| Certification Section | Specialty Conformity Certification Services<br>Exhibit – Certification scheme | No. | E/SYS/04 |
|---|---|---|---|
| | | Rev. No. | 02 |
| | | Date | 09–03–2023 |

# DGSM Certification Scheme for Cosmetic and Personal Care

| Issued by | Certification Manager |
|---|---|

**Revision details**

| Rev. No. | Issued on | Details of amendment / revision made | Reason for amendment |
|---|---|---|---|
| 01 | 14-09-2022 | First issue | Due to implementation of ISO/IEC 17065 |
| 02 | 09-03-2023 | Second issue | Duo to external audit from GAC- NC |
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| Certification Section | Specialty Conformity Certification Services<br>**Exhibit – Certification scheme** | No. | E/SYS/04 |
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| | | Rev. No. | 02 |
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**Introduction**

**SCC is** leading Omani company specialized in providing product certification services which is authorized by Directorate General of Standardization and Metrology (DGSM). We have practical and scientific expertise and have extensive experiences and deep understanding of local, regional, and international standards related to quality and risk management. DGSM give the responsibilities to issue the Conformity of Certificate for several product including cosmetics and personal care in order to clear the product through easy invest and bayan platform .

## 1.0 Scope of the Scheme, including the Type of Products covered and Type of Product Certification Scheme

This document describes a system for the Evaluation and Certification of Cosmetics and personal care products.

This Scheme is operated under the ownership of **Specialty Conformity Certification** and is bound to be followed by **SCC** and its Client.

The Scheme is prepared based on the guidelines given in ISO/IEC 17067, Type 1a, to comply with the requirements of ISO/IEC 17065. The detail Scope of Accreditation is as below: -

| Product / Process / System covered under the Scope | Requirement of DGSM | Normative Document(s) [Standard(s)/ Regulation(s) |
|---|---|---|
| Cosmetic and personal care | Ref: SCC/DGSM/CPC/01 | GSO 1943:2021 |

## 2.0 External References (Including the Reference Standards used in the Product Certification)

| Management System Standards | |
|---|---|
| ISO/IEC 17000 | Conformity Assessment – Vocabulary and General Principles |
| ISO/IEC 17065 | Conformity Assessment – Requirements for bodies Certifying Products, Processes and Services |
| ISO/IEC 17067 | Conformity Assessment – Fundamentals of Product Certification and Guidelines for Product Certification Schemes |
| ISO/IEC TR 17026 | Conformity Assessment – Example of a Certification Scheme for Tangible Products |

## 3.0 Terms and Definitions

**For the purposes of this document, the definition is as below for better understanding:**

- **Client –** Organization or Person responsible to a Certification Body for ensuring that



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**Certification Requirements**, including **Product Requirements**, are fulfilled

- **Consultancy –** participation in
  - the designing, manufacturing, installing, maintaining, or distributing of a Certified Product or a Product to be Certified, or
  - the designing, implementing, operating, or maintaining of a Certified process or a process to be Certified, or
  - the designing, implementing, providing, or maintaining of a Certified Service or a Service to be Certified
- **Evaluation –** combination of the Selection and Determination functions of Conformity Assessment Activities
- **Product –** result of a Process
- **Process –** set of Interrelated or Interacting Activities which transforms inputs into outputs
- **Service –** result of at least one activity necessarily performed at the interface between the Supplier and the Customer, which is generally intangible
- **Certification Requirement –** specified requirement, including Product requirements, that is fulfilled by the Client as a condition of establishing or maintaining Certification
- **Product Requirement –** requirement that relates directly to a Product, specified in standards or in other Normative Documents identified by the Certification Scheme
- **Certification Scheme –** Certification system related to specified Products, to which the same specified requirements, specific rules and Procedures apply
- **Scope of Certification –** identification of
  - the Product(s), process(es) or service(s) for which the Certification is granted,
  - the applicable Certification Scheme, and
  - the Standard(s) and other Normative Document(s), including their date of publication, to which it is judged that the Product(s), Process(es) or Service(s) comply
- **Scheme Owner –** Person or Organization responsible for developing and maintaining a specific Certification Scheme
- **Certification Body –** third-party Conformity Assessment Body operating Certification Schemes
- **Impartiality –** presence of objectivity

## 4.0 Abbreviations

The abbreviations used in this Certification Scheme are as follows: -

| Abbreviation | Full Name |
|---|---|



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| | |
|---|---|
| ASTM | American Society for Testing and Materials |
| BIS | Bureau of Indian Standards |
| BS | British Standards |
| CA | The Concession Agreement entered into between the Concessionaire and the Government |
| CC | Central Computer |
| CCH | Central Clearing House |
| CENELEC | European Committee for Electro technical Standardization |
| IS | Indian Standard |
| ISA | Independent Safety Assessor |
| ISO | International Standards Organization |
| IT | Information Technology |
| JIS | Japanese Industrial Standards |

## 5.0 Duties and Responsibilities

**SCC** fulfills the requirements of ISO/IEC 17065 and will ensure that the Certification Scheme(s) for Product Certification, are controlled and operated so as to ensure, amongst other things, that they are impartial, and that decisions taken and implemented at all levels, including Management and Committees, are free from commercial or other pressures that may prevent the objective provision of Certification Services. The Certification Scheme is designed based on ISO/IEC 17067.

Ensure that information obtained during the Certification Process, from sources other than the Client, is not disclosed to anyone without the written consent of the individual concerned, except where the law of land requires such information to be disclosed.

