

Audit Window Calendar

Objective

To define a dedicated audit window for specific geographical areas to ensure audits are conducted effectively and in order to minimise travel costs.

Policy

Operations will implement the audit window calendar, notifying all existing affected suppliers and new members of this procedure.

Procedure

Month	Argyll & Bute	Isle of Arran	Isle of Mull	Shetland	Orkney	Western Isles(Uist/ Benbecula)	Western Isles (Lewis/ Harris)	Isle of Man	Jersey/ Guernsey
January									
February									
March	Audit Week								
April									
May					Audit Week		Audit Week		
June		Audit Week		Audit Week			Audit Week		Audit Week
July									
August			Audit Week						
September						Audit Week			
October								Audit Week	
November									
December									

- New suppliers (members) requesting a first year audit have the following option:
 - Wait until the dedicated audit window for their region, no additional costs to the published rate
 - Pay for the additional travel costs incurred by the auditor to conduct the audit outside the audit window (costs will be confirmed by the appointed auditor)
 - For clarity of regions included in the above audit windows please contact Operations

Approval

By: SALSA Operations

With effect from: 22/02/2016::

Availability

This document is available via the SALSA website to:

Governance Board	Yes
Technical Advisory Committee	Yes
Auditors/Mentors	Yes
Members	Yes