

Cosmed Regulatory Watch

Tutorial

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HOW DO I ACCESS THE DATABASE?

- Go to Cosmed website: www.cosmed.fr
- Log in using your Cosmed username and password.

If it is your 1st connection to the website :

Your login = your password = your e-mail address

You will be redirected to a page where you can personalise your password. To access Cosmed Regulatory Watch, you will need to log out and then log back in with your new password.

If you are unable to connect, please contact e.marquier@cosmed.fr.



What are you searching for ?



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You will not receive updates until you have logged in for the first time.

CONNECT

Email

Password

Please enter an answer in digits:

2 + 15 =

☐ Remember me

LOGIN

[Forgot your password ?](#)

HOW DO I ACCESS THE DATABASE?

- Once you are logged in, click on "COSMED VEILLE" in the "DIRECT ACCESS" tab.



What are you searching for ?



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COSMED VEILLE

FREE SALE
CERTIFICATE

PURCHASING GROUP

COSMED ACADEMY

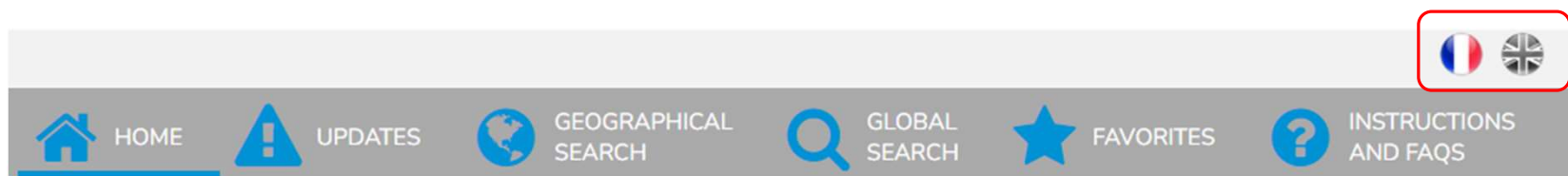
COSMED
ENVIRONMENT

 NEWS



HOW DO I CHOOSE THE INTERFACE LANGUAGE?

You can choose the interface language (French or English) by clicking on one of the flags at the top right.



The grey flag indicates the selected language:



Cosmed Watch in **French**



Cosmed Watch in **English**

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- The interface language determines the language of the fact sheets and updates.
- The language at the time of log out defines the language in which the update email will be sent, and also the language displayed at the next connection.

HOW TO FIND INFORMATION?

You can navigate using 6 tabs (details in the following pages):

- **Home**
- **Updates**
- **Two ways to search :**
 - Geographical search by country
 - Global search with sentences
- **Favorites**
- **Instructions and FAQs**



General information :

When the title of a fact sheet is in bold, it indicates that you have never opened it or that you have not opened it since its last update. Once opened, the title changes to normal font.





