

Terms and Conditions of Engagement as a SALSA Auditor / Mentor / Trainer

Auditors, Mentors, Trainers (AMT) shall be engaged by the authorised operator of the SALSA Scheme subject to the applicant accepting, meeting, agreeing and abiding by the Terms and Conditions of Engagement both in-service and throughout the length of engagement. The Terms and Conditions cover different aspects of engagement and are detailed within the three sections of this document.

Before SALSA engages an individual as an Auditor, Mentor, Trainer (AMT) they must meet SALSA's pre-qualification requirements, agree to accept and abide to the following terms and conditions.

Pre-Qualification requirements

The Auditor, Mentor, Trainers shall:

1. Be registered on the IFST Register of Professional Food Auditors and Mentors.
2. Hold a current Professional Indemnity Insurance Policy relevant to Auditing and Mentoring.
3. Attend an interview with a representative of the Scheme operator.
4. Attend a new AMT Induction Seminar.
5. Attend a shadow audit or mentoring visit as requested
6. Complete additional pre-qualifications/training where required to undertake certain activities for SALSA

In-service terms and conditions

The Auditor and/or Mentor shall:

1. Maintain Registration on the IFST Register of Professional Food Auditors and Mentors for the duration of the engagement, ensuring CPD is completed across the fields of operation held.
2. Maintain a relevant Professional Indemnity Insurance policy with suitable cover for the duration of the engagement.
3. Attend and participate in compulsory alignment activities for AMT training as required throughout the calendar year.
4. Agree to their relevant contact details included on the application form being made available to Scheme operators and members via the SALSA website (see Privacy Policy SPP16 on website).
5. Declare any information that may reasonably be considered to adversely affect your ability to perform auditing / mentoring / training tasks and responsibilities to the Scheme operator.
6. Abide by the Policies, Procedures, Protocols introduced by the Scheme operator and participate in the Scheme's performance management, auditor report review, auditor conduct and witnessed audit review process (see SOP 39 Audit Protocol on the on the SALSA file share weblink).

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7. Notify the Scheme operator of any concerns about a SALSA member, auditor or mentor that could jeopardise the safety of food or drink produced, handled, distributed or sold by a SALSA member.
8. Abide by the SALSA Auditor and Mentor Code of Conduct when engaged by, representing or working on behalf of SALSA (see SPP24).
9. Provide a minimum of three months' notice when voluntarily resigning from the position of SALSA Auditor/ Mentor / Trainer.

Suspension or Termination of Engagement

An Auditor / Mentor / Trainer may be immediately suspended and subsequently terminated from service/engagement by the authorised Scheme operator pending the investigation of any alleged breach of the Code of Conduct (SPP24), Terms and Conditions (SPP17) or Privacy Policy (SPP 16) or a serious complaint from a member or stakeholder under the following circumstances;

1. An investigation and confirmation of a breach of the Code of Conduct, Terms and Conditions of Engagement or Privacy Policy.
2. An investigation and confirmation of a breach of the in-service terms and conditions.
3. An investigation and confirmation of a serious complaint from a member or stakeholder.
4. An unsatisfactory or unresolved performance review.

There is a right to appeal to any decision through the Independent Technical Advisory Committee Chair.

Auditor/Mentor/Trainer Acceptance

'I agree to abide by the Code of Conduct and Terms and Conditions (SPP 17) throughout my engagement, representing, working and service as an Auditor / Mentor / Trainer for the SALSA Scheme.'

Print Name	Signed	Date

Approval:

This document was approved by SALSA Operations:

Issued	06/10/2015
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Availability:

This document is available via the SALSA website to:

Governance Board	Yes
Technical Advisory Committee	No
Auditor/Mentor	Yes
Members	No
Buyers	No
Public	No