Appendix 1 – Supporting Documents

SUPPORTING DOCUMENTS

Access:

- the RJC standards, corresponding guidance documents, glossary of terms, Approval Criteria for Certification Bodies and Auditors, Certification Process Requirements for Certification Bodies and Auditors, Member Certification Handbook and appendices on the RJC website.

- additional specialist toolkits and templates.

- the latest support documents to help members implement the RJC standards under the member account on the Member Portal library, as per the following:

TABLE A1.1. SUPPORTING DOCUMENTS

STANDARD	WORKBOOK OR TOOLKIT	INFORMATION
COP /LGMS	Self-assessment workbook	Used by members to identify and document the certification scope, assess conformity with the COP and prepare for the independent audit.
	Risk assessment toolkit	Used by members to conduct risk assessments. This toolkit supports the implementation of key provisions in the COP, and the output can be provided as evidence during an independent audit.
	Human rights due diligence toolkit	Used by members to conduct a human rights due diligence review. This toolkit supports the implementation of human rights COP/LGMS provision 6 (Human Rights), and the output can be provided as evidence during an independent audit.
	Due diligence for diamonds and coloured gemstones toolkit Due diligence for precious metals toolkit	Used by members to conduct due diligence for responsible sourcing. This toolkit supports the implementation of COP/LGMS provision 7 (Due Diligence for Responsible Sourcing, Including from Conflict-Affected and High-Risk Areas), and the output can be provided as evidence during an independent audit.
	Reporting template	Used by members to report on their practices as per COP/LGMS requirements COP provision 3 (Reporting), 6 (Human Rights), 7 (Due Diligence for Responsible Sourcing, Including from Conflict-Affected and High-Risk Areas) and COP 2019 provision 27/COP 2024 provision 28 and LGMS 26 (Use of Natural Resources).
	KYC example information request template KYC policy and procedures template	Used by members to implement the requirements of COP provision 12/ LGMS provision 10 (Know Your Counterparty (KYC): Money Laundering and Financing of Terrorism).
COC	Self-assessment toolkit	Used by members to identify and document the certification scope for COC, assess conformity and prepare for the independent audit.
	Outsourcing contractor assessment form	Used by members to assess the conformity of outsourcing contractors (where these are used) against COC 2017 provision 5/COC 2024 provision 3 (Outsourcing Contractors and Service Companies).