPC use), e.g. moisturized toilet paper, hand shavers with lubricant strips, stain remover tissues, cotton pads etc..
- Car care products that are sold to be used at home, e.g. car wash, wax and polish products.
- Scopes for the production of paint and lacquers, when they are intended for the protection and decoration of surfaces at home.
- Scopes for the production of shoe care products, e.g. shoe polish and wax.
- Scopes for the production of daily care articles, e.g. tooth brushes, hair brushes, cotton pad, tooth picks etc..
- Scopes for flush products intended or expected to be in direct contact with the human body and having the intention to prevent diseases and being exclusively for HPC use, e.g. intimate PH regulators, mouthwash, and eyewash products.
- Scopes of multi component packaging and/or parts thereof, designed for frequent use, e.g. pump/spray bottles, aerosols, dispensers and child resistant closures.
- Scopes that mention objective qualifications and specific steps of the manufacturing processes and the products thereof, giving additional information related to the safety risks of a product when connected to legal terms, e.g. vegetable versus animal or mineral, word "natural" to aromas.

The above scope requirements can be used for all organizations in the whole HPC chain that manufacture raw materials and packaging, regardless of size and complexity.

Scopes that are not allowed include:

- Manufactured products that are made from, or contain, unsafe substances that are listed in international recognized databases of identified hazardous chemicals, e.g. IPCS by WHO and SVHC as part of European Legislation.
- The manufacturing of electronic articles.
- The manufacturing of medical aids and pharmaceuticals.
- The manufacturing of products that are expected (concentration wise and application wise) to be only used by industry and where home use poses unacceptable health and/or safety risks.
- The manufacturing of formulated products that contain no labels with instructions for use as homecare products, e.g. professional dish washing liquids sold in high volumes.
- The production of decorative products, e.g. wall paper and ornaments.
- The production of plant care products, e.g. fertilizers and leave wax.
- Biocides that are not intended to be used at home or applied on the skin.
- Products that are designed for outdoor/garden applications, e.g. pesticides, garden chemicals, fuel and oil for a chainsaw.
- Textiles for clothing/decoration or hobby articles.
- Subjective qualifications and superlatives like highly, best quality, etc, and references to product characteristics that are not covered by the Scheme like 'Bio' Eco, Free from allergens, Non animal testing, non GMO etc.

Appendix I A Additional requirements

1. Management System

The minimum requirements of organization's MS, shall consist at least of the following elements:

1. MS manual (handbook) or reference list. The organizations processes and procedures to meet the product safety and quality requirements of the Scheme, shall be documented to allow a consistent way of operation and shall cover and consist of:
   a. the scope of the QMS and how safety is an integrated part of quality.
   b. customer focus, product safety and quality arrangements mutually agreed with customers.
   c. the control of product safety and quality for outsourced processes and how this is done.
   d. statements of management to be committed to product safety and quality, objectives, and belonging product safety and quality policies.
   e. documented procedures and records of monitoring compliance.

2. Document control: The organization shall operate an effective document (procedures, records and forms) control system to ensure that only the correct versions of documents are used, and previous versions can not create confusion. Any evidence found that documents of the QMS are out of control, applies for the whole MS. Reference: PAS 420, clause 4.2.2.

3. Control of records: The organization must have and maintain records of critical data to demonstrate the effective control of product safety, quality and legality. Records that show situations of processes that are not in control and are not related to a documented corrective action shall be reported.

4. Records shall be retained and secured for a defined period with consideration given to any legal or customer requirements and the shelf life of the product. Reference: PAS 420, clause 4.2.3.

5. Material/Product safety data sheets and/or product safety and quality specifications (including (labelling) instructions) are contractually agreed and maintained in sufficient detail for:

a. all supplied raw materials (including water etc), ingredients and product packaging.
b. all equipment applied for validated production processes.
c. all measuring instruments having a potential impact on product safety.
d. the complete assortment of final products.

Reference: PAS 420, clause 3.15.

