



## HELPSHEET: SALSA CORRECTIVE ACTIONS - New Upload System

The way you submit corrective action evidence to SALSA is changing. After your audit, if you have an action plan raised from the **8<sup>th</sup> of May 2023**, you will receive an email from [info@salsafood.co.uk](mailto:info@salsafood.co.uk) that contains a unique, encrypted link to your action plan. Please add this email to your address book to avoid it landing in your junk file.

The action plan link will appear in your browser starting with <https://beta.salsafood.co.uk/ap/>

This link will take you to the page below that confirms your audit reference and date the audit took place. Please check that this information is correct and inform SALSA if it is not. This page also tells you the date to submit evidence to close out the action plan.

You can also download a copy of your action plan and improvement plan from this page. These are useful as working documents.

The screenshot shows a web interface for submitting evidence. At the top, there are two boxes: 'Your audit ID' and 'Your audit Date'. Below them, the text reads 'Action Plan' followed by 'For audit [redacted] that took place on [redacted]'. To the right, there is a box 'Date to Submit Evidence By:' with a 'Submit by' button below it. Below the main text, there are two buttons: 'Action Plan PDF' and 'Improvement Plan PDF'. A callout box on the left points to these buttons with the text 'Download a copy of your Action & Improvement Plans'. Below this is a 'How To Use' section with instructions on how to upload evidence, including a 3-step process and a final instruction to click 'Submit Evidence' to send files to SALSA.

If you require further support when submitting evidence, please call the SALSA Helpline: 01295 577570  
(Monday – Friday 9am – 5.30pm)



The screenshot shows a web form with several sections. Callout boxes provide instructions for each:

- SALSA clause reference number:** Points to a small blue box in the 'Actions Raised' section.
- Item identified by the Auditor requiring action:** Points to the 'Issue Raised' text area.
- The action you need to take / evidence to submit:** Points to the 'Action Proposed by Auditor' text area.
- Action Taken:** Points to a text area with the instruction: 'Click in the Action Taken box. A pop up will appear. Fill in details of the action you have taken.'
- Supporting Evidence:** Points to an '+ Upload File' button with the instruction: 'Click to upload file. A browse box will appear. Provide a file title to explain what the file contains.'

For each action you will need to:

- Load evidence that may include word/ excel documents, screenshots or photographs. The system can upload most file formats except videos. You can upload more than one file for each action.
- Clearly label each piece of uploaded evidence. For example: 'Despatch Door – Before Photograph'
- List the steps you have taken to comply with the corrective action.

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You can work on the action plan over time. It will **autosave** until you are ready to submit it to SALSA.

**Submit Evidence**

Once you have successfully submitted your action plan the screen below will appear and you will receive an email confirmation.

**SALSA**

**Submit Evidence**



### Action Plan Submitted

Thank you for submitting the corrective action following your SALSA audit.

We will email you to confirm your approval or, if necessary, to request additional evidence we need to see to close out the action plan.

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**SALSA**  
Safe and Local Supplier Approval