



Safe and Local Supplier Approval



## SALSA Extra! – Annual Membership, and Mentoring Service

Feedback from our members tells us that a pre-audit gap assessment in preparation for an audit gives them the boost and confidence that they need for achieving a successful outcome. SALSA Extra! includes:

- Annual membership fee
- SALSA audit fee
- Full days mentoring (at a discounted rate)

This package has been specifically designed for new members looking to gain approval but requiring some one-to-one guidance on preparing for their audit.

New members will have their company profiles added to the SALSA Directory within 24 hours and given immediate access to the extensive library of online resources to assist them in preparing for their audit.

Once payment is received, a SALSA mentor will be in contact to arrange a suitable date, Mentoring can take place at any time, but the full audit must be completed within 12 months of payment.

### What is SALSA Extra! Mentoring and How Does it Work?

SALSA Extra! mentoring is a voluntary option which members can use as a '**readiness check**' for the SALSA audit. A registered Mentor is assigned to the business to complete a gap analysis of the operation to the relevant SALSA standard. This is a snapshot of the documentation and implementation of the system at the current time with the aim of indicating the major areas which may need additional work.

In general, the SALSA Extra! mentoring day is used as a **full review** of the quality system against the scheme requirements, but the member can choose to focus on particular areas, if needed - such as HACCP or traceability.

The SALSA Extra! mentoring is delivered in 8 hours. For best use of time, the Member can use the Self-Assessment Checklist (available on the SALSA website) before the mentoring day. This gives a clear overview of the quality system and helps for both parties to better understand where the gaps are. The success of the mentoring day depends on the availability of the information and time needed to retrieve the information during the visit.

Once the visit is completed, the Mentor will provide feedback with explanatory notes.

The business must have been operating for a minimum of 6-8 weeks and have supporting records available for the visit.

# SALSA

Safe and Local Supplier Approval



## Next Steps - Following the SALSA Extra! Mentoring Visit

After the visit, no evidence is needed to be sent to SALSA, the actions from the mentoring are available for the member to follow up and implement before the full audit. It is important to note that this report may possibly not be a **complete** list of all issues, but a sample of what was seen at the time. The member should make sure that they comply with all the requirements and be ready to demonstrate to the auditor in the full certification audit.

If further support is needed, the member can choose additional technical support from the Mentor Directory, or an additional SALSA Extra! mentoring day prior to the full certification audit.

## **Benefits of Using a SALSA Mentor:**

- Mentoring will be of a recognised high standard.
- Mentors are trained in the requirements of the SALSA schemes and included in SALSA training days.
- Mentors are registered in the IFST register as food safety professionals in the product area.
- Regional funding initiatives maybe available for using SALSA services.