HOME

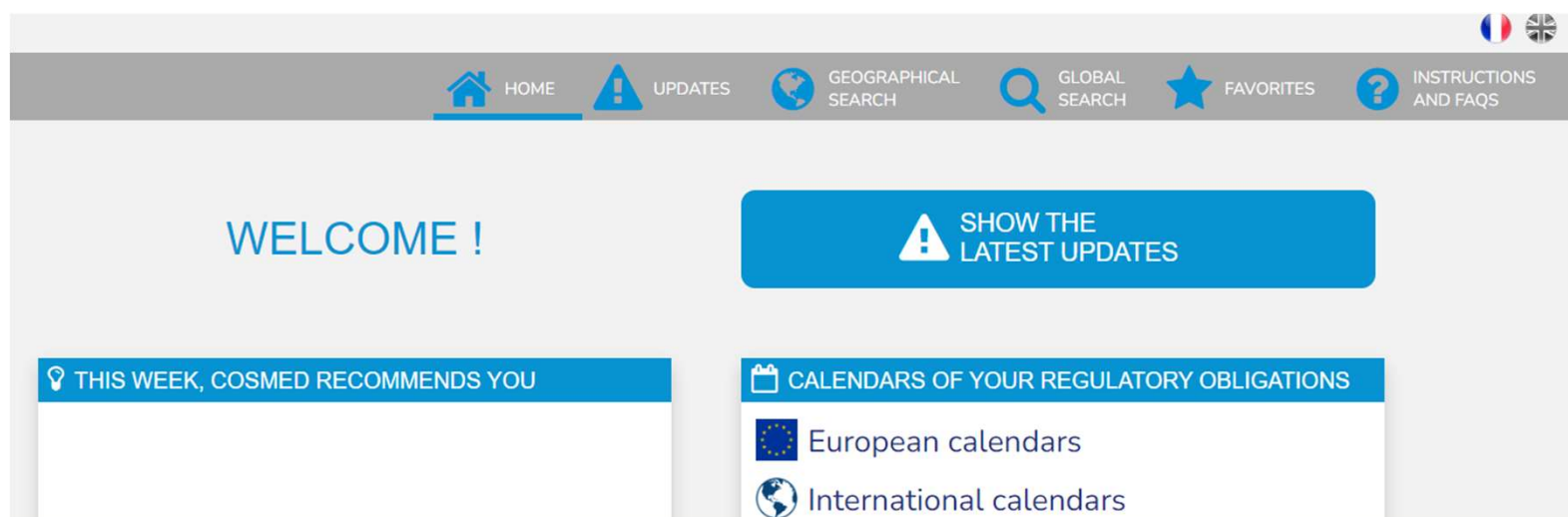
HOW TO FIND INFORMATION?

“Home” tab

The "Home" tab is the first tab that appears when you log in.

It comprises 3 distinct parts:

- A **“Show the latest updates”** section with a link leading directly to the **“Updates”** tab.
- A **“This week Cosmed recommends you”** section where you'll find fact sheets on current events or important information to remember.
- A **“Calendars of your regulatory obligations”** section linking directly to the European and international calendars containing all the regulatory deadlines for the current year.



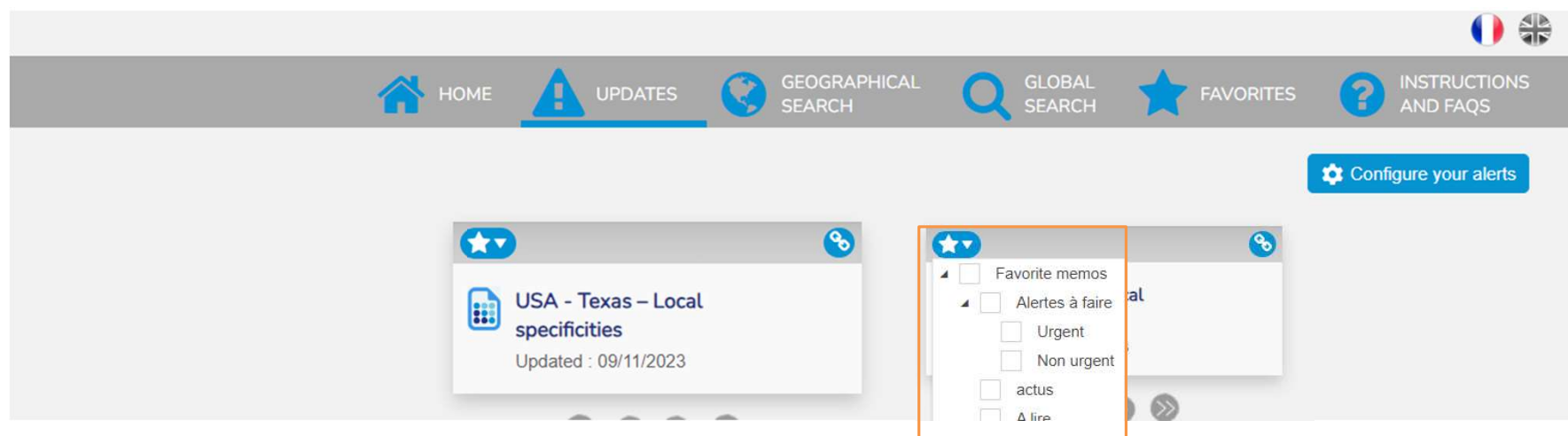


HOW TO FIND INFORMATION?

“Updates” tab

The “Updates” tab lists all the latest updates on Cosmed Veille fact sheets.

