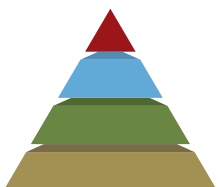




Responsible Jewellery Council

# Application for Accreditation for Conformity Assessment Bodies to conduct RJC Certification Audits



FORMS AND TOOLKITS

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September 2010

T005\_2010 – Application for Accreditation for Conformity Assessment Bodies to conduct RJC Certification Audits

# The Responsible Jewellery Council

The Responsible Jewellery Council (RJC) is a not-for-profit organisation founded in 2005 with the following mission:

**To advance responsible ethical, social and environmental practices, which respect human rights, throughout the diamond and gold jewellery supply chain, from mine to retail.**

## 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\_2010)** for an understanding of the selection criteria and appointment process to which this form relates.

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)

## Disclaimer

No guarantee, warranty or representation is made as to the accuracy or completeness of this document and other documents or information sources referenced in this document. Use of the document is not intended to and does not replace, contravene or otherwise alter the requirements of any applicable national, state or local governmental statutes, laws, regulations, ordinances, or other requirements regarding the matters included herein.

Use of the document by non-members is entirely voluntary and is neither intended nor does it create, establish, or recognise any legally enforceable obligations or rights against the RJC and/or its Members or signatories. The document does not create, establish, or recognise any legally enforceable obligations of the RJC and/or its Members or signatories to non-members. Non-members shall have no legal cause of action against the RJC and/or its Members or signatories for failure to comply with the document.

## Inquiries or feedback

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

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

Telephone: +44 (0)20 7836 6376

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34-38 Southampton Street  
London WC27HF  
UNITED KINGDOM

*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.*

# Section A: General

<b>1. Name of Conformity Assessment Body</b>		
<b>2. Legal status (e.g. Company). Please provide documentation to substantiate legal status.</b>		
<b>3. Registered business address and contact details of Head Office</b>	<b>Address</b>	
	<b>City</b>	
	<b>State/ province</b>	
	<b>Country</b>	
	<b>Telephone number</b>	
	<b>Fax number</b>	
	<b>E-mail address (if applicable)</b>	
<b>4. Mailing Address (if different to above)</b>		
<b>5. Prime contact person</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Telephone number</b>	
	<b>Fax number</b>	
	<b>E-mail address(if applicable)</b>	
<b>6. RJC Accreditation Scope. (The sectors of the jewellery supply chain for which the CAB proposes to carry out audits)</b>  Please note: Evidence of relevant experience, competencies and qualification will be required to support the Accreditation Scope – See Section C.		<input type="checkbox"/> Diamond Mining <input type="checkbox"/> Diamond Cutting or Polishing <input type="checkbox"/> Diamond Trading <input type="checkbox"/> Gold Mining <input type="checkbox"/> Gold Processing and Refining <input type="checkbox"/> Gold Hedging or Trading <input type="checkbox"/> Jewellery Manufacturing or Wholesale <input type="checkbox"/> Jewellery Retail <input type="checkbox"/> Service and Support Industries (e.g. laboratories, product valuation, etc)
<b>7. General description of the Conformity Assessment Body.</b>		



## Section B: Geographic Location and Existing Accreditation

8. 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.

Country	Local Trading (or Legal) Name	Contact Details and Address of Each Office in Country	Relationship with Head Office (Branch Office wholly owned, Partially owned by controlled office, contract, joint venture)	Legal Status (e.g. Company, sole trader, etc)	Daily Fees (British Pounds Sterling)	Existing Accreditation and Certification Schemes. Provide Copies of Current Certificates for each Certification Scheme)		Number of Potential Auditors (Employees and Contractors)
						Scheme	Accredited By:	
		<b>Contact:</b>  <b>Address:</b>			<input type="checkbox"/> < £500 <input type="checkbox"/> £500-1000 <input type="checkbox"/> >£1000	<input type="checkbox"/> ISO/IEC17011 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> OHSAS 18001 <input type="checkbox"/> SA 8000 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> Other (specify):		<b>Employees:</b>  <b>Contractors:</b>
		<b>Contact:</b>  <b>Address:</b>			<input type="checkbox"/> < £500 <input type="checkbox"/> £500-1000 <input type="checkbox"/> >£1000	<input type="checkbox"/> ISO/IEC17011 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> OHSAS 18001 <input type="checkbox"/> SA 8000 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> Other (specify):		<b>Employees:</b>  <b>Contractors:</b>
		<b>Contact:</b>  <b>Address:</b>			<input type="checkbox"/> < £500 <input type="checkbox"/> £500-1000 <input type="checkbox"/> >£1000	<input type="checkbox"/> ISO/IEC17011 <input type="checkbox"/> ISO 14001 <input type="checkbox"/> OHSAS 18001 <input type="checkbox"/> SA 8000 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> Other (specify):		<b>Employees:</b>  <b>Contractors:</b>

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



## Section C: Competency Analysis for the Scope of Accreditation

9. 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.