6. Internal audits: The organization shall, at least once a year, verify the effective application and implementation of the requirements for product safety and quality management system. The outcome of this verification shall be part of organization's annual management review.
Reference: PAS 420, clauses 12.4.1, 12.4.3, 12.5.

7. Supplier (*incl. sub-contractors and service providers*) and raw material, approval and performance monitoring:
   a. the organization shall have a documented supplier approval and ongoing monitoring procedures based on:
   - safety and quality specification compliance.
   - relevant supplier certificates, e.g. HPC 420, GMP, EP or USP compliance certificates.
   - evaluation of suppliers, for example supplier questionnaires, supplier audits.
   b. Management of purchased materials
   - selection and management of suppliers reference: PAS 420, clause 7.2.9.1.
   - incoming material requirements (raw materials ingredients /packaging) reference: PAS 420, clause 7.2.9.2.
   c. Measures for prevention of cross contamination
   reference: PAS 420, clause 7.2.10:
   - A risk assessment shall be carried out to determine potential contamination (microbiological, chemical and physical – in accordance with PAS 420, Annex A) and a program of measures shall be in place to prevent, control and detect contamination.
   - Chemical cross-contamination reference: PAS 420, clauses 7.2 and 10.2.
   d. Pest control
   - Hygiene, cleaning, incoming materials inspection, the production process and monitoring procedures shall be implemented to avoid creating an environment conducive to pest activity PAS 420, clause 7.2.11.1.
   - Pest control programmes PAS 420, clause 7.2.11.2.
   - Preventing access PAS 420, clause 7.2.11.3.
   - Harbourage and infestations PAS 420, clause 7.2.11.4.

- Eradication PAS 420, clause 7.2.11.5.

8. Organization's top management shall establish procedures to review its QMS at planned intervals to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives. These reviews shall be recorded and conducted at least once a year.

9. Safety by Design and Development processes in the scope
   If applicable, design and development processes have to be clearly described in the scope and detailed in the report. Safety by Design compliance is the main part of the development process. The auditor shall assess and report for all stages in the development process if QMS is implemented. Safety of the products is assured in the product design specifications (validation of safe design principles) and be verified for samples as well as for the first production runs. Management of Change in input (composition and variation) shall be applied.

2. Specific regulatory requirements

Organizations seeking certification shall assure that specifications for ingredients and materials take account of any applicable regulatory requirements, e.g. chemicals that are listed as unsafe. Ref PAS 8.2.2

3. Process Control

Depending on the different types of processes, the organization shall assure to have appropriate process control in place consisting of bill of materials/ specifications, work instructions, equipment settings and process monitoring.

NOTE:
Some processes that may be encountered are:

- *A discrete batch system needs more control and verification for every single batch. Between the different batches, the process parameters and/or ingredients differ.*
- *Continuous batching; after verification of the first batch, next batches are the same, and as such need less control.*
- *Continuous processes; process control consists usually of on line monitoring.*

Process Data (digitalized or recorded) shall have a complete history of at least 24 months for verification purposes, unless regulation requires a longer period.

4. Management of Inputs

The organization shall implement a system to assure that analysis of inputs critical to the confirmation of product quality and safety is undertaken. The analyses shall be performed to standards equivalent to those described in ISO 17025 or as part of Legal Surveillance Authorities guidelines (ISO 22716). See also 6. Management of Change.

5. Retention Samples

Retention Samples are retained to provide a specimen of the fully finished product as supplied to customers.
It is a sample from a batch or from a production run and stored for identification and verification purposes. Retention samples must be kept for at least 1 year, unless regulation requires a longer period.

6. Management of Change

Organizations often refer to their Management of Change (MoC) or change control procedure. This includes management of in- and outputs, but is often used as a PRP to manage change and how it affects product safety and quality. Characteristics of a good change control procedure are that all changes are classified, validated and verified on its potential impact on product safety and quality, and a log of all changes related to HPC product's safety and quality is maintained and documented.

7. Safety Assessment of Home Care products

When an organization produces Home Care products that, while applied, or in its concentrated form, pose a risk of being in direct contact with the human body, safety assessment for this product as well as the label instruction shall be verified and signed off by a qualified responsible chemist. Assumptions taken, safety and transfer factors, calculations and conclusions of the risk assessment are recorded and readily available.