Updates are sorted by date of update, from the most recent to the oldest. These updates are also sent by e-mail (from the address: alerte@cosmed.fr).



Use the star to add an update or a fact sheet directly to your favorites.



HOW TO FIND INFORMATION?

"Updates" tab

You can set up Cosmed Regulatory Watch updates sent to you by e-mail.

By clicking on "Configure your alerts", you can choose :

Frequency of email

- **Daily** ⇒ i.e. an email every morning listing the previous day's updates (if Cosmed team has made any updates that day)
- **Weekly** ⇒ i.e. an e-mail on Monday morning containing all the previous week's updates

Geographical areas

If you are not interested in some countries (no exports to this area, for example), you can deselect them from the list. You will not receive updates on these countries in **your emails**.

Dispatch : ☒ Daily ☐ Weekly

Areas :

- ☒ All
- ☒ AFGHANISTAN
- ☒ ALBANIA
- ☒ ALGERIA
- ☒ ANDEAN COMMUNITY
- ☒ ANDORRA
- ☒ ASEAN
- ☒ AUSTRALIA
- ☒ CANADA
- ☒ CENTRAL AMERICA

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Validate Cancel



The settings only apply to email updates.
Whatever you choose, you'll find ALL the updates in the "updates" tab.



HOW TO FIND INFORMATION?

"Geographical search" tab

The "Geographical search" tab allows you to carry out a specific search for a country or a group of countries.

You have two options: either search directly with the **map**, or search using the **list of** countries included in Cosmed Regulatory Watch.

THE MAP

To search with the map, **click on the country or group of countries** you are looking for.

For a better view of this map, you can zoom in by clicking on the + symbol.

Countries in light blue have their own regulations.

The **black dots** represent groups of countries applying the same regulations (for example, in the European Union, regulation 1223/2009): European Union, ASEAN, MERCOSUR, etc. Each group is identified by a different colour (e.g. MERCOSUR=green).

Regulations for **countries in light grey** are not included in the database. Please contact the regulatory team directly if you have any questions about these countries.





HOW TO FIND INFORMATION?

“Geographical search” tab

THE LIST

To search from the list, **select the country or countries/areas** you wish to search. Then click OK.

Countries grouped into zones (under the same tree structure) apply the same regulations (European Union, ASEAN, MERCOSUR, etc.): for example, in the European Union, regulation 1223/2009.

The regulations of some countries are not included in the database. If you cannot find the country in the list, please contact the regulatory team.

Map List

Select the countries (or the areas) concerned by your search from the list.
- If the country is not present, contact COSMED regulatory team -

- ☐ All
- ☐ AFGHANISTAN
- ☐ ALBANIA
- ☐ ALGERIA
- ☐ ANDEAN COMMUNITY
- ☐ ANDORRA
- ☐ ASEAN
- ☐ AUSTRALIA
- ☐ CANADA
- ☒ CENTRAL AMERICA
 - ☒ COSTA RICA
 - ☒ EL SALVADOR

OK

HOW TO FIND INFORMATION?

"Geographical search" tab

RESEARCH TOPICS

To refine your search, **complete the search form**. You can enter the type of product, and/or the topic/sub-topic concerned, and/or keywords.

Product type is a tab which concerns specific rules for particular types of product (suncare products, for example). For cosmetic products in general, leave this part of the form blank.

The topics and sub-topics are in a tree structure, so you can select more than one. **To display the sub-themes, click on the little black arrow.**

Then click OK.



The complete tree structure of topics and sub-topics is available in the "Instructions and FAQs" tab.

Refine your search

Product

Topics

Keywords

Country overview ✕

- ☐ Borderline products
- ▶ ☐ Controls-dosages-tests
- ☒ Cosmetic regulation
- ☐ Actors/Responsabilities
- ☒ Country overview
- ☐ Definition/Classification
- ☐ Product overview / monography

OK

HOW TO FIND INFORMATION?

“Geographical search” tab

SEARCH RESULTS

To access the content, click on the title of the fact sheet.
The file will open in a new tab.

