

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

TABLE A10.1 RJC APPROVAL CRITERIA FOR CERTIFICATION BODIES

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Accreditation by a participating accreditation body (see definition in Section 3, Terms and definitions, in the RJC Approval Criteria for Certification Bodies and Auditors)	COP and/or LGMS or COP and COC, or COP, LGMS and COC	Any of the below, corresponding to the materials in scope for the selected RJC standard: <ul style="list-style-type: none"> Diamond and coloured gemstone miner. Precious metal mineral processor. Laboratory-grown material producer. Diamond and coloured gemstone trader. Diamond and coloured gemstone cutter and/or polisher. Precious metal miner. Precious metal refiner. Precious metal hedger and/or trader. Jewellery and watch manufacturer and/or wholesaler. Jewellery and watch retailer. Service industry 	<ul style="list-style-type: none"> ISO/IEC 17065 accreditation for certification bodies certifying products, processes and services, for the RJC standards. Accreditation must be demonstrated through independent assessment by an organisation that complies with the current version of ISO/IEC 17011 and is registered with European co-operation for Accreditation (EA) or the International Accreditation Forum (IAF) or some other equivalent independent review. It cannot be demonstrated through a self-assessment, first-party or second-party audit. 	<ul style="list-style-type: none"> Current and valid ISO/IEC 17065 accreditation certificate(s) for the RJC standards.
Geographical scope			<p>Geographical scope based on:</p> <ul style="list-style-type: none"> the countries included in the certification body's ISO/IEC 17065 accreditation scope <p>AND</p> <ul style="list-style-type: none"> the countries for which the certification body has auditors with relevant experience. Where appropriate, regional experience may also be considered. <p>For example, if a certification body holds RJC approval in countries A, B and C but has auditors with relevant auditing experience only in countries A and B, only countries A and B are eligible for ASI approval. The certification body may expand its geographical scope to include country C when it has individual auditors with relevant auditing experience to audit in country C.</p> <p>Note 1: The certification body is required to have the countries where the member entities/facilities are located included in its geographical scope, to maintain an RJC multi-site member as a client. This does not require the certification body to have a physical presence in all these countries, as long as auditors have relevant audit experience to audit in these locations.</p>	<ul style="list-style-type: none"> Current and valid ISO/IEC 17065 accreditation certificate(s) with countries in scope. Geographical scope of its individual auditors.
Signed and valid RJC service and licence agreement.				

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

TABLE A10.2 RJC APPROVAL CRITERIA FOR LEAD AUDITORS AND AUDITORS

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Education and professional experience	All	All	<ul style="list-style-type: none"> Tertiary education (college or university qualification) in a relevant discipline (such as, but not limited to, environment, law, engineering, manufacturing, geology, sociology, social science, international or sustainable development), and Minimum five years of relevant professional experience in a relevant discipline, e.g. business ethics, social and/or environmental management field. Fluent in English (written, spoken, comprehension). 	<ul style="list-style-type: none"> Qualifications including certificates. Resume/ CV on the certification body's letterhead.
Training (see Note 2)	All	All	<p>Successful completion of a Certified Quality Institute (CQI)/- International Register of Certificated Auditors (IRCA)-approved auditor/lead auditor training course or equivalent based on ISO 19011:2018 for ALL the following standards or equivalent:</p> <ul style="list-style-type: none"> ISO 14001 Environmental management systems ISO 45001 Occupational health and safety management systems SA8000 five-day auditor training course conducted by an accredited SAAS course provider <p>AND</p> <ul style="list-style-type: none"> mandatory RJC training modules. <p>The following is also encouraged:</p> <ul style="list-style-type: none"> Registration as an APSCA-certified social compliance auditor (APSCA CSCA). An APSCA-registered auditor shall maintain their registration and status in good standing at all times as a condition for conducting RJC audits. RBA (formerly EICC) Labour & Ethics by Verité. Social Compliance Management System by Worldwide Responsible Apparel Producers (WRAP). Five-day auditor training provided by training institutions accredited by amfori. 	<ul style="list-style-type: none"> Certificate(s). Resume/ CV on the certification body's letterhead. For each sector that relates to the RJC standards, clear references to competencies, experience and skill sets with endorsement by the certification body.

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Audit experience (team member auditor)	All	All	Within the last three consecutive years, four complete audits for a total of at least 20 days of on-site audit experience under the direction and guidance of an audit team leader.	<ul style="list-style-type: none"> Professional audit logs endorsed by certification body. On-the-job training competence reports by certification body.
Audit experience (lead auditor)	All	All	Within the last three consecutive years, three complete audits for a total of at least 15 days of on-site audit experience acting in the role of audit team leader.	<ul style="list-style-type: none"> Professional audit logs endorsed by certification body. On-the-job training competence reports by certification body.
Geographical scope	COP/LGMS	All	<p>Relevant experience in countries including:</p> <ul style="list-style-type: none"> conducting of at least two environmental, social and/or health and safety audits in that country for a total of three days within the last three years. for the COP/LGMS, applicable law and regulations for relevant jurisdictions in governance, social and environmental risks. knowledge of local customs and practices. <p>Familiarity with the local language is preferred/encouraged.</p>	<ul style="list-style-type: none"> Resume/CV. Audit log.