8. Safety Assessment of Personal Care products

When an organization produces Personal Care products that, while applied, pose a risk of being swallowed or being in direct "stay-on" contact with mucous membranes, safety assessment for these product shall be verified and signed off by

a qualified pharmaceutical/medical expert(s) or specialised toxicologist(s). Risks of potential interaction of ingredients have to be assessed as well. Assumptions taken, safety and transfer factors, calculations and conclusions of the risk assessment are recorded and readily available.

Appendix I B How to apply for certification

1. Introduction

According to the Scheme, organizations are certified upon completion of a satisfactory audit and a positive certification decision from a CB. The CB in turn shall have been assessed and judged as competent by an AB for ISO 17021.

2. The certification process

2.1 Selection of certification body

It is essential that the organization is assessed against the current issue of the Scheme and that the Scheme is available throughout the certification process. The Scheme should be read and understood and a preliminary self-assessment (SA) or GAP analyses should be conducted by the organization against the requirements and guidance in the Scheme. Any areas of nonconformities should be addressed by the organization. Once the self-assessment has been completed and nonconformities have been addressed, the organization must select a CB.

2.2 Certification agreement

A contract shall exist between the organization and the CB, detailing the agreed scope of the audit, including reference to the Scheme. In this contract the cooperation with the full integrity program of HPC 420, which includes the possibility of witness audits, must be included. This contract shall be in conformity with the HPC 420 requirements as set out in Part III of the Scheme. If the contract with the CB is terminated, the CB is obliged to facilitate transfer of certificates to another CB licensed by the Foundation. The CB needs to inform the certified organization about this termination within a reasonable time.
It is the responsibility of the organization to ensure that adequate and accurate information is given to the CB to enable the CB to select (an) auditor(s) with the required skills to undertake the audit (see Part II). The CB shall require completion of an official application form, signed by a duly authorized representative of the applicant.

2.3 Audit program, duration and costs

For the initial audit, the organization shall agree a mutually convenient date or dates, with due consideration given to the amount of work required to meet the requirements of the Scheme. The organization shall provide the CB with appropriate information to allow the CB to review the application and to assess the duration and the costs of the audit. The Scheme contains requirements for the organization to plan carefully for the audit, to have appropriate documentation for the auditor to assess and to have appropriate staff available at all times during the on-site audit. The organization supplies a list with names of all responsible persons related to safety and quality, in particular:

- The management representative for operational safety and quality,
- Composition of the Product Safety Team, doing the Hazard Analyses.
- the product toxicologist/pharmacist responsible for validating by signature of product recipes and formulations.
- The by law appointed responsible person for CPNP (in Europe).

The initial certification is carried out at the premises of the organization and is conducted in two stages. In the first stage the documentation of the QMS system is evaluated, which includes, among others, the scope of the HPC product safety and quality system, the HPC safety hazard analyses, the PRP programme, the management structure and the policy of the organization. The objective of this audit is to assess the preparedness of the organization for the audit and to validate organization's QMS on its ability to manage the production of safe products with an agreed and constant quality. Any areas of concern that could be classified as major nonconformity shall be resolved before the stage 2 audit.
In the stage 2 audit the implementation and effectiveness of the HPC safety and quality system is evaluated.

The Scheme does not allow the application of multisite certification. Each site requires a separate audit, report and certificate. Exceptions:

1. Head office controlling certain function pertinent to certification: 20% audit time reduction may be applicable.
2. Organizations with a so called split process: derogation may be granted by the Foundation.
3. Off-site storage, warehousing and distribution belonging to the same legal entity: a maximum of three off-site locations. This kind of operation can be covered by one certificate (number). Address and identified process parts and premises must be specified. Identified nonconformities shall mention off-site locations if applicable.

