



## **Instruction for handmade bath & beauty products for ARTE market vendors**

Simple precautions must be taken when handling handmade bath & beauty products during: preparation, packaging, storage, transportation, display and service, to avoid possible contamination at each stage.

The content of this document makes good sense for everyone as it means safe products, consistent products and so it is good business all round.

Handmade bath & beauty vendors are vendors belonging to the following groups: cold process soap makers; soak and scrub makers; melted/poured soap makers; essential oil/perfume/body mist makers; butter/cream/balm makers; lip product makers, etc.

Vendors selling handmade bath & beauty products must follow a few simple rules, which we will list below. These rules will help ARTE market organizers and vendors to make a successful event and consumers to be satisfied.

### **Good Manufacturing Practice for bath & beauty products vendors:**

- To ensure that your process of manufacturing, ingredients and final products are safe and free of contamination, it is necessary to follow these steps:

#### **1. Personnel**

When you apply for an ARTE market place, please inform us:

- Who is making the products?
- Where did you purchase the ingredients?
- How familiar are you with these ingredients?
- Are you qualified to make these products?
- Do you receive any help making these products?

#### **2. Hygiene**

- During the preparation process all of the dishes and tools used for preparation of the products, need to be perfectly clean. The containers used for the final products need to be clean and sterilized.
- Surfaces and equipment that come into contact with ingredients during production must be kept clean and disinfected at all times.
- Cleaned and sterilized dishes and tools should be stored and located at an area that protects them from exposure to liquids, dust or any other contamination.



- Raw materials and primary packaging materials are stored and handled separately to prevent ingredient identification mix-ups, contamination with microorganisms or other chemicals, or decomposition from exposure to excessive heat, cold, sunlight or moisture.
- Good storage practices must be implemented both for raw materials and the final goods. (While cold process soap should have contact with lots of air, melted and poured soap needs to be wrapped immediately).

Essential reading and follow through...

<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Are you working in a clean area?</li> <li>• Is it in a good state of repair?</li> <li>• Are you able to prevent the risk of cross-contamination?</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Is the equipment easy to clean?</li> <li>• Is it suitable for its purpose?</li> </ul>
Raw Materials & Packaging	<ul style="list-style-type: none"> <li>• Where do you store the raw materials?</li> <li>• How do you rotate the stock?</li> <li>• How are the raw materials stored?</li> </ul>
Production	<ul style="list-style-type: none"> <li>• How do you make the product?</li> </ul>
Final Products	<ul style="list-style-type: none"> <li>• What should the final product look like?</li> <li>• Does it meet the defined acceptance criteria?</li> </ul>
Treatment of Products out of Specification	<ul style="list-style-type: none"> <li>• What do you do when something goes wrong?</li> <li>• Have you changed supplier or ingredient?</li> <li>• Any changes should be controlled and documented.</li> </ul>

### 3. Storage of raw materials ingredients for final product

How the products should be stored largely depends on what the product is made of, and the shelf life of the ingredients.

Be careful with the ingredients, which are known to absorb water/humidity from the surrounding environment very quickly, or can be spoiled when they are exposed to high temperatures. Because of that they need to be stored in a dark, cool and dry place to keep the ingredients in a safe and healthy condition.

Because we live in very hot and humid climate in the UAE, the final product should be stored in a cold room or preferably in the fridge. Extreme heat can cause the texture to change. If placed in direct sunlight the colours and fragrances may fade.

Properly storing your handmade products extends the amount of time the product looks and feels its best.



#### 4. Labeling & Packaging

Your products must be labeled correctly and the information must include:

- The name of your product
- Its function
- The makers contact details
- Weight
- The best before date, or period after opening date
- The ingredients must be listed under their INCI (International Nomenclature of Cosmetic Ingredients) name in descending order of weight. If this name is not available then use
  - The chemical name
  - The European Pharmacopoeia name
  - International Non-proprietary Name (INN) as recommended by the World Health Organisation
  - European Inventory of Existing Commercial chemical Substances (EINECS), International Union of Pure and Applied Chemistry (IUPAC), or Chemical Abstracts Service (CAS) identification reference.
  - The colour index number. The Colouring Coloring agents may be listed in any order after the other ingredients. For decorative cosmetics marketed in various colors, all coloring agents in the range may be listed so long as the words 'may contain' or the symbol '+/-' are also used.
- Ingredients in concentrations of less than 1% may be listed in any order after those of 1% or more.
- Instructions for use, unless it is clear from the product label or presentation
- Precautions to be observed in use, must be printed on the label
- Labeling must be declared in clear English, or Arabic.
- Package and wrap your products when appropriate.

#### 5. Claims:

You must not make any misleading claims and any claims made must be fair, true and have evidence to back them up. So unless you can prove your claims with scientific evidence it is best not to make them.

#### 6. Transport

As these are small quantities, and as we live in a hot climate, the finished goods must be transported in a car with AC, preferably in a portable fridge for longer journeys, (applies to scrubs, balms, butters, and similar products).

