



**Audit details**

Company name	Cheetah Couriers and Logistics Ltd
FORS ID	8386
Operating centre name	Hemel Hempstead
Contact name	Dave Woodage
Date of audit	03/11/2021
Type of audit	Re-approval audit
Contractual reason	Other Private Contractor

**Audit result**

Management	Pass
Vehicles	Pass
Drivers	Pass
Operations	Pass
Overall	Pass

**Operating Centres**

How many operating centres does your company have in scope of FORS accreditation?	1
Do all of your operating centres operate under the same policies and procedures?	Yes
Total number of audits required for company accreditation:	1 audits

Audit number x of x	1 of 1
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**Please complete all mandatory red boxes**

Start Time	09:00
End Time	14:00

**Present audit findings**

Number of major action points	0
Number of minor action points	0

If the audit result is a fail, you will be required to undergo a follow-up audit within 30 days of notification of the audit result.

Describe the type and scope of fleet operations	The company operates a mixed fleet of HGVs and LCVs engaged in general haulage, warehousing and courier work.
What is the organisation's objective to attain or continue FORS accreditation?	The company wishes to maintain FORS Bronze accreditation due to customer demand, to prove commitment to safety and compliance and to benchmark their standards against others within the industry.

## Introduction

This spreadsheet covers Annexes 3, 4 and 5 of the Fleet Operator Recognition Scheme standards and is broken down as follows:

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Intro	
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Standard Version	5.1
Spreadsheet Version	14/07/2021

## Auditing

Auditors shall review a random sample of client vehicle records for conformity at all audits dependent on fleet size:

- 1 - 3 vehicles - 100% of vehicle records will be checked
- 4 - 10 vehicles - three vehicle records will be checked
- 11 - 20 - 20% of vehicle records will be checked
- 21+ - at least five vehicle records will be checked

The objectives and timings of any audit shall be reiterated in an opening meeting at the beginning of any audit

'Audit notes' should record where evidence of meeting the requirement was found (such as a named document) and explain its level of adherence to the requirements. Sole traders will need to demonstrate at least verbally that they have a comprehensive understanding of all requirements for a safe and legal operation. The 'outcome' shall be expressed as either a pass, major action point, minor action point, or an observation.

Reporting	Usage
Pass	Fully satisfied all requirements
Minor action point	Satisfied requirements but with some minor issues
Major action point	Requirements not satisfied and in need of timely corrective action

A copy of the completed audit checklist will be discussed with the client at a closing meeting at the end of any audit. The auditor should discuss his/her recommendation but highlight that it will be subject to verification.

## Post-audit processes

A person within the certification body other than any auditor involved with a given audit shall review the contents of any completed audit checklist prior to forwarding to the scheme administrator

Any audit checklist shall be typed into this spreadsheet and emailed to the scheme administrator in electronic MS Excel format within 2 working days from the date of the audit.

Certification bodies shall report any misuse of the FORS scheme marks or wording to the scheme administrator, this may involve the review of client paperwork and vehicles bearing the FORS logo

Certification bodies shall inform their client of the scheme administrator's certification decision

Auditors shall complete 100% of the audit checklist (in the annex to the FORS requirements) as a record of the audit.

## Company details

The following form shall be completed by certification bodies undertaking audits and accompany relevant completed checklists in all cases