2.4 Certification granted

The audit team of the CB shall analyse and review the findings of the stage 1 and stage 2 audit and report on the assessment. Nonconformities are recorded and explained and, where applicable, the effectiveness of the corrections and corrective action taken or planned by the organization are recorded. On the basis of this audit report and any other relevant information (e.g. comments of the organization on the audit report) the CB shall make a certification decision (see flow diagram How to gain initial certification, page 15).

A certificate shall only be granted if all nonconformities are resolved. In case of minor nonconformities the CB may grant certification if the organization has a sufficient plan for correction and corrective action.

If the CB is not able to verify the implementation of corrections and corrective actions of any major nonconformity within 6 months after the last day of stage 2, the CB shall conduct another stage 1 and 2 prior to recommending certification. The certificate shall be issued by the CB within 4 weeks after the CB has reviewed, accepted and verified the effectiveness of the corrections and corrective actions and plans of the corrections and corrective actions for the revealed minor non-conformities. Whilst the certificate is issued to the organization, it remains the property of the CB which controls its ownership, use and display. The organization has the right to appeal the certification decision made by the CB in accordance with the documented appeal handling process of the CB. The users of the certificates are advised to verify that the scope of the certificate is clearly stated and this information is consistent with their own requirements.

2.5 Changes, scope extension

Once certification has been granted, any changes that may affect the fulfilment of the requirements for the certification shall immediately be communicated to the CB. This may be changes in the products or manufacturing processes that may require extension of the scope of the certification, in the management and ownership of the organization, the location, etc. If needed the CB will then conduct a site visit to examine the consequences and determine any audit activities necessary. The CB decides whether or not extension may be granted. If extension is granted the current certificate will be superseded by a new certificate using the same expiry dates as detailed in the original certificate.

2.6 Notification of factors affecting certification

In the event that the organization becomes aware of legal proceedings with respect to product safety or legality, or in the event of a product withdrawal or recall related to safety and/or quality, the organization shall, in all such events, notify the CB of the situation within three working days after occurrence. The CB receiving this notification, assesses the event and concludes if there are any implications for organization's certification, and shall take appropriate action to protect the integrity of the Scheme.

