



Quality Control

Looksmaxxing Official and its formulators operate according to ISO 22716 QC standards using ISO 22716 approved Standard Operating Procedures (SOP's) which regulate every aspect of business operation.

We have specific SOPS which address:

- (1) Control of Documents
- (2) Control of Records
- (3) Training
- (4) Personal Hygiene
- (5) Premises
- (6) Pest management
- (7) Equipment
- (8) Purchasing
- (9) Storage
- (10) Production
- (11) Finished Product
- (12) Management Reviews
- (13) Preventing Cross Contamination
- (14) Drug Free Policy
- (15) Quality Control
- (16) Waste
- (17) Complaints and Recall
- (18) Internal Audits
- (19) Batch Release and Records
- (20) Sampling

Of particular interest to our clients our Batch Release and Records SOP addresses a number of procedures, some of interest include:

- Assigning traceable unique batch numbers to every batch which is recorded on the Batch Processing Records which are held in records for 2 years according to our Control of Documents SOP's.
- Ensuring the calculations for the amounts of raw ingredients to be used on the Batch Processing Records are correct and raw ingredients are used within their expiry dates before production.

- Ensures the correct amounts of raw ingredients weighed are within acceptable target range (<2% error) during production.
- Post production it addresses any QC testing required which always involves pH and visual testing/inspection. Batches exceeding a predetermined batch size also undergo microbial testing and viscosity testing.

Our Complaints and Recall SOP's outlines procedures for any potential voluntary recalls due to:

- Customer complaint
- Detection of quality and safety failure after release
- Resulting from ongoing stability testing failures
- Result of an inspection
- Tampering
- Adverse event reporting

Our traceable unique batch numbers allows affected batches to be easily identified and recalled according to our Recall SOP's. Our facility located in Australia was built to GMP standards and maintained according to our premises SOP to ensure an aseptic clean and hygienic environment is maintained to help ensure the quality of our products.

In addition to our ISO approved SOP's we also ensure all ingredients used in our products comply with the TGA's Poisons Standard and are also permitted for use via The Australian Industrial Chemical Introduction Scheme (AICIS). We currently hold registration with the AICIS.

As cosmetics fall under the pre-packaged goods category via The National Measurement Institute (NMI) whom regulate the quantity of packaged goods sold by measure equals that on the label. At Looksmaxxing Official we use the Average System where no pre-packaged article can have a shortfall greater than 5% of the stated quantity to ensure we comply with NMI regulations.

Our formulation Chemist has a PhD in Chemistry and is a member of The Australian Society of Cosmetic Chemists with over 25 years experience in formulating for the cosmetic and pharmaceutical industries ensuring the high standard of our formulations.

By adhering to ISO standards and other Industry guidelines, Looksmaxxing Official is **confident that the high quality products we supply will exceed consumer expectation.**

For any enquiries, we are here to assist via care@looksmaxxingofficial.au.

Kindest,

Trae Chamma
Founder
Looksmaxxing Official