FORS ID	8386	
Company name	Cheetah Couriers and Logistics Ltd	
Operating centre name	Hemel Hempstead	
First line of address (Street)	6 Maxted Road,	
Town	Hemel Hempstead	
Postcode	HP2 7DX,	
Country	United Kingdom	
Contact name	Dave Woodage	
Position	Operations Director	
Contact phone	+441442233333	
Email	dave@cheetahcouriers.co.uk	
Number of employees	60	
Number of drivers	24	
Do you use sub contractors /owner drivers?	No	
If yes; Does your company policy state that sub contractors/owner drivers must adhere to the FORS Standard?	N/a	
Do you maintain records (Operator Licence, insurance, medical, safety etc.) on owner drivers/sub contractors centrally?	No	
Did you join FORS for contractual reasons? If yes please check the contracts that you are/will be working on.	<input type="checkbox"/> TFL <input type="checkbox"/> Tideway <input type="checkbox"/> None <input type="checkbox"/> Vinci Construction <input type="checkbox"/> Other Local Authorities <input type="checkbox"/> MACE <input checked="" type="checkbox"/> Other Private Contractor <input type="checkbox"/> HS2	
Audit by	DEKRA	
Auditor name	Richard Reed	
Auditor number	RR024	
I declare that I have not been involved in helping this company to prepare for this FORS Bronze audit	Please tick to confirm <input checked="" type="checkbox"/>	
I declare that I have completed the following Pre-audit checks in preparation for this FORS Bronze audit: (Please tick to confirm each action)	<input checked="" type="checkbox"/> Office of the Traffic Commissioner (TAN) <input checked="" type="checkbox"/> Traffic Commissioner A&D Register <input checked="" type="checkbox"/> Company Website	<input checked="" type="checkbox"/> FORS Complaints Register <input type="checkbox"/> Notification from Certification Body of any <input checked="" type="checkbox"/> General pre audit checks
Date of audit	03/11/2021	
Audit start time	09:00	
Audit finish time	14:00	



## Audit scope

Vehicle Information - this information relates to your operating centre only

Category	Type	Fuel type continued								Totals
		Diesel	Petrol	Biofuel	Gas <sup>1</sup>	Electric	Fuel Cell <sup>2</sup>	Hybrid	Other	
Bus	17 passenger seats and over									
Coach	17 passenger seats and over									
Minibus	9 -16 passenger seats									
Car	up to 8 passenger seats									
Powered Two Wheeler (P2W)										
Other	List...									
Trailer									9	9
Sub-total									9	9
<b>Total</b>		21							9	30

1 Fossil fuel/non fossil fuel based

2 Hydrogen

Category	Additional Safety Equipment Fitted Vehicle Type	Safety Equipment (Quantity of vehicles fitted)							
		V/VI Mirrors	Side Protection	Audible Turn Left	Dvr Incab Warning	Camera Front	Camera side/rear	Audible Reversing	Other Equipment
Lorry	Rigid	10	10	10	10	10	10	10	0
	Articulated	10	10	10	10	10	10	10	0
	Drawbar								
	Wheeled plant								
Van	All Weights	0	0	0	0	1	1	0	0
PCV	Bus								
	Coach								
	Minibus								
Miscellaneous	Car								
	Trailer	0	9	0	0	0	0	0	0
	Powered Two Wheeler (P2W)								
Other	List...								
<b>Total</b>		20	29	20	20	21	21	20	

Percentage of lorries with equipment

100% 100% 100% 100% 100% 100% 100% 0%

## Audit scope

Vehicle Information - this information relates to your operating centre only

Audit	FORS
Type of audit	Re-approval audit
Audit level	Bronze
Method of Delivery	Remote
Describe the type and scope of fleet operations	The company operates a mixed fleet of HGVs and LCVs engaged in general haulage, warehousing and courier work.
What is the organisation's objective to attain or continue FORS accreditation?	The company wishes to maintain FORS Bronze accreditation due to customer demand, to prove commitment to safety and compliance and to benchmark their standards against others within the industry.

## Bronze audit checklist

'Audit notes' should record where evidence of meeting the requirement was found (such as a named document) and explain its level of adherence to the requirements. Sole traders will need to demonstrate at least verbally that they have a comprehensive understanding of all requirements for a safe and legal operation. The 'outcome' shall be expressed as either a pass, major action point, minor action point, or an observation.

### Audit declarations (to be read out by the auditor before starting the audit against the requirements)

The information supplied during this audit shall be a true reflection of the company's activities, policies and procedures that are in place and evidenced at the time of the audit. Any declaration made during the audit and subsequently found to be untrue may lead to suspension or termination of your FORS accreditation. In accordance with the FORS Terms and Conditions section 8.2.1 the data in this report may be shared on a case by case basis.

