

## 5 SIMPLE STEPS TO SALSA

### PREPARE FOR YOUR AUDIT

- ✓ For you to action   ▪ We'll take care of it

### ARRANGE YOUR AUDIT

- ✓ Download (for free!), read and benchmark yourself against the SALSA standard
- ✓ **JOIN SALSA** to access the **scheme resources** to help you prepare for your audit
- ✓ For 1<sup>st</sup> time audits to be taken within 12 months of payment
- ✓ If you have any questions, contact the office for advice on 01295 477570

### AUDIT TAKES PLACE

- ✓ Telephone the SALSA office to let us know you are ready
- ✓ If you have not done so already, **JOIN SALSA** and pay for your audit and membership online
  - The auditor will contact you within 5 working days, to arrange a convenient audit date

### SALSA REVIEWS DOCUMENTATION

- ✓ Person responsible is on site and accompanies the auditor at all times
- ✓ For Food and Drink Production standards – production must take place and be witnessed
  - The Auditor advises where compliant, partially compliant, or non-compliant with the standard
- ✓ Audit closing meeting takes place
- ✓ Action plan for correcting non-conformance is agreed (corrective actions)
  - The Auditor can convert to a pre-assessment visit, if audit failure is likely (return to step 1)
  - The Auditor submits the audit report to SALSA

### APPROVAL DECISION MADE

- SALSA reviews audit report
  - SALSA approves within 28 days if no corrective actions are required
- WHERE **CORRECTIVE ACTIONS** ARE REQUIRED
- ✓ Action plan for correcting non-conformance is implemented
  - ✓ Evidence of corrective actions is submitted to SALSA by post
  - SALSA reviews and advises if further evidence or documentation is required within 28 days
  - SALSA approves when satisfactory evidence is provided
  - If sufficient evidence is not received you WILL NOT become SALSA approved

- SALSA issue your audit report and approval certificate
- SALSA set your annual approval renewal date (anniversary date)
- ✓ You can now use the SALSA Logo
- ✓ **Your member profile** and SALSA certificate is available at [www.salsafood.co.uk](http://www.salsafood.co.uk)
- ✓ **SALSA is reviewed annually** – you can now prepare for your next audit!

# SALSA

Safe and Local Supplier Approval

#### Scheme resources

- Comprehensive **Guidance Notes**
- Library of **Tools and tips**
- **Pre-audit checklist**
- **SALSA Mentoring**
- **Training** – HACCP, Food Labelling
- **Telephone Helpline** – 01295 477570

#### CORRECTIVE ACTIONS

In some cases you might not comply with the SALSA Standard. The auditor will discuss this with you and agree what you **corrective action** you must take to achieve compliance.

Evidence of your **corrective action** needs to be sent to the SALSA this might be examples of new completed paperwork, training records, or photographic evidence.

#### Your member profile

On joining SALSA, you will be asked to complete a **member profile**. The SALSA Directory is used by over 1000 registered buyers and serves as a UK wide directory for food and drink producers. Log in at [www.salsafood.co.uk](http://www.salsafood.co.uk) to make sure its looking its best!