## 6.0 Objectives of Product Certification

The fundamental Objectives of Product Certification are: -

(a) to address the needs of Consumers, Users and, more generally, all Interested Parties by giving confidence regarding fulfillment of specified requirements.

(b) to demonstrate to the market that their Product has been attested to fulfill specified requirements by an impartial third-party body.

Product Certification provides the following:

- Confidence for those with an interest in fulfilment of requirements, and
- Sufficient value so that suppliers can effectively market Products.



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| | | Date | 09–03–2023 |

## 7.0 Certification Scheme

The Certification Scheme is designed based on Type 1a as per the ISO/IEC 17067.

The Scheme covers: -

**Apply the application,**

The importer shall submit the application as per the DGSM requirement Ref: SCC/DGSM/Cosmetics/01

**Review**

Examine the conformity requirements obtained during the determination stage, to determine whether the product is in conformity or not.

**Decision on Certification**

Granting, Maintaining, Extending, Reducing, Suspending, Withdrawing Certification

**Attestation, Licensing**

- Issuing a Certificate of Conformity or other statement of Conformity (attestation)
- Granting the right to use Certificates or other statements of Conformity

## 8.0 Sequence of Certification Cycle

The followings are the sequence of Certification Cycle, which are followed on day-to-day basis: the client submits all the required files such as the test report, labeling and the manufacturer's certificate of composition through either the email or the SCC software.

The conformity engineer checks all the documents to ensure that the tests are complying with the regulation requirements to issue the Certificate of Conformity.

## 8.1 Application for Certification

The Client has to provide the following Information to SCC:

- Legal name of the Applicant, Address of its Registered Office, Contact Details
- Business Address and Contact Details
- Manufacturer Details
- Designation of Product(s) for which Certification is requested
- Description of Product(s), including Technical Specifications,
- Standard(s) and other Normative Document(s) to which Certification is requested: number, title, year of issue
- Manufacture of Product(s)
- Place(s) (physical address(es)) of Manufacture of the Product(s)
- Name and Title of Person responsible for Product Quality
- Certification and Licensing Agreements
- Declaration of willingness, on satisfactory completion of Evaluation, to conclude the applicable Certification agreement and licensing agreement, if not previously concluded
- Signature



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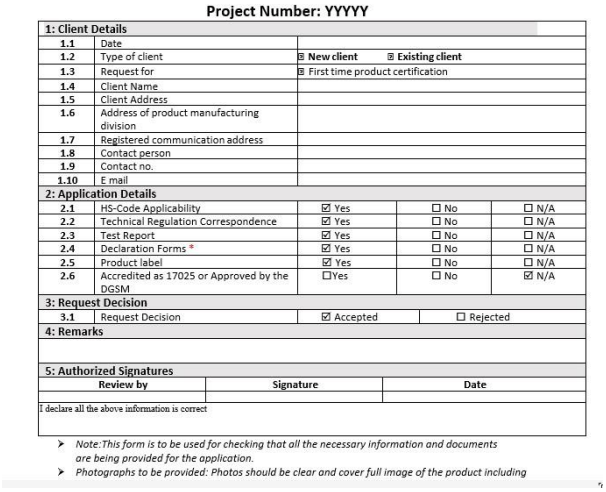
## 8.2 Certification Process

### 8.2.1 Initial Review

After receiving the application from the importer, The company start the initial review through application review for cosmetics product certification Ref: F/CSD/03 by Engineer how has bachelor's in engineering and training on GSO Technical Regulation on Safety Requirements of Cosmetics and Personal Care Products (GSO 1943:2021):



**Project Number: YYYYY**

| | | | | |
|---|---|---|---|---|
| **1: Client Details** | | | | |
| 1.1 | Date | | | |
| 1.2 | Type of client | ☒ New client | ☒ Existing client | |
| 1.3 | Request for | ☒ First time product certification | | |
| 1.4 | Client Name | | | |
| 1.5 | Client Address | | | |
| 1.6 | Address of product manufacturing division | | | |
| 1.7 | Registered communication address | | | |
| 1.8 | Contact person | | | |
| 1.9 | Contact no. | | | |
| 1.10 | E mail | | | |
| **2: Application Details** | | | | |
| 2.1 | HS-Code Applicability | ☑ Yes | ☐ No | ☐ N/A |
| 2.2 | Technical Regulation Correspondence | ☑ Yes | ☐ No | ☐ N/A |
| 2.3 | Test Report | ☑ Yes | ☐ No | ☐ N/A |
| 2.4 | Declaration Forms * | ☑ Yes | ☐ No | ☐ N/A |
| 2.5 | Product label | ☑ Yes | ☐ No | ☐ N/A |
| 2.6 | Accredited as 17025 or Approved by the DGSM | ☐Yes | ☐ No | ☑ N/A |
| **3: Request Decision** | | | | |
| 3.1 | Request Decision | ☑ Accepted | ☐ Rejected | |
| **4: Remarks** | | | | |
| | | | | |
| **5: Authorized Signatures** | | | | |
| **Review by** | | **Signature** | **Date** | |
| | | | | |
| I declare all the above information is correct | | | | |

- *Note:This form is to be used for checking that all the necessary information and documents are being provided for the application.*
- *Photographs to be provided: Photos should be clear and cover full image of the product including*

### 8.2.2 Technical Evaluation

After approval of the application review form, the required documents are uploaded via e-mail or the official website of the company.

The Technical Manger performs a preliminary review of the documents and fills in the Technical Evaluation Report Ref No F/CSD/04 Form before the conformity process, to ensure that all requirements are valid in order to save time and effort.

