



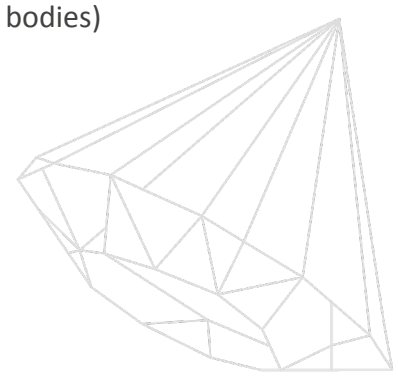
# Jeweltree Foundation

## Traceability Procedures

The following documents and procedures are requested from our Network Partner INSPIRA DIAMONDS PTY LTD before issuing a Jeweltree Certificate.

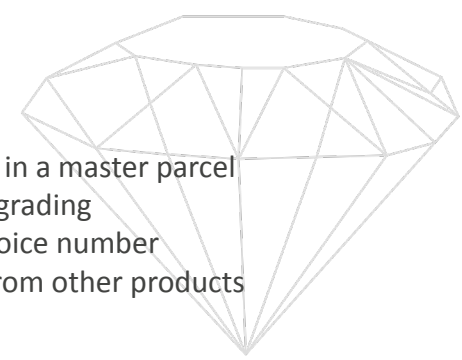


- ☑ Letter of Guarantee (LoG) or Origin from the polisher. Stating:
  - Mine and country of origin
  - Reference to the invoice of purchase
  - Process reviews in the factory (like Business Excellence Models, auditing bodies)
  - Name of the polishing factory
  - Total carat of lot, average number of stones / average size per lot.
  - Company stamp and signature



- ☑ Invoice check:
  - Total weight matches weight on LoG and packing list.
  - Invoice nr matches nr on LoG. - Check weight of individual parcels
  - KP compliance disclaimer stating diamonds are conflict free
  - Disclaimer stating natural origin and untreated

- ☑ Sorting of goods:
  - Stone count
  - Goods are sorted according to size, clarity and color
  - Stones are **gauged**, not sieved (melee)
  - Same size, clarity and color and origin are put together in a master parcel
  - Cross checking of master parcel for second opinion on grading
  - Each master parcel has a reference to the purchase invoice number
  - Same origin goods are boxed together and separated from other products



- ☑ Recording of goods:
  - Details are recorded in an excel sheet per invoice
  - Individual excel sheets are compiled in a total stock summary worksheet
  - Total stock summary is entered into a pricing matrix
  - This matrix forms the basis of the stock lists that are sent to customers

- ☑ Customer orders:
  - Goods are cut from the master parcels
  - Total carat, number of stones and customer name is mentioned on the master parcel
  - Traceability is noted on the customers invoice
  - An internal reference on the invoice refers to the purchase invoice
  - A certificate of origin is issued by the seller

- ☑ Customer can apply for a Jeweltree Certificate