2.7 Surveillance

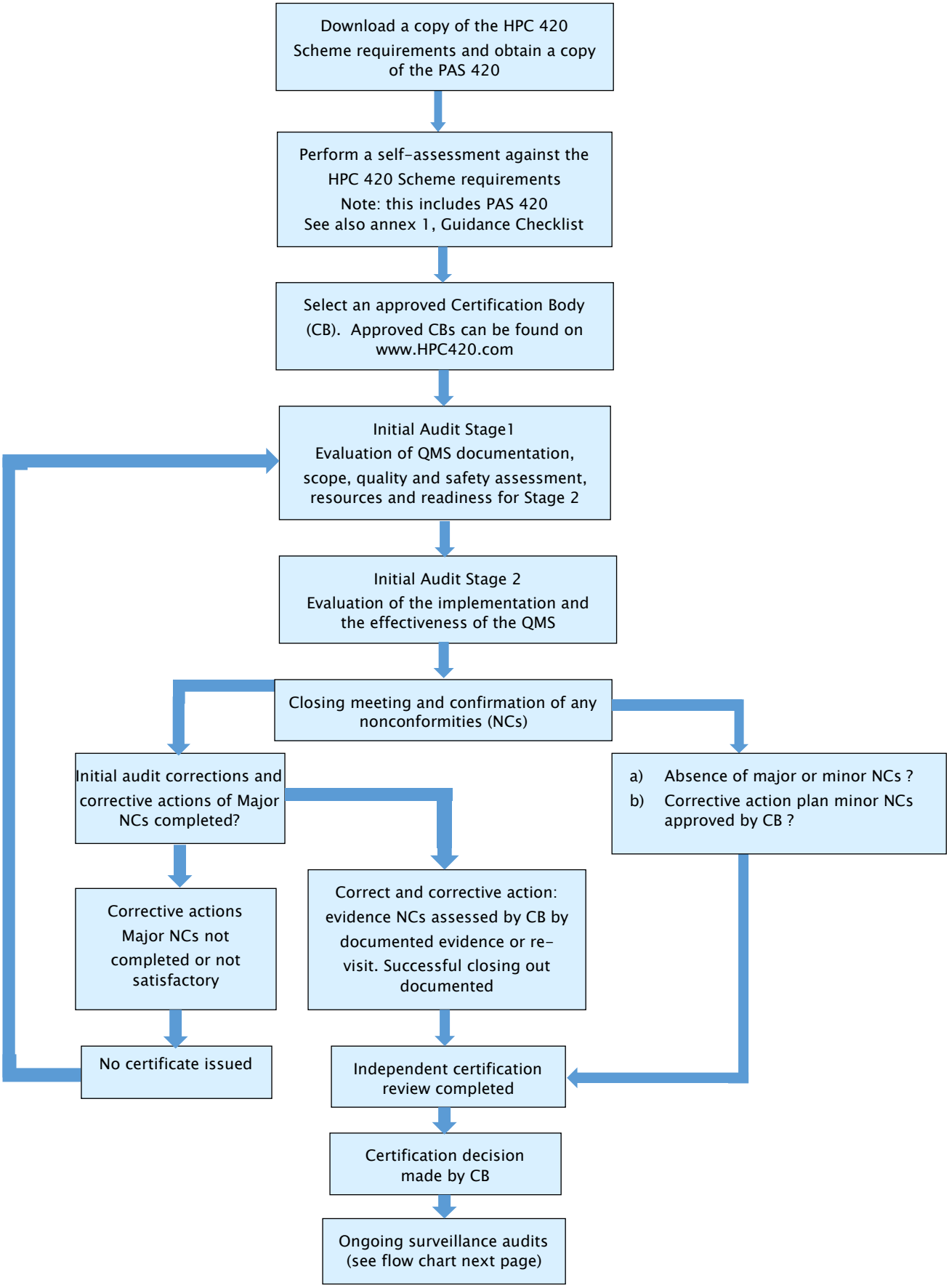
The certificate expires three years after the date of issuance. In the intermediate period surveillance audits shall be conducted at least once a year in a time frame provided by ISO 17021 . These audits shall address all Scheme requirements. Surveillance audits shall be carried out using the standard HPC 420 report format.

In case a major nonconformity (reference: HPC 420 Safety and Quality Certification, Definitions) is identified by the audit team, the CB shall take a decision on continuation, suspension or withdrawal of the certificate, depending on the corrections and corrective actions of the organization (see flow diagram Surveillance audits, page 16).

