

Frequently Asked Questions (FAQ's)

Responsible Jewellery Council

RJC Member Re-Certification

Please contact:
training@responsiblejewellery.com
if you have any questions
[Click here](#) for the RJC Team Contacts
on our website



What is Re-Certification?
RJC Certification is granted for a 3 year period (or for one year where Members with a Major Non-Conformance have auditor-reviewed Corrective Action Plans in place). At the end of their Certification period, Members are required to initiate a Certification Re-Assessment process.
What is the process of Re-Certification?
The process essentially repeats the Self Assessment, Verification Assessment and granting of Certification. Members should commence preparations for Re-Certification so that audits take place before the end of their Certification Period. During the Certification period, Members are encouraged to periodically review their ongoing performance in relation to the RJC Code of Practices. This is an important part of a continual improvement approach, and will help make the re-certification process much easier.
Is Re-Certification compulsory?
Yes, to retain RJC Membership, Members must achieve Re-Certification prior to the end of each Certification period.
What support is available to assist with the Re-Certification process?
RJC Training sessions are run each week and the training modules 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. For further details please contact: training@responsiblejewellery.com RJC Training modules are regularly updated and can be accessed as a 'refresher' by Members.

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.

What are the steps to Re-Certification?

The process essentially repeats the Self Assessment, Verification Assessment and granting of Certification.

<p>Self Assessment</p>	<ul style="list-style-type: none"> • Conducted by the Member • Review your previous Self Assessment and consider: <ul style="list-style-type: none"> ▪ Have there been any changes to the organizational structure? ▪ Are there new entities to be added or entities to be removed from your Certification Scope? ▪ Reminder - <i>The Certification Scope is everything you own & control and actively contributes to the diamond and gold jewellery supply chain.</i> ▪ Have there been any changes to internal policies & procedures? ▪ Have there been changes to applicable law? ▪ Have all previous non-conformances been rectified to prevent these non-conformances from recurring? ▪ Review all applicable questions • Implement any necessary Corrective Actions where non-conformances have been found in the Re-Certification Self Assessment. • Attend the RJC Training as a Refresher to assist you with the Self Assessment steps.
<p>Verification Assessment</p>	<ul style="list-style-type: none"> • Engage an Accredited Auditor, you may wish to use the same auditor as a previous assessment. • Submit your Self Assessment to your Auditor when you are ready. • The Auditor will determine the Verification Scope and will audit your facilities.
<p>Corrective Action Plans</p>	<ul style="list-style-type: none"> • If the Auditor highlights any non conformances, the member must implement corrective action plans.
<p>Reports</p>	<ul style="list-style-type: none"> • A detailed report will be submitted to the Member • A summary & recommendation report will be submitted to the RJC.
<p>Certification</p>	<ul style="list-style-type: none"> • Valid for three years if no major non-conformances are raised.

Will the review of the Code of Practices impact my Re-Certification deadline?

From July 2012 to November 2013, the RJC is revising the Code of Practices (COP), the standard against which all RJC Members must demonstrate independently verified conformance to achieve Certification. The revised Code of Practices documentation will be released at the end of 2013.

The review doesn't have an impact on your Re-Certification deadline. There will be a transition period so that both versions of the Code of Practices are accepted during the transition.

All Members should work with the current core system documents which are available on the website:
<http://www.responsiblejewellery.com/quick-downloads/rjc-certification-system-documents/>

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