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JEWELLERY
COUNCIL

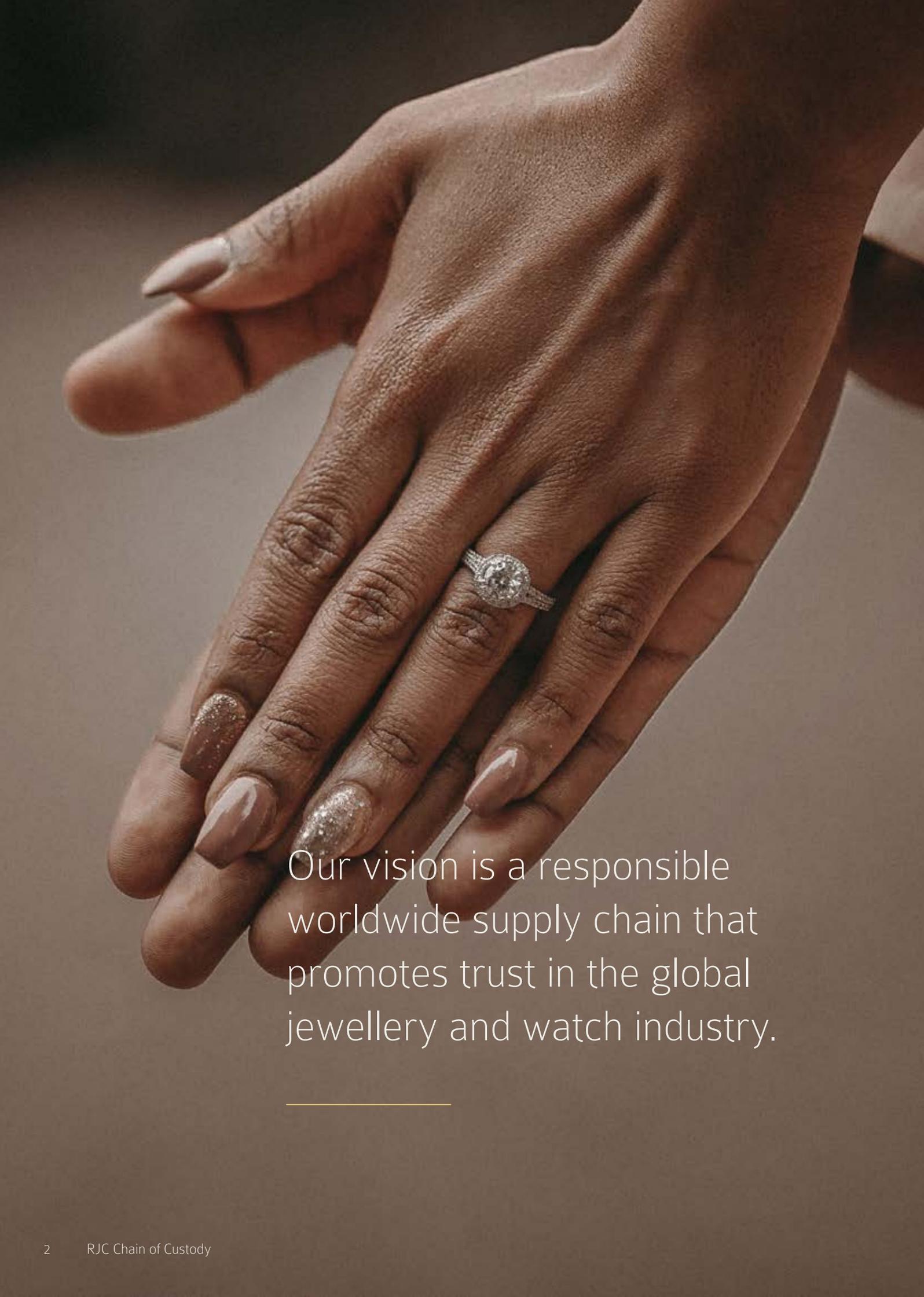
CHAIN OF CUSTODY

Standard

NOVEMBER 2019



CHAIN
OF
CUSTODY



Our vision is a responsible worldwide supply chain that promotes trust in the global jewellery and watch industry.

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01 INTRODUCTION

ABOUT THE RJC CHAIN-OF-CUSTODY STANDARD

A chain of custody (CoC) is a documented sequence of custody of material as it moves along the supply chain. The RJC's CoC Standard, developed in 2012, defines the requirements for creating a CoC of precious metals that are responsibly produced, processed and traded through jewellery supply chains, and that are third-party assured at every stage.

The standard complements the RJC's Code of Practices (COP) for responsible business, against which all commercial members of the RJC must be certified (see www.responsiblejewellery.com for more information). The CoC Standard sets out the requirements needed for certification and is voluntary for RJC members.

