

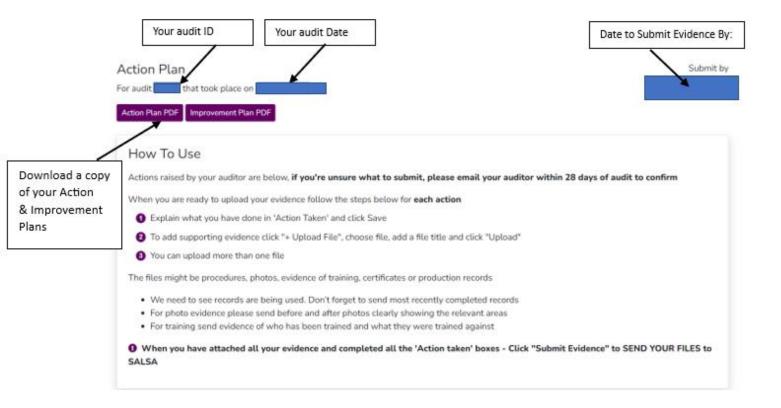
## HELPSHEET: SALSA CORRECTIVE ACTIONS - New Upload System

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 <a href="info@salsafood.co.uk">info@salsafood.co.uk</a> 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.

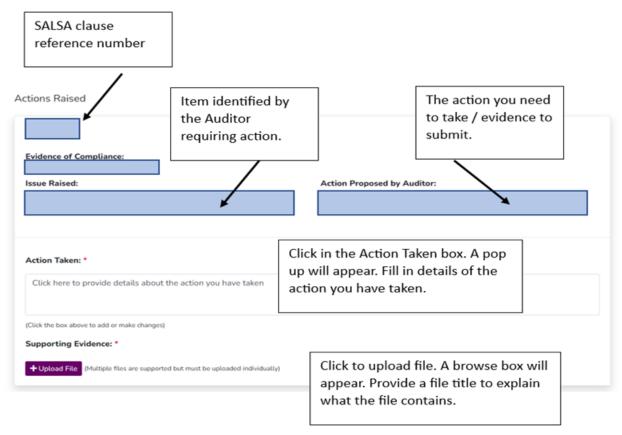
You can also download a copy of your action plan and improvement plan from this page. These are useful as working documents.



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







## 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.



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







## 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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