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| **Prepared By** | **Approved By** | **Date** |
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| Document No: **XXXXXXX** | Revision No: **XXXXX** | Update Date: **XXXXXX** |



**ISO 22716:2007**

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**List of Documents**

**ISO 22716 GMP Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and standard operating procedures (SOPs) included in the ISO 22716 GMP Package. These resources are designed to ensure compliance with Good Manufacturing Practices (GMP) for the cosmetics industry and facilitate the implementation of an effective Quality Management System (QMS).

Package Features:
- Full lifetime access
- Access on a laptop, desktop, and mobile

## Context of the Organization

|  |  |
| --- | --- |
| No. | Context of the Organization Name |
| 1 | ISO 22716 Cosmetic GMP Manual |
| 2 | Sample Job Descriptions |
| 3 | Work Instructions Samples for Equipment |
| 4 | Standard Operating Procedures (SOPs) and Associated Forms |

## Control of Records

|  |  |
| --- | --- |
| No. | Control of Records Name |
| 1 | SOP Control of Records |
| 2 | Master List of Controlled Records |
| 3 | Master List of Computers |
| 4 | E-Data Backup |

## Personnel Hygiene & Health

|  |  |
| --- | --- |
| No. | Personnel Hygiene & Health Name |
| 1 | SOP Personnel Hygiene & Health |
| 2 | Hygiene Monitoring Checklist |
| 3 | Protocol Verification Checklist |
| 4 | Personal Hygiene Checklist |
| 5 | Worker Health Card |
| 6 | Staff Sickness Record |

## Pest Management

|  |  |
| --- | --- |
| No. | Pest Management Name |
| 1 | SOP Pest Management |
| 2 | Daily Rodent Control Monitoring Sheet |
| 3 | Weekly Bait Stations Monitoring and Service Sheet |
| 4 | Insect Control Sheet |
| 5 | Backyard Control Sheet |
| 6 | Water Tank Cleaning Sheet |

## Control of Purchasing

|  |  |
| --- | --- |
| No. | Control of Purchasing Name |
| 1 | SOP Purchasing |
| 2 | Supplier Questionnaire Form |
| 3 | Supplier Assessment Form |
| 4 | Approved Suppliers List |
| 5 | Purchase Requisition |
| 6 | Purchase Order |
| 7 | Supplier Monitoring Report |
| 8 | RFQ |

## Production

|  |  |
| --- | --- |
| No. | Production Name |
| 1 | SOP Production |
| 2 | Job Sheet |
| 3 | Job Control Sheet |
| 4 | Monthly Production Schedule |
| 5 | Product Ingredient Form |

## Finished Product

|  |  |
| --- | --- |
| No. | Finished Product Name |
| 1 | SOP for Finished Product |
| 2 | Acceptance Criteria |
| 3 | Release Form |
| 4 | Product Delivery Note |
| 5 | Commercial Invoice |
| 6 | Disposition Form |
| 7 | Invoice |

## Management Review

|  |  |
| --- | --- |
| No. | Management Review Name |
| 1 | SOP for Management Review Meeting |
| 2 | Nomination Letter for MR |
| 3 | Minutes of Meeting |

## Cross Contamination

|  |  |
| --- | --- |
| No. | Cross Contamination Name |
| 1 | SOP for Preventing Cross Contamination |
| 2 | Visitor Health Verification Checklist |
| 3 | Visitor Register |

## Quality Control Lab

|  |  |
| --- | --- |
| No. | Quality Control Lab Name |
| 1 | SOP for Quality Control Lab |
| 2 | Material Acceptance Criteria |
| 3 | Test Result Review |
| 4 | OUT OF SPECIFICATION (OOS) REPORT |
| 5 | OOS Log |

## Wastes

|  |  |
| --- | --- |
| No. | Wastes Name |
| 1 | SOP for Wastes |

## Subcontracting

|  |  |
| --- | --- |
| No. | Subcontracting Name |
| 1 | SOP for Subcontracting |
| 2 | Contractor Questionnaire Form |
| 3 | Contractor Assessment-Audit Form |
| 4 | Contracting Requisition |
| 5 | Contract Acceptor Capability Self-Assessment Form |

## Complaints & Recalls

|  |  |
| --- | --- |
| No. | Complaints & Recalls Name |
| 1 | SOP for Complaints & Recalls |
| 2 | Complaint Reporting, Investigation & Follow-Up Form |
| 3 | Injury Reporting Form |
| 4 | Recall Management Team List |
| 5 | Shipping Log |
| 6 | Problem Report Form for Recall |
| 7 | Recall-Withdrawal Form |
| 8 | Recall-Withdrawal Status Report |
| 9 | ATTACHMENT A – 21 CFR part 7 subpart C |
| 10 | ATTACHMENT B - Recall Public Warning Format |