Summary sheets : CHINA










Refine your search

Product

Topics ×

Keywords English ▼

OK

 CHINA - Transition periods	09/22/2022	 
 China - Hong Kong - Summary	07/21/2022	 
 China - Regulatory synthesis	05/31/2022	 

<< < > >>

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HOW TO FIND INFORMATION?

"Global search" tab

QUESTIONS

Enter your question in the search bar and click OK.



WARNING: Unlike a Google-type search, you need to formulate your question in a sentence and not with keywords.

Example: "Controlled substances in category IV medicines" gives better results than "Controlled substances medicines category IV".

You can change the **search language** (English or French).

You can choose to search only in the **summary sheets** or to extend the search to "**annexes or associated attachments**" (source texts, laws, regulations, tables of substances, etc.). By default, only the summary sheets are selected.

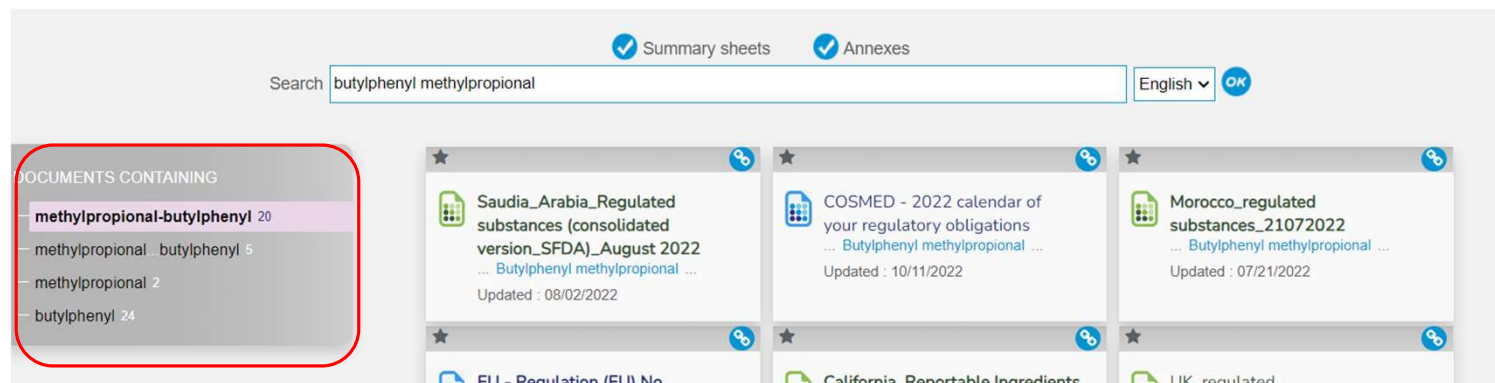
To search for a substance, you can use the INCI name, the chemical name or the CAS number of the substance. Select "annexes" to access substance tables in Excel format.

To identify the substance in the Excel table, search using Ctrl+F.





HOW TO FIND INFORMATION?

"Global search" tab



If you select "Summary sheets" and "Annexes" :

- The summary sheets are identified by a **blue logo** 
- annexes are identified by a **green logo** 

RESULTS

This is an intuitive search, with results ranked according to relevance (search words contained in the record/number of fact sheets). The first results (at the top in the red box) are the results of the most relevant combination.

By default, these results (1st line of the frame) are displayed. To access different results (with different search combinations), click on the other lines.

To access the content, click on the title of the summary sheet/annex.

HOW TO FIND INFORMATION?

How to read a fact sheet

READING A SUMMARY SHEET

When the summary sheet is opened, the countries and topics/sub-topics appear on the left-hand side, then this part is automatically hidden after a few seconds to make the sheet easier to read.

You can make this pane reappear or hide/reappear the attachments pane by clicking on the little blue arrows.

Summary sheet

UPDATED: 08/30/2022 08

CHINA - Platforms

COUNTRIES / AREAS:

- CHINA

TOPICS:

- Registration/Notification
- Registration/Notification (Factory)
- Registration/Notification (Product)
- Registration/Notification (Specific substances (nano, alcohol...))