Scope of RJC Accreditation (list each area nominated in Section A, Part 6 of this form)	Description of Capacity and Experience. Wherever possible, please use recognised industry classification codes to categorise the capacity. (E.g. Standard Industrial Classification – UK and Europe, American Industry Classification System, National Industrial Classification – India, Australian and New Zealand Standard Industrial Classification, etc)	Referees Contact Details	Supporting Documentation Reference



## Section D: Auditor Details

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

Requirement (Note please provide supporting documentation such as current resumes, auditor accreditation certificates and audit logs).	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
Is the Auditor a current member of IRCA or demonstrate conformance with IRCA membership requirements or carry an equivalent recognised registration? and		
Does the Auditor have the minimum education, training, work experience and audit experience outlined in the Assessment Criteria? and		
Please list the names of RJC Members that the Auditor has provided any consulting service relating to RJC Certification in the previous 3 years. To preserve impartiality, Auditors cannot participate in Verification Assessments for these RJC Members within the 3 years of the consulting assignment.		
Is the Auditor experienced and competent to lead audit teams?		
As a Lead Auditor, has the individual completed three (3) complete audits for a total of at least 15 days of audit within the last 2 consecutive years?		
List the Scope of RJC Accreditation which will be services by this Auditor (list each area nominated in Section A, Part 6 of this form).		
List examples of the Auditor's experience in the diamond and gold jewellery supply chain, from mine to retail.		



**11. 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 Accreditation Criteria Table in T004\_2010)**

Current knowledge of relevant legal and other local requirements and applicable jurisdiction (eg. Environment Protection laws in the USA and India)	Name:	Applicable Jurisdiction(s):	Name:	Applicable Jurisdiction(s):
	<input type="checkbox"/> Business Ethics (Money Laundering, Financial reporting, Freedom of Association, etc)		<input type="checkbox"/> Business Ethics (Money Laundering, Financial reporting, Freedom of Association, etc)	
	<input type="checkbox"/> Kimberley Process		<input type="checkbox"/> Kimberley Process	
	<input type="checkbox"/> World Diamond Council Resolution on Industry Self-Regulation		<input type="checkbox"/> World Diamond Council Resolution on Industry Self-Regulation	
	<input type="checkbox"/> Product labelling and disclosure		<input type="checkbox"/> Product labelling and disclosure	
	<input type="checkbox"/> ILO Convention		<input type="checkbox"/> ILO Convention	
	<input type="checkbox"/> UN Universal Declaration on Human Rights		<input type="checkbox"/> UN Universal Declaration on Human Rights	
	<input type="checkbox"/> Discrimination and Employment Equity		<input type="checkbox"/> Discrimination and Employment Equity	
	<input type="checkbox"/> Health and Safety		<input type="checkbox"/> Health and Safety	
	<input type="checkbox"/> Security and Human Rights		<input type="checkbox"/> Security and Human Rights	
	<input type="checkbox"/> Environmental Protection laws		<input type="checkbox"/> Environmental Protection laws	
	<input type="checkbox"/> Waste and emissions		<input type="checkbox"/> Waste and emissions	
	<input type="checkbox"/> International Cyanide Code		<input type="checkbox"/> International Cyanide Code	

## Section E: Other Information

**12. In addition to the information provided in Section A through to D, please forward the following:**

- i. A controlled copy of the Conformity Assessment Body's quality manual (or equivalent) and documented procedures which satisfy the requirements for accreditation.
- ii. A copy of all publicly available documents that promote or describe organisation, including, where applicable, website addresses.
- iii. A description of any cooperative relationships (e.g. mutual recognition) with regard to management system certification at national and international level.
- iv. 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.
- v. 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

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\_2009;
  - 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:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<sup>2</sup> The person(s) signing this application must be authorised to commit the organisation in accordance with the Conformity Assessment Body's procedures and policies.