

Standard Operating Procedure for handling Amendments to the IFRA Code of Practice

This document is intended to help companies implement Amendments to the IFRA Code of Practice, which consists of new or revised Standards.

A flowchart of the implementation process of a new Amendment is following below.



FLOWCHART

Notification of new or revised IFRA Standards
Inform all relevant departments about the notification and the deadlines: Regulatory Affairs, Fragrance Creation (Perfumers), Sales, Quality Assurance, Production, IT...
Respect time period of 1 month after the date of the Notification letter to share information on status of pre-mixtures (bases)

New Submissions

Ensure that when Amendment enters into force*, all new projects / creations take into account the requirements of the latest Standards (use level restrictions, purity of the raw materials, contributions from other sources)

Existing Products

Current application / category and / or end use level known to Fragrance House

Latest 4 months (if not otherwise provided in the Amendment) after the date of the Notification letter, inform customer company about the status of sold formulas and products scheduled for launch

Current application / category and / or end use level not known to Fragrance House

Request use levels per use application or category from customer within 4 months after the date of the Notification letter at the latest. Depending on information received, determine need for modification or provide information on maximum use level in reported category to customer; to determine need for modifications.

Work on modifications, eventually according to priority plan agreed with the customer

Agree on modification with customer** (This could involve stability, safety or performance testing) NO YES

Supply of compliant fragrance mixture

* Usually 2 months after the date of the Notification letter (if not otherwise provided).
**Complete within the given timeframe of 14 months (if not otherwise provided in the Amendment) after the date of the Notification Letter