Platform for declaration of already known ingredients (ingredients listed in IECIC) - "Ingredient submission platform"

NEWS

13 January 2022: Details on the ingredient declaration platform

On 30 December 2021, the NMPA published a notification disclosing the opening of the ingredient declaration platform (see CHINA - Mandatory Information for Cosmetic Ingredients). For manufacturers or suppliers located outside China, a specific platform will be accessible here, from December 31st:

<http://csp.nmfc.org.cn>

This platform is only available in Chinese. Guidelines have been published by the authorities.

A company account must be created before any ingredient declaration. The declaration can be made by the manufacturer, or a company (Chinese or not) mandated by the manufacturer. Only one declaration will be allowed for the same ingredient with the same quality.

For manufacturer information:

- Company information sheet (Annex 13)
- Certification documents legalised by the Chinese embassy
- Power of attorney if needed

It is important that the manufacturer is well identified so that a unique code is assigned to him. This code will be part of the ingredient code.

A Chinese name for the company (translation of the name / transliteration) will be requested (mandatory). This name must be used identically in other declarations/documents.

The first part of the declaration consists of **identifying the ingredient**, with ticking multiple choices: substance or mixture, source (natural, synthetic, etc.), production method, particularity (nano, fragrance, lake or salt for colorants, etc.), additional explanations in the case of a mixture.

The second part is a more complete form that depends on what was filled in the first part.

The INCI name of the ingredient must be included in the IECIC 2021.

ASSOCIATED ANNEXES (4)

- CHINE_FAQ-platform_29062021
- CHINE_user-manual_032021
- CHINE_transitions-platforms_264-2021_052021
- CHINA_Technical guidelines registration filling of safety information of cosmetic raw materials

SEE OTHER SUMMARY SHEETS (2)

- CHINA - Registration and filling of cosmetics (CSAR)
- CHINA - Information requirement for cosmetic Ingredients

Summary sheet

UPDATED: 08/30/2022 08

CHINA - Platforms

Platform for declaration of already known ingredients (ingredients listed in IECIC) - "Ingredient submission platform"

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The INCI name of the ingredient must be included in the IECIC 2021.

Some information may be mandatory:

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HOW TO FIND INFORMATION?

How to read a fact sheet

FAVORITES

You can add the summary sheet directly to your favorites by clicking on the star at the top left.



SHARE

You can copy the link to the file to share it by clicking on the logo at the top right.



ZOOM

You can zoom in to adjust the size.



SEARCH

You can also search for a particular word in the summary: click on the magnifying glass.

The search tool appears, and you can type in the word you are looking for and browse through the occurrences by clicking on the up and down arrows.



Depending on the browser you are using, the zoom and search options may not be directly displayed. In this case, you will need to use "Ctrl + mouse wheel" to zoom and "Ctrl + F" to search.

HOW TO FIND INFORMATION?

How to read a fact sheet

ASSOCIATED ANNEXES

You can open annexes by clicking directly on their title.

The pdf file (most annexes) opens directly in a new tab. For other file formats (Excel, jpeg, etc.), click on "view document" and the file will download automatically.

To differentiate between annexes and summary sheets, the colour code for annexes is **green**:

The screenshot displays the COSMED website interface. On the left, a fact sheet titled "UK - Labelling" is shown, detailing regulatory requirements for cosmetic products. In the center, a sidebar lists "ASSOCIATED ANNEXES (2)", including "UK consolidated version (REG 1223/2009 + amendment)" and "UK_Guide to cosmetics_January 2021". Below this, another section titled "SEE OTHER SUMMARY SHEETS (2)" lists related topics like "United Kingdom - Packaged goods / weights and measures regulations" and "UNITED KINGDOM - Labeling - Other mentions". On the right, a sidebar titled "FICHES DE SYNTHÈSE ASSOCIÉES (24)" lists various summary sheets, including "United Kingdom - Cosmetovigilance", "United Kingdom - Aerosol", "United Kingdom - Borderline products", "United Kingdom - Claims", and "United Kingdom - Definition and classification". A red arrow points from the "UK_Guide to cosmetics_January 2021" link in the annexes list to the "UNITED KINGDOM - Labeling - Other mentions" link in the other summary sheets list, indicating a cross-linking feature. The top right corner shows the date "MIS À JOUR LE: 04/01/2021 14:14:50" and the title "UK_Guide to cosmetics_January 2021".