RJC CoC certification provides a strong system for companies in the precious metal supply chain seeking a point of differentiation for their customers, consumers and other stakeholders. This can add value to jewellery products and help protect and enhance jewellery brands.

Recognising that jewellery supply chain companies have varied needs in third-party assured approaches to responsible sourcing and provenance, there is also the option to have provenance claims included in the scope of COP certification. Certified provenance claims can be adapted to suit particular supply chain needs. This option is available to entities dealing in materials outside the scope of the CoC standard including diamonds, coloured stones and silver.¹

CO C CERTIFICATION AT A GLANCE:

Allows for traceable material which is segregated along the supply chain.

Requires third-party auditing at every stage of the supply chain.

Is designed to promote responsible sourcing from artisanal and small-scale mining.

Starts with responsible sources which meet eligibility criteria.

Is voluntary, and applies to gold, silver and platinum group metals (PGM)—platinum, palladium, rhodium).

CERTIFICATION AGAINST THIS STANDARD

The RJC CoC Standard is designed for RJC-accredited auditors to verify an entity's conformance for CoC certification. The entity's certification scope is defined by the entity seeking certification and includes all facilities and outsourcing contractors that the entity intends to use to process, store, handle, ship and receive CoC material.

1. We anticipate coloured stones and silver to be included in the scope of the COP in the 2018 revision of the RJC CoC Standard.

RJC CoC certification comprises five steps:

- 1 The entity prepares and asks for a certification audit from an RJC-accredited auditor.
- 2 During the audit, the auditor verifies the entity has systems in place that conform to the RJC CoC Standard to source CoC materials and/or supply them to others in the jewellery supply chain. Minor non-conformances will be noted and the entity will be asked to address them.
- 3 Based on the auditor's report, the RJC certifies the entity, authorising it to begin issuing CoC transfer documents for CoC materials.*
- 4 Within 12–24 months, the auditor does a surveillance audit of the CoC certified entity to verify that systems, including the issuing of CoC transfer documents, are working effectively. Any minor non-conformances found during the certification audit must have corrective action plans in place approved by the auditor. These will be verified during the surveillance audit.
- 5 After the certification period of three years, the entity renews CoC certification through another certification audit, followed by another surveillance audit within 12–24 months. If there is a gap between the expiry date of a CoC certificate and the issuance of a new CoC certificate, the entity cannot issue CoC transfer documents or make CoC claims during this time.

*Auditors can review evidence going back 36 months from the time of audit, therefore any stock that was purchased 36 months prior to the CoC audit can be considered as eligible as CoC, as long as there are transfer documents and robust systems in place.

Any material purchased outside this timeframe would not be admissible, as well as material that does not have supporting documentation. 36 months (3 years) is a maximum timeframe.

STATUS AND EFFECTIVE DATE

This is the 2017 version of the RJC CoC Standard, which was approved by the RJC Board on 19 December 2017. The first CoC Standard was formally adopted by the RJC Board in 2012. This version is the outcome of a formal revision, and takes account of certification experience, evolving standards and stakeholder feedback.

The 2017 version supersedes the first standard, but a transition period has been established to enable RJC members seeking certification to follow through with existing planning and certification deadlines. All existing CoC certifications will remain in place, and entities will not need to re-certify themselves until the end of their current certification period.

SUPPORTING DOCUMENTS

The following documents offer supporting information to help entities implement the CoC Standard:

- RJC CoC Standard Guidance: business-level guidance on implementing the requirements of the standard.
- Assessment Manual: overview of the RJC audit and certification framework.
- CoC Assessment Toolkit: instructions on completing assessments for businesses and auditors.

STANDARD'S DEVELOPMENT

This standard has been developed through a formal process, following the ISEAL Code of Good Practice for Setting Social and Environmental Standards. The process was overseen by the multi-stakeholder RJC Standards Committee, and the RJC is sincerely grateful for the time, expertise and valuable input of the committee members, as well as the many individuals and organisations who contributed to the standard through consultation.

We strive to ensure that our standards are relevant and achievable and to this end we undertake to formally review this standard by 2022 (five years after publication of this revised version), or earlier as required. Proposals for revisions or clarifications can be submitted at any time, and we will document these for consideration in the next review process.

Standards harmonisation is a key objective of the RJC. Our Assessment Manual provides information on the initiatives and existing certifications that are recognised for RJC certification. For the 2017 CoC Standard this includes:

- Fairtrade Standard for Gold from Artisanal and Small-Scale Mining, including Associated Precious Metals
- Fairmined Gold Standard for Gold from Artisanal and Small-Scale Mining, including Associated Precious Metals
- The Mining Association of Canada Towards Sustainable Mining (TSM) programme
- The International Council on Mining and Metals' (ICMM) sustainable development framework
- London Bullion Market Association (LBMA): Responsible Gold Guidance
- Responsible Minerals Initiative:² Gold Supply Chain Transparency Smelter Audit Standard and Instruction
- Dubai Multi Commodities Centre (DMCC) Rules for Risk Based Due Diligence in the Gold and Precious Metals Supply Chain (DMCC Rules for RBD-GPM)
- World Gold Council Conflict-Free Gold Standard

We will continue to monitor relevant supply chain initiatives and look for opportunities to harmonise our efforts.

