



DB Agencies Ltd
Your Brand Hair Products
Unit 25 Progress Business Park
Orders Lane
Preston
PR4 2TZ

GMP STATEMENT

General Manufacturing Requirements

- All Ingredients will be measured to an appropriate degree of accuracy
- An appropriate system will be used to record the amount of each ingredient added to ensure that the correct quantities are added.
- No deviation will be made from the permitted ingredients, concentrations and basic formulations detailed in the safety assessment
- Manufacture will only be carried out by suitably qualified or experienced personnel.

GOOD PRACTICE IN THE WORK AREA

General Procedures

- The Work Area will be kept clean and tidy at all times
- No smoking, eating, drinking or food preparation in the work area during cosmetic Production, Filling or Packing.
- Adequate ventilation will be maintained
- Equipment will be checked before and after use for any defects; should any be found the item(s) will not be used until repaired or replaced
- Equipment will be cleaned and stored immediately after use
- Equipment will be kept separate from that used for food preparation and dining

Personal Hygiene, Health and Safety

- Good personal cleanliness will be maintained
- Appropriate PPE will be worn in the factory at all times. Full length trousers must be worn (no shorts).
- Refrain from cosmetic making if suffering from skin infection or lesions (small cuts and abrasions on hands to be covered with food-grade dressing and latex or vinyl gloves) until condition is cleared.
- Hands to be washed before commencing production
- Ensure floor area is free from clutter and spillage

- Ensure hands are dry and that switches are in "off" position before plugging/unplugging electrical equipment
- Maintain good posture when lifting and carrying, avoid twisting
- When cutting, always cut away from you in a downward motion
- Use safety gloves when handling hot equipment
- Use safety gloves when handling any raw materials
- Ensure familiarity with ingredient MSDSs, particularly with regard to ingestion, inhalation and spills on skin
- Ensure good ventilation
- Clean up any spillages immediately and dispose of appropriately (see MSDSs)

Storage of Ingredients and Finished cosmetics

- Ingredients will be stored in the original containers from suppliers, particularly essential oils and fragrance oils in amber bottles, with original labels and batch numbers.
- Finished products will be stored in appropriate locations away from manufacturing.
- All storage at ambient room temperature (in coolest room during any heat-wave).
- All containers to be labelled.

- Batch numbers and dates to be checked regularly
- All manufactured batches to be Micro tested and C of A completed before dispatch