

TRIMORO CO., LTD.

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Process for Controlling Tracking for Provenance Claims (RJC)

Objective:

To establish a robust process for tracking and verifying provenance claims in accordance with the Responsible Jewelry Council (RJC) standards, ensuring transparency, and credibility in the jewelry supply chain.

Process Steps:

1. Provenance Claim Documentation:

- When sourcing materials or finished jewelry, obtain detailed documentation from suppliers regarding the provenance of the materials.
- Ensure that these documents include information on the origin of gemstones, metals, and any other materials used.

2. Material Segregation:

- Upon receiving materials, segregate them based on their provenance claims.
- Maintain clear and separate storage or labeling for materials from different sources.

3. Data Entry and Record Keeping:

- Create a centralized database or system to record and manage provenance data.
- Enter information about each material's source, including supplier details, dates of acquisition, and supporting documentation.

4. Third-Party Verification:

- Engage third-party experts or labs to verify the authenticity and origin of materials.
- Submit samples for testing or evaluation to confirm their provenance.

5. Chain of Custody Tracking:

- Implement a chain of custody tracking system for materials as they move through your supply chain.
- Record each transfer of materials and update the database accordingly.

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6. Regular Audits:

- Conduct periodic internal audits to ensure compliance with the tracking process.
- Verify that materials match their documented provenance claims.

7. Documentation Retention:

- Maintain a record of all provenance documentation, test results, and audit reports.
- Store these documents securely and accessibly.

8. Training and Education:

- Train relevant employees and partners on the importance of tracking for provenance claims and the specific process in place.
- Ensure they understand the significance of RJC standards.

9. Communication with Suppliers:

- Regularly communicate with suppliers to request updated provenance documentation and any changes in the origin of materials.
- Emphasize the importance of accurate claims.

10. Reporting to RJC:

- Prepare reports on the tracking process, including audits and verification results.
- Submit required reports to RJC in accordance with their guidelines.

11. Continuous Improvement:

- Continuously assess the effectiveness of the tracking process.
- Seek feedback from employees and partners to identify areas for improvement.

12. Corrective Actions:

- If discrepancies or issues with provenance claims are identified, take immediate corrective actions.
- Notify RJC of any corrective actions taken.

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13. Transparency and Communication:

- Maintain open and transparent communication with customers and stakeholders regarding the provenance of your products.
- Make information about provenance readily available to consumers.

14. RJC Compliance Review:

- Periodically review RJC standards and guidelines to ensure ongoing compliance.
- Make necessary adjustments to the tracking process as standards evolve.

15. Documentation of Provenance Claims:

- Ensure that all finished jewelry products have clear and accurate provenance claims on their labels or certificates.
- Cross-verify these claims with the database records.

16. Stakeholder Feedback:

- Encourage customers and partners to provide feedback on your tracking and provenance claims.
- Address any concerns promptly.

17. External Certification:

- Consider seeking external certification or audits from RJC or similar organizations to validate your compliance with tracking and provenance standards.

18. Review and Adapt:

- Regularly review the tracking process and adapt it to changes in the jewelry industry, supply chain, or regulations.

19. Reporting Non-Compliance:

- If non-compliance issues are identified, report them to RJC as required and take corrective actions promptly.

20. Evaluation and Improvement:

- Continuously evaluate the effectiveness of the tracking process and make improvements to enhance accuracy and transparency.

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Roles and Responsibilities:

Clearly define roles and responsibilities for employees involved in tracking and verifying provenance claims, including designated personnel responsible for database management, audits, and communication with suppliers.

Review and Approval:

Regularly review and approve the tracking process, making updates and improvements as necessary. Seek executive or management approval for any significant changes.



Vincent Livet