2. Formerly Conflict-Free Sourcing Initiative.

02 RJC Chain of Custody (CoC) Standard

DUE DILIGENCE AND KNOW YOUR COUNTERPARTY FOR RESPONSIBLE SOURCING

1 DUE DILIGENCE

- 1.1 Entities shall adopt and communicate to their suppliers and the public a supply chain policy for sourcing gold, silver and PGM from conflict-affected and high-risk areas. The policy shall be consistent with Annex II of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas ('the OECD Guidance').
- 1.2 Entities shall exercise due diligence over the supply chains of gold, silver and PGM in ways appropriate to their size and circumstances:
 - a. Entities in the gold & silver value chain shall adhere to the OECD Guidance and the recommendations of its Supplement on Gold as applicable to their operations.
 - b. Entities in the PGM value chain shall adhere to the OECD Guidance.
- 1.3 Refiner entities shall maintain internal material control systems that allow for the reconciliation of movement of inventory in and out over a given time. Gold refiners shall additionally collect and, with due regard to business confidentiality, share information on the mine of origin of mined gold received with the RJC each year.

2 KNOW YOUR COUNTERPARTY (KYC)

- 2.1 The entity shall document a KYC policy and procedures for business partners. Business partners include suppliers or customers of gold, silver and PGM or jewellery products containing these materials. The policy and procedures shall include:
 - a. Establishing the identity and, where triggered by a risk assessment or applicable law, the beneficial ownership and principals of the counterparty.
 - b. Verifying that the counterparty and, if applicable, their beneficial owners are not named on relevant government lists for individuals or organisations implicated in money laundering, fraud or involvement with prohibited organisations and/or those financing conflict.
 - c. Maintaining an understanding of the nature of their business, finances and sources of materials.
 - d. Monitoring relevant transactions for unusual or suspicious activity and reporting suspicious transactions to the relevant authorities as applicable.
 - e. Maintaining adequate records for a minimum of five years or for as long as defined by national legislation, whichever is longer.
- 2.2 The entity shall nominate an individual to be responsible for implementing the KYC policy and procedures.
- 2.3 The entity shall carry out a regular review of its KYC policy and procedures to ensure they are up to date and appropriate.

CHAIN-OF-CUSTODY MANAGEMENT

3 MANAGEMENT SYSTEMS AND RESPONSIBILITIES

- 3.1 The entity shall have documented management systems that address all applicable requirements of the standard in all facilities under its control that have custody of CoC material.
- 3.2 The entity shall assign authority and responsibility to a senior staff member for the entity's compliance with all applicable requirements of the standard.
- 3.3 The entity shall establish and implement communications and training measures that make relevant personnel aware of, and competent in, their responsibilities under the standard.
- 3.4 The entity shall maintain records covering all applicable requirements of the standard and shall retain them for a minimum of five years or for as long as defined by national legislation, whichever is longer.
- 3.5 The entity shall have systems in place that enable it to respond to reasonable requests for verification of the CoC transfer documents it issues.
- 3.6 The entity shall carry out regular reviews at least every two years to ensure that its management systems are appropriate and up to date.
- 3.7 The entity seeking CoC certification shall be an RJC member, or under the control of an RJC member, in good standing, thereby committing to uphold responsible business practices as defined in the RJC's COP.

4 INTERNAL MATERIAL CONTROLS

- 4.1 The entity shall identify each point at which there is an opportunity for eligible and/or CoC material in its custody to become mixed with non-eligible and/or non-CoC material, and shall put controls in place to ensure segregation.
- 4.2 The entity's internal systems shall be able to reconcile the total weight of eligible and/or CoC material in its custody with movements in and out of the inventory over a given time. If the entity has custody of jewellery products containing CoC material, reconciliation may be by item count rather than weight.
- 4.3 If the entity issues a CoC transfer document for CoC material identified as having a certain provenance or other characteristic, the entity's internal systems shall ensure that the requirements for segregation and reconciliation as set out in provisions 4.1 and 4.2 apply to help segregate that CoC material.
- 4.4 The entity's internal systems shall verify and document that the contents of each shipment of CoC material received from, or dispatched to, other certified entities, outsourcing contractors or service companies are accurately described by the applicable CoC transfer document for that shipment. If an error is discovered after CoC material has been shipped, the entity and the other party shall document the error and take the agreed steps to correct it.

