

Audit Anniversary Date

Objective

To provide a formal policy and clear guidance on the control and application of the audit anniversary date.

Policy

All members, who have undertaken a successful SALSA audit, are issued an audit anniversary date. This date is twelve calendar months from their first audit date and is implemented and controlled by SALSA Operations. In order to maintain certification, an audit should be taken by the anniversary date each year.

Procedure

Members are able to book their audit up to 8 weeks in advance of their anniversary date. The 8 week window gives members the flexibility to book their audit at a time that suits them best. Where members book their audit after their anniversary date this may result in having a period of lapsed certification.

Following the first successful audit, the anniversary date is fixed. Changes to the anniversary date are only permitted under the following conditions;

- a) Members who purchase their annual audit and membership by their existing anniversary date can request an anniversary date change with no extra charge. Their new anniversary date will then be set on the date of their subsequent successful audit.
- b) Members who purchase their annual audit and membership after their anniversary date can do so but will be charged £50 (+vat) admin fee. Their new anniversary date will be set on the date of their subsequent successful audit.
- c) Members can request to change the anniversary date after the certificate has been issued but this request can only be made within 3 months of the date of the audit. Their new anniversary date will be set on the date of their most recent successful audit.
- d) Members who have left the scheme for > 6 months will have their anniversary date set at the date of their first successful audit after re-joining the scheme.
- e) Members who have experienced exceptional circumstances e.g. if a fire or flood means production is not possible, will be assessed by Operations on a case by case basis.

All requests for anniversary date changes must be submitted in writing to Operations (info@salsafood.co.uk).

Approval: This document was approved by SALSA Operations:

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Availability: This document is available via the SALSA website to:

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