

SALSA

Safe and Local Supplier Approval

SALSA Questions Frequently Asked

- 1) Am I eligible for SALSA approval? SALSA approval and Scheme membership is limited to food producers based in the United Kingdom, Channel Islands and the Isle of Man. Scheme members must be physically involved in food processing, not solely wholesaling or distribution, and cannot operate from domestic premises.
- 2) How long will the audit take? A target of 5-6 hours, although this will vary dependent on the nature and size of the business
- 3) What documentation will you need to see? HACCP, training records, pest control records, process records, product & recipe specifications, shelf life testing and production records. The Auditor will need a minimum of 6-8 weeks of production records to review at the Audit
- 4) Who needs to be available? Key people with day to day responsibility
- 5) Do we need to be producing on the day? Yes, to allow the process to be challenged
- 6) Will it just be one person coming? Yes
- 7) Do I have to be with you all the time? Yes, auditors should not be left alone
- 8) Can I correct a non-compliance at the audit? Yes, if corrective action is ok. But it still needs to be recorded
- 9) What happens after the audit? All corrective action must be submitted within 28 days of the audit date. SALSA Operations reviews the documentation, within 28 days of the evidence being submitted, you will be notified of your approval or requirement of additional information by email.
- 10) Is the auditor's recommendation final? No, SALSA Operations will review the auditor's report and reserves the right to alter the recommendation if necessary. You will be contacted and informed of the outcome if this is necessary.
- 11) Can the auditor check the evidence before it goes to SALSA? No, but they can provide clarification
- 12) Will you come back and check it is all ok? Only if you are advised a re-audit is necessary
- 13) What kind of supplementary evidence is required? Your auditor will help identify this, e.g. digital photo, updated procedure, etc
- 14) How do I obtain my certificate?
 - i) Once approved your certificate is uploaded against your company profile, visible in the SALSA Directory. Log on as a member to the site, find your listing in the Directory, view the full profile and you will see a hyperlink to the certificate
 - ii) An email will be sent to you confirming your approval, direction will be given in this email as well.
- 15) Who has access to the audit report? SALSA Operations and the member company. A copy of the report is sent by email once approved and can be circulated as the member requires
- 16) How often do I get audited? Annually
- 17) Can we use the SALSA logo? Yes, you can download the logo pack once approved (FOC) and use in accordance to the guidance provided in the pack
- 18) What happens if I fail?
 - i) You will receive an assessment of the areas that the business needs to address in order to become compliant with the SALSA Standard from the audit
 - ii) The business will have to address the non-compliances, pay the audit fee again and pass the new audit in order to gain approval
- 19) What happens if I don't agree with your findings? You are entitled to follow the appeal procedure which is detailed in the SALSA Scheme rules