

Frequently Asked Questions (FAQ's)

Responsible Jewellery Council

Self Assessment



Question	Answer
What is a Self Assessment?	<p>In the first step towards Certification, Members carry out a Self Assessment of their organisation and its facilities. The Self Assessment enables Members to:</p> <ul style="list-style-type: none">• Define the Certification Scope, by identifying those parts of their business which actively contribute to the diamond and/or gold Jewellery supply chain.• Review their business practices against the requirements of the RJC System. This provides the opportunity to identify any areas of non-conformance and address them <i>in advance</i> of auditing.• Assemble the relevant information to enable the Auditor(s) to work efficiently and effectively.
How do we start our Self Assessment?	<p>The RJC Assessment Workbook is a tool Members can use and is available from the RJC website. Guidance on how to conduct a Self Assessment is provided in the Assessment Manual. Attending the training module M1 Preparing and Conducting a Self Assessment will assist you in the Certification Process.</p> <p>It is very important that anyone involved in conducting a Self Assessment is familiar with the Core System Documents. The key documents for the Self Assessment are:</p> <ul style="list-style-type: none">- the RJC Assessment Manual, which provides instructions for Members and Auditors in conducting assessments,- the Assessment Workbook, which provides forms and detailed questions used in the carrying out of Assessments, and- the Standards Guidance, which provides information and advice about the Code. <p>The RJC Core System Documents are available to download from: http://www.responsiblejewellery.com/certification.html#docs</p> <p>Please note that the RJC Management Team does not receive Self Assessments from Members, and will only receive a Certification Recommendation and Summary Report from the Accredited Auditor.</p>

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.

<p>RJC Training Modules</p>	<p>The RJC has developed training modules which provide an overview of the RJC system, and guidance on implementing management systems, carrying out self assessments, preparing for verification assessments, and key issues for different sectors along the supply chain.</p> <p>Each month Members are sent the latest training calendar. For further details please contact: training@responsiblejewellery.com</p>
<p>How is the Scope of Certification determined?</p>	<p>The Certification Scope is defined by the Member and covers those parts of the Member’s business (i.e. Facilities and activities) that actively contribute to the gold and/or diamond jewellery supply chain. As part of the Verification Assessment, the auditor will select a sample of activities and Facilities to assess conformance of the Member's practices. The Member as a whole is certified, not individual sites or facilities.</p> <p>The information that Members include in the Self Assessment must represent all parts of the Certification Scope. Only those facilities included in the Scope can be Certified. These facilities will be detailed on the website next to a Member’s Certification Status.</p>
<p>What are the levels of Certification?</p>	<p>The RJC does not recognise different levels of certification; either a Member is certified, or is not certified. However the certification period granted to a Member can vary as follows:</p> <ul style="list-style-type: none"> • If the Verification Assessment finds the Member in conformance, or with only minor non-conformances, RJC Certification is valid for three years. • If the Verification Assessment finds any major non-conformances, these will need to be addressed or captured in a Corrective Action Plan approved by the auditor before RJC Certification can be granted for one year.

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<p>Are franchise businesses included in the Scope?</p>	<p>Yes. All businesses operating under the Control of the Member, including franchisees and licensees, must be included in the scope. Control consists of:</p> <ol style="list-style-type: none"> 1. Direct or indirect ownership, or Control (alone or pursuant to an agreement with other Members) of 50% or more of the voting equities/rights (or equivalent) of the controlled business or Facility; and/or 2. Direct or indirect (including pursuant to an agreement with other Members) power to remove, nominate or appoint at least half of the members of the Board of the directors or management (or equivalent of the controlled business or Facility); and/or 3. Day-to-day or executive management of the controlled business or Facility; or 4. Any legally recognised concept of 'Control' analogous to those described in (1) to (2) above in a relevant jurisdiction.
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Steps to Certification

<p>Self Assessment</p>	<ul style="list-style-type: none"> • Conducted by the Member • Define the Certification Scope • Corrective actions as needed
<p>Verification Assessment</p>	<ul style="list-style-type: none"> • Member engages an Accredited Auditor • Auditor defines the Verification Scope • Audits Facilities
<p>Corrective Action Plans</p>	<ul style="list-style-type: none"> • Required for non-conformances
<p>Reports</p>	<ul style="list-style-type: none"> • Detailed report to Member • Recommendation to RJC
<p>Certification</p>	<ul style="list-style-type: none"> • Valid three years if no Major non-conformances

Should you have any further questions please don't hesitate to contact Anna Leach, Administration Manager on anna.leach@responsiblejewellery.com

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