INTRODUCTION

1. The 4th Meeting of the ASEAN Cosmetic Testing Laboratories Committee (ACTLC) was held on 26 November 2014 in Manila, Philippines.

2. The Meeting was chaired by Ms. Kiang Kin Har, Analyst, Health Sciences Authority (HSA), Singapore, on behalf of the Chair.

3. The Meeting was attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Philippines, Singapore, Thailand, Vietnam and the ASEAN Secretariat. Representative ASEAN Regional Integration Supported by EU (ARISE) was also in attendance for open session. The list of participants appears as ANNEX 1.

AGENDA ITEM 1: ADOPTION OF AGENDA

4. The Meeting adopted the agenda which appears as ANNEX 2.

AGENDA ITEM 2: BUSINESS ARRANGEMENT

5. The Meeting was held in plenary.

AGENDA ITEM 3: FOLLOW-UP FROM THE 3rd MEETING OF THE ASEAN COSMETIC TESTING LABORATORIES COMMITTEE (ACTLC)

6. The Co-chair of the ACTLC briefed the Meeting on matters arising from the 3rd Meeting of ACTLC held on 26 November 2013 in Kuala Lumpur, Malaysia and the follow-up actions taken on the matters arising from the meeting. The matrix follow up action from 3rd ACTLC Meeting appears as ANNEX 3.

7. The Meeting agreed to discuss the pending issues from the last meeting under the corresponding agenda items.
AGENDA ITEM 4: TECHNICAL ASSISTANCE FOR COSMETIC TESTING LABORATORIES

4.1 FUNDING SUPPORT FROM PTB

8. The ASEAN Secretariat, on behalf of the Physikalische-Technische Bundesanstalt (PTB) Germany, presented the template of concept note for project proposal as developed by PTB. The template of concept note appears as ANNEX 4.

9. The Meeting discussed in detail the draft of project proposal for technical assistance which was developed by ACTLC based on the PTB template. The Meeting agreed to make necessary amendments taking into considerations the feedback and inputs from the Member States. The revised project proposal appears as ANNEX 5.

10. The Meeting agreed to seek endorsement of the project proposal from ASEAN Cosmetic Committee (ACC). Upon the endorsement of the project proposal, the Meeting requested ASEAN Secretariat to discuss and coordinate with PTB on the way forward with the proposal. The ASEAN Secretariat is expected to share the outcome of the discussion with PTB to ACTLC once the information is available.

4.2. FUNDING SUPPORT FROM EU-ARISE

11. The representative from EU-ARISE briefed the Meeting on proposed technical assistance for the cosmetic testing. The presentation from ARISE appears as ANNEX 6.

12. The Meeting noted the proposal from EU-ARISE as follows:

   • To develop the ASEAN Guidelines for Laboratory Networks which is to be led by ACCSQ Working Group 2 on Conformity Assessment (WG 2).
   • The Guidelines aim to clarify the roles of the networks in specific situations especially with regard to common issues:
     – recognition of results from the laboratories,
     – funding,
     – mandate, and
     – methods of ensuring sustainability.
   • The WG 2 to undertake consultation and seek feedback from all existing groups.

13. In addition to the above, the EU-ARISE informed the Meeting that the proposed Guideline is still at initial stage by WG 2. The Guidelines will be circulated to ACTLC for inputs through ASEAN Secretariat upon confirmation from WG 2.

14. The EU-ARISE further informed the Meeting that they will also establish a database of harmonised standards. The feasibility of implementation of the database as part of the related ARISE’s plans to establish a portal for ASEAN trade repository
which will contain links to national repositories containing information on non-tariff measures. This work is being undertaken in cooperation with the Coordinating Committee for ATIGA (CCA).

15. In this regard, the Meeting sought clarification from EU-ARISE on the mechanism of the adoption of standard for the harmonisation purpose. In response to this, the EU-ARISE explained that the mechanism of the adoption of standard is based on the “ASEAN Guidelines for Harmonisation of Standards” as follows:

“ASEAN Member States shall adopt the harmonised standard as identical standards (IDT) standards, unless a decision for harmonisation is based on adopting the standards with modifications as permitted by ISO/IEC Guide 21. In such a case the modifications shall be clearly identified. ASEAN member states shall adopt and publish the international standard as modified standards (MOD) with the same modifications”

16. In relation to the above, the EU-ARISE presented the Meeting on the application of ISO/IEC Guide 21, which appears as **ANNEX 7**.