5 OUTSOURCING CONTRACTORS AND SERVICE COMPANIES

- 5.1 The entity shall not transfer CoC material to an outsourcing contractor or service company unless the following conditions have been met:
- a. The entity shall have, and shall not relinquish, legal ownership of any CoC material transferred to the outsourcing contractor or service company.
 - b. The entity shall assess the risk of potential non-conformance with this standard resulting from engaging each outsourcing contractor or service company that takes custody of the entity's CoC material, and determine, based on that risk assessment, that the risk is acceptable.
 - c. Any outsourcing contractor that takes custody of an entity's CoC material shall be included in the entity's certification scope and shall have a management system in place that conforms with provision 4 of this standard (on internal material control).
 - d. Any outsourcing contractor included in the entity's certification scope shall not outsource any processing of CoC material to any other contractor.
- 5.2 For the return of CoC material from an outsourcing contractor or service company:
- a. The entity shall verify and record that each transfer it receives for the return of CoC material is consistent with the CoC transfer document that it issued when the CoC material was shipped to the outsourcing contractor or service company, subject to any changes to the CoC material expected as a result of the outsourcing contractor's processing or manufacturing activities.
- 5.3 If there are inconsistencies, the entity shall not issue any subsequent CoC transfer documents for that material.
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SYSTEMS TO CONFIRM ELIGIBILITY OF MATERIAL

6 ELIGIBLE MINED MATERIAL

- 6.1 An entity shall have systems in place to ensure that eligible mined material declarations are only issued for material sourced from the following:
- a. Mines that are within its CoC certification scope or in which it holds a legal interest and where the mines are within the CoC certification scope of another CoC certified entity.
 - b. Artisanal and small-scale mining (ASM) producers operating on the entity's mining concessions that have participated in initiatives to professionalise and formalise ASM and with documented due diligence confirming that the material comes from such ASM producers and not from illegitimate sources.
 - c. Mines or producers certified under an RJC-recognised responsible ASM standard, with documented due diligence that confirms that the material comes from such mines or producers.
 - d. Mines that are subject to an RJC-accepted responsible mining assurance scheme and validated to conform with the RJC COP requirements as defined in provision 6.2.
 - e. Processing residues that contain trace precious metals from which mining by-product can be extracted, for which an eligible material declaration may only be issued by the refiner.

- 6.2** An entity sourcing eligible material from mines subject to an RJC-accepted responsible mining assurance scheme under provision 6.1d shall have documentation of having carried out the following validation process:
- a. Enhanced KYC for each mine using the RJC enhanced KYC checklist.
 - b. A desktop review of the mine's conformance with the COP using the RJC Self-Assessment workbook and taking into account RJC-accepted mining assurance schemes.
 - c. Additional research on assurance reports and legal compliance, covering labour rights, working conditions, legal requirements in the country of operations and an assessment of the mine's compliance.
 - d. An in-person verification of all applicable COP provisions, or third-party audit.
 - e. Confirmation of CoC eligibility.
- 6.3** An entity issuing an eligible material declaration for mined material shall have documented due diligence in conformance with provision 1 that can confirm one of the following:
- a. The mine(s) from which the mined material is produced, and its transportation routes, is not located in conflict-affected and high-risk areas; or
 - b. The mine(s) from which the mined material is produced, and its transportation routes, is located in conflict-affected and high-risk areas, but the production, processing and transportation of the material is confirmed as not having adverse impacts related to those areas; or
 - c. The material is mining by-product with suppliers screened according to the KYC systems and procedures described in provision 2.
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7 ELIGIBLE RECYCLED MATERIAL

- 7.1** An entity shall have systems in place to ensure that eligible recycled material declarations are only issued for material sourced from the following:
- a. High-value gold, silver or PGM: scrap and waste precious metals from the jewellery and manufacturing process, or post-consumer precious metal products, such as jewellery and ornaments. This does not include investment products.
 - b. Industrial gold, silver or PGM: waste electrical and electronic equipment, or industrial components such as spent catalysts and fuel cells.
- 7.2** The entity shall provide documented criteria for acceptable sources and types of recycled precious metals to counterparties, including:
- a. Companies seeking approval to become commercial suppliers to the entity.
 - b. Private individuals and estates who wish to sell private materials to the entity.
 - c. CoC certified customers purchasing CoC material from the entity.
- 7.3** The entity shall have documented procedures and records to approve new commercial suppliers, which shall include:
- a. Conducting KYC as described in provision 2 to establish the beneficial ownership and principals for all suppliers, not just high-risk suppliers.
 - b. Reasonable determination of the origin of the recyclable material.
 - c. Conducting human rights and environmental due diligence of the supply chain to the point of origin of recyclable materials, as described in provision 1.