It is important to remember that whilst the FORS Bronze audit will check (where applicable) that an organisation has a valid Operator's Licence for the operating centre that is being audited, and that many of the policies and procedures checked during the onsite audit relate to Operator Licence undertakings. FORS Bronze, Silver and Gold audits ARE NOT Operator Licence compliance audits. FORS accreditation IS NOT confirmation of compliance with GB Operator Licensing and will not protect you from investigation and prosecution by the police or DVSA or appearing before a Traffic Commissioner at a Public Inquiry. Traffic Commissioners welcome any scheme that promotes overall road safety. However, FORS members are reminded that a FORS membership certificate or FORS audit report will not be accepted as evidence by Traffic Commissioners or DVSA of Operator Licensing compliance.

### \*Additional audit declaration that shall be read out to the organisation when undertaking a Remote Audit.

I confirm that the vehicle files presented to the auditor at the audit are a true reflection that the company is complying with the conditions and undertakings that have been set out by the Office of the Traffic Commissioner for vehicle maintenance.

I confirm that I have read the audit declarations to the organisation prior to the start of the audit



Code	Requirement	Audit Note	Outcome	
M1	FORS documentation To manage, review, revise and retain all policies and procedures, risk assessments and supporting documents relevant to the FORS Standard.	Evidence shown meets all of the mandatory FORS Standard requirements	Pass	
		Present during this remote audit was Operations Director, David Woodage and Transport Consultant, Steve Hale. Policies, procedures, risk assessments and supporting documents have been reviewed in line with the FORS Standard version 5.1 requirements. Evidence presented during the audit shows that systems are in place to ensure that the latest and current versions of documents are used and in circulation. Information was organised and easily retrievable and contained the latest information required to evidence a good standard of compliance with the FORS Standard version 5.1.		
		The company has rectified all of the minor gradings awarded to sub IDs for the previous year.		Yes
		A commendable effort has been made by the operator to rectify the minor action points identified at M1, M2, M4, M5, M6, M7, M8, V1, V2, V4, V5.1, V5.3, V6.i, V7, D1, D2, D3, D5, D6, O2, O3 and O6 during the previous year.		
M2	Records To manage and retain all records relevant to the FORS Standard.	The company has 12 months for drivers' hours records.	Yes	
		The Optac 3 (OPTAC3) tachograph analysis software is used for managing drivers' hours and working time records. These records, including infringements, are held in electronic format for the required 12-month period. The operator uses a 17-week reference period for calculating the average working time.		
		The company has 24 months for working time records.	Yes	

Code	Requirement	Audit Note	Outcome
		<p>The operator evidenced detailed information on drivers' hours and working time. Reports were able to be produced to show that there is continuous management of the WTD. Working time records in excess of the required 24 months were able to be presented. Timesheets are required to be completed. The van is operated under UK domestic regulations.</p>	Pass
		<p>The company has 14 weeks for vehicle nil defects records or until the next vehicle safety inspection.</p>	
		<p>The drivers use a TachPro Driver Vehicle Check and Defect Book (100202) to record their daily walkaround checks. The nil defects are not actioned any further. Records are held for the required 14-week period. This was evidenced at the time of the audit. The van is checked using the same document.</p>	
		<p>The company has 15 months for records relating to vehicle safety inspections, defects and maintenance.</p>	
		<p>The operator maintains records in hard copy and in electronic format. Defect reports are retained in hard copy format. Records are retained for the required 15 months, or for the life of the vehicle if sooner. The required 15 months of safety inspection records and defects (positive and nil) were available (where applicable) to be seen.</p>	