The following information needs to be provided by Technical Manger with criteria (bachelor in Chemical Engineering and Trained on GSO Technical Regulation on Safety Requirements of Cosmetics and Personal Care Products (GSO 1943:2021):



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**This format also includes technical review and Certification decision.**

Project Number:

| Application | | Yes, No, NA, Comments |
|---|---|---|
| Application reviewed | | |
| Available documents for evaluation:<br>- Application file<br>- Company details<br>- Product details<br>- Product pics and/or drawings<br>- Product labelling<br>- Test report<br>- Ingredients list | | |
| **1: Test Report Details** | | **Yes, No, NA, Comments** |
| 1.1 | Test Report No. | |
| 1.2 | Date of Report | |
| 1.3 | Testing Standard | |
| 1.4 | Name of Laboratory | |
| 1.5 | Name & Number of Accreditation Body | |
| 1.6 | Scope of Accreditation of Laboratory or/and approved by DGSM | |
| **2: Test Report Conclusion** | | **Comments** |
| 2.1 | The test report represents the relevant product's standard | |
| 2.2 | The test report covers all requirements mentioned in the relevant standard | |
| 2.3 | Marking and instruction manual according to the applicable Omani standard (GSO 1943:2021) | |
| 2.4 | The test report was issued from an accredited laboratory in the same scope of the product according to ISO/IEC 17025 requirements or approved by DGCM | |
| 2.5 | The provided photos are clear and cover full image of the product including its packaging, labelling, and marking | |
| 2.6 | The provided photos include the packaging/label with batch number, production, and expiry dates. | |
| 2.7 | Additional tests required | |
| **3: Factory Details** | | **Comments** |
| 3.1 | Manufacture name | |
| 3.2 | Manufacture details | |
| 3.3 | Accreditation Certification ISO 17025 | |
| 3.4 | Ingredients list | |
| **4: Factory Conclusion** | | **Comments** |
| 4.1 | Factory laboratory obtained ISO17025 | |
| 4.2 | The ingredients list issued by manufacturer with its signature and stamp | |
| 4.3 | An ingredient identified by its common name that is its INCI name, as listed in the common ingredient's nomenclature of the European Union | |
| 4.4 | The ingredients list audit has been carried out with satisfactory results | |

| **5: Extra Required Documents** | | | |
|---|---|---|---|
| 5.1 | An acknowledgment from the manufacturer of any interpretation of the ingredients list | | |
| **6: Results of evaluation** | | | |
| I hereby certify the evaluation result is correct. | | | |
| **Result** | ✓ Accepted | ☐Rejected | ☐ Pending |
| **Rejection/ Pending Reasons:** | | | |
| **Authorized signature**<br>**Date** | | | |

### 8.2.3 Review

Once all evaluation activities are completed, the documents are reviewed by the technical manager then the form is completed with the review decision whether the application is in conformity or not, to be forwarded to the Certification manager for final decision.

The review of technical file done by Technical Manager with criteria (bachelor in Chemical Engineering and Trained on GSO Technical Regulation on Safety Requirements of Cosmetics and Personal Care Products (GSO 1943:2021) :



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| 7: Review | | |
|---|---|---|
| 7.1 | ☐ | On the basis of the technical evaluation report for the stated product and considering all the documents related with the certification file, I declare the result of the technical review is positive. |
| 7.2 | ☐ | On the basis of the evaluation procedure for the stated product and considering all the documents related with the certification file, I declare the result of the technical review negative for the following reasons: |

| Authorized signature | | |
|---|---|---|
| Reviewed by | Signature | Date |
| | | |

### 8.2.4 Decision

When the outcome of the review is positive, a decision is made to grant Certification. When the outcome of the review is negative, a decision is made not to grant Certification. The Client is informed with the reasons for the negative decision. The decision is made by a Certification Manager (or Certification committee) who has not been involved in the Evaluation Activities. The Review and Decision may be made by the same person or group of persons depending upon the situation.The decision of certification filled by Certification Manger:

| 8: Decision of Certification | | |
|---|---|---|
| 8.1 | ☐ | On the basis of the evaluation procedure, the technical review, and all concerned documentation for the stated product we are proposing the issuing of the Omani Product Certificate. |
| 8.2 | ☐ | On the basis of the evaluation procedure for the stated product we are proposing that the Omani Product Certificate will be denied/ suspended for the following reasons: |

| Authorized signature | | |
|---|---|---|
| Decision taken by | Signature | Date |
| | | |

### 8.2.5 Attestation

Following the decision to grant Certification, **SCC** issues a statement of Conformity.

Under this Scheme, the statement of Conformity is in the form of a Certificate and a subsequent listing of the Certificate on **SCC** Website.

In addition, the Certified Client may place the Scheme's Certification Mark on the Product subject to a Licensing Agreement being entered into with **SCC**.

## 8.3 Licensing Use of Certificates and Marks of Conformity

### 8.3.1 General

The use of the Certificate and Mark of Conformity is controlled through conformity of certificate issued by **SCC** to each Organization which uses them on, or in conjunction with, Certified Products.



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The Organization holding the conformity of certificate (referred to in this clause as the Licensee) may be different from the Client to which the Certificate was issued. Circumstances under which a different Organization might be involved include the following:

(a) the Client sub-contracts the manufacture of the Product, including the placing of the mark on the Product, to another Organization (the Manufacturer would need to be a Licensee)

(b) a Customer of the Client applies its own label, including the mark, to the Product under an agreement with the Client (the customer would need to be a Licensee)

(c) other cases.

In all cases, the Client ensures that **SCC** has access to the Licensee's premises for the purposes of Evaluation as agreed.