- d. Denying the supplier if information acquired through the approval process provides reasonable evidence to suspect any adverse human rights impacts in the supply chain, or the legitimacy of the supplier and/or its sources.
 - 7.4 The entity shall have documented procedures and records for monitoring commercial suppliers. In addition to due diligence and KYC as described in provisions 1 and 2, this shall include:
 - a. Maintaining an understanding of the origin of the recyclable material.
 - b. Reviewing the due diligence and KYC policy and procedures of the commercial supplier if they are identified as representing a high risk of introducing illegitimate sources into the supply chain. Site visits to verify the supplier's systems and records should be undertaken proportionate to the risk level.
 - c. Excluding the supplier from producing any CoC material if there is reasonable evidence to suspect the legitimacy of the supplier and/or its sources (such as unusual or suspicious transactions, activities or associations) and if, upon investigation, these cannot be cleared of suspicion. Suspicious transactions, activities or associations identified should be reported to the relevant authorities, in accordance with the local law.
 - 7.5 For recyclable materials sourced directly from private individuals or estates:
 - a. The entity shall have documented procedures and records for obtaining proof of:
 - the identity of the seller; and
 - the identification of the jewellery product or other product containing recyclable materials.
 - b. The entity shall make reasonable enquiry and efforts to determine the seller's ownership of the recyclable material to ensure it is not from an illegitimate source.
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8 ELIGIBLE GRANDFATHERED MATERIAL

- 8.1 The entity shall have systems in place to ensure that eligible grandfathered material declarations are only issued for material refined before 1 January 2012.
 - 8.2 If the refining date does not appear as a permanent part of the item of eligible grandfathered material, the entity shall ensure it obtains and maintains documented evidence of the year the item was produced or minted based on records matched to a serial number or refiner's mark stamped on the item or to some other permanent mark or physical characteristic.
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ISSUING CHAIN-OF-CUSTODY DOCUMENTATION

9 ELIGIBLE MATERIAL DECLARATIONS

- 9.1 The entity issuing an eligible material declaration in a CoC transfer document shall document the eligible material as one of the following:
 - a. Mined, in conformance with provision 6 of this standard.
 - b. Recycled, in conformance with provision 7 of this standard.

- c. Grandfathered, in conformance with provision 8 of this standard.
 - d. Mix of mined, recycled and/or grandfathered, each in conformance with the applicable provisions of this standard.
- 9.2** For eligible mined material, the entity shall include in the CoC transfer document:
- a. A conflict-free declaration that identifies if provision 6.3a, b or c applies.
 - b. If provision 6.3b applies (the material is located in conflict-affected or high-risk areas but is confirmed as not having adverse impacts), an appendix summarising the entity's due diligence for that material.
 - c. If the material is mined, the country or countries where it was extracted.
 - d. If the material is mining by-product, the country or countries where it was refined.
- 9.3** When initiating a CoC for material that will be mixed with existing CoC material before transfer to another entity, the entity shall record an eligible material declaration in an internal CoC transfer document.

10 COC TRANSFER DOCUMENTS

- 10.1** The entity shall ensure that a CoC transfer document accompanies and, wherever possible, is physically attached to each shipment or transfer of CoC material dispatched to other certified entities, outsourcing contractors or service companies.
- 10.2** The entity shall ensure that CoC transfer documents include all the required information outlined in the template in Annex 1 of this standard.
- 10.3** If the CoC transfer document includes supplementary information about the entity, the eligible material or its provenance, the entity shall ensure the supplementary information can be supported by objective evidence.

11 PRODUCT CLAIMS AND INTELLECTUAL PROPERTY

- 11.1** If the entity makes claims or representations about CoC material in a jewellery product, these shall be described in written form and shall not include information that is inconsistent with the CoC transfer document(s) supplying the CoC material. The entity shall provide an unambiguous indication of how to access the description, which may be on a website, at the point of sale or through any other publicly available communication medium. Claims shall comply with all applicable law.
- 11.2** Claims can be made on jewellery products that include non-CoC components identified for exclusion by the RJC. A description of the CoC components within the product must be made available to the customer or consumer.
- 11.3** The entity shall have systems in place to ensure all relevant employees, including sales associates, do not make verbal claims or representations to consumers about CoC material that are inconsistent with the claims or representations described in written form.
- 11.4** If the entity uses the RJC logo, it shall ensure that it abides by the rules for use of the logo, trademarks and intellectual property. If the entity uses the RJC logo and/or CoC certification stamps in association with jewellery products containing CoC material, it shall ensure that such use clearly applies only to the CoC material.

GLOSSARY

A

TERM

DEFINITION

ACCREDITED AUDITOR

An independent, third-party person or organisation meeting the RJC's objective selection criteria and accredited to carry out RJC-related audits.

