

Audit Review and Certification

Purpose

To define the post-audit review and decision-making process leading to certification being either granted or refused.

Scope

All completed audit reports.

Policy

All completed audit reports and relevant supplier action plans shall be reviewed by SALSA Operations to ensure consistency of decision making regarding approval or refusal of certification. Reviews of reports and auditor recommendations shall be carried out by defined personnel within Operations who have the appropriate skills, knowledge and experience to make reliable and consistent judgements.

Procedure

All audit reports where the recommendations is Approved with no action required; convert to pre-audit, not recommended for approval shall be reviewed within 14 days of audit.

All audit reports where the recommendation is approved with completion of action plan shall be reviewed within 28 days of receipt of member evidence.

Failure to submit satisfactory evidence within 3 months demonstrates a lack of continual commitment to the SALSA Standard and would result in an unsuccessful audit. A further audit payment and successfully completed audit is required to gain approval in this circumstance.

The procedure is defined and illustrated in the flow diagram shown in Appendix 1.

Appeals to Certification Decisions

If the member is dissatisfied with the outcome of an audit or certification decision, appeals can be made to SALSA by making contact in writing to info@salsafood.co.uk with the following information:

- The nature of the appeal
- Evidence to support the appeal

A Certification team member will respond in writing acknowledging receipt of the appeal and arrange an independent review. The review will include:

- Interviewing relevant stakeholders
- Reviewing all relevant documentation
- Considering information provided by the person making the appeal
- Considering any other relevant requirements, e.g. standard(s) or scheme requirements

Once the review is completed, the Certification team member will notify the member in writing of the outcome of the appeal. Appeal decisions are considered final by SALSA.

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Approval

This document was approved by:

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| Technical Advisory Committee | 25/03/2013 |
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Availability

This document is available via the SALSA website to:

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| Governance Board | Yes |
| Technical Advisory Committee | Yes |
| Auditor/Mentor | Yes |
| Members | Yes |
| Buyers | Yes |
| Public | No |

Appendix 1