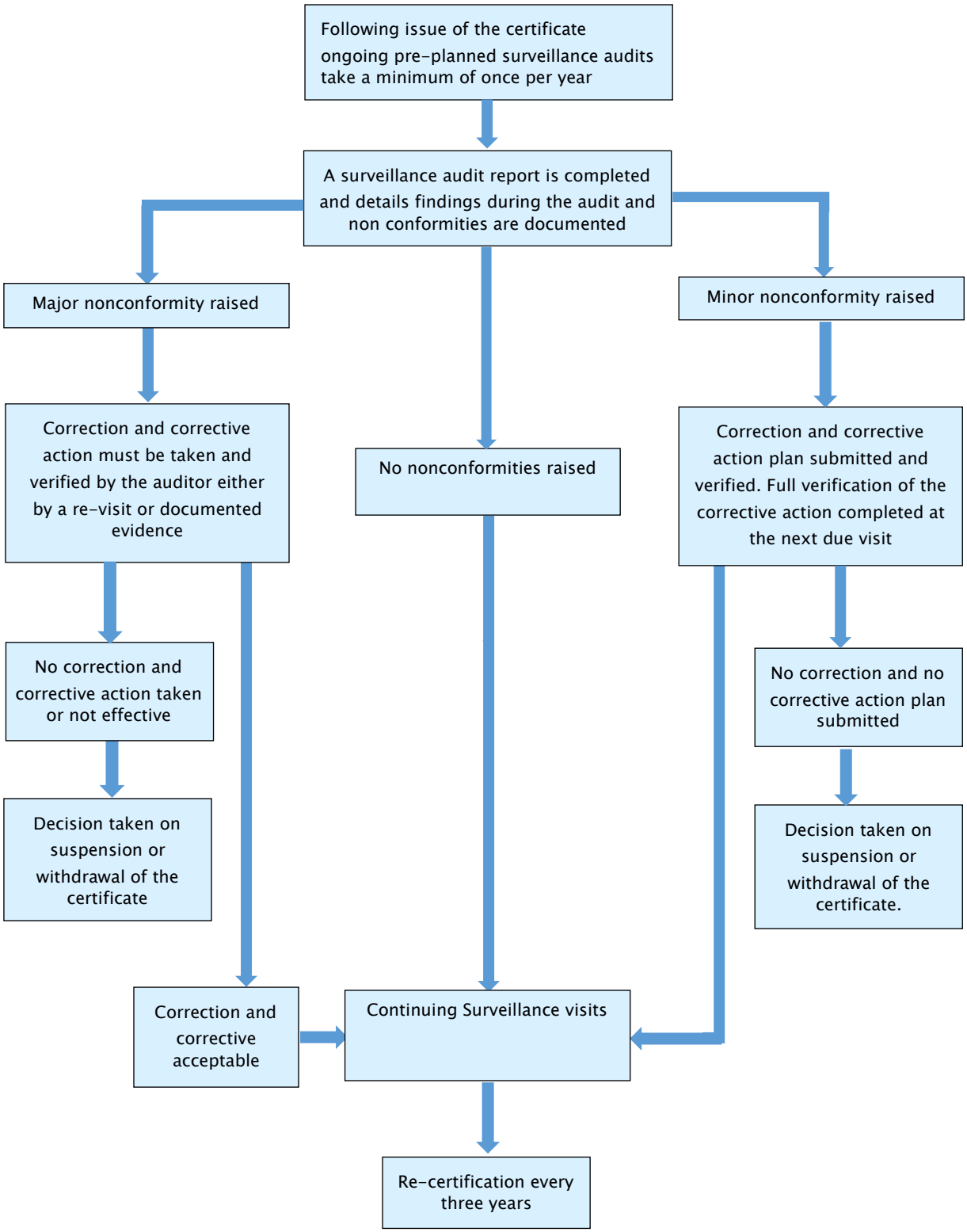
2.8 Recertification

Before the date of expiration of the certificate a recertification audit shall be conducted. See also strict requirements of ISO 17021. A "past performance review" of the system over the whole period of certification, including previous surveillance audit reports will be done, and the result are used to determine the duration of the recertification audit. The purpose of this audit is to confirm the continued conformity and effectiveness of the HPC QMS as a whole. The fulfilment of all requirements is evaluated. Identified nonconformities are dealt with as described in the Stage 2 audits. The CB makes a decision on renewing of the certification on the basis of the recertification audit, the review of the system over the whole period and complaints received from users of the certification.

Flow diagram 1) How to gain initial certification



Flow diagram 2) Surveillance audits



ANNEX I Guidance Checklist for HPC 420 certification

HPC 420 Checklist for HPC certification page 1			
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
3.15	*Material/Product safety data sheets and/or product safety and quality specifications See also P1,App.1A, 1 MS,5*		
4	*HPC Quality and Product Safety Management System*		
4.1	*General requirements*		
4.2	*Documentation requirements*		
4.2.1	*General*		
4.2.2	*Control of documentation See also P1,App.1A, 1 MS,2*		
4.2.3	*Control of records+ storage See also P1,App.1A, 1 MS,3&4*		
5	*Leadership & Management responsibility*		
5.1	*Management commitment (Vision Mission + planning)*		
5.2	*HPC product quality and safety policy*		
5.3	*HPC Product quality and safety management system planning*		
5.4	*Responsibility and authority (summary responsible persons)*		
5.5	*Communication*		
5.6	*Emergency preparedness and response*		
5.7	*Management review (Once a year)P1,App.1A, 1 MS,8*		
6	*Resource management*		
6.1	*Provision of resources*		
6.2	*Human resources*		
6.2.1	*General*		
6.2.2	*Organization structure chart*		
6.2.3	*Competence, awareness and training*		

