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How to Use the COSMOS Evaluation Spreadsheet

All products that you wish to sell, label, or represent as COSMOS certified must first be approved by ACO. Products are submitted for approval using form 285-22 COSMOS Evaluation Spreadsheet. This guide provides instructions for completing the COSMOS Evaluation Spreadsheet.

Step 1: Product List

List all products that you wish to include in your COSMOS certification on the Product List tab.

TO BE COMPLETED BY THE OPERATOR				
Product Name	Brand Name	Name of Brand Owner (If applicable)	Name of Contract Manufacturer and/or Packer (If applicable)	COSMOS Signature

Product List Fields	
Product Name:	The product name as it should appear on your certificate.
Brand Name:	The brand or range name as it should appear on your certificate
Name of Brand Owner:	The name of the brand owner (if you are not the brand owner).
Name of Contract Manufacturer and/or Packer:	The name of the contract manufacturer and/or packer (if you use a contract manufacturer and/or packer).
COSMOS Signature:	The level of certification requested: • COSMOS ORGANIC or COSMOS NATURAL for finished products. • COSMOS CERTIFIED or COSMOS APPROVED for raw materials.

Step 2: Supplier List

Handlers – List your suppliers for each product on the Supplier List tab.

Processors – List your suppliers for each ingredient (including additives and processing aids) used in your certified products on the Supplier List tab.

Where you have more than one possible supplier for a product / ingredient, list each supplier on a separate line.

TO BE COMPLETED BY THE OPERATOR											
Product / Ingredient Code	Product / Ingredient Name	Supplier Name	INCI Name	Certifying Body	Standard	% PPAI	% ORG PPAI	% CPAI	% ORG CPAI	% PeMo	% NNI

Supplier List Fields	
Product / Ingredient Code:	Your internal reference code for the product / ingredient (optional).
Product / Ingredient Name:	The name of the product / ingredient.
Supplier Name:	The name of your direct supplier.
INCI Name:	The International Nomenclature Cosmetic Ingredient name of the product / ingredient.
Certifying Body:	For organic products / ingredients and COSMOS APPROVED non-organic ingredients, the name of the certifying body.
Standard:	The organic standard to which the product / ingredient has been certified, e.g., COSMOS, EU, USDA NOP.
% PPAI:	The percentage of physically processed agro-ingredients in the product / ingredient. Refer to COSMOS Standard §6.1.3.

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Supplier List Fields	
% ORG PPAI:	The percentage of organic physically processed agro-ingredients in the product / ingredient.
% CPAI:	The percentage of chemically processed agro-ingredients in the product / ingredient. Refer to COSMOS Standard §6.1.4.
% ORG CPAI:	The percentage of organic chemically processed agro-ingredients in the product / ingredient.
% PeMo:	The percentage of petrochemical moieties in the product / ingredient. Refer to COSMOS Standard Appendix V.3.
% NNI:	The percentage of non-natural ingredients in the product / ingredient. Refer to COSMOS Standard Appendix V.1.

For COSMOS CERTIFIED and COSMOS APPROVED raw materials, the ingredient percentages can be taken from the supplier's certificate or attestation of conformity. For other products / ingredients, the ingredient percentages must be determined from the documentation provided by the supplier.

Documentation to be provided for each product and/or ingredient

For each product and/or ingredient, please submit the following documentation alongside the COSMOS Evaluation Spreadsheet:

Organic:
1. The supplier's current COSMOS certificate, or
2. The supplier's current certificate for another accepted organic standard (e.g., EU, USDA NOP), an INCI/composition breakdown, and a manufacturing process flow chart.

Non-Organic:
1. The supplier's current COSMOS attestation of conformity, or
2. A completed Non-Organic Raw Material Questionnaire from the supplier with supporting documentation (SDS, TDS, manufacturing process flow chart, etc.). The raw material questionnaire can be completed in paper form or online at ACO Raw Material Questionnaire.

Non-Natural Ingredients (Appendix V.1):
1. For Non-Natural Ingredients listed in COSMOS Standard Appendix V.1, an INCI/composition breakdown is all that is required.

Step 3: Formula submission for Processors and Brand Owners

Processors – You must submit a formula for each processed product that you wish to include in your COSMOS certification.

Brand Owners / Contract Manufacturers – Each product formula only needs to be submitted once. Brand owners are not required to submit a formula if the formula has already been submitted by the contract manufacturer, and vice versa.

Water-based extracts should be submitted using the Aqueous Extract Application Sheet. Other processed products should be submitted using the Formula Application Sheet. You can add additional sheets by right clicking on an unused sheet, selecting Move or Copy, then Create a copy.

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Formula Application Sheet

Complete sections (1) to (11) as applicable.

(1) Product Name:										
(2) Brand Name:										
(3) I am the: *Select all that apply*	☐ Brand Owner	(4) Name of Brand Owner: *If you are not the brand owner*								
	☐ Manufacturer	(5) Name of Manufacturer: *If you are not the manufacturer*								
	☐ Packer	(6) Name of Packer: *If you are not the packer*								
(7) COSMOS Signature:										
(8) Is the product a rinse-off product, non-emulsified aqueous product, or made with at least 80% minerals or ingredients of mineral origin?										