17. The Meeting requested EU-ARISE to undertake a review on the method of adoption of ACM 006 and 008 and provide appropriate recommendation to ACTLC through ASEAN Secretariat by **5 January 2015**. The soft copy of ACM 006 and ACM 008 appear together as **ANNEX 8**.

**AGENDA ITEM 5: REVIEW OF ASEAN COSMETIC METHODS (ACMs)**

18. The ASEAN Secretariat informed the Meeting that the updated version of ACMs from the last meeting have been published at the ASEAN website through the following webpage: [http://www.asean.org/news/item/asean-sectoral-mras](http://www.asean.org/news/item/asean-sectoral-mras).

19. The Meeting noted the submission of the newly revised ACM 001, 002, 005, 006, 007, and 008 from the respective Lead Countries. The revised ACMs appear together as **ANNEX 9**. In this context, the Meeting requested ASEAN Secretariat the following course of action:

- To publish the revised version of ACM 001, 002, 005, and 007 in the ASEAN Website.
- To take out the current uploaded ACM 006 and 008 from the ASEAN Website.
- The publication of ACM 006 and 008 will be further discussed and decided upon the recommendation from EU-ARISE on the method of adoption.

**AGENDA ITEM 6: PROPOSED ASEAN GUIDELINES FOR ANALYTICAL METHOD VALIDATION BY INTER-LABORATORY COMPARISON**
20. Philippines presented the 3rd draft of ASEAN Guidelines for Analytical Method Validation by Inter-Laboratory Comparison taking into account comments received from Indonesia, Malaysia, and Singapore. The compilation of comments as well as the 3rd draft Guidelines appear together as ANNEX 10.

21. The Meeting reviewed the draft Guidelines and agreed as follows:

- To amend the title as “Guideline on Establishing ASEAN Cosmetic Method (ACM)”;
- Thailand to provide inputs on Homogeneity and Stability Testing by 31 January 2015 to Philippines for subsequent inclusion in the Guidelines.
- To include a section on criteria and selection of new ACM.

22. Philippines will make necessary revision on the 3rd draft of the Guidelines and will circulate it accordingly to Member States by 31 March 2015.

AGENDA ITEM 7: PROPOSED CRITERIA ON NEW ASEAN COSMETIC METHODS (ACMs)

7.1 Proposed criteria on new ACMs

23. Thailand presented the criteria on new ACMs which appears as ANNEX 11.

24. The Meeting discussed the proposed criteria and agreed to request Member States to review the document. The Member States are expected to submit their comment, if any, to Singapore and Thailand by 5 January 2015.

25. Singapore and Thailand will submit the draft of the proposed criteria to Philippines by 31 January 2015. Philippines will insert the amendments to the proposed Guideline for subsequent dissemination to AMS by 31 March 2015.

AGENDA ITEM 8: PROPOSED NEW ASEAN COSMETIC METHODS (ACMs)

26. Philippines briefed the Meeting on the proposed new ACM “Determination of Diethylene glycol (DEG) in toothpaste by GC-FID” as appears as ANNEX 12.

27. The Meeting was informed that Malaysia and Thailand have provided comments on the proposed new ACM. The comments appear as ANNEX 13.

28. Singapore informed the Meeting that Malaysia and Thailand have provided their comments on the proposed new ACM which appears as ANNEX 14.
Determination of AHA\(^s\) (Glycolic acid and lactic acid) in cosmetic products by HPLC and Determination of BHA (salicylic acid) in cosmetic products by HPLC

29. Thailand presented to the Meeting the new proposed ACM on Determination of AHA\(^s\) (Glycolic and lactic acid) in cosmetic products by HPLC and Determination of BHA (salicylic acid) in cosmetic products by HPLC, which appear together as ANNEX 15.

