

Guideline No.: FH/005

Issue Date: 26/10/2009

**Title: Guidelines for
Cosmetics & Perfumery \ Nutritional Supplements \ Herbal Products
Issued by: Food and Health Department**

Purpose:

- To insure commitment of all private outlets selling cosmetics & perfumery, nutritional supplements and herbal products with the EHS requirements.
- To insure the implementation of unified health requirement in all private outlets selling cosmetics & perfumery, nutritional supplements and herbal products in and outside the Free Zone and Dubai World communities.

Scope of Services:

The health requirement is applicable in all shops and centers that are selling cosmetics & perfumery, nutritional supplements and herbal products in and outside the Freezone and Dubai World communities.

Definition of Terms

Cosmetics A cosmetic product shall mean any substance or preparation intended to be placed in contact with the various external parts of the human body (epidermis, hair system, nails, lips and external genital organs) or with the teeth and the mucous membranes of the oral cavity with a view exclusively or mainly to cleaning them, perfuming them, changing their appearance and/or correcting body odors and/or protecting them or keeping them in good condition.

Nutritional Supplement It is a preparation intended to provide nutrients such as vitamins, minerals, fiber, fatty acids, or amino acids that are missing or are not consumed in sufficient quantity in a person diet.

Herbal Product It is a product based on plants and/or plant extracts.

Requirements

A. *Permits and Approval*

- All Health related products e.g. Nutritional Supplements, Health Food, Cosmetics, Herbal Products, Beauty & Personal Care Products must have Registration\Approval Certificates issued by the competent authorities' e.g. MOH \ DM.
- Copy of valid Trade License must be made available in the facility at all times.
- The activities of the establishment must be in line and comply with the business activities mentioned in the Trade License.
- Shop fit-out should be approved by EHS prior to its operation. Any modification (minor or major) should be approved before starting the construction of the establishment.

B. Construction and Design

- i. Appropriate company board signage must be provided at the premises and must display their Opening Hours to the public.
- ii. The floor should be made of smooth and well-bonded easily washable materials.
- iii. The floor, wall, roof \ ceiling must be in good repair. Any damages must get repaired. Overhead fixtures must be clean and intact.
- iv. Premises must be built of concrete, fire-proof and non-flammable materials.
- v. All floor drains must be covered and cleaned.
- vi. All windows and doors must seal tightly to ward off pests and contaminants.
- vii. Work surfaces must be impervious, clean and made of easily washable material.
- viii. Proper electrical wiring \ fittings must be maintained. Electric wires must not present a danger for staff e.g. must not trail across the floor.
- ix. Lighting, temperature, humidity and ventilation should be appropriate and such that they do not adversely affect, directly or indirectly, the general conditions of stored products.
- x. Pipe work, light fittings, ventilation points and other services should be designed and sited to avoid the creation of recesses that are difficult to clean.
- xi. There should be designated areas for all items such as cleaning materials (such as detergents & disinfectant and others used inside the establishments. Proper segregation and arrangements of these materials should be maintained.

C. Facilities

- i. Toilets and hand washing areas must be made available and properly labeled. Hot \ cold water hand wash basin, liquid soap, disposable tissues and foot-operated covered waste bin must be available in the toilet. Adequate lighting and ventilation must be provided inside the toilet. Toilet door must have auto-closing device.
- ii. Store room must be properly labeled and should be of sufficient capacity to allow orderly storage of the various categories of materials and products avoiding jam packing with proper separation and segregation. The store area must be free from congestion and product spills. And sufficient space must be maintained between walls and stacked \ stored material to provide suitable fire break and access for emergency services and to permit cleaning and inspection. It is also essential to designate an area for Expired \ Damaged Products. This area must be isolated \ segregated and must be labeled as well to identify it.

D. Operational

- Staff List with all related data for the staff should be kept in the premises for during inspection time. An updated list must be available.
- All staff must have valid Work Permit from concerned authority and Occupational Health Card (OHC) issued by EHS-Food & Health.
- All members of the staff should be trained in, and observe high levels of, personal hygiene and sanitation. Clear instructions for personal hygiene should be distributed and observed.
- Proper cleanliness and hygiene. Premises should be cleaned and disinfected according to detailed written procedures. Cleaning records must be maintained and provided for the entire premises areas including the toilets and offices.

- No health product shall be stored directly on the floor. They must be properly stored on the shelves or appropriate cupboards \ drawers designed for this purpose.
- The air conditioning units must be ON as necessary and working efficiently.
- Lighting should be ON as required, well-lit and maintained throughout the premises using preferably mechanical means rather than natural lighting, to avoid exposure of the products to the high temperature. In case of windows presence, arrangements should be made to block sunlight away from the stored items.
- The premises must remain dry and the relative humidity must not exceed 60%*.
- A thermometer must be used to register temperature readings inside premises twice a day on a daily basis to ensure that temperature must remain within *acceptable limits** (8-25 degrees Celsius). The temperature log sheet must get frequently updated and maintained.
- Storing shelves must be neat, logically arranged with no visible dust available. Appropriate stacking height of products must be observed during storage of products inside the premises. And also, aisles between storage racks must always remain clear.
- Proper foot operated, covered waste containers with plastic bags should be available. No cartoon containers or loose plastic bags are allowed for collection of waste. All non-used \ idle boxes and other waste inside the shop should be disposed \ discarded instantly \ properly and should not be allowed to accumulate.

(* - Ministry of Health, UAE, Good Pharmaceutical Storage & Distribution Practices, 2006)

E. Fire requirements:

- All fire extinguishers must be easily accessible and free from any physical obstruction. Emergency contact numbers must be displayed conspicuously to enable prompt action in case of an emergency.
- Fire Exit mark must be displayed.
- Sprinkler system should be provided especially whenever the activities increase the ignitability and fire-spread potential of the commodities is introduced.
- Smoke alarm detection system must be installed inside the spa.
- Strict “NO SMOKING” policy must be implemented in the premises. Adequate number of “NO SMOKING” sign boards of suitable size should be affixed at prominent places inside the premises.
- Fire exit door must always remain closed and free from any physical obstruction.
- A First Aid Box must be provided at the premises and regularly replenished with valid shelf life medicines.

Prohibitions:

- a. No pets, domestic animals shall be allowed inside premises.
- b. Accommodation \ beds \ cooking shall not be allowed inside the premises.
- c. No cooking shall be permitted inside the shop. Pantry areas should only be used for food re-heating of the staff/personnel. Selling of food/food products (even beverages) that needs to be prepared prior to its serving is not allowed inside the shop.

References:

Dubai Municipality - Public Health Department Clinic& Community Health Section, Guidelines for Registration of Cosmetic Products in Dubai, Nov 2007).

Department of Health & Medical Services (DOHMS), Private Health Care Standards.

Dubai Municipality - Public Health Department Clinic& Community Health Section, Health Requirements for Private Medicine's Stores. No.: PHD-CCHS-COM-QP-04-GL-12.

UAE Ministry of Health, Good Pharmaceutical Storage & Distribution Practices (GS&DP) (2006).

UAE Ministry of Health, Good Pharmacy Practice (GPP). Version 1, July 2003.

Dubai Municipality - Public Health Department Clinic& Community Health Section, Health Requirements for Private Pharmacies.