HPC 420 Checklist for HPC certification page 2			
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
7	*Planning and realization of safe products with a constant and agreed quality*		
7.1	*General*		
7.2	*Prerequisite programmes (PRPs)*		
8	*Risk assessment and ongoing risk management*		
8.2.1	*HPC Product Safety team*		
8.2.2	*Product characteristics*		
8.2.2.1	*Raw materials, ingredients and product contact materials*		
8.2.2.2	*Intended use (+ expected use)*		
8.2.3	*Flow diagrams, process steps and control measures*		
8.2.3.1	*Flow diagrams*		
8.2.3.2	*Description of process steps and control measures*		
8.2.3.3	*Additional info for conducting risk assessment*		
8.3	*Risk assessment*		
8.3.1	*General*		
8.3.2	*Hazard Identification and determination of acceptable levels*		
8.3.3	*Conducting the risk assessment*		
8.3.4	*Selection and assessment of control measures*		
8.4	*Ongoing Risk assessment*		
8.4.1	*General*		
8.4.2	*Determination of critical limits for CCPs*		
8.4.3	*System for monitoring CCPs*		
8.4.4	*Actions when monitoring results exceed critical limits.*		

HPC 420 Checklist for HPC certification page 3			
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
8	*Risk assessment and ongoing risk management*		
8.1	*General*		
8.2	*Preparation for risk assessment*		
9	*Verification planning*		
10	*Traceability system*		
11	*Control of non-conformity*		
11.1	*Corrections*		
11.2	*Corrective actions*		
11.3	*Handling of non-conforming products*		
11.3.1	*General*		
11.3.2	*Evaluation for release*		
11.3.3	*Disposition of non-conforming products*		
12	*Validation, verification and improvement of the HPC product safety management*		
12.1	*General*		
12.2	*Validation of control measure combinations*		
12.3	*Control of monitoring and measuring*		
12.4	*HPC QMS verification*		
12.4.1	*Internal audit* *See also P1App.1A, 1 MS,6*		
12.4.2	*Evaluation of individual verification results*		
12.4.3	*Analyses of result of verification activities*		
12.5	*Continual improvement and updating of the HPC MS, Control of records* *See also P1,App.1A, 1 MS,6*		
Part 1, App.1A, 3	*Process Control*		
Part 1, App.1A, 4	*Management of Inputs*		
Part 1, App.1A, 5	*Retention Samples*		

HPC 420 Checklist for HPC certification page 4			
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
Part 1,App.1A, 6	*Management of Change*		
Additional requirements for the manufacturing of Home Laundry and/or Personal Care products			
A1	*Laboratory facilities*		
A2	*Containers for waste and hazardous substances*		
A3	*Drains and drainage*		
A4	*Temperature control and monitoring Equipment*		
A5	*Preventive and corrective Maintenance*		
A6	*Management of purchased materials*		
A7	*Selection and management of Suppliers*		
A8	*Incoming material requirements (raw/packaging)*		
Part 1,App.1A, 7	*Safety Assessment of Home Care and Laundry products*		
Additional requirements for the manufacturing of Personal Care products			
B1	*General Application*		
B2	*Internal structure and fittings*		
B3	*Storage of PC products, raw and packaging materials*		
B4	*Lighting*		
B5	*Containers for waste and hazardous substances*		
B6	*Microbiological cross contamination;*		
B7	*Physical contamination*		
B8	*Personnel Hygiene facilities and toilets*		
B9	*Cleaning and sanitation*		