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Relevant technical experience for the sector (see Note 2)	All	All	Relevant technical experience including but not limited to the following: <ul style="list-style-type: none"> • Business ethics (anti-money-laundering, financial reporting, freedom of association). • Know Your Customer approaches to support anti-money-laundering/counterterrorism. • UN Guiding Principles on Business and Human Rights and Security. • ILO Core Conventions (freedom of association and collective bargaining, non-discrimination, child labour and forced labour). • OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas. • Environmental protection laws and waste emissions. • Labour laws. • Scope 1 and Scope 2 greenhouse gas (GHG) emissions. • Health and safety laws and regulations. 	<ul style="list-style-type: none"> • Resume/ CV on the certification body's letterhead. • Certificate. • For each sector that relates to the RJC standards, clear references to competencies, experience and skill sets with endorsement by the certification body.
		Jewellery and watch manufacturing	<ul style="list-style-type: none"> • Jewellery and watch manufacturing. • Kimberley Process and World Diamond Council System of Warranties (diamonds). • Product disclosure. 	
		Jewellery and watch wholesale	<ul style="list-style-type: none"> • Trading and wholesale. • World Diamond Council System of Warranties (diamonds). • Product disclosure. 	
		Jewellery and watch retail	<ul style="list-style-type: none"> • Retail of products. • World Diamond Council System of Warranties (diamonds). • Product disclosure. 	
		Service and support industries (e.g. laboratories)	<ul style="list-style-type: none"> • Product disclosure. • Security and human rights. • Warehousing and transportation. • Assaying, grading and appraisals. • Controls for RJC scope materials such as chain of custody and segregation. 	

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Relevant technical experience for the sector (see Note 2)	COP	Mining (all RJC scope materials)/mineral processing (metals only)	<ul style="list-style-type: none"> Mining experience through auditing, including understanding of stakeholder engagement, biodiversity, emergency response and mine closure. Security and human rights. Environmental protection laws. Biodiversity and ecosystems. Free, prior and informed consent (FPIC). Indigenous peoples. Resettlement. Cultural heritage. Community health and safety. Tailings and waste rock management. Hazardous materials management, including use of mercury and cyanide. Waste emissions. Scope 1, Scope 2 and Scope 3 greenhouse gas (GHG) emissions. Rehabilitation and closure. Kimberley Process (diamonds). Awareness of artisanal and small-scale mining. 	<ul style="list-style-type: none"> Resume/ CV on the certification body's letterhead. Certificate. For each sector that relates to the RJC standards, clear references to competencies, experience and skill sets with endorsement by the certification body.
	LGMS	Laboratory-grown material (LGM) producer	<ul style="list-style-type: none"> LGM manufacturing processes or similar industrial/manufacturing processes. Product disclosure. Product segregation. Health and safety associated with LGM or similar industrial/ manufacturing processes. Scope 1, Scope 2 and Scope 3 greenhouse gas (GHG) emissions. 	
	COP/ LGMS	Diamond, coloured gemstone or laboratory-grown material cutting or polishing	<ul style="list-style-type: none"> Cutting and polishing processes from rough to polished including trading and wholesale. Kimberley Process (diamonds) and World Diamond Council System of Warranties (diamonds). Security and human rights. Product disclosure. 	

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Relevant technical experience for the sector (see Note 2)	COP/ LGMS	Diamond, coloured gemstone or laboratory-grown material trading	<ul style="list-style-type: none"> Trading and wholesale. Kimberley Process (diamonds) and World Diamond Council System of Warranties (diamonds). Security and human rights. Product disclosure. 	
	COC	All	<ul style="list-style-type: none"> In addition to the requirements for the COP, internal material controls and management of transfer documents. 	
	COP/ COC	Gold, silver, PGM processing or refining	<ul style="list-style-type: none"> Metal processing and refining. Casting and alloying. 	
	COP/ COC	Gold, silver, PGM hedging or trading	<ul style="list-style-type: none"> Metal trading and wholesale. Product disclosure. 	

Note 2: Where an individual auditor does not meet all of the minimum mandatory requirements, approval to conduct RJC audits may be considered by the RJC, noting any limitations or conditions where approval is granted, on a case-by-case basis; see 6.1.2.4 in the RJC Approval Criteria for Certification Bodies and Auditors. Where limitations or conditions have been identified, the audit team members **between them** shall have the **totality of the competence** necessary, in terms of knowledge, skills and risk areas regarding geographical and member activity, to meet the audit's objectives effectively and efficiently. See Section 11, Audit Team Selection and Assignment (11.5), of the [RJC Certification Process Requirements for Certification Bodies and Auditors](#).

Appendix 10 – RJC Approval Criteria for Certification Bodies, Lead Auditors and Auditors, Programme Managers and Technical Reviewers

TABLE A10.3 RJC APPROVAL CRITERIA FOR PROGRAMME MANAGERS AND TECHNICAL REVIEWERS

CATEGORY	RJC STANDARD	INDUSTRY SECTOR	REQUIREMENT	EVIDENCE TO BE SUBMITTED
Programme manager	All	All	<p>Either the same as approved auditors or comply at a minimum with all of the following requirements:</p> <ul style="list-style-type: none"> • Education and professional experience as required for auditors (outlined in Table A10.2 RJC Approval Criteria for Lead Auditors and Auditors). • Relevant technical experience for the respective sector(s) as required for auditors (outlined in Table A10.2 RJC Approval Criteria for Lead Auditors and Auditors). • Audit experience: have attended two full RJC audits (as observer) for the respective technical scope. 	<ul style="list-style-type: none"> • See Table A10.2 RJC Approval Criteria for Lead Auditors and Auditors.
Technical reviewer			<p>Same as auditors (outlined in Table A10.2 RJC Approval Criteria for Lead Auditors and Auditors), with relevant technical experience consistent with the scope of the audit and the member's operations.</p>	<ul style="list-style-type: none"> • See Table A10.2 RJC Approval Criteria for Lead Auditors and Auditors.

