

Audit Window Calendar

Objective

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

Policy

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

Procedure

Audits in the areas listed below, will be carried out in the audit window each year. Audits will be organised in advance and current members will be notified to allow them to confirm their audit requirements.

Due to the costs of auditor travel, there is a remote subsidy applied to audits within these areas. The rate is published on the SALSA website.

New members requesting a first year audit have the following options:

- Take the audit within the audit window for their region. This may result in a delay in taking the audit, and will incur the remote subsidy costs at the published rate.
- Take the audit outside the audit window for their region. This audit will take place as soon as practicable and will be liable for the auditor's expenses.

New members will be offered the opportunity to be audited at the next available audit window. This may result in either an audit taking place before the anniversary date (where a pro-rata fee will apply) or a period of lapsed membership.

For clarity of regions included in the audit windows, please contact Operations.

Audit Window Region \ Month	January	February	March	April	May	June	July	August	September	October	November	December
Argyll & Bute (PA28/41)			Audit Week									
Argyll & Bute (PA34/35)						Audit Week						
Isle of Islay/Jura						Audit Week						
Isle of Arran						Audit Week						
Isle of Mull								Audit Week				
Isle of Skye										Audit Week		
Shetland						Audit Week						
Orkney					Audit Week							
Western Isles (Lewis/ Harris)					Audit Week							
Western Isles (Uist/ Benbecula)									Audit Week			
Isle of Man			Audit Week							Audit Week		
Jersey/ Guernsey						Audit Week				Audit Week		

Approval

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Availability

This document is available via the SALSA website to:

Governance Board	Yes
Technical Advisory Committee	Yes
Auditors/Mentors	Yes
Members	Yes
Buyers	No
Public	No