**8.3.2 Mark of Conformity**

Not currently applicable for DGSM.

**8.4 Suspending or Withdrawing a conformity of certificate**

**8.4.1 Suspension**

The applicability of the conformity of certificate to a specific Product may be suspended for a limited period, for example in the following cases:

(a) if it shows that the Corrective Action taken on the Non-Conformity issued is not effective or satisfactorily discharged,

(b) if a case of improper use of the Certificate or the Mark (e.g. misleading publications or advertisement) is not solved by suitable retractions and appropriate Corrective Actions by the Licensee

(c) if there has been any other contravention of the Product Certification Scheme or the Procedures of the Scheme

**8.4.2 Withdrawal**

Apart from the Suspension of the conformity of certificate is withdrawn in the following cases:

(a) if the Licensee fails to comply with the due settlement of Financial Obligations

(b) if there is any other contravention of the Licensing Agreement

(c) if inadequate measures are taken by the Licensee in the case of Suspension.

In the above cases, **SCC** has the right to withdraw the conformity of certificate by informing the Licensee in writing concerning the specification of a time limit.

Furthermore, the conformity **of certificate** may be withdrawn in the following cases:

- if the conformity of certificate does not wish to maintain the conformity of certificates.
- if the Standard or Rules are changed and the Licensee either will not or cannot ensure



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Conformity with the New Requirements;

- if the Product is no longer made or the conformity of certificate goes out of business;
- on the grounds of other provisions specified in the certification Agreement.

**9.0 Publicity by Client**

The Client has the right to publish the fact that:

(a) an identified Product has been Certified

(b) the Client has been authorized to use a valid Certificate of Conformity,

In every case, the Client takes sufficient care of its publications and advertising so that no confusion arises between Certified and Non-Certified Products.

The Client does not specify any function or make any claim or the like in user information that could lead purchasers to believe that performance of the Product or its use is covered by the Certification when in fact it is not.

In this example the Scheme requires **SCC** to approve instruction books, manuals and other user information accompanying the Product.

**10.0 Changes affecting the Certification**

**10.1 Changes to Product Requirements**

When a standard or another Normative Document that is part of the Certification Requirements is changed, there are a number of factors that have to be considered when fixing up the date on which the New Product Requirements of the changed document will come into force (effective date reflecting the transition period).

The effective date of obsolescence of a Standard or other Normative Document is communicated by **SCC** to all applicable Clients to allow them adequate time to take appropriate action.

In those cases when the Standard development Organization responsible for the Standard or other Normative Document defines the transition period until which the superseded document is valid, this date defines the obsolescence of the superseded document unless otherwise stated by law or by the Scheme.

Further factors that are considered when choosing the effective date include, but are not necessarily restricted to, the following:

(a) Compliance with Regulations or Contractual Obligations;

(b) the urgency of complying with revised Health, Safety, or Environmental Requirements;

(c) the length of time and financial costs for retooling and manufacturing a Product complying with the revised requirements;

(d) the extent of stock on hand and whether it can be reworked to meet the revised requirements;

(e) avoidance of unintentional commercial advantage given to a particular manufacture or design;



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(f) Operational constraints of **SCC**.

**10.2 Changes to Scheme Requirements**

The changes in the Scheme requirements, such as: -

(a) test and examination Procedures where these are not contained in the standards or other Normative Documents that specify the Product Requirements

(b) conditions for Licensing of the Certification mark

(c) Qualification criteria and Procedures for Conformity Assessment bodies participating in the Scheme.

**10.3 Changes by Client**

The Client informs **SCC** about any intended modification to the Product, which may affect the Conformity of the Product. **SCC** determines whether the announced changes require another Initial Testing and Assessment or other further investigations. In such cases, the Client is not permitted to release Products under the Certificate resulting from such changes until **SCC** has notified the Client accordingly.

If the Client wishes to apply the Certification to additional types of Products, but to different specified requirements, or if the Client wishes to apply for an extension of the Certification to cover an additional facility that is not covered by the earlier License, it will be necessary to perform only those parts of the Original Application Procedure which do not cover the new circumstances.

**11.0 Confidentiality**

**SCC** is responsible for ensuring that Confidentiality of Information is maintained by its Employees and those of its Sub-Contractors concerning all information obtained as a result of their contacts with the Client; this applies also to information obtained at the application stage.

**12.0 Impartiality**

**SCC** is responsible for ensuring that impartiality as per SCC Impartiality policy

**13.0 Product Liability**

In this Scheme, all questions related to Product Liability are dealt with on the basis of the relevant Legal System(s).

**11.0 Complaints and Appeals**

The Client has a right to complain to **SCC** about aspects of the service provided. The Client may also appeal to **SCC** against its decisions on issuing, maintaining, extending, suspending and withdrawing Certification. All the Complaints and Appeal will be entertained as per the defined Procedure.