HPC 420 Checklist for HPC certification		page 5	
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
B10	*Pest control*		
B11	*Work wear and protective clothing*		
B12	*Illness and injuries*		
B13	*Personal cleanliness*		
B14	*Personal behaviour*		
B15	*Warehousing requirements*		
Part 1, App.1A, 8	*Safety Assessment of Personal Care products*		
Product characteristics			
C1	*Raw materials, ingredients and product-contact material*		
C2	*Characteristics of end products*		
C3	*Flowdiagrams*		
Selection and categorization of control measures			
D1	*Assessment of control Measures*		
Scheme PRP standard checklist			
7.2.2	***Construction and layout of buildings***		
7.2.2.1	*General requirements*		
7.2.2.2	*Environment*		
7.2.2.3	*Locations of establishments*		
7.2.3	***Layout of premises and workspace***		
7.2.3.1	*General requirements*		
7.2.3.2	*Internal design, layout and traffic patterns*		
7.2.3.3	*Internal structures and fittings*		
7.2.4	***Location of Equipment***		
7.2.4.1	*Hygienic Design of equipment*		
7.2.4.2	*Equipment access for operation, cleaning and maintenance*		

HPC 420 Checklist for HPC certification		page 6	
PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
7.2.4	***Location of Equipment***		
7.2.4.1	*Hygienic Design of equipment*		
7.2.4.2	*Equipment access for operation, cleaning and maintenance*		
7.2.5	***Storage of HPC products, raw and packaging materials***		
7.2.5.1	*General, Storage shall provide protection*		
7.2.5.2	*Storage shall be conditioned (dry and well ventilated) and monitored/ controlled on temperature and humidity where specified.*		
7.2.5.3	*Designed or arranged to allow segregation.*		
7.2.5.4	*Designed to allow maintenance, cleaning, prevent contamination and minimize deterioration*		
7.2.5.5	*Cleaning materials, chemicals and other hazardous substances shall be stored in a manner that minimizes the risk of mix-ups and cross-contamination*		
7.2.5.6	*Storage methods and control of bulk materials are documented*		
7.2.6	***Utilities – air, water, lighting***		
7.2.6.1	*General requirements*		
7.2.6.2	*Water supply*		
7.2.6.4	*Air quality and ventilation*		
7.2.6.4	*Compressed air, steam and other gases*		
7.2.6.5	*Lighting*		
7.2.7	***Waste disposal***		
7.2.7.1	*General requirements*		

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PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
7.2.7.2	*Containers for waste and hazardous substances*		
7.2.7.3	*Waste management and removal*		
7.2.7.4	*Drains and drainage*		
7.2.8	***Equipment suitability, cleaning and maintenance***		
7.2.8.1	*General requirements*		
7.2.8.2	*Hygienic design*		
7.2.8.3	*Product contact surfaces*		
7.2.8.4	*Cleaning plant, utensils and equipment*		
7.2.8.5	*Preventive and corrective maintenance*		
7.2.9	***Management of purchased materials*** **See also P1,App.1A, 1 MS,3&4**		
7.2.9.1	*Selection and management of suppliers*		
7.2.9.2	*Incoming material requirements (raw/ingredients/packaging)*		
7.2.10	***Measures for prevention of cross-contamination***		
7.2.10.1	*General requirements*		
7.2.10.2	*Chemical cross contamination*		
7.2.11	***Pest control***		
7.2.11.1	*General requirements*		
7.2.11.2	*Pest control programmes*		
7.2.11.3	*Preventing access*		
7.2.11.4	*Harbourage and infestations*		
7.2.11.5	*Eradication*		
7.2.12	***Personnel hygiene and employee facilities***		
7.2.12.1	*General requirements*		

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PAS 420 ref.	**Do we have this compliance item in place?**	**Yes**	**No**
7.2.12.2	*Staff canteens and designated eating areas*		
7.2.12.3	*Health status*		
7.2.13	***Reworked product***		
7.2.13.1	*General requirements*		
7.2.13.2	*Storage. identification and traceability*		
7.2.13.3	*Rework usage*		
7.2.14	***Product recall procedures***		
7.2.14.1	*General requirements*		
7.2.14.2	*Product recall requirements*		
7.2.15	***Warehousing***		
7.2.15.1	*General requirements*		
7.2.15.2	*Vehicles, conveyances and containers*		
7.2.16	***Product information/consumer awareness***		
7.2.17	***HPC product defence, biovigilance and bioterrorism*. Risk assessment available?**		
7.2.17.1	*General requirements*		
7.2.17.2	*Access controls*		