

PIFF CHECKLIST (PRINTABLE)

Use this checklist to confirm your PIFF is complete before selling.

Product Identification

- Product name
- Product type (e.g. Cold Process Soap)
- Intended use (cleansing the skin)
- Target user (general population)

Cosmetic Product Safety Report (CPSR)

- CPSR completed by a qualified assessor
- CPSR matches current formulation
- CPSR includes all fragrance / essential oil components
- CPSR is signed and dated

Full Product Formula

- Complete ingredient list
- Ingredients listed with INCI names
- Exact percentages or weights recorded
- Formula matches CPSR
- Formula matches product label

Manufacturing Method

- Description of soap making method (cold process)
- Basic production steps recorded
- Hygiene and safety practices noted

Labelling Information

- Product label included in PIFF
- Net weight shown
- Ingredient list in correct INCI format
- Allergens declared where required
- Responsible Person name and address included
- Batch / lot number format recorded

Batch Records & Traceability

- Batch numbering system defined
- Example batch record included
- Ingredient supplier traceability recorded
- Ability to trace batch to customers if needed

Animal Testing Declaration

- Declaration confirming no animal testing on finished product
- Declaration covers ingredient compliance

General Compliance

- PIFF stored securely (digital or physical)
- PIFF available before sale
- PIFF updated after any formula or label changes
- PIFF retained for minimum 10 years after last sale