30. The Meeting noted that Malaysia and Philippines have also provided comments on the proposed new ACMs, which appear as ANNEX 16.

31. The Lead Countries will revise the proposed new ACMs taking into consideration the comments received from Member States and circulate the revised version by 25 January 2015. The Member States are expected to provide further inputs to the respective Lead Country by 30 April 2015.

32. In relation to the above, the ASEAN Secretariat will develop a list of focal point for ACTLC and circulate it to Member States for inputs by 5 January 2015.

AGENDA ITEM 9: WORK PLAN ON ESTABLISHMENT OF ASEAN COSMETIC REFERENCE MATERIAL DATABASE

33. Thailand briefed the Meeting on the Work Plan on Establishment of ASEAN Cosmetic Reference Material (RM) Database. Thailand’s presentation appears as ANNEX 17.

34. The Meeting noted the background of the Establishment of ASEAN Cosmetic Reference Material (RM) Database, which include:

- RM is very important tool for implementation of quality measurement;
- RMs are used to support measurements concerned with chemical analysis, biological, physical, etc,
- RM is difficult to find, expensive, not stable.

35. Thailand presented to the Meeting the reference material database which is available for viewing through the following link: http://webdb.dmsc.go.th. Nevertheless, the Meeting noted that Member States require membership to access the Database. In this regard, Member States that are interested in getting the access in to the Database, may wish to liaise directly with Thailand.

36. In order to establish the ASEAN Reference Materials Database System, the Meeting noted the following recommendations from Thailand:

- Gathering information of RM availability among AMS;
• Classification of the reference materials;
• Design and development;
• Implementation and testing;
• Maintenance.

AGENDA ITEM 10: PROFICIENCY TESTING SCHEME ON HEAVY METALS

37. Singapore presented the Proficiency Testing programme on heavy metals (As, Pb and Hg) in cosmetic matrix, which appears as ANNEX 18.

38. The Meeting noted the following information from Singapore with regard to the participation of the PT programme:

• This programme is extended to all ASEAN Reference Laboratories for Cosmetic Testing.
• A participation fee of 340 Singapore Dollar (excluding local taxes and transportation cost) will be charged.

39. The Meeting noted that the PT programme will commence in March 2015 and be completed by July 2015. Member States that are interested in joining the PT Programme, may wish to liaise directly with Singapore.

AGENDA ITEM 11: OTHER MATTERS

11. 1 Training courses from Thailand

40. Thailand presented 7 training courses in the following areas:

• Identification of colorants in cosmetics by TLC and confirmation by HPLC;
• Determination of p-phenylene diamine and resorcinol in hair-dyes by HPLC;
• Determination of fluoride ion in toothpaste by Ion analyser;
• Determination of thioglycolic acid in waving products by HPLC;
• Determination of Heavy metals (arsenic, cadmium, lead and mercury) in cosmetics by AAS;
• Determination of sunscreen agents (benzophenone-3, butylmethoxydibenzoyl methane, octocrylene, octyl methoxycinnamate, octyl salicylate and homosalate) in cosmetics by LC;
• Microbial limit tests in cosmetics.

Thailand presentation appears as ANNEX 19

41. Member States that are interested in joining the training course, may wish to liaise directly with Thailand.
11.2 Accredited Laboratories in cosmetic testing

42. The Meeting requested AMS to update the list of cosmetic accredited laboratory as per template provided by Thailand which appears as ANNEX 20. The Meeting further requested AMS to provide their returns to ASEAN Secretariat latest by 31 December 2014.

AGENDA ITEM 12: ADOPTION OF THE REPORT

43. The Meeting considered and adopted the Report of the 4th Meeting of the ASEAN Cosmetic Testing Laboratories Committee held on 26 November 2014 in Manila, Philippines.

ACKNOWLEDGEMENT

The delegates of Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Philippines, Singapore, Thailand and Viet Nam expressed their appreciation to the Food and Drug Administration, Department of Health, Philippines for the warm hospitality extended and the excellent arrangements made for the Meeting. The Meeting thanked the ASEAN Secretariat for the assistance provided.

The Meeting was held in the traditional spirit of ASEAN cordiality and solidarity.