



*Responsible Jewellery Council*

# RJC AUDITOR ACCREDITATION APPLICATION FORM

NOVEMBER 2013

# THE RESPONSIBLE JEWELLERY COUNCIL

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The Responsible Jewellery Council (RJC) is a not-for-profit standards setting and certification organisation founded in 2005.

*Our vision is a responsible world-wide supply chain that promotes trust in the global fine jewellery and watch industry.*

## ABOUT THIS FORM

All applicants should refer to the RJC document RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors (T004\_2013) for an understanding of the selection criteria and appointment process to which this form relates.

This form must be used for all initial applications for RJC Accreditation.

Use of this form for re-accreditation is optional.

Please ensure that all sections of the form are completed, and that all requested information and attachments are provided and labelled as indicated. If additional space is required for the information for any item, include that information in a separate attachment and clearly note that item.

*Any information submitted by applicants in respect of RJC Accreditation will be kept strictly confidential by the RJC and will be used solely for the purposes of assessing the applicant's application for Accreditation.*

This is a 'living document' and the RJC reserves the right to revise this Form based on implementation experience and emerging good practice. The version posted on the RJC website supersedes all other versions.

To verify this document is current, please visit:

[www.responsiblejewellery.com](http://www.responsiblejewellery.com)

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## INQUIRIES OR FEEDBACK

The RJC welcomes feedback on this document. Please contact the Responsible Jewellery Council by email, telephone or post:

Email: [accreditation@responsiblejewellery.com](mailto:accreditation@responsiblejewellery.com)

Contacts: [www.responsiblejewellery.com/contact-us](http://www.responsiblejewellery.com/contact-us)

The Responsible Jewellery Council is a trading name of the Council for Responsible Jewellery Practices Ltd, which is registered in England and Wales with company number 05449042.

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# SECTION A: GENERAL

<b>1. Name of Conformity Assessment Body</b> The Conformity Assessment Body is the auditing company applying for RJC Accreditation.		
<b>2. Legal status (e.g. Company).</b> Please include documentation with your application to substantiate legal status.		
<b>3. Registered business address and contact details of Head Office</b>	Address	
	City	
	State/ province	
	Country	
	Telephone number	
	Fax number	
	VAT number (if applicable)	
Web address		
<b>4. Mailing Address</b> (if different to above)		
<b>5. Prime contact person</b>	Name	
	Position	
	Telephone number	
	E-mail address	
	Fax number	
<b>6. Accreditation Application Type</b> (Tick one only)	Initial Application	Re-Accreditation
<b>7. RJC Accreditation Scope – Standards</b> (Tick all applicable)	Code of Practices	Chain of Custody
<b>8. RJC Accreditation Scope – Member Fora.</b> Tick one or more of the sectors of the jewellery supply chain below, to indicate which the CAB proposes to carry out audits. Please note: Evidence of relevant experience, competencies and qualification will be required to support the Accreditation Scope – See Section C.		
Diamond Mining	Gold Hedging or Trading	Jewellery Manufacturing or Wholesale
Diamond Trading	Platinum Group Metals Mining	Jewellery Retail
Diamond Cutting or Polishing	Platinum Group Metals Processing & Refining	Service and Support Industries (e.g. laboratories, product valuation, etc)
Gold Mining	Platinum Group Metals Hedging or Trading	
Gold Processing and Refining		
<b>9. General description of the Conformity Assessment Body.</b>		

# SECTION B: GEOGRAPHIC LOCATION AND EXISTING ACCREDITATION

1. List each location serviced by Head Office to be included within the Accreditation Scope. Also provide details of existing recognised<sup>1</sup> certification schemes.

