

### 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 can book an audit date up to 8 weeks before their anniversary date, this does not change the anniversary date on the next certificate. 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, and all requests must be submitted in writing to [info@salsafood.co.uk](mailto:info@salsafood.co.uk).

- a) Members purchasing their annual audit/membership by the existing anniversary date can request an anniversary date change with no extra charge. The anniversary date will be set on the date of the subsequent successful audit.
- b) Members purchasing their annual audit and membership after their anniversary date can request a change, there is an admin fee of £75 (+vat). The anniversary date will be set on the date of the subsequent successful audit.
- c) Members can request an anniversary date change after the certificate has been issued but this request can only be made within 3 months of the date of the audit. The anniversary date will be set on the date of the subsequent successful audit. There is an admin fee of £75 (+vat).
- d) Members who have left the scheme for > 6 months will have their anniversary date set to the date of the subsequent successful audit after re-joining the scheme.
- e) Members who move site will have their anniversary date set at the date of the first successful audit at the new site. Sufficient records to demonstrate the move has been managed effectively, without impacting on food safety, will be required.
- f) Members who have experienced exceptional circumstances e.g. if a fire or flood means production is not possible, will be assessed by SALSA Operations on a case by case basis.

**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

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