

# Subcontractor Organic Cosmetics

The subcontractor confirmation is required, when storage of loose goods, processing and processing steps or transports are carried out by companies which are not subject to organic certification.

## Certified Customer (certified by BIOS)

Name \_\_\_\_\_  
Adress \_\_\_\_\_  
ZIP-Code, Place \_\_\_\_\_

certified by



## Contractor (Processor, Storekeeper, etc.)

Name \_\_\_\_\_  
Adress \_\_\_\_\_  
ZIP-Code, Place \_\_\_\_\_

The customer shall commission the contractor to process or store and / or transport the delivered raw materials / products according to his instructions. The raw materials / products are not placed on the market by the Contractor. We hereby confirm that the following wage activity (s) are carried out:

- ☐ **Processing:** \_\_\_\_\_
- ☐ **Storage:** \_\_\_\_\_
- ☐ **Transport/Distribution:** \_\_\_\_\_
- ☐ **Other activities:** \_\_\_\_\_

## Obligations of the customer:

The customer is obligated to comply with the requirements of the Austrian Guideline Organic Production Chap. "Organic Cosmetics" in the valid version ("Richtlinie Biologische Produktion, Abschnitt Biokosmetik" idgF.). This also applies to all subcontracts awarded to third parties. The customer shall therefore inform the contractor of all relevant measures and provisions for the performance of the work. The customer is liable for any irregularities or defects. The cost of possible additional inspections or inspections resulting from irregularities are charged to the customer.

## Obligations of the Contractor:

All measures are taken, that any mixing with conventional products and / or products and / or substances which do not meet the requirements of the Austrian Guideline Organic Production Chap. "Organic Cosmetics", is excluded. For the customer and its control body BIOS, the separation must always be clearly identifiable and comprehensible. The measures must be written documented and must be submitted to both parties. The work is carried out in a closed sequence for the respective batch and spatially or temporally separated from similar operations for conventional products. The quantity and date of entry and exit of organic products (quantity, date, product description) must be traceable by corresponding documents. Organic Products must be clearly identifiable and marked according to their organic status on all delivery notes, dockets and tracing documents. If organic raw materials are processed according to specified recipes, the recipes are available for inspection by the customer as well as by the contractor. Only raw materials supplied by the customer may be used for processing. Further ingredients or processing aids may only be used in consultation with the customer. Cleaning measures or storage treatments may only be carried out in accordance with EU organic regulations (Regulation 834/2007 and Regulation 889/2008). The control body of the customer BIOS has the right to check the above mentioned conditions with the contractor within the organic inspection and certification of the customer and has free access to all relevant facilities. The contractor is obliged to keep the documentation of the subcontracting and to make it available to the customer/client or its control body BIOS on request and to provide the necessary information truthfully. This Agreement is valid from the date of the signature indefinitely. In the case of a dissolution of the agreement, this is to be announced by the client to BIOS immediately.

\_\_\_\_\_  
(Signature Customer)

\_\_\_\_\_  
(Place, Date)

\_\_\_\_\_  
(Signature Contractor)