ADJOINING COUNTRY

As defined by Section 1502 of the United States' Dodd-Frank Wall Street Reform and Consumer Protection Act, this is a country that shares an internationally recognised border with the Democratic Republic of Congo (DRC). Adjoining countries include Angola, Burundi, Central African Republic, Kenya, Republic of Congo, Rwanda, South Sudan, Tanzania, Uganda and Zambia.

ARTISANAL AND SMALL-SCALE MINING (ASM)

This refers to mining by individuals, groups, families or co-operatives with minimal or no mechanisation, often in the informal (illegal) sector of the market.

B

BULLION

Gold, silver or PGM in the form of coins, ingots or bars.

BULLION BANK

An investment bank that works as a wholesale supplier dealing in large quantities of refined gold.

C

CERTIFICATION AUDIT

The independent, third-party verification that CoC management systems have been implemented to meet applicable provisions in the CoC Standard.

CHAIN OF CUSTODY (COC)

The documented sequence of custody of material as it moves along the supply chain. CoC material is created by an eligible material declaration, and then transferred from one business to another along the supply chain by issuing a CoC transfer document.

COC CERTIFICATION SCOPE

This is defined by the entity seeking CoC certification. It must include:

- a. All facilities under the entity's control that it intends to use to extract, process, manufacture, store, handle, ship and receive, and market CoC material.
- b. All outsourcing contractors that the entity intends to use to process and manufacture CoC material.
- c. The types of CoC material (gold, silver and/or PGM) to be covered by CoC.
- d. The types of eligible material, if any, for which the entity intends to issue eligible material declarations.

COC CERTIFICATION STAMP

Words or symbols put on a product to show it is made of CoC material.

COC CERTIFIED ENTITY

An entity that is the whole or part of an RJC member that conforms with the applicable parts of the RJC CoC Standard, as verified by an RJC-accredited auditor.

TERM	DEFINITION
COC MATERIAL (COC GOLD, SILVER OR COC PGM)	Material with an eligible material declaration from a CoC certified entity that is transferred in accordance with the RJC CoC Standard. CoC material may be mined, recycled or grandfathered (see eligible material definitions).
COC TRANSFER DOCUMENT	A document that shows the information required to transfer CoC material to another entity, and that is issued by a CoC certified entity in accordance with the RJC CoC Standard.
COMPONENT	Physically integral parts with defined characteristics that can be separated from a larger jewellery product. Components can be assembled into both finished and semi-finished jewellery products.
CONFLICT	Armed aggression, widespread violence and/or widespread human rights abuses.
CONFLICT-AFFECTED AND HIGH-RISK AREAS (CAHRAS)	As defined by the OECD Guidance, these are areas identified by the presence of conflict or other risks of harm to people. Armed aggression may take a variety of forms, such as a conflict of international or non-international character, which may involve two or more states, or may consist of wars of liberation or insurgencies, civil wars, etc. High-risk areas may include areas of political instability or repression, institutional weakness, insecurity, collapse of civil infrastructure and widespread violence. Such areas are often characterised by widespread human rights abuses and violations of national or international law. These areas may be a region, a country, an area within a country or an area that crosses one or more country boundaries. Operations are not necessarily complicit in conflict if they are located in these areas.
CONFLICT-FREE	The term used to describe material that is confirmed through due diligence investigation not to have caused any of the adverse impacts associated with CAHRAs. Such impacts include serious labour or human rights abuses, direct or indirect support to non-state armed groups or public and private security forces illegally controlling mines, and bribery or other fraudulent misrepresentation of the origin of precious metals.
CONFORMANCE	When a member's policies, systems, procedures and processes match the provisions in the relevant standard.
CUSTODY	The physical possession of CoC material for the purposes of producing, processing, trading, manufacturing, packaging, labelling or retailing.
DIAMOND	A mineral consisting essentially of carbon crystallised in the isometric (cubic) crystal system, with a hardness on the Mohs' scale of 10, a specific gravity of approximately 3,52 and a refractive index of approximately 2,42, created by nature.
DODD-FRANK ACT	Section 1502 of the United States' Dodd-Frank Wall Street Reform and Consumer Protection Act. The Act requires issuers under the US Securities Exchange Act to disclose whether any conflict minerals used in their products originated in the DRC and adjoining countries.

