

Audit Anniversary Date

Objective

To provide a formal policy and clear guidance on the control and application of the audit anniversary date.

Policy

All members that have undertaken a successful SALSA audit are issued an audit anniversary date, this is twelve calendar months from their first audit date and is implemented and controlled by SALSA Operations.

Procedure

Members are able to book their audit anytime up to 8 weeks in advance of their anniversary date. The 8 week window gives members the flexibility to book their audit at a time that suits them best.

The anniversary date is fixed following the first successful audit. Changes to the anniversary date are only permitted under the following conditions;

- a) Members can request an anniversary date change before their audit due date but they must pay for their annual audit and membership by the existing anniversary date to maintain their membership benefits. Their new anniversary date will then be set on the date of their subsequent audit
- b) Members that have their audit after the anniversary date and wish to change their anniversary date can do so but will be charged £50 (+vat) admin fee to re set and issue a new certificate.
N.B. Members that book their audit after their anniversary date will have a period of lapsed certification
- c) Suppliers that have left the scheme for > 6 months will have their anniversary date set at the date of their first audit after re joining the scheme
- d) Operations will assess exceptional situations on a case by case basis eg if a fire or flood means production is not possible

All requests for anniversary date changes must be submitted in writing to Operations (info@salsafood.co.uk)

Approval

By: SALSA Operations

With effect from: 11/09/2014

Availability

Via www.salsafood.co.uk to;

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