



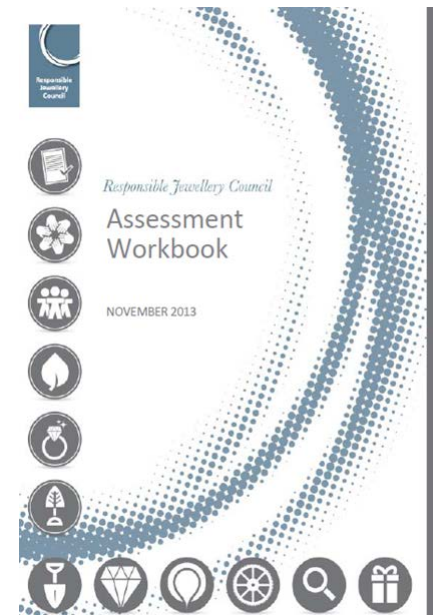
RJC Code of Practices 2013

Using the Assessment Workbook

Training Module – January 2014

Outline

1. Overview
2. How to use the Toolkit
3. Where to find further information



About the Assessment Workbook

The RJC Assessment Workbook can assist Members conduct a Self Assessment and prepare for the independent audits.

The Workbook is likely to be most useful for:

- Members preparing for a Self Assessment,
- Identifying and documenting the Certification Scope
- Documenting Provenance Claims
- Implementing corrective actions to meet the Code of Practice Provisions.

It directly aligns with the RJC Risk Assessment Toolkit and the Human Rights Due Diligence Toolkits .

It can also be used by Auditors conduct the independent audits and supplement the Audit Report.

Overview of Features and Content

- Provisions and questions screened based on:
 - Type of Assessment (Self Assessment, Certification, Mid-Term or Re-certification Audit)
 - Member activities (Mining, Manufacturer, Retail, etc)
 - Materials in the Supply Chain (diamond, gold, PGM)
 - Harmonisation and technical equivalent certifications (e.g. SA8000, ISO14001, OHSAS18001)
 - Provenance Claims
- Tracks completion of questions including number of non-conformances and Not Applicable Provisions
- Corrective Action Template
- Ability to export Monitoring and Evaluation Data
- Statement of Conformance Template
- Content for the Audit Report