**15.0 Contents of Certificate of Conformity**



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The following information's are provided in the Certificate of Conformity as a minimum;

- Certificate Number
- Name and Address of **SCC**
- Name of Client
- Statement of Conformity, including:
  - ✓ Name and Unique Designation(Trade Mark) of Product,
  - ✓ Manufacture Name, Country of origin
  - ✓ Product description
  - ✓ Applicable Standard(s) and other Normative Document(s) (including test report number)

**16.0** If applicable, reference to the Accreditation or Recognition Status of **SCC** (Means status of ISO/IEC 17065 Accreditation)

- Date of Expiry of Certificate (if necessary)
- Date of Issue of Certificate
- Legally binding Signature(s) of Person(s) authorized to sign on behalf of **SCC**

**17.0 Reference**

17.1 "ISO/EC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services"

17.2 "QP/03 Procedure for granting, for maintaining, for extending or reducing the scope of, for suspending, for withdrawing or for refusing certification"

**18.0 Formats / Exhibits**

18.1 E/SYS/03 APPLICATION REVIEW FOR PRODUCT CERTIFICATION- Cosmetic and Personal Care

18.2 F/CSD/04 Technical Evaluation Report – Cosmetic and Personal Care



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| | |
|---|---|
| نوع الوثيقة | إجراء ات الموافقة على مستحضرات التجميل ومنتجات العناية الشخصية |
| المرجع | د م - م ك - إ م - 1 - 2022 |
| الإصدار | 2023/01/8م |
| تاريخ النفاذ | 2023/06/01م |

## الاعتماد

| |
|---|
| عماد بن خميس الشكيلي |
| مدير عام المواصفات والمقاييس |
| 2023/01/08م |
| |

## متابعة التعديلات

| رقم الإصدار | تاريخ الاصدار | عدل من | وصف التعديل |
|---|---|---|---|
| 02 | 2023/01/08م | - | - |



ص.ب : ٥٥٠ ، الرمز البريدي: ١٠٠ | مسقط ، سلطنة عُمان | هاتف : ٨٠٠٠٠٧٠ ٩٦٨+ | فاكس : ٢٤٨١٧٢٣٩ ٩٦٨+ | البريد الإلكتروني: Tejarah.om@moci.gov.om
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## المحتويات

## Content





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## قائمة مستحضرات التجميل ومنتجات العناية الشخصية المحدثة الخاضعة بدءا من 1 يونيو 2023م

## List of updates regulated cosmetics & personal care products since 1 June 2023

| رمز النظام المنسق HS code | المنتجات Products | |
|---|---|---|
| 33049990 | • **1.Leave on cosmetic products and personal care products which is intended to be applied on the skin ( face , body, hands, feet , external genital organs act… )** | • **منتجات التجميل والعناية الشخصية (لغير الشطف) الموجهة للاستعمال على البشرة ( الوجه ، الجسم ، اليد ، الأقدام ، الأعضاء التناسلية الخارجية )** |
| | 1. Creams with exceptions of cream for make-up creams such as foundation | 1. الكريم باستثناء الكريم الخاص بالمكياج مثل كريم الأساس |
| | 2. Lotions \ emulsion | 2. اللوشن/ المستحلب |
| | 3. Butter \ balm | 3. الزبدة / الهلام |
| | 4. oil | 4. الزيوت |
| 33049990 | **5. Products for external intimate hygiene** | **5. منتجات نظافة المناطق الحساسة الخارجية** |
| - | • **Products for care of the teeth and mouth** | • **منتجات العناية بالفم والأسنان** |
| 33061010 | 6. All types of Toothpaste | 6. معاجين الأسنان بكافة انواعها |
| 33069010 | 7. All types of mouthwash & breath freshener. | 7. منتجات غسل الفم وتعطير رائحته بكافة انواعها |
| - | • **Care products intended for use on hair ( head, face , bread )** | • **المنتجات الموجهة للأستعمال على الشعر (الرأس ، الوجه ، اللحية )** |
| 33059030 | 8. Different types of hair dyes ( black, brown, other color ) | 8.صبغات الشعر بأنواعها المختلفة (اللون الأسود واللون البني وأي لون آخر ) |
| 33052000 | 8. Hair straightener \ Relaxer | 9. منتجات فرد وتثبيت الشعر |
| 33049990 | 9. Bleaching products | 10. منتجات التشقير |
| 33051000 | 10. Shampoo | 11. الشامبو |
| 33079010 | 11. Chemical hair depilatories | **12. مزيلات الشعر الكيميائية** |
| 33042000 | 12. Eye Kohl | **13. كحل العين** |
| 33049920 | **13. All types of sunscreen products** | **14. منتجات الوقاية من الشمس بكافة الأنواع** |
| 33072000 | **14. all types of deodorant & antiperspirant** | **15. مزيلات ومضادات العرق بكافة الأنواع** |



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| General Condition | شروط عامة |
|---|---|
| 1. The applicant company must be licensed to import and sell cosmetics and personal care products . | 1. يجب أن تكون الشركة المتقدمة حاصلة على ترخيص يخولها بإستيراد وبيع مستحضرات التجميل ومنتجات العناية الشخصية . |
| 2. The procedure in this document are applicable to the products listed in the table below. | 2. تطبق الأجراءات المذكورة في هذه الوثيقة على كافة المنتجات الواردة في الجدول أدناه. |
| 3. Only the products mentioned in this document are subject to conformity assessment procedures*<br>*The products that requires obtaining approval from the General Directorate for Standardization and Metrology. | 3. المنتجات المذكورة في هذه الوثيقة هي فقط الخاضعة لأجراءات التحقق من المطابقة*<br>*المنتجات التي يتطلب إستيرادها وتسويقها الحصول على الموافقة من المديرية العامة للمواصفات والمقاييس |
| 4.The company must obligate with the all requirements in Technical Regulation No. 1943 regarding "safety requirements in cosmetics and personal care products " | 4. تلتزم الشركة بإستيفاء كافة المتطلبات المنصوص عليها في اللائحة الفنية رقم 2021/1943 الخاصة بمتطلبات السلامة في مستحضرات التجميل ومنتجات العناية الشخصية . |
| 5. Ingredients used in cosmetics and personal care products must meet the restrictions in the latest update of the European regulation EC No. 1223/2009 | 6. يجب أن تستوفي المكونات المستعملة في مستحضرات التجميل ومنتجات العناية الشخصية القيود المفروضة وفقا لأخر تحديث للنظام الأوربي (EC. No 1223/2009) |
| 6. The company must submit the test report according. Appendix 1 | 7. تلتزم الشركة بتقديم تقرير الاختبار محتويا الفحوصات المطلوبة وفقا لنموذج المعد في هذه الوثيقة . |