## Batch Release

|  |  |
| --- | --- |
| No. | Batch Release Name |
| 1 | SOP for Batch Release & Batch Record Review |
| 2 | Batch Release Note |
| 3 | Batch Records Review & Approval Log |

## Control of Documents

|  |  |
| --- | --- |
| No. | Control of Documents Name |
| 1 | SOP Control of Documents |
| 2 | Master List of Controlled Documents |
| 3 | Master List of External Origin Documents |
| 4 | Document Distribution List |
| 5 | Change and Disposition Form |
| 6 | Document Disposition Log |

## Personnel & Training

|  |  |
| --- | --- |
| No. | Personnel & Training Name |
| 1 | SOP Personnel & Training |
| 2 | Organizational Chart |
| 3 | Training Attendance Form |
| 4 | Training Evaluation Form |
| 5 | Training Needs Assessment Form |
| 6 | Training Program |

## Premises

|  |  |
| --- | --- |
| No. | Premises Name |
| 1 | SOP Premises |
| 2 | Sanitation Record |
| 3 | Master Sanitation Schedule |
| 4 | Approved Chemicals List |
| 5 | Daily Checklist of Restrooms / Hand Wash Facility (Production Hall) |
| 6 | Factory Layout Plan |

## Equipment

|  |  |
| --- | --- |
| No. | Equipment Name |
| 1 | SOP Equipment |
| 2 | List of Key Equipment |
| 3 | Production Log |
| 4 | Equipment Cleaning Schedule & Log |
| 5 | Preventive Maintenance Schedule & Log |
| 6 | Corrective Maintenance Log |
| 7 | List of Gauges & Measuring Instruments |
| 8 | Calibration Schedule & Log |

## Storage

|  |  |
| --- | --- |
| No. | Storage Name |
| 1 | SOP Storage |
| 2 | Material Discrepancy Report |
| 3 | Goods Receipt Note – GRN |
| 4 | Store Register |
| 5 | Material Requisition Sheet |
| 6 | Nonconformance Report – NCR |
| 7 | Delivery Note |
| 8 | Disposal Note |

## Color Additives and Chemical Ingredients

|  |  |
| --- | --- |
| No. | Color Additives and Chemical Ingredients Name |
| 1 | SOP for Color Additives and Chemical Ingredients |
| 2 | List of Color Additives and Chemical Ingredients |
| 3 | Color Additives Permitted for Use in Cosmetics |
| 4 | Color Additives Subject to Certification & Permitted for Use in Cosmetics |
| 5 | Provisionally Certified Colors |
| 6 | Requirements for Specific Cosmetic Products |
| 7 | MSDS SHEETS |

## Preventing Adulteration

|  |  |
| --- | --- |
| No. | Preventing Adulteration Name |
| 1 | SOP for Preventing Adulteration |

## Drug Free Policy

|  |  |
| --- | --- |
| No. | Drug Free Policy Name |
| 1 | SOP for Analysis of Data |
| 2 | SOP for Drug Free Policy |

## Improvement

|  |  |
| --- | --- |
| No. | Improvement Name |
| 1 | SOP for Improvement |
| 2 | CPA Request Form |
| 3 | CPA Log Sheet |
| 4 | Suggestion Form |
| 5 | Suggestion Log |

## Treatment of Out of Specification Product

|  |  |
| --- | --- |
| No. | Treatment of Out of Specification Product Name |
| 1 | SOP for Treatment of Out of Specification Product |
| 2 | Reprocessing Note |
| 3 | Root-Cause-Analysis |

## Deviations

|  |  |
| --- | --- |
| No. | Deviations Name |
| 1 | SOP for Deviations |
| 2 | Deviation Form |
| 3 | Deviation Log |

## Change Control

|  |  |
| --- | --- |
| No. | Change Control Name |
| 1 | SOP for Change Control |
| 2 | Change Request Form |
| 3 | Change Evaluation, Approval & Review Form |
| 4 | Change Log |

## Internal Audit

|  |  |
| --- | --- |
| No. | Internal Audit Name |
| 1 | SOP for Internal Audit |
| 2 | Audit Checklist |
| 3 | Audit Findings & Recommendations Report |
| 4 | Audit Follow-Up Report |
| 5 | Audit Log |