



**National Gem & Jewellery Authority**  
**Assay Office**

No : M/20/2/16 – (3)

Dear Customer,

**INSTRUCTIONS TO BE FOLLOWED WHEN SUBMITTING PRECIOUS METAL/  
JEWELLERY ARTICLES FOR ASSAYING AND HALLMARKING.**

In order to avoid delays or damages to work, manufactures and others, submitting articles of **Gold, Silver or Platinum** for assay / hallmarking are requested to give attention to the following notes which have been compiled for their guidance. \* Please refer to the conditions given overleaf of the customers copy (Ref : NGJA/Assay/1) when submitting items for assaying and hallmarking.

**(1) ALL METALLIC PARTS OF ARTICLES TO BE SUBMITTED.**

Articles submitted for hallmarking must be complete, eg. All parts which are to be incorporated in the article other than non- metallic parts must be submitted. eg. the fastener should be included when a chain , bracelet or necklace is submitted.

**(2) SUBMITTING WORK AT A SUITABLE STAGE OF MANUFACTURE.**

Senders are advised to submit articles at a suitable stage of manufacture so that scraper marks and any distortions caused by hallmarking can be removed during subsequent finishing. The Assay office will normally accept articles at an early stage of manufacture, provided that all metallic parts are sent.

**(3) RHODIUM PLATED ARTICLES.**

It is advised to submit articles before *Rhodium plating or other platings* & at a suitable stage of manufacture.

**(4) SUBMITTING ARTICLES IN BATCHES (LOTS)**

- It is advised to submit items in separate lots according to, alloy composition, Karat standard, colour ,design, etc.
- Casting items should also be submitted in separate lots in unpolished state with “sprues” undetached from the Jewellery items, to minimize the damages caused during sampling / hallmarking .
- Any nodules on the surface of castings should be removed. Otherwise there may be difficulties in hallmarking.

**(5) ARTICLES TO BE CLEAN WHEN SUBMITTING.**

Articles must be clean and free from dirt, acid, investment, etc..any of which may contaminate the sample and result in a low Assay report. If this occurs, the article have to be resampled thus increasing the risk of damage and it may cause rejection of the articles.

#### **(6) SAMPLING AND ASSAYING**

Articles are hallmarked only after they pass an Assay. (eg. a chemical analysis), for which a certain minimum weight of sample is required. The majority of articles submitted for hallmarking are sampled by removal of material from the different component parts of the articles usually in the form of scrapings.

- However, in the case of delicate or intricate articles sent in small numbers there may be a risk of damage in obtaining the necessary amount of scrapings. Where the Assay office is satisfied that there is such a risk, it is usually prepared to accept a separate sample supplied by the sender in the form of a piece of each material/s, eg. wire, sheet, etc..., used in the manufacture.
- The total weight of the sample piece should be not less than 150 milligrams (0.15 gram). The Assay office will still require to take a small scrapings from the articles themselves, but if a separate sample is sent, the amount of scrapings will be kept to a minimum. The sending of sample in such cases is therefore strongly advised. The sample piece must of course be taken from the same sheet or wire etc., used for making the article concerned and a signed statement of this effect must be included.

#### **(7) SPECIAL REQUEST CONCERNING SAMPLING AND HALLMARKING.**

- It is appreciated if the sender indicate where the hallmark should be or what position should be preferred by the sender / designer. Also it may not be apparent that scraping of certain areas should be avoided. In such cases guidance in the form of clear instructions would be helpful.
  - It should be stressed however that it is not always possible for technical reasons to sample or hallmark in the place requested. Where practicable, senders request will be observed, but assay Office reserves the right to sample or hallmark in any position of an article.
- (8) According to section 13 (1) & (2) of Assaying & Hallmarking regulation-2006 gazetted on 17/3/06 under reference no. 1436/21, the *sponsor's mark* should be stamped on article/s by the jewellery trader/manufacturer in the case of trade or business & the mark should be registered at the Assay Office, NGJA.

#### **(9) HOURS OF BUSINESS**

The Assay Office is open for receipt & delivery of work on Monday to Friday from 8.30 a.m. to 12.30 p.m. & 1.00 p.m. to 4.15 p.m. except on poya days and mercantile holidays.

- Payments of assay charges until 3.00 p.m. only.

#### **For details contact**

Manager, Assay Office, National Gem & Jewellery Authority, No. 25, Galle Face Terrace, Colombo-03, Sri Lanka.  
T.P.2390645 - 8, 2325364, Fax : 2320758, Email-[ngjassay@sltnet.lk](mailto:ngjassay@sltnet.lk)