

Audit Window Calendar

Objective

To define a dedicated audit window for specified geographical areas to ensure audits are conducted effectively and to minimise travel costs.

Policy

SALSA Members within the specified geographical areas will be audited within the audit windows identified on the calendar.

Procedure

- Audits in the areas listed on the audit window calendar (see Appendix 1) will be carried out in the identified window each year.
- Audits will be organised in advance and members will be notified to allow them to confirm their audit requirements. Payment must be made before the audit can go ahead.
- Due to the costs of auditor travel, there is a remote subsidy applied to audits within these areas. The rate is published on the SALSA website.
- New members requesting a first-year audit have the following options:
 - Take the audit within the audit window for their region. This may result in a delay in taking the audit and will incur the remote subsidy costs at the published rate.
 - Take the audit outside the audit window for their region. This audit will take place as soon as practicable, and the member will be liable for the auditor's expenses (minus any prepaid remote subsidy).
 - Members choosing to take audits outside of the audit window will be offered the option of moving future audits to the next available audit window. This may result in an audit taking place before the anniversary date (where a pro-rata fee will apply) or a period of lapsed membership. The audit can remain at its original anniversary date but the auditor's travel expenses must be paid each year.
- For clarity of regions included in the audit windows, please contact Operations.

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

Appendix 1

Month Audit Window Region	January	February	March	April	May	June	July	August	September	October	November	December
Argyll & Bute (PA28/29)			Audit Week									
Argyll & Bute (PA34/35)						Audit Week						
Argyll & Bute (PA20)							Audit Week					
Isle of Islay/Jura						Audit Week						
Isle of Arran						Audit Week						
Isle of Mull										Audit Week		
Isle of Skye				Audit Week								
Shetland						Audit Week						
Orkney					Audit Week							
Western Isles (Lewis / Harris)					Audit Week							
Western Isles (Uist / Benbecula)									Audit Week			
Western Isles (Isle of Barra)					Audit Week							
Jersey			Audit Week			Audit Week						
Guernsey		Audit Week										
Isle of Man			Audit Week			Audit Week						