



RESPONSIBLE
JEWELLERY
COUNCIL

ACCREDITATION

Application Form

OCTOBER 2019

THE RESPONSIBLE JEWELLERY COUNCIL

The Responsible Jewellery Council (RJC) is a not-for-profit standard 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 document

This Accreditation Application form must be used for all initial applications for RJC accreditation and re-accreditations.

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 eligibility for RJC accreditation.

The official language of this document is English. All / any translations of this document should revert to the original English version for clarification.

This is a 'living document' and the RJC reserves the right to revise this document based on implementation experience and emerging good practice. Please refer to the RJC website to ensure that you have the latest version: 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 this 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 this 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. This 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 this document.

Enquiries or feedback

The RJC welcomes comments and feedback from all stakeholders on this document, this can be submitted at any time to:

Email: accreditation@responsiblejewellery.com

Telephone: +44 (0)207 321 0992

The RJC will make all efforts to resolve any issue or grievance regarding this document in an impartial and documented manner. If you wish to register a complaint, please refer to the RJC Complaints Mechanism on the RJC website.

The Responsible Jewellery Council is a trading name of the Council for Responsible Jewellery Practices Ltd, 9 Whitehall, London, SW1A 2DD, UK.

The Council for Responsible Jewellery Practices Ltd is registered in England and Wales with company number 05449042.

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All our documentation is in the process of being rebranded. We appreciate your patience and understanding during this time.

SECTION A: CONFORMITY ASSESSMENT BODY COMPANY DETAILS

About this document

All applicants should refer to the RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors (RJC Accreditation Criteria) available from the RJC website for an understanding of the RJC accreditation criteria and application process.

Please ensure that all sections of this document are completed and that all requested information and attachments are provided in English and labelled as indicated.

Completed applications must be sent to accreditation@responsiblejewellery.com

Legally registered name of the Conformity Assessment Body (CAB)

The CAB is the auditing company applying for RJC accreditation.

Legal status of the CAB For example, company, sole trader, non-profit.
Please include documentation with your application to substantiate legal status.

Registered business address and contact details of head office

Contact name

Address

Telephone number

Email address

Website

Billing address (if different to above)

Contact name

Address

Email address

VAT number (if applicable)

Primary contact person (for the RJC programme)

Name

Position

Telephone number

Email address

Accreditation application type (tick one only)

Initial application

Scope extension

Re-accreditation

RJC accreditation scope – standards (tick all applicable)

Code of Practices

Chain of Custody

RJC accreditation scope – member fora

Tick one or more of the sectors of the jewellery supply chain below, to indicate where the CAB proposes to carry out RJC certification audits.

Evidence of relevant experience, competencies and qualifications will be required to support the proposed accreditation scope – See Section C.

Diamond and coloured gemstones mining

Gold, silver or platinum group metals hedging or trading

Diamond and coloured gemstones trading

Jewellery manufacturing or wholesale

Diamond and coloured gemstones cutting or polishing

Jewellery retail

Gold, silver and platinum group metals mining

Service and support industries (e.g. laboratories, product valuation, etc)

Gold, silver and platinum group metals processing and refining

CAB structure

Please list all the entities within the organisation and describe the relationship between them, include links organisational charts, reports and any relevant documentation where applicable.

General description of the CAB

Please include the type of activities and services provided at the head office.

Does the CAB have a quality management system?

Yes (please submit a copy with your application)

No

Has the CAB prepared any programme specific quality management documentation?

Yes

No

Does the CAB have an internal audit and management review process?

Yes

No

SECTION B: GEOGRAPHIC LOCATION AND EXISTING ACCREDITATION

List each location serviced by the head office to be included within the RJC accreditation scope and provide details of existing recognised¹ accreditation schemes. You may include the below information in a separate document – please ensure information is clearly identified and linked.

Country						
Local trading (or legal) name						
Contact details and address of each office in country to be covered within the accreditation scope	Contact:		Contact:		Contact:	
	Address:		Address:		Address:	
Relationship with head office (Branch office wholly owned, partially owned by controlled office, contract, joint venture)						
Legal status (e.g. Company, sole trader, etc)						
Management system, chain of custody or other accreditation¹ held by the CAB	Scheme:	Accredited by:	Scheme:	Accredited by:	Scheme:	Accredited by:
Number of potential auditors (employees and contractors)	Employees:	Contractors:	Employees:	Contractors:	Employees:	Contractors:

¹ This can include relevant accreditations such as ISO, ASPSCA, SA8000, Responsible Minerals Initiative, LBMA etc.

