



OrganiTrust[®]

OrganiTrust[®] Product Description Report Outline Template

Part I	Product specifications
I.	Product name and description
II.	Composition, including a detailed breakdown of all ingredients, materials or substances used at any point during production
III.	Annotated assembly diagrams
IV.	List of the legislation and product standards the products are manufactured to comply with
V.	Final technical product specifications, including all physical and/or chemical parameters of the product (established based on HRA and CCPs)
VI.	Packaging details, including packaging material, source, printing or labelling and packaging process
VII.	Intended product shelf life
VIII.	Example of final labelling, including warnings and instructions for use
Part II	Annotated flow diagram of full product life cycle
I.	Source of raw materials/ingredients
II.	Processes for receipt, QA/QC, handling and preparation of raw materials, substances and ingredients
III.	A detailed outline of each manufacturing process step
IV.	Details of production quality and conformity monitoring, in-line testing or any measuring systems or equipment
V.	Product construction, completion, filling or packaging steps
VI.	Onsite storage conditions
VII.	Process of dispatch to the primary customer
VIII.	Details of any subcontracted processes
IX.	Overview of product usage, target demographics and potential misuses

X.	End-of-life or disposal plan, with special emphasis on action taken to ensure safe and sustainable disposal methods.
XI.	Identify all areas where energy use may be improved via the implementation of: <ul style="list-style-type: none"> - improved procurement systems - implementation of BATs
XII.	Carbon footprint analysis: <ul style="list-style-type: none"> - GHG emissions must be calculated according to defined reporting schemes, such as ISO 14064-18 and the Carbon Trust Standard - carbon audits must also include PAS 20509 or ISO 1404010 for the assessment of the carbon footprint of products, although, until 2025, this does not apply to products with a sales volume lower than one million units per year - for small businesses with a sales volume below one million units per year, GHG emissions and carbon footprints should be calculated in-house using UK guidance [UK gov GHG calculations guidance]
Part III	Product development data
I.	Organics Council [®] and material safety data sheets on all substances used
II.	Bill of materials for traceability and proof of source
III.	Pre-production HRAs for all identified risks to workers, users, the general public and the environment at any stage of production, transport and use or upon end of life; all identified CCPs and parameters to define acceptable control
IV.	Production trial report, where products made according to intended production methods are tested to ensure that the final product is safe, sustainable and of the required quality, forming the final product technical specification
V.	Description of conformity assessment procedures
VI.	Compliance test reports
VII.	Inspection reports (third-party, external or internal, where applicable)
VIII.	Product development corrective actions

IX.	Final product technical specifications
X.	CCP control procedures and surveillance
XI.	Approval held from by any statutory body, if applicable
XII.	Final product declaration of compliance