<b>Country</b>						
<b>Local Trading</b> (or Legal) Name						
<b>Contact Details and Address of Each Office in Country</b>	Contact:		Contact:		Contact:	
	Address:		Address:		Address:	
<b>Relationship with Head Office</b> (Branch Office wholly owned, Partially owned by controlled office, contract, joint venture)						
<b>Legal Status</b> (e.g. Company, sole trader, etc)						
Approximate Daily Fees (US Dollars)						
<b>Accreditation held by CAB</b>	<b>Scheme</b>	<b>Accredited By:</b>	<b>Scheme</b>	<b>Accredited By:</b>	<b>Scheme</b>	<b>Accredited By:</b>
	ISO/IEC 17021 Other (specify):		ISO/IEC 17021 Other (specify):		ISO/IEC 17021 Other (specify):	
<b>Accreditation to management system certification schemes relevant to the RJC Code of Practices and/or Chain-of-Custody Standard</b>	ISO 14001	FSC Chain of Custody Standard	ISO 14001	FSC Chain of Custody Standard	ISO 14001	FSC Chain of Custody Standard
	OHSAS 18001		OHSAS 18001		OHSAS 18001	
	SA 8000	MSC Chain of Custody Standard	SA 8000	MSC Chain of Custody Standard	SA 8000	MSC Chain of Custody Standard
	ISO 9001		ISO 9001		ISO 9001	
	Conflict-Free Sourcing Initiative	PEFC Chain of Custody Standard	Conflict-Free Sourcing Initiative	PEFC Chain of Custody Standard	Conflict-Free Sourcing Initiative	PEFC Chain of Custody Standard
	Other (specify):		Other (specify):		Other (specify):	
<b>Number of Potential Auditors</b> (Employees and Contractors)	Employees:	Contractors:	Employees:	Contractors:	Employees:	Contractors:

<sup>1</sup> Existing accreditation schemes must be recognised by the International Accreditation Forum (IAF)

# SECTION C: COMPETENCY ANALYSIS FOR THE SCOPE OF ACCREDITATION

2. Please provide a brief description of the Conformity Assessment Body's demonstrated capability, and experience for each of the areas for which RJC Accreditation is sought. Please provide supporting documentation as evidence of claimed capability.

<b>Scope of RJC Accreditation</b> (list each area nominated in Section A, Part 8 of this form)	<b>Description and Capacity and Experience.</b> <b>Wherever possible, please use recognised industry classification codes to categorise the capacity.</b> (E.g. Standard Industrial Classification – UK and Europe, American Industry Classification System, National Industrial Classification – India, Australian and New Zealand Standard Industrial Classification, etc)	<b>Referees Contact Details</b>	<b>Supporting Documentation Reference</b>
<b>Diamond Mining</b>			
<b>Diamond Trading</b>			
<b>Diamond Cutting or Polishing</b>			
<b>Gold Mining</b>			
<b>Gold Processing and Refining</b>			
<b>Gold Hedging or Trading</b>			
<b>Platinum Group Metals Mining</b>			
<b>Platinum Group Metals Processing &amp; Refining</b>			
<b>Platinum Group Metals Hedging or Trading</b>			
<b>Jewellery Manufacturing or Wholesale</b>			
<b>Jewellery Retail</b>			
<b>Service and Support Industries</b> (e.g. laboratories, product valuation, etc)			

# SECTION D: AUDITOR DETAILS

3. Please provide a current list of names, addresses and information for each auditor (employees and contractors) that the Conformity Assessment Body propose to utilise to conduct the RJC Certification Assessments.

<b>Requirement</b> (Note please provide supporting documentation such as current resumes, auditor accreditation certificates and audit logs).	<b>Name:</b>	
	<b>Organisation:</b>	
	<b>Address:</b>	
<b>Provide evidence that the Auditor is a current member of IRCA, or can demonstrate conformance with IRCA membership requirements, or carries an equivalent recognised registration</b>		
<b>Provide evidence that the Auditor has the minimum education, training, work experience and audit experience outlined in Appendix 1 of the Assessment Criteria</b> (See T004_2013 RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors)		
<b>Please list the names of RJC Members that the Auditor has provided any consulting service relating to RJC Certification in the previous 3 years.</b> To preserve impartiality, Auditors cannot participate in Verification Assessments for these RJC Members within 3 years of the consulting assignment.		
<b>If a Lead Auditor, provide information to verify that the individual completed three (3) complete audits for a total of at least 15 days of audit within the last 2 consecutive years, and meets the relevant Assessment Criteria (See T004_2013 RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors)</b>		
<b>List the Scope of RJC Accreditation which will be covered by this Auditor (list each area nominated in Section A, Part 6 of this form).</b>	Diamond Mining Diamond Trading Diamond Cutting or Polishing Gold Mining Gold Processing and Refining Gold Hedging or Trading	Platinum Group Metals Mining Platinum Group Metals Processing & Refining Platinum Group Metals Hedging or Trading Jewellery Manufacturing or Wholesale Jewellery Retail Service and Support Industries
<b>List examples of the Auditor's experience in the diamond, gold and/or platinum group metals jewellery supply chain, from mine to retail.</b>		

4. For each nominated Auditor, confirm that the individual has current knowledge regarding legal and local other requirements for the RJC Accreditation Scope being applied for. (See RJC Accreditation Criteria, Appendix 1 in T004\_2013)

Knowledge of Legal and Other Requirements for the Code of Practices and Chain of Custody Standard.	Code of Practices		Chain of Custody Standard	
	Name:	Applicable Jurisdiction(s):	Name:	Applicable Jurisdiction(s):
	Anti-Money Laundering		Know your Customer approaches to support Anti-Money Laundering/Counter Finance of Terrorism	
	Kimberley Process		Inventory Management	
	Product labelling and disclosure		OECD Due Diligence Guidance for Responsible Supply chains of Minerals from Conflict-Affected and High-Risk Areas	
	ILO Core Conventions on Freedom of Association and Collective Bargaining, Non-Discrimination, Child Labour, and Forced Labour		Artisanal and small-scale mining (if relevant to scope).	
	UN Guiding Principles on Business and Human Rights			
	Health and Safety			
	Security and Human Rights			
	Environmental Protection laws			
	Waste and emissions			
	International Cyanide Management Code (if relevant to scope)			

# SECTION E: OTHER INFORMATION

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5. In addition to the information provided in Section A through to D, please forward electronic copies of the following or include links/references in below:
  - (i). A controlled copy of the Conformity Assessment Body's quality manual (or equivalent) and documented procedures which satisfy the requirements for accreditation.
  - (ii). Copies of relevant Certificates to demonstrate Accreditation to management system certification schemes relevant to the RJC Code of Practices and/or Chain-of-Custody Standard. This can be provided via a website link to the relevant documentation or via an electronic copy.
  - (iii). A copy of or link to all publicly available documents that promote or describe organisation, including, where applicable, website addresses.
  - (iv). A description of any cooperative relationships (e.g. mutual recognition) with regard to management system certification at national and international level.
  - (v). A description of how the Conformity Assessment Body assesses their Auditors, and how this process conforms with ISO/IEC 17024 Conformity assessment -- General requirements for bodies operating certification of persons.
  - vi. Copies of current resumes for all potential Auditors including examples of audits conducted on businesses in the diamond and gold jewellery supply chain, from mine to retail. Please include any other qualifications and experience which may assist with the review of the application and describe the professional attributes of each Auditor.



# SECTION F: DECLARATION

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The Conformity Assessment Body named in this application applies for RJC Accreditation for the scope set out in Section A, and declares that:

the information on this form and accompanying attachment is correct;

the organisation has the necessary resources to undertake RJC Certification throughout the scope requested;

it will pay all fees due to the RJC whether or not accreditation is granted;

it will, from the date of signing this application:

i. comply with the accreditation criteria and process defined in the RJC document T004\_2013 and with the audit processes defined in the RJC Assessment Manual;

ii. not act in such a manner as to bring RJC accreditation and certification into disrepute;

iii. not overstate its position regarding RJC accreditation; and

iv. take immediate steps to rectify any problems that the RJC identifies as being contrary to those items (i) to (iii) listed above;

it shall provide, or give access to, all documents, information and facilities to enable a thorough evaluation of the organisation in accordance with the accreditation criteria; and

it has a functional internal audit and management review process.

Authorised Person<sup>2</sup>: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_