SECTION C: COMPETENCY ANALYSIS FOR THE SCOPE OF ACCREDITATION

Please provide a brief description of the CABs demonstrated capability, and experience for each of the areas for which RJC accreditation is sought and provide supporting evidence. You may include the below information in a separate document – please ensure information is clearly identified and linked.

Scope of RJC accreditation (list each area nominated in Section A, Part 8 of this form)	List description, capacity and experience	Supporting documentation reference
Diamond and/or coloured gemstones mining		
Diamond and/or coloured gemstones trading		
Diamond and/or coloured gemstones cutting or polishing		
Gold, silver and/or platinum group metals mining		
Gold, silver and/or platinum group metals processing and refining		
Gold, silver and/or platinum group metals hedging or trading		
Jewellery manufacturing and/or wholesale		
Jewellery retail		
Service and support industries (e.g. laboratories, product valuation, etc)		

SECTION D: AUDITOR DETAILS

Please complete this section for each auditor applying for RJC accreditation to demonstrate compliance with the requirements outlined in Appendix 1 of the RJC Accreditation Criteria and provide supporting information such as current resumes, training certificates, audit logs for each auditor. You may include the below information in a separate document – please ensure information is clearly identified and linked.

Name:		
Address:		
Email address:		
Valid IRCA/APSCA membership or equivalent recognised registration that the auditor holds		
Minimum education and professional experience and audit experience		
List the names of RJC members the auditor has provided consultancy services to relating to RJC certification in the previous three years		
Audit experience of the auditor or lead auditor		
List the scope of RJC accreditation which will be covered by this auditor	<ul style="list-style-type: none"> Diamond and coloured gemstones mining Diamond and coloured gemstones trading Diamond and coloured gemstones cutting or polishing Gold, silver or platinum group metals mining 	<ul style="list-style-type: none"> Gold, silver or platinum group metals processing and refining Gold, silver or platinum group metals hedging or trading Jewellery manufacturing or wholesale Jewellery retail Service and support industries
Relevant country experience List the countries where the auditor has the competence and experience to conduct RJC certification audits		
List examples of the auditor's experience in the diamond, coloured gemstones, gold, silver and/or platinum group metals jewellery supply chain, from mine to retail.		

² RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors

³ To preserve impartiality, auditors cannot participate in certification audits for these RJC members within three years of the consulting assignment.

For each auditor please provide details of their industry sector knowledge and experience for the RJC accreditation scope being applied for.

Code of Practices
Mining (tailings and waste rock management, stakeholder engagement, biodiversity, emergency response and mine closure)
Business ethics (anti-money laundering, financial reporting, freedom of association)
Know Your Customer approaches to support anti-money laundering/counter terrorism
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
Kimberley Process and World Diamond Council System of Warranties
Product disclosure
Transportation
Artisanal and small-scale mining (if relevant to scope)
Chain of Custody Standard (in addition to the requirements of the Code of Practices)
Internal material controls

SECTION E: DECLARATION

The CAB 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 has read, understood and agrees with all terms and conditions set out in this application as well as the RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors, as referenced on page 3 of this application;
- it understands that at this stage the RJC will evaluate the eligibility of the CAB to become an applicant. This evaluation does not guarantee that the CAB shall be accepted or accredited. If accepted as an applicant, the CAB will sign an Accreditation Contract with the RJC.

it will, from the date of signing this application:

- i. comply with the accreditation criteria and process defined in the RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors as referenced on page 3 of this application 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;
- iv. inform the RJC without delay about any significant changes within its business relevant to its application for RJC accreditation;
- v. agree to pay all fees due to the RJC, irrespective of whether or not accreditation is granted, as set out in section 12 of the RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors, as referenced on page 3 of this application; and
- vi. take immediate steps to rectify any problems that the RJC identifies as being contrary to those items (i) to (v) listed above;

it shall provide, or give access to, all documents, information and facilities to enable a thorough evaluation of the organisation as set out in sections 4 and 6 in the RJC Process and Criteria for the Accreditation of Conformity Assessment Bodies and Auditors; and

Name of business owner, CEO or equivalent:

Job title of business owner, CEO or equivalent:

Signature:

Date: