



Syllabus Diploma Cosmetics Regulations

CHEMICAL SUPPLY CHAIN MANAGEMENT PROGRAM
FACILITATED BY: RESPONSIBLE DISTRIBUTION CANADA

Participants will be able to establish and sustain a regulatory compliance program for importing, manufacturing, distributing and selling cosmetics in Canada.

Scope

This diploma course covers the registration of facilities, products and ingredients including what is anticipated in Canada for cosmetics regulations modernization.

Techniques on managing ingredients with respect to restrictions or prohibitions will be covered. Analytical methods on determining the regulatory status of ingredients as they pertain to the Chemicals Management Plan is included. A basic employer compliance program is outlined for workers who handle cosmetic ingredients to comply with the Hazardous Products Act and Regulations (WHMIS).

Packaging materials and labelling claims are discussed in detail to ensure that participants understand the nuances between a cosmetic and a drug as they are defined by Health Canada.

An outline and tools are provided on implementing good manufacturing practices that covers the entire procurement, manufacturing and sales cycle. An in-class exercise covering traceability and recall is included.

Diploma Qualification

To earn the diploma participants are required to complete a 25-question multiple choice exam and a simple case study. A passing grade of 70% is required to receive the diploma.

In-class Learning & Online Learning Available

A video lesson will also be developed and be accessible for current and future participants who cannot attend an in-class session. The course will be facilitated as follows:

Part 1 Registration

- Facility
- Product
- Ingredients

Part 2 Ingredients

- Cosmetics Ingredients Hot List
- Chemicals Management Plan
 - New Substances Notification Regulations
 - Significant New Activity notices
 - Environmental Emergency regulations
- Workplace Hazardous Materials Information System

Part 3 Packaging and Labelling

- Cosmetics
- Raw materials

Part 4 Good Manufacturing Practices

- Qualified and trained personnel
- Premises
- Equipment
- Sanitation
- Training
- Quality controls
- Manufacturing controls
- Packaging
- Finished cosmetics testing
- Stability
- Record keeping
- Traceability and recall

Part 5 Exam and case study

Tools

- Draft Supplier Quality Agreement
- Draft Raw Material Receiving and Quality Release form
- Draft Self-Inspection/Internal Audit Report form