



Rules for the Responsible Jewellery Council Certification Program

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Technical rules



RINA

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CHAPTER 1 GENERAL

1.1

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Responsible Jewellery Council Program in relation to what is already defined in the

General Rules for the Certification of Management Systems

1.2

RINA manages the certification process in accordance with the requirements of the ISO/IEC 17021:2011 Standard to organisations whose System and Practices have been recognised as conforming to the provision of the RJC Code of Practices and other RJC applicable documents issued by RJC (Responsible Jewellery Council) and available on the RJC website (www.responsiblejewellery.com).

RINA is accredited by RJC to perform the said activities.

Information about RINA accreditation are available on the RJC website (www.responsiblejewellery.com).

1.3

Certification is open to RJC Members only.

CHAPTER 2 REFERENCE SPECIFICATION / CERTIFICATION REQUIREMENTS

2.1

Organisations wishing to obtain RINA certification for their System and Practices must first and henceforth satisfy the provision of RJC Code of Practices, in the current edition.

Other RJC relevant documents are:

- Standard Guidance: it provides general information and advice for RJC Members to help them implement the RJC Code of Practices (COP).
- Certification Handbook: it provides an overview of the Responsible Jewellery Council system and the requirements for achieving certification.
- Assessment Manual: it contains instructions for Members and Auditors on how to conduct assessments to establish conformance with the RJC Standards. It is applicable to all RJC Members throughout the Diamond, Gold and Platinum Group Metals jewellery supply chain.
- Assessment Questions: it specifies the relevant requirements of the Code of Practices for Members' business practices. Members and



auditors use the same set of questions for Self Assessments and Certification Audits.

CHAPTER 3 INITIAL CERTIFICATION

3.1

Together with or following the certification request, the organisation is to send RINA the following documents, in addition to what is stated in the General Rules for the Certification of Management Systems in point 3.4:

- the evidence of RJC membership of the organization;
- the self assessment performed against the provision of the RJC Code of Practices using the RJC Assessment Questions, enclosing any useful supporting documents

The information provided by the organization through the RJC doc Assessment Questions and attachments (e.g.: office records and operations, policies and procedures, payroll and hours records, government and/or regulatory certificates, as listed in the RJC Assessment Manual), shall be used by RINA to perform a preliminary risk assessment of the organization before arriving at the site.

During the on site visit system and practices of the organization will be verified and factual evidences will be collected to corroborate the information provided by the organization through the RJC doc Assessment Questions.

In case non conformances are identified, the organization will be required to propose adequate corrective actions.

Non conformances are classified as Minor Non Conformance, Major Non Conformance or Critical Breach, according to the RJC Assessment Manual.

A COP Critical Breach is Major Non-Conformance against a Provision deemed to be critical to the integrity of the RJC Code of Practices.

Critical Provisions are identified in the list below:

- 16.1 Discipline and Grievance Procedures
- 17.1 – 17.2 Child Labour
- 18.1 Forced Labour
- 23.2 Hazardous Substances
- 24.2 Waste and Emissions
- 26.1 Product Disclosure
- 27.1 Kimberley Process Certification Scheme and WDC System

If any of findings attributed to these Critical Provisions are rated as a Major Non-Conformance, then the Member is deemed to be in a situation of Critical Breach of the RJC Code of Practices.



At the end of the on site visit the team informs the organization of the findings and this will be recorded in the form of a summary report or Corrective Action Plan.

The full report shall be sent by RINA to the organization after the audit, within 15 days. The minimum content of the report is described in the RJC Assessment Manual.

Once corrective action proposals, if any, have been approved, RINA sends the certification recommendation to RJC.

RJC receives the recommendation and issues, if appropriate, the certificate to the organization Member.

The certificate is valid for 1 or more years according to the audit output and certification recommendation prepared by the lead auditor, according to the RJC Assessment Manual.

CHAPTER 4 MAINTENANCE OF CERTIFICATION

4.1

Instead of what is stated in the General Rules for the Certification of Management Systems in points 4.3, 4.4, 4.5 and 4.6, for Responsible Jewellery Council Program the type and timing of subsequent visits depend from the result of previous visit, as per RJC Assessment Manual.

Obligations resulting from a Non-Conformance by RJC COP are described as follows:

No Non-Conformance or Minor Non-Conformance

Members with no Non-Conformances or Minor Non-Conformances are eligible for a 3 year COP Certification provided they prepare adequate Corrective Action Plan/s, as applicable. These may be reviewed by the audit team during subsequent audits.

Major Non-Conformance

Members with Major Non-Conformances are eligible for a 1 year COP Certification provided all Major Non-Conformances have been adequately addressed or captured in a Corrective Action Plan approved by the audit team. The Corrective Action Plan must be submitted to the Audit team for approval within 1 month from the audit.

Critical Breach

A Major Non-Conformance for a Critical Provision raised by the audit team will result in a Critical Breach. Audit team shall cease any audit activity if a Critical Breach is found during an audit. RINA shall immediately notify the Critical Breach to the RJC Management Team.

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