

Guidelines – Health requirements for Grocery, Supermarket, Cosmetic, Perfumery, Personal care and Health products shops

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1. Purpose:

- The foremost objective of cosmetics product safety procedures is to maintain public health & safety by implementing efficient regulatory control system.
- To ensure commitment by all establishments involved in the display and sales of cosmetic products to comply with the public health requirements.
- To ensure the implementation of an unified 'Health Requirements Program' in all above establishments in the area of Jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

2. Scope:

The Health Requirement is applicable to all cosmetic, personal care products and perfumery shops operational in the area of Jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

3. Responsibility:

- Director, Inspection Department
- Manager, Retail & Commercial
- Senior Officer, Retail & Commercial
- Officers, Retail & Commercial

4. Details of implementation:

4.1. License

4.1.1. A valid trade license issued by Trakhees Licensing Division/JAFZA should be secured for cosmetic, personal care products and perfumery items trading activity. All permit requirements should be complied with by the establishment for all operations of its licensed activity.

4.2. Documents

- 4.2.1. All pertinent documents such as EPHS file with required documents like MCC; NOC AV should be available at the establishment.
- 4.2.2. Updated staff list with all required and relevant data of all the staff members must be available.
- 4.2.3. Cleaning schedules and records should be available.
- 4.2.4. Pest Control contract and treatment records should be available.
- 4.2.5. Product Registration Certificate from CPSS (consumer product safety section) according to the local Order 11 of 2003 should be available.
- 4.2.6. Label assessment report from suppliers must be available.
- 4.2.7. Staff involved in the Preparation/Trials must have Occupational Health Card (OHC) issued by Trakhees

4.3. Premises

- 4.3.1. Cosmetic items stored in the shop must be protected from exposure to direct sunlight.
- 4.3.2. Designated area for expired items and products to be returned to the supplier should be available.



- 4.3.3. Approved waste bins should be provided.
- 4.3.4. Designated storage area for cleaning chemicals and tools should be available.
- 4.3.5. Wash basins with continuous water supply, liquid soap and disposable tissue towels/hand driers should be provided.

4.4. **Workers**

- 4.4.1. All Staff members in the shop should wear clean uniforms during working hours.
- 4.4.2. All Staff members should maintain good personal hygiene.

4.5. **Drinking water**

- 4.5.1. Water Dispensers and bottles should be properly located and kept clean at all times.

4.6. **Toilets**

- 4.6.1. Staff Toilets should be kept clean and hygienic.
- 4.6.2. Wash basins must be provided with liquid soap and hand drying facilities.

4.7. **Pest Control**

- 4.7.1. The shop should be kept free from insects, pests and rodents and regular pest control operation by an approved pest control operator should be in place.
- 4.7.2. Insect killers and/or suitable means of pest control should be installed.

- 4.8. 'No Smoking' signs should be affixed at prominent place inside the shop and No Smoking Policy should be strictly enforced.
- 4.9. Signage of operating hours should be displayed on the main door.
- 4.10. High degree of general cleanliness should be maintained in the shop.
- 4.11. Disposal procedure of expired cosmetics should be documented and stock movement must be recorded.