

Frequently Asked Questions (FAQ's)

Responsible Jewellery Council

Verification Assessment



Question	Answer
What is the Verification Assessment?	<p>The Verification Assessment verifies a Member's own assessment of performance documented in the Self Assessment. Verification Assessments are carried out when a Member initially seeks Certification of their practices, and then at the end of each respective Certification Period in order to renew and maintain the Certification status.</p> <p>Verification means confirmation by an accredited Auditor, through the assessment of Objective Evidence, that the Provisions of the Code of Practices have been fulfilled.</p> <p>Certification is an attestation by the RJC, based on the results of the Verification Assessment by an accredited Auditor, that the Member has achieved the required level of performance against the Code of Practices.</p>
Am I ready for the Verification Assessment?	<p>Prior to commencing the Verification Assessment, Members should ensure:</p> <ul style="list-style-type: none">• Any new management system has been functioning for at least 3 months.• All of the Certification Scope has been covered;• All Assessment Questions have been addressed;• The Self Assessment Workbook has been endorsed by the Member's senior management• All performance ratings are backed by Objective Evidence;• Relevant documents have been assembled;• Corrective actions for any major non-conformances have been fully implemented;• Corrective actions for minor non-conformances are documented and underway.

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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>What are my responsibilities for the Verification Assessment as an RJC Member?</p>	<p>Members should:</p> <ul style="list-style-type: none"> • Provide the Auditors with access to Facilities, personnel and relevant information and records. • Inform relevant personnel about the objectives and scope of the Verification Assessment. • Nominate competent staff to accompany members of the audit team. • Ensure Auditors are aware of any risks such as occupational health, safety and other requirements. • Respond to the findings of the Member Verification Report. • Develop and implement Corrective Action Plans.
<p>What is the Verification Scope?</p>	<p>The Verification Scope is defined by the Auditor and is the selection of the Member's Facilities and relevant provisions in the Code of Practices to be reviewed during the Verification Assessment.</p> <p>Includes:</p> <ul style="list-style-type: none"> • A selection of Facilities from within the Certification Scope; and • A selection of provisions from the Code of Practices that are considered to be the most relevant, taking into consideration the nature, scale and impact of the Member's business.
<p>How is the Verification Assessment carried out?</p>	<p>The Verification Assessment is carried out by the Auditor and uses the same set of questions and performance ratings as the Self Assessment Workbook. All Verification Assessments comprise the following:</p> <ul style="list-style-type: none"> • A preliminary desktop review of the Member's Self Assessment and other related information; • Definition of the Verification Scope – a set of the Member's Facilities and Provisions to visit and assess respectively, that is representative of the nature, scale and impact of the Member's business; • Verification of the Member's Self Assessment through on-site review of the selected practices and facilities within the Verification Scope.
<p>How much will the audit cost?</p>	<p>The cost of auditing will be set by agreement between the Third Party Auditor and the Member. Guidance on likely time requirements can be found in the RJC Assessment Manual (Page 21, 22 & 23) http://www.responsiblejewellery.com/downloads/boxed_set_2009/T001_2009_RJC_Assess_Manual.pdf</p> <p>Approximate daily rates are detailed on the RJC website. www.responsiblejewellery.com/auditors</p>

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<p>What happens after the Verification Assessment?</p>	<p>On receipt of the Certification Recommendation and Summary Report, the RJC will initiate the Member Certification process. Steps included in the process include to:</p> <ul style="list-style-type: none"> • Confirm the competence of the Auditor(s) against the accredited Auditor register. • Confirm that the Member’s membership of the RJC is in good standing in all respects. • Review the summary report and confirm that the findings are consistent with the instructions to Auditors in the Assessment Manual. • Set the terms of the Certification validity, including the Certification Scope and the date Certification becomes effective and when it expires (i.e. the date for re-assessment). • Issue formal documentation and information to the Member, including a unique Certification identification number unambiguously identifying the Certification status, and the licence conditions for use of the RJC logo. <p>Certified Members will be listed as such on the RJC website. They will be entitled to use the RJC Certification logo under licence from the RJC.</p>
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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, Administrative Manager on anna.leach@responsiblejewellery.com

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