

### Certification and Recertification of Approvals

#### Objective

To define the policy and procedure to be used by Operations for the issuing of certificates and planning the recertification cycle.

#### Policy

Valid certificates shall be controlled and issued by Operations. Validity and ongoing certification shall be based on the anniversary of the initial audit and will consider the practical aspects of administration, planning, booking in advance and the verification of SALSA member action plans. A change in ownership of a business shall result in the withdrawal of the certificate and a recertification audit is required.

#### Certificates shall include:

Company Name	-	the trading name of the member
Site Code	-	issued by SALSA
Site Address	-	the exact address the audit is valid for
Scope of Audit	-	the exact scope of products or processes to be included in the approval
Anniversary Date	-	the due date for all subsequent audits, established from first audit
Date of Audit	-	date of the audit relevant to the approval certificate
Date of Issue	-	the date SALSA generated the certificate following the audit
Next Audit Due Between	-	the audit window. 56 days before 12 months following the anniversary date to the anniversary date
Certificate Expiry	-	56 days after the end of the next audit due window (Provides up to 28 days for a member to return corrective action following the audit and 28 days for Operations to review, follow up and verify SALSA member action plans.

#### Procedure

- Certificates shall be issued by Operations at the conclusion of a successful review of the member's audit documentation and, where relevant, action plan following their audit.
- Issue of certificates shall be by Operations uploading a pdf copy of the certificate to the relevant member's SALSA directory website profile, these certificates shall be available to download from the SALSA directory.
- The dates included on each certificate shall follow the above policy. Operations shall observe the policy in the preparation of certificates.
- Approved members are able to book audit dates from 56 days before the anniversary date (their next audit due date). This will not affect or change the anniversary date used to calculate the next audit due date.
- Members will be informed by Operations that, if booking audits to take place after the anniversary date (the next audit due date), this may result in a lapsed approval if certification cannot be completed successfully prior to the certificate expiry date.
- Operations shall facilitate the booking and planning of recertification audits.
- Members may request a change to their anniversary date in line with policy SPP15.
- Businesses which have purchased a SALSA audit and have not been audited within 12 months following the purchase date will have to re-join the scheme by purchasing a SALSA audit before booking an audit date.
- Where there is a change in ownership or a change in site, the certificate is no longer valid. 8 weeks of records should be available following the change before a recertification audit can be completed.

#### Approval:

This document was originally approved by Technical Advisory Committee:

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## Availability

This document is made available via the [salsafood.co.uk](http://salsafood.co.uk) website to the following stakeholders:

Advisory Board	Yes
Technical Advisory Committee	Yes
Auditor/Mentor	Yes
Members	Yes
Public	Yes