

SUSPENSION OF AUDITS AND EXTENSION OF CERTIFICATION – SPP COVID-19 0320

Dear All

This email is to notify you that SALSA will not be conducting any audits between **1st April and 30th April 2020**.

All affected businesses will be contacted tomorrow morning and advised as follows;

This email is to notify you that SALSA will not be conducting any audits between 1st April and 30th April 2020. Your auditor will be in touch with you directly to agree a new audit date, to take place from May 1st onwards.

Where certificates are likely to expire as a result of this audit postponement an extension to certification may be granted. To qualify for certificate extension, you MUST

- ✓ *Ensure your scheme membership is current, by purchasing your audit renewal*
- ✓ *Agree a new date with your auditor - within a reasonable timescale*
- ✓ *Then contact Salsa to request an extension to certification*
- ✓ *Successfully complete the extension process below*

Extension Process

You will be asked to provide evidence of compliance to the SALSA Standard. This will include but is not limited to, a copy of your latest Internal Systems Review (3.1.1) and evidence of corrective action against any Improvements (PCI's) included on your previous audit report. SALSA will confirm to you directly what information is required.

On receipt and successful review of the above information your extension will be granted and you will be provided with a new temporary certificate. This will have been updated with a revised expiry date, set eight weeks from your agreed new audit date. Please note: your audit anniversary date will remain the same.

Exceptions

If you wish to proceed with an audit during this suspension period, then please notify SALSA immediately, stating that you wish to apply for an EXCEPTION to POLICY SPP COVID-19 0320. We will then be in contact to confirm the way forward.

You will appreciate that this situation is rapidly evolving. We continue to closely monitor Government guidelines and will update our policies and procedures as required to help limit the spread of coronavirus (COVID-19).

Please see the SALSA website for our full statement and procedure regarding Coronavirus (COVID -19); <https://www.salsafood.co.uk/about.php?p=5>

AUDITORS - Please contact the sites where you have audits booked to agree a new provisional audit date

The agreed new audit date should be within a reasonable timescale, likely to be within 8 weeks of the end of the audit suspension period. Once confirmed, it is important that you enter this new provisional date in the system and email SALSA to advise the new date. SALSA will then extend the members certificate as outlined above.

If you wish to proceed with an audit during the suspension period, then please notify SALSA immediately, advising the company name and stating that they wish to apply for an EXCEPTION to POLICY SPP COVID-19 0320. We will then be in contact with the business and yourself to confirm the way forward.

We will continue to allocate audits that have been paid for. You should continue to follow the normal audit acceptance protocol by booking a mutually convenient date, outside of the current suspension period.

Businesses with an audit booked before the suspension period shall also be given the option to postpone their audit and should proceed as instructed above.

Finally, we understand that you yourself may have taken the decision to temporarily discontinue visiting sites. To enable us to best manage audits **throughout this period only**, please let us know so that we can effectively manage allocations.

You will appreciate that this a rapidly changing situation. We are closely monitoring Government guidance and adapting our policies and procedures as the need arises. We will continue to keep you informed, including any need to revise the suspension period beyond April 30th 2020.

Please reply confirming acknowledgement of this email. Any questions concerning the execution of this policy should be directed to info@salsafood.co.uk or by calling 01295 724248

Thank you for your cooperation and understanding.

The SALSA Team

For SALSA's full statement on Coronavirus (Covid-19) please visit :-
<https://www.salsafood.co.uk/about.php?p=5>