D

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TERM

DEFINITION

DUE DILIGENCE	The investigation carried out to assess risks related to CAHRAs.
ELIGIBLE MATERIAL	The gold, silver or PGM that is eligible to become CoC material under the RJC CoC Standard.
ELIGIBLE MATERIAL DECLARATION	The declaration of eligible material that an entity makes in a CoC transfer document to initiate a CoC.
ENTITY	The business or similar unit responsible for implementing the CoC Standard.
FACILITY	Premises or operations with custody of eligible or CoC material.
GOLD	A rare yellow metallic element with the chemical symbol Au and the atomic number 79.
GRANDFATHERED MATERIAL	Is gold, silver or PGM that pre-dates 1 January 2012, when the RJC CoC Standard came into effect. Eligible grandfathered material must have a reliable record demonstrating its date of ownership, extraction or manufacture. The refining date is either permanently shown with a mark, verified by the refiner or determined through bank depository or inventory records. In some cases, if the refining date on gold is not shown, it may be inferred by checking the refiner’s mark against the list of LBMA “former smelters and assayers of good delivery gold bars” that stopped operating before 1 January 2012.
ILLEGITIMATE SOURCES	Sources of material that go against applicable law, or that are associated with illegal mining, funding of conflict, money laundering, funding of terrorism or proceeds of crime. Internal CoC transfer document: A CoC transfer document where the issuer and recipient lie within the same certification scope. When making an eligible material declaration for material that will be mixed with existing CoC material, an internal CoC transfer document must be issued and recorded before the mixed material is transferred.
JEWELLERY	An adornment made of precious metals (including gold, silver or PGM), often set with gemstones. Jewellery includes, but is not limited to, bracelets, rings, necklaces, earrings and watches. Finished jewellery products are in their final form and sold to consumers for use. They can be made of many components: watches, for example, have many parts made of different material.
JEWELLERY PRODUCT	Semi-finished or finished jewellery or components.
KNOW YOUR COUNTERPARTY (KYC)	Principles established to combat money laundering and finance of terrorism. KYC principles require businesses to identify every organisation that they deal with, to understand their business relationships and, within reason, to identify and react to unusual or suspicious transaction patterns.

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TERM	DEFINITION
LONDON BULLION MARKET ASSOCIATION (LBMA)	The association that represents the London market for gold and silver bullion and maintains the de facto standard of quality assured and assayed bullion.
MANAGEMENT SYSTEM	The processes and documentation that collectively provide a systematic framework for ensuring that tasks are performed correctly, consistently and effectively to achieve the desired outcomes, and to drive continual improvement in performance.
MARK	The trademarked symbol of an entity. The mark of a refiner or mint is often stamped into the surface of a gold, silver or PGM bar, ingot, coin or similar; or it is permanently affixed to a sealed container. A mark is often accompanied by a serial number or date, which can verify the year the precious metal was produced or minted.
MATERIAL	Gold, silver and/or PGM.
MEMBER	<p>This refers to a commercial member of the RJC. This is a business that:</p> <ul style="list-style-type: none"> • is actively involved in the diamond, gold, silver or PGM jewellery supply chain for commercial reasons; • is exempt from the role of consultant, advisor or any other similar entity; • commits to the prevailing RJC principles and COP on business ethics, social, human rights and environmental performance and management systems; • commits to a verification assessment by an accredited auditor against the RJC principles and COP in accordance with RJC requirements; and • pays the annual RJC commercial membership fee. <p>A member may consist of one or more entities and facilities.</p>
MINED MATERIAL	Is produced by a mining facility (or 'mine') usually in the form of mineral concentrate, impure alloy or refined metal.
MINING ASSURANCE SCHEME	A voluntary initiative on responsible mining that defines requirements and includes certification, verification or some other form of assurance. Mining assurance schemes recognised by the RJC for this standard are defined in the CoC Standard Guidance document.
MINING BY-PRODUCT	Gold, silver or PGM from processing residues (such as slimes) arising from metallurgical processing of other metals such as copper, lead, zinc or nickel.
MINING FACILITY	A facility that extracts gold, silver or PGM, or minerals containing saleable quantities of gold, silver or PGM, from the earth.
NON-CONFORMANCE	This happens when a member's policies, systems, procedures and processes do not fully match the standard. A minor non-conformance is an isolated lapse of performance, discipline or control. A major non-conformance is when a provision has not been met at all: because the necessary controls are missing, or have failed; or because there are a group of related, repetitive and persistent minor non-conformances (showing that the standard is not being adequately implemented).

