

5 SIMPLE STEPS TO SALSA

PREPARE FOR YOUR AUDIT

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

- ✓ 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 1st time audits to be taken within 12 months of payment
- ✓ If you have any questions, contact the office for advice on 01295 724248

ARRANGE YOUR AUDIT

- ✓ 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

AUDIT TAKES PLACE

- ✓ Person responsible is on site and accompanies the auditor at all times
- ✓ Production is taking place so it can be witnessed by the auditor
 - 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

SALSA REVIEWS DOCUMENTATION

- 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

APPROVAL DECISION MADE

- 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
- ✓ **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 724248

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 to make sure its looking its best!