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| | |
|---|---|
| 8. One certificate of conformity is accepted for the products of the same category* and same brand.<br>* The products that similar to each other and have same function & characteristics. | 8. قبول شهادة مطابقة واحدة للمنتجات التي تندرج تحت نفس الفئة * و نفس العلامة التجارية.<br>*هي المنتجات التي تكون متشابهه ومماثلة لبعضها البعض وتشترك في الوظيفة والخصائص . |
| 9. Products that contain medical claims or contain ingredients according to MOH gridlines require contact of General Directorate of Pharmacy and Drug Control at the Ministry of Health | 9. المنتجات التي تحتوي على إدعاءات طبية وعلاجية أو تحتوي على مكونات بالنسب المذكورة في دليل الصحة (وفقا لآخر تحديث ) يتطلب مراجعة المديرية العامة للصيدلة والرقابة الدوائية بوزارة الصحة . |
| 10. Conformity certificates are issued for every product that is manufactured in factories in different countries | 10.شهادة المطابقة تصدر لكل منتج تم تصنيعه في مصانع في دول مختلفة . |
| 11. The Directorate with the market survey authorities, carry out the necessary activities that required to ensure suppliers meet the requirements in Technical Regulation No. 1943, including taking samples of products for testing and analysis in laboratories approved by the Directorate, with the supplier bearing the costs of testing and analyzing. | 11.تقوم المديرية بالتنسيق مع سلطات مسح السوق بالأنشطة والتدابير اللازمة للتحقق من إستيفاء المزودين للمتطلبات المنصوص عليها في اللائحة الفنية رقم 1943 ومن ضمنها سحب عينات من المنتجات وإحالتها للفحص والتحليل في المختبرات المعتمدة من المديرية ، مع تحمل المزود لتكاليف الفحص والإختبار. |
| 12. The applicant shall responsible for the authenticity of the submitted documents. | 12. يتحمل مقدم الطلب كافة المسؤولية حول صحة الوثائق المقدمة. |
| 13. This document is subject to improvement in the future according to the circumstances. | 13.هذه الوثيقة عرضة للتحديث مستقبلا وفقا للمستجدات |



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# خطوات الحصول على الموافقة لمستحضرات التجميل ومنتجات العناية الشخصية

## الخطوة الأولى : الحصول على شهادة المطابقة

## ( تتكرر عند إنتهاء صلاحية الوثائق )

- تصدر شهادة مطابقة واحدة للمنتجات من نفس الفئة ونفس العلامة التجارية من إحدى جهات منح شهادات المطابقة المحلية المسجلة فقط في مكتب الأعتماد بالمديرية العامة للمواصفات والمقاييس ويمكن التواصل معهم على الأرقام ( 24774754 & 24774855 ) أو على البريد الألكتروني (omani.accredit@gmail.com)

1. تصدر شهادة المطابقة ( السارية لمدة عام من تاريخ الأصدار أو بإنتهاء صلاحية تقرير الاختبار ) وذلك بتقديم المستندات التالية:

1.1 تقارير إختبار ( سارية لمدة عامين من تاريخ الاصدار ) من مختبرات **محلية** مسجلة بالمديرية حاصلة على الأعتماد في المواصفة الدولية ( آيزو 17025 ) الخاصة بالمتطلبات العامة لكفاءة مختبرات الفحص والمعايرة في مجال مستحضرات التجميل ومنتجات العناية الشخصية ، مع إمكانية النظر في إستثناء بعض الحالات حسب تقييم المديرية.

2.1 بطاقة البيانات الإيضاحية للمنتج وفقا لبند البيانات الإيضاحية للائحة الفنية رقم 1943 الخاصة بـ " متطلبات السلامة في مستحضرات التجميل ومنتجات العناية الشخصية "

3.1 شهادة مختومة من الصانع تبين المكونات الداخلة لكل مستحضر مع نسبتها ووظيفتها.



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## الخطوة الثانية : التقديم عبر بوابة استثمر بسهولة

## (تتكرر عند انتهاء صلاحية الوثائق)

تقديم شهادة المطابقة السارية عبر بوابة استثمر بسهولة التابعة لوزارة التجارة والصناعة وترويج الأستثمار عبر الموقع الألكتروني https://www.business.gov.om/ieasy/wp/en

## الخطوة الثالثة :تقديم المستندات التالية عبر نظام النافذة الألكترونية الواحدة (بيان ) عبر الموقع ( وتتكرر عند إستيراد كل شحنة )

## https://www.customs.gov.om/dgcportal/ar/home/ )

1. إقرار المستورد بالمطابقة (متاح لدى المديرية )
2. فاتورة الشراء مختومة وموقعة.
3. تصريح الموافقة على الأستيراد الحاصل عليه من بوابة استثمر بسهولة الخاص بتصاريح مستحضرات التجميل الخاضعة والواردة في فاتورة الشراء .