OTHER SUMMARY SHEETS

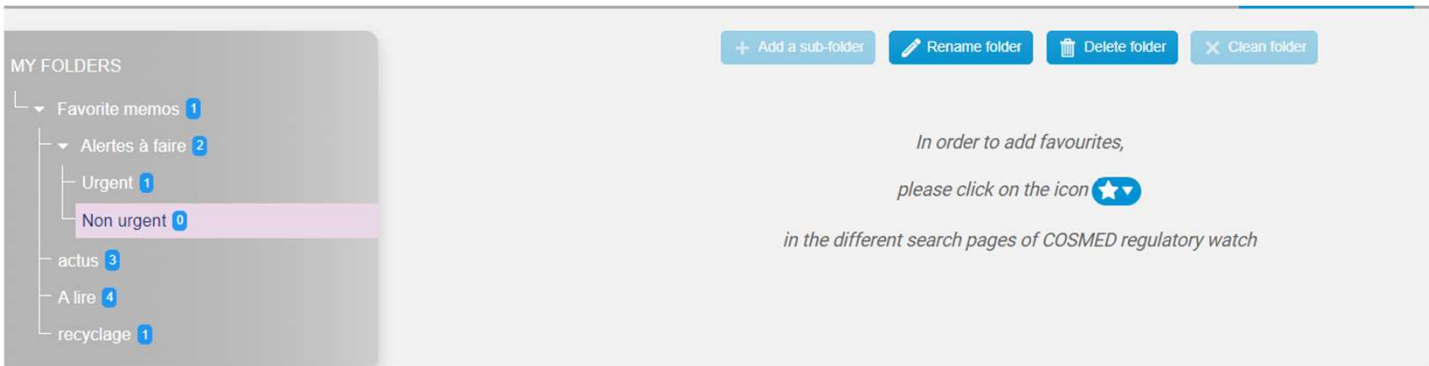
It is sometimes possible to consult other summary sheets on the same topic.

When clicked, the other summary sheet opens in a new tab.

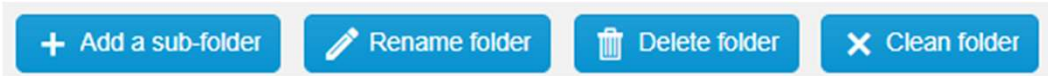
HOW TO FIND INFORMATION?

“Favorites” tab

You can organise your favorites on your profile, with a tree structure of folders (in the example below, the folders are "alertes à faire" and "actus") then sub-folders (in the example below, "urgent" and "non-urgent"). It is not possible to create further than the subfolder. For example, below, you cannot create a sub-folder below "urgent" or "non-urgent":



By clicking on the various buttons, you can add, rename, delete or empty a folder. Only the root "Favorite Memos" folder cannot be renamed or deleted.



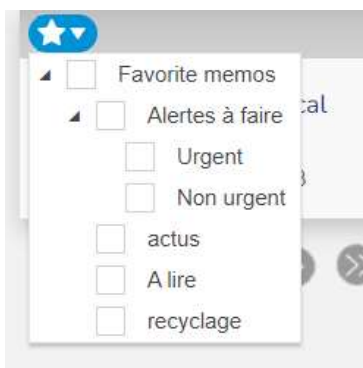
By default, no folders are created and you can leave your favorite cards in the "Favorite memos" folder only, with no folders or subfolders.

HOW TO FIND INFORMATION?

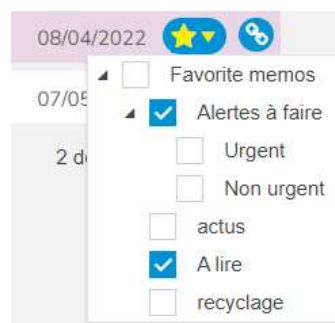
“Favorites” tab

FILE CLASSIFICATION

Each time you move your mouse over the star in a summary sheet or annex, you can classify it in your customised favorite folders by clicking in the boxes :



You can select one or more boxes (i.e. one or more folders). If you no longer wish this record to appear in a folder, simply deselect the box.



HOW TO FIND INFORMATION?

"Instructions and FAQs" tab

In the "Instructions and FAQs" tab you will also find other documents that may be useful to you, such as the organisation of topics and sub-topics.