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TERM	DEFINITION
OUTSOURCING CONTRACTOR	An individual, company or other business that takes custody of material to process or manufacture it for another entity. Outsourcing contractors that are not themselves CoC certified must be included in the CoC certification scope.
PLATINUM GROUP METALS (PGM)	Precious metallic elements that have similar physical and chemical properties and tend to occur together in the same mineral deposits. PGM covered under this standard are: <ul style="list-style-type: none"> • rhodium: chemical symbol Rh, atomic number 45; • palladium: chemical symbol Pd, atomic number 46; and • platinum: chemical symbol Pt, atomic number 78.
PRECIOUS METALS	The collective term for gold, silver and PGM.
PROVENANCE	The point where the CoC for eligible or CoC material started.
RECYCLABLE MATERIALS	Precious metals that have been previously refined (including end-user, post-consumer materials, precious metal-bearing products, and scrap and waste metals and materials arising during product manufacturing) and then returned to a refiner or other downstream intermediate processor to begin a new life cycle as 'recycled material'.
REFINER	An entity engaged in separating and purifying gold, silver or PGM to a commercial market quality.
RESPONSIBLE ASM STANDARD	A voluntary initiative on responsible mining practices designed for ASM, which includes certification, verification or some other form of assurance. ASM standards recognised by the RJC for this standard are defined in the CoC Standard Guidance document.
RESPONSIBLE MINERALS INITIATIVE	An initiative founded by members of the Responsible Business Alliance and the Global e-Sustainability Initiative for companies to address responsible mineral sourcing issues in their supply chains (formerly Conflict-Free Sourcing Initiative).
SERVICE COMPANY	A company that takes custody of, and provides services on, eligible and CoC material, maintaining segregation on behalf of a client, and not physically changing material in their custody. Service companies include grading labs, assayers, appraisers, security and transportation companies. Service companies are not included in the certification scope of an entity.
SURVEILLANCE AUDIT	A CoC surveillance audit verifies that CoC management systems continue to conform with the CoC Standard. This audit must be done within 12–18 months of CoC certification. The scope of the surveillance audit must include a check of samples of CoC transfer documents, any claims being made to consumers (and associated records) and a verification of the corrective actions taken to address non-conformances found during the certification audit.
VALIDATION	The process of checking and declaring the acceptability of eligible mined material from mining assurance programmes recognised by the RJC.

GLOSSARY REFERENCES

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, 2016.

UN Panel of Experts on the Illegal Exploitation of Natural Resources and Other Forms of Wealth of the Democratic Republic of the Congo, Letter 12 April 2001.

International Alert, Conflict-Sensitive Business Practice: Guidance for Extractive Industries, March 2005, p3.

ANNEX 1. COC MATERIAL TRANSFER DOCUMENT: TEMPLATE

DATE:	DOCUMENT NUMBER:
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ISSUER	
Company name	
Address	
Certification number	
Certification start and end dates	
Responsible person	

RECEIVER (OPTIONAL TO COMPLETE)	
Company name	
Address	
Certification number	
Certification start and end dates	
Responsible person	

The information provided in this coc transfer document is in conformance with the RJC CoC standard.

COC MATERIAL

Total weight

Number of items (if applicable)

TYPE OF TRANSFER (CHECK ONE)

Eligible material declaration initiating the CoC

Eligible material declaration initiating the CoC for mined material conflict-free declaration provided

Subsequent CoC transfer, single type of CoC material

Subsequent CoC transfer, jewellery products containing more than one type of CoC material

TYPE OF MATERIAL CONTAINED IN TRANSFER (CHECK ALL THAT APPLY)

Gold or silver	Platinum	Palladium	Rhodium	
				Mined
				CoC certified mine
				Fairtrade
				Fairmined
				ICMM mine
				TSM mine
				Mining by-product
				Recycled
				Grandfathered
				Mix of above

Supplementary information
(include at issuer's discretion)

Material's previous CoC transfer
document number(s) (optional)

Description of any non-CoC material that is part of jewellery products containing CoC material
(if applicable)

A CHECK ONE	CONFLICT-FREE DECLARATION FOR MINED MATERIAL
	<p>The mine or mines from which the mined material was produced are not located in a conflict-affected or high-risk area; and the mined material was not processed in, or transported through, conflict-affected and high-risk areas.</p> <p>Country(ies) where mined material was extracted:</p>
	<p>The mine from which the mined material was produced, the processing facility and/or the transportation routes for the mined material are located in a conflict-affected or high-risk area.</p> <p>The CoC certified entity has conducted due diligence, a summary of which is attached, to confirm the production and transportation of the mined material did not have adverse impacts related to onflict-affected and high-risk areas.</p> <p>Country(ies) where mined material was extracted:</p>
	<p>The mined material is mining by-product and has been determined to be conflict-free by the refiner's due diligence.</p> <p>Country(ies) where mining by-product was refined:</p>
B CHECK ONE	DRC AND ADJOINING COUNTRIES' INFORMATION FOR DODD-FRANK REPORTING (TO BE COMPLETED BY ALL COC CERTIFIED ENTITIES WITH CUSTODY OF MINED OR MIXED GOLD)
	<p>Transfer does not include gold from the DRC and adjoining countries.</p>
	<p>Transfer includes gold from the DRC and adjoining countries, and a summary of the required due diligence has been retained by the refiner(s) of the gold.</p> <p>Country(ies) where mined material was extracted:</p> <p>Refiner(s):</p>



Version: 2.1 published January 2022 - Updated template transfer document.

Version history: V2 published 2021 - update to presentation / branding of document.

Please see the RJC website to ensure this is the latest version

THE COUNCIL FOR RESPONSIBLE JEWELLERY PRACTICES LTD.

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Registered in England and Wales with company number 05449042.