

Auditor Allocation

Objective: Provision of guidance to Members, Auditors & Mentors regarding the allocation of auditors. Allocation to be according to the scheme requirements for locality and sector approval; to avoid conflicts of interest and provide stakeholder confidence in the impartiality and objectivity of the process.

Scope

The allocation of all auditors by Operations to members.

Policy

Auditors shall be selected from the auditing cohort and allocated to a member based on four criteria:

1. Approved by the Register of Professional Food Auditors and Mentors and SALSA for the Field of Registration matching the member's products
2. Home base located close to the site to be audited
3. No conflict of interest declared by auditor or known to Operations
4. Conducted no more than three consecutive audits at the site

Procedure

- **Rotation** – Auditors may complete a maximum of three successive audits for a member before a different auditor is required to complete an audit before the original auditor may conduct a further audit. Operations shall maintain records to implement the rotation procedure effectively.
- **Conflict of Interest** – Auditors allocated audits must inform Operations if there is any reason which may lead to a conflict of interest before accepting. Conflict of interest would occur if the auditor has performed any paid or unpaid advisory work at the site within the last three years or if the auditor has performed SALSA training at the site within the last 12 months. Training delegates from a site on a public/open training course does not constitute a conflict of interest.
- **Alternative Auditor** – Operations will be required to allocate an auditor from outside the member's locality or region when there is no alternative auditor based locally with the required Field of Registration or without conflict of interest. The term 'Alien Audit' shall be used to describe this type of allocation and such audits shall be offered to all auditors with the required scope. The allocation shall be made at the discretion of Operations considering the most cost-effective solution that meets all other allocation requirements. A record of all Alien Audits shall be maintained and costs reported to SALSA Advisory Board
- **Exceptions** – Operations may permit the use of an auditor whose RPFAM Field of Registration does not match the member's products where a technical expert (auditor who does hold the correct Field of Registration for the member's products) can provide support in review of Technical aspects related to food safety. Operations may use their discretion in allocating to auditors who have been temporarily excluded from the approval list due to their Auditor & Mentor RPFAM registration being in progress by up to three months past the registration expiry date. In each case discretion shall be used to avoid the otherwise necessary allocation of an Alien Audit.

Approval

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Availability

This document is made available via the salsafood.co.uk website to the following stakeholders:

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

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