

Compliance Document Checklist

A checklist for common skincare manufacturing documents such as INCI, MSDS/SDS, COA, stability, microbial testing, and label guidance.

Private Label | Custom Formula | Packaging Coordination | Production Planning

Important Note

This checklist is for project planning and supplier communication. Cosmetic compliance requirements vary by product type, ingredients, claims, sales channel, and target market. Final regulatory review should be handled by the brand, importer, responsible person, or qualified compliance partner for the destination market.

Common Document Checklist

Document / Record	Purpose	When to Request	Status / Notes
INCI list	Supports label planning and ingredient review.	Before artwork finalization and market review.	
Formula specification	Defines appearance, odor, pH, viscosity, and other product targets.	Before production and QC confirmation.	
COA	Shows batch-level quality information according to agreed specifications.	Before shipment or with finished goods.	
MSDS / SDS	Supports safety communication, logistics, warehousing, and shipping requests.	Before shipment or when requested by forwarder/importer.	
Microbial testing	Checks microbiological quality of finished product or sample.	Especially for water-based skincare or market documentation needs.	
Stability testing	Evaluates formula stability under defined conditions.	During or after development depending on project plan.	
Packaging compatibility review	Checks whether formula and package are suitable together.	Before final packaging approval and bulk production.	
GMP / ISO certificates	Supports supplier qualification and factory review.	During supplier onboarding or audit preparation.	
Batch production record	Supports traceability of bulk production.	After production completion when available.	
Label information review	Helps align INCI, net content, warnings, and product claims.	Before artwork printing.	

Label and Claim Review Points

Review Area	Questions to Check	Notes
Product identity	Does the label clearly describe the product type and use?	Cleanser, serum, cream, toner, mask, lotion, etc.
Ingredient list	Is INCI wording aligned with final formula information?	Do not finalize artwork before formula confirmation.
Claims	Are the claims cosmetic, practical, and suitable for the target market?	Avoid disease treatment or guaranteed medical-style promises.

Review Area	Questions to Check	Notes
Directions for use	Is usage frequency, application area, and rinse-off/leave-on instruction clear?	Especially important for exfoliating, active, or sensitive-skin products.
Warnings	Are caution statements appropriate for formula type and target market?	May be needed for acids, retinoid-style positioning, fragrances, or sun care.
Responsible party	Is importer, distributor, responsible person, or brand company information required?	Varies by destination market and sales channel.
Batch / shelf information	Is batch number, PAO, expiry, or production date planning needed?	Confirm before packaging and carton printing.

Market and Product-Type Questions

Question	Why It Matters	Your Notes
Where will the product be sold?	Market requirements, label language, and document needs can differ.	
Is the product a cosmetic, sunscreen, OTC-style product, or other regulated category in the target market?	Some product types require additional review, testing, or registration.	
What claims will appear on the product page, label, or advertising?	Claim wording affects compliance risk and document planning.	
Will the product be sold through Amazon, DTC, salons, retail, or distributors?	Channels may ask for different documentation or proof.	
Are there restricted ingredients or customer-exclusion lists?	Ingredient requirements should be shared before formula development.	
Does the importer or compliance partner require specific tests?	Testing scope should be confirmed before final production planning.	

Pre-Production Compliance Checklist

- Formula and INCI list are confirmed before artwork finalization.
- Claims are reviewed for cosmetic wording and target-market suitability.
- Packaging information and label layout are checked before printing.
- Testing and document requirements are listed before bulk production.
- Importer, distributor, or responsible party requirements are clarified.
- Finished goods documents are requested before shipment where applicable.

Documents to Ask Your Manufacturer For

Document Request	Needed? Yes / No / Later	Notes
INCI list		
Product specification		
COA		
MSDS / SDS		
Microbial testing report		
Stability testing report		
Packaging compatibility information		

Document Request	Needed? Yes / No / Later	Notes
GMP / ISO certificate copy		
Label or claim input		