(9) Ingredients and Additives: *List all ingredients and additives in the formula in the table below*

Ingredient Name	Supplier Name	% in the Formula	Ingredient Code	INCI Name	% PPAI	% ORG PPAI	% CPAI	% ORG CPAI	% PeMo	% NNI

Formula Application Sheet Fields	
(1) Product Name:	The product name as it should appear on your certificate.
(2) Brand Name:	The brand or range name as it should appear on your certificate.
(3) I am the:	Indicate if you are the brand owner, manufacturer and/or packer of the product (select all that apply).
(4) Name of Brand Owner:	The name of the brand owner (if you are not the brand owner).
(5) Name of Manufacturer:	The name of the manufacturer (if you are not the manufacturer).
(6) Name of Packer:	The name of the packer (if you are not the packer).
(7) COSMOS Signature:	The level of certification requested: • COSMOS ORGANIC or COSMOS NATURAL for finished products. • COSMOS CERTIFIED or COSMOS APPROVED for raw materials.
(8) Is the product a rinse-off product, non-emulsified aqueous product, or made with at least 80% minerals or ingredients of mineral origin?	Select Yes or No.
(9) Ingredients and Additives:	List all ingredients and additives used and their percentages in the formula. For the Ingredient Name and Supplier Name fields, you can either select from the drop-down list or enter manually. Data entered manually must exactly match the corresponding fields on the Ingredient List tab for the calculations to process correctly. Where you have more than one possible supplier for an ingredient, it is not necessary to include each supplier in the Formula if all suppliers share the same Product / Ingredient Code on the Supplier List tab. If alternative suppliers do not share the same Product / Ingredient Code, then each supplier must be included as a separate line in the formula. The % in Formula field should be based on the weight of each ingredient at formulation, or the volume of each ingredient if the product and ingredients are liquid.
(10) Processing Aids:	List all processing aids used during the manufacturing process. As above, for the Processing Aid Name and Supplier Name fields, you can either select from the drop-down list or enter manually.
(11) Manufacturing Process:	Provide a brief description of the manufacturing process for the product in the space provided.

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It is permitted to reconstitute pure concentrates and dried powders to their natural state, provided that:
1. The reconstitution is done before adding to a formulation, and
2. The concentrate or powder must not contain any other ingredients, additives, or carriers (for example, those mixed with carriers such as maltodextrin cannot be reconstituted).

If you are reconstituting an ingredient, you must complete a separate Formula tab which covers the preparation of the reconstituted ingredient prior to its addition to other formulas.

Aqueous Extract Application Sheet

Complete sections (1) to (12) as applicable.

(1) Product Name:										
(2) Brand Name:										
(3) I am the: *Select all that apply*	☐ Brand Owner	(4) Name of Brand Owner: *If you are not the brand owner*								
	☐ Manufacturer	(5) Name of Manufacturer: *If you are not the manufacturer*								
	☐ Packer	(6) Name of Packer: *If you are not the packer*								

(7) Plant Ingredients: *List all plant ingredients used in the table below. If using dried plants, please refer to the instructions at COSMOS Standard §6.2.3 to calculate the equivalent fresh weight*

Ingredient Name	Supplier Name	Dried Weight (kg)	Fresh Weight (kg)	Ingredient Code	INCI Name	PPAI	ORG PPAI	CPAI	ORG CPAI	PeMo

Aqueous Extract Application Sheet Fields	
(1) Product Name:	The product name as it should appear on your certificate.
(2) Brand Name:	The brand or range name as it should appear on your certificate.
(3) I am the:	Indicate if you are the brand owner, manufacturer and/or packer of the product (select all that apply).
(4) Name of Brand Owner:	The name of the brand owner (if you are not the brand owner).
(5) Name of Manufacturer:	The name of the manufacturer (if you are not the manufacturer).
(6) Name of Packer:	The name of the packer (if you are not the packer).
(7) Plant Ingredients:	List all plant ingredients used and their weight (in kg). For the Ingredient Name and Supplier Name fields, you can either select from the drop-down list or enter manually. Data entered manually must exactly match the corresponding fields on the Ingredient List tab for the calculations to process correctly.

Where you have more than one possible supplier for an ingredient, it is not necessary to include each supplier in the Formula if all suppliers share the same Product / Ingredient Code on the Supplier List tab. If alternative suppliers do not share the same Product / Ingredient Code, then each supplier must be included as a separate line in the formula.

Calculations are based on the fresh weight of plants. If you are using fresh plants, list the weight used in the Fresh Weight column. If you are using dried plants, list the weight used in the Dried Weight column, then list the equivalent fresh weight in the Fresh Weight column. The equivalent fresh weight can be determined as follows:
1. Use the actual dry to fresh ratio for the material (supporting documentation must be provided to justify the ratio used), or
2. Use the following ratios:

Wood, bark, seeds, nuts, and roots	1:2.5
Leaves, flowers, and aerial parts	1:4.5
Fruits (e.g., apple, grape, sweet cherry)	1:5
Watery fruits (e.g., apricot, orange, pineapple, grapefruit, strawberries, acerola, cherry sour)	1:8

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Aqueous Extract Application Sheet Fields	
	For fruits other than those listed, it is advised to check the following database - https://fdc.nal.usda.gov/index.html - and use a water content threshold of 86% to define if the plant is considered a fruit or watery fruit.
(8) Solvents:	List all solvents used (excluding water) and their weight in the final extract (in kg). As above, for the Ingredient Name and Supplier Name fields, you can either select from the drop-down list or enter manually.
(9) Additives:	List all additives used and their weight in the final extract (in kg). As above, for the Ingredient Name and Supplier Name fields, you can either select from the drop-down list or enter manually.
(10) Processing Aids:	List all processing aids used during the manufacturing process. As above, for the Processing Aid Name and Supplier Name fields, you can either select from the drop-down list or enter manually.
(11) Manufacturing Process:	Provide a brief description of the manufacturing process for the product in the space provided.
(12) Weight of Final Extract (kg):	The weight of the final extract (in kg).

Updates to certified products

Whenever there is a change to your suppliers or product formulas, the COSMOS Evaluation Spreadsheet must be updated to reflect the change and resubmitted to ACO for approval. Failing to keep your COSMOS Evaluation Spreadsheet up to date may result in a non-compliance from ACO.