**في حالة عدم وجود أحد الوثائق المطلوبة عند وصول الشحنة في المنافذ الحدودية :**

1- يتقدم المستورد بطلب مكتوب مرفقا به نسخة من فاتورة الشراء للإفراج المشروط (المؤقت) عن الشحنة متضمنا رقم فاتورة الشراء إلى دائرة المطابقة بالمديرية العامة للمواصفات والمقاييس ودفع الرسوم المقرر ة و قدرها (**50 ريال عماني** ) وإرفاقه في نظام بيان بعد مراجعة الدائرة له.
2- قيام المستورد بتقديم الوثائق الغير مقدمة.
3- الموافقة على الأفراج النهائي عن الشحنة على ضوء الوثائق المقدمة بالقبول أو الرفض (في حالة الرفض يتم إعادة تصدير الشحنة مباشرة إلى مصدرها أو إتلافها بالتنسيق مع الجهات المعنية مع تحمل المستورد التكاليف )
4- تسديد الرسوم المقررة لفك التحريز عن الشحنة برسوم وقدرها ( **50 ريال عماني** )



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## Steps of cosmetics & Personal care products approval

### Step 1: obtain a certificate of conformity

### (Repeat when documents expire)

- One certificate of conformity for the products of the same category and the same brand is issued by one of the local certification bodies registered only in the accreditation office of the General Directorate of Standard (contact them at Tel. No. 24774855/24774854 or E- mail omani.accredit@tejarah.gov.om )

1- certificate of conformity (valid for one year from the date of issue or the date of expiry of the test report) is issued by submitting following documents:

1.1 test reports (valid for 2 years from issue date ) issued by **local** laboratories which must be registered by DGSM , accredited and certified in the international standard (ISO 17025 general requirements for the competence of testing and calibration laboratories) with the scope in cosmetics and personal care products. With the possibility of considering the exception of some cases according to the evaluation of this Directorate.

1.2 product label according to the Gulf Standard (GSO 1943) Safety Requirements in Cosmetics and Personal Care Products.

1.3 List of product ingredients issued by manufacture showing ingredients percentage and function.



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## Step 2: Apply for Permit via Invest Easy:

## (Repeat when documents expire)

submitting the certificate of conformity (valid for one year from issue date) via invest easy portal https://www.business.gov.om/ieasy/wp/en

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## Step 3: Submit the following documents via Custom Electronic System (Bayan):

## (Repeat when importing each shipment)

The following documents must be attached to the Bayan system for the final approval of import:

3.1.The importer's declaration of conformity (available in DGSM)

3.2.The commercial invoice

3.3. Permit Certificate which you get from Invest Easy Portal for the products mentioned in the commercial invoice.



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**In the absence of one of the required documents when the the shipment arrive at the border**

1- The importer submits a letter, attached with a copy of the commercial invoice, for the temporary release of the shipment, including the invoice number, to the Conformity Department of the General Directorate of Standards and Metrology, and pays the fees **(50 OR)** then attach it to a statement system after the department reviews it.
2- The importer should submit the unsubmitted documents (the importer take the all responsibility in the event of disposing of the shipment or part of it before obtaining the approval of the Directorate)
3- Approval of the final release of the shipment, in case of the documents submitted are rejected will be re-exported or destroyed with coordination with the concerned authorities)
4- Pay the fees for final release of consignment with a fee of **(50 OR).**



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# جدول يوضح أمثلة على فئات المنتجات

# Example list of Product Category

| فئة المنتجات Product Category | أمثلة على فئة المنتجات | |
|---|---|---|
| كريمات الجلد Skin Cream | كريم مرطب ليلي ، كريم مرطب نهاري ، كريم مرطب للجسم ، كريم مرطب لليد ، كريم مرطب للقدم | Moisturizing night cream, Moisturizing day cream, Moisturizing body cream, Moisturizing hand cream , Moisturizing foot cream ….ect |
| | كريم تفتيح اليد ، كريم تفتيح الجسم ، كريم تفتيح القدم ..... الخ | Whitening hand cream, Whitening body cream, Whitening foot cream… ect |
| | كريم ضد التجاعيد للوجه ، كريم ضد التجاعيد اليد... الخ | Anti-aging face cream , Anti-aging hand cream …. ects |
| | أخرى | Others |
| لوشن الجلد Skin Lotion | لوشن مرطب ليلي ، لوشن مرطب نهاري ، لوشن مرطب للجسم ، لوشن مرطب لليد ، لوشن مرطب للقدم .... الخ | Moisturizing night lotion, Moisturizing day lotion, Moisturizing body lotin, Moisturizing hand lotion , Moisturizing foot lotion ….ect |
| | أخرى | Others |
| الزبدة Butter | زبدة للوجة ، زبدة لليد ، زبدة للقدم ، زبدة للجسم | Face butter, hand butter, foot butter, body butter |
| | أخرى | Others |
| الزيوت Oils | زيت للمساج ، زيت للوجه ، زيت الجسم .... الخ | Massage oil , face oil, body oil |
| | أخرى | Others |
| منتجات نظافة المناطق الحساسة الخارجية Products for external intimate hygiene | غسول نسائي | intimate hygiene wash |
| | رغوة تنظيف نسائية | intimate hygiene foam |
| | أخرى | Others |
| معاجين الأسنان Toothpaste | معجون أسنان ضد التسوس ، معجون للتبييض ، معجون للأسنان الحساسة ..... الخ | Anti-cavity toothpaste , whitening toothpaste, Sensitive toothpaste |
| | جل تنظيف الأسنان | Cleaning tooth gel |
| | أخرى | Others |
| منتجات غسل الفم وتعطير رائحته | غسول الفم التجميلي | Cosmetics mouthwash |
| | بخاخ الفم التجميلي | Cosmetics mouth spray |



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| | | |
|---|---|---|
| Others | أخرى | mouthwash & breath freshener. |
| All types of Black hair dyes | صبغة شعر أسود ودرجاته | صبغات الشعر Hair Dyes |
| All types of brown hair dyes | صبغة شعر بني ودرجاته | |
| Red , cupper, blond, white, purple hair dyes ….. ects | صبغة شعر أحمر ونحاسي وأشقر و أبيض البنفسجي ....الخ | |
| Others | أخرى | |
| Hair protein | بروتين الشعر | منتجات فرد وتثبيت الشعر Hair straightener & hair Relaxer |
| Hair keratin | كيراتين الشعر | |
| Hair straightener cream | كريم فرد الشعر | |
| Others | أخرى | |
| Hair bleaching cream | كريم تشقير الشعر | منتجات التشقير Bleaching products |
| Hair bleaching powder | بودرة تشقير الشعر | |
| Hair bleaching gel | جل تشقير الشعر | |
| Others | أخرى | |
| Shampoo for normal hair, Shampoo for oily hair , Shampoo for dry hair , Shampoo for colored hair , Shampoo for anti-dandruff | شامبو للشعر العادي ، شامبو للشعر الدهني ، شامبو للشعر الجاف ، شامبو للشعر المصبوغ ، شامبو مضاد للقشرة الخ | الشامبو Shampoo |
| Others | أخرى | |
| Hair depilatories cream | كريم إزالة الشعر | مزيلات الشعر الكيميائية Chemical hair Depilatories |
| Hair depilatories paste | معجون إزالة الشعر | |
| Hair depilatories foam | رغوة إزالة الشعر | |
| Others | أخرى | |
| Eye pencil | قلم العين | كحل العين Eye Kohl |
| Eye powder | بودرة العين | |
| Eye gel | جل العين | |
| Others | أخرى | |
| Sunscreen cream | كريم الوقاية من الشمس | منتجات الوقاية من الشمس sunscreen products |
| Sunscreen gel | جل الوقاية من الشمس | |
| Sunscreen spray | بخاخ الوقاية من الشمس | |
| Others | أخرى | |
| Deodorants/ antiperspirant spray | بخاخ مزيل/ مضاد للعرق | مزيلات العرق ومضادات العرق Deodorants and antiperspirant |
| Deodorants/ antiperspirant cream | كريم مزيل / مضاد للعرق | |
| Roll-on (gel) deodorant/antiperspirant | الكرة الدوارة (جل ) مزيل/ مضاد العرق | |
| deodorant/antiperspirant stick | ستيك مزيل/ مضاد العرق | |
| Others | أخرى | |



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## المراجع :

1-القرار الوزاري رقم 2021/199 باعتبارمواصفة قياسية خليجية (GSO1943) مواصفة قياسية عمانية ملزمة.

2- القرار الوزاري رقم 2021/190 بإصدار اللائحة الفنية لنظام المطابقة.

3-القرار الوزاري رقم 13/2012 بتحديد رسوم الخدمات والأختبارات والتحليل التي تؤديها المديرية العامة للمواصفات والمقاييس

## للاستفسار التواصل

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| Product Test Report | | | |
|---|---|---|---|
| Test Report no. : | | TR issued date : | |
| Type of sample : | | | |
| Sample description | | | |
| Sampled by: | Sample condition& Temp. : | Sample Quantity: | |
| Customer Name & address: | | | |
| Sample Date received : | Date of analysis start : | Date of Finished analysis | |
| Production Date : | | Batch No. : | |
| **General Safety Tests for all Product Categories** | | | |
| Test | | Test Result | Unit |
| **Physical Test** | | | |
| 1. | Homogeneity | | |
| 2. | Filthy/ Decomposed Substance | | |
| **Chemical Test** | | | |
| 1 | pH Value | | |
| 2 | formaldehyde | | % |
| **Heavy Metals Test** | | | |
| 1 | Lead | | ppm |
| 2 | Arsenic | | |
| 3 | Cadmium | | |
| 4 | Antimony | | |
| 5 | Mercury | | |
| **Microbiological Tests** | | | |
| 1 | Lard & Lard Derivative | | |
| 2 | Total Aerobic mesophilic Count ( Bacteria plus Yeast and Mould ) | | CFU/ g |
| 3 | Escherichia coli | | |
| 4 | Staphylococcus aureus | | |
| 5 | Pseudomonas aeruginosa | | |
| 6 | Candida albicans | | |
| **Additional Tests** | | | |
| **Skin Brightening/ Whitening Products** | | | |
| 1 | Hydroquinone | | |



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| | | | |
|---|---|---|---|
| 2 | Hydrogen Peroxide | | % |
| **Liquid Mouth Freshener** | | | |
| 1. | Safrole | | % |
| **Toothpaste** | | | |
| 1 | Safrole | | % |
| 2. | Calcium monofluorophospates | | |
| 3. | Magnesium fluorosolicate | | |
| 4. | Strontium chloride hexahydrate | | |
| **Hair Straighteners** | | | |
| 1 | Calcium hydroxide | | % |
| 2 | Lithium hydroxide | | |
| **Hair Shampoo** | | | |
| 1 | quinine | | % |
| 2 | Selenium disulphide (anti-dandruff shampoo) | | |
| **Chemical Depilatories** | | | |
| 1 | Alkali sulphides | | % |
| 2 | Alkaline earth sulphides | | |
| **Antiperspirant** | | | |
| 1 | Aluminium zirconium chloride hydroxide | | % |
| 2 | aluminium zirconium chloride | | |



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