Code	Requirement	Audit Note		Outcome
M3	<b>Responsible person</b> To appoint a trained, experienced and (where necessary) qualified person responsible to run the fleet operation.	The company has a formally appointed, qualified (where necessary), trained and experienced person or team in place to run the transport operation and to maintain continuous and effective control.	Yes	Pass
		Operations Director, David Mark Woodage (David Woodage) is the qualified and experienced person who is responsible for the running of the transport operation and maintaining continuous and effective control. Operational support is provided by Transport Consultant, Steve Hale.		
		CPC Awarding Body	RSA (Royal Society of Arts)	
		Name of appointed person	David Mark Woodage	
		Certificate / Candidate Number and date attained	Candidate number: 15938021, attained: March 1988.	
		A certificate to demonstrate that Operations Director, David Woodage has attended an Operator Licence Awareness Training (OLAT) course with Milebay Consultancy Limited on 11/09/2019 was presented in hard copy format.		
M4	<b>Staff resources</b> To provide adequate staff resources to run the fleet operation.	The company has the required documented job descriptions and responsibilities for key personnel.	Yes	Pass
		Documented job descriptions and associated job roles for key personnel were available to be evidenced during the audit. This information is communicated via a DAW policy (pages 14-15) indicating that a structured management system is in place. Documents were presented in electronic format.		
		The company has in place an organisational chart which shows names and job titles, with clear links between senior management and operations personnel.	Yes	
		A company organisational chart (dated 15/09/2021) was evidenced in hard copy format. This chart lists Operations Director, David Woodage as the FORS Champion for O2, O3 and O7. Business Development Manager, Debbie Woodage is responsible for health and safety. A clear link between management and driving staff can be identified.		
		The company has a recruitment and selection procedure for drivers and fleet related staff.	Yes	
		The operator's recruitment procedure, last reviewed on 15/09/2021, detailing the recruitment and selection process of prospective staff, was evidenced in electronic format. The operator utilises word-of-mouth and electronic advertisements to attract new staff. The process includes a competency-based interview and practical driving assessment.		
		Prior to appointment to the role, drivers are checked to validate their employment history, qualifications and licensing, fitness to drive and ability or eligibility to work.	Yes	
The operator confirmed that drivers' eligibility to work and ID, employment history and qualifications are checked. Driving licence and eyesight checks are carried out in addition to a driving assessment with Operations Director, David Woodage before any offer of employment is made.				

Code	Requirement	Audit Note		Outcome	
M5	<b>Communication</b> To communicate all fleet management policies and procedures to all staff involved in the fleet operation.	The company communicates its policies and procedures, including updates to all staff directly involved in the transport operation.		Yes	
		Record driver handbook seen (include version number, and date of review). Transport related Toolbox talks, noticeboards utilised and risk assessments communicated	Drivers receive a copy of the Driving at Work policy (DAW policy) which was last reviewed on 15/09/2021, in hard copy format. In addition, all drivers undergo an induction consisting of company policies, procedures, risk assessments, SSOWs and FORS eLearning. Training on safe loading and a detailed multi-day induction and training program is followed. All documentation is signed for, to confirm receipt and understanding. All drivers have signed declarations, dated 15/09/2021, stating that they have received the company documentation. There are noticeboards around the site with statutory and informative information. Other forms of communication include, but are not limited to, briefings and memos.		
M6	<b>Vehicle fleet</b> To document the details of the vehicle fleet and how vehicles are distributed across the organisation.	The company maintains a register of the number, type and distribution of all vehicles / plant in scope of FORS accreditation.		Yes	
		The operator evidenced an electronic fleet register. The register specifies the vehicles' make, model, registration, fuel type, axle configuration, weight, ownership status, and operating centre location. VOR information is also included. At the time of the audit, the fleet register matched the information held on the FORS Company page. This fleet list meets the FORS Standard version 5.1, M6 requirement.			
M7	<b>Regulatory licensing</b> To hold all regulatory licences and permits relevant to the fleet operation.	Operator Licence Type	Standard National		
		Operator Licence Number	OF0221556	Review Date	31/03/2024
		Vehicles Authorised/Operated	50	Trailers	30
		Vehicles Held	20	Trailers	9
		The Operator Licence is held in the name of the correct legal entity of the organisation.		Yes	
		The company is registered as Cheetah Couriers and Logistics Limited (Company number: 1586690). The Operator Licence is in the name of the correct legal entity. The named director matches the records held at Companies House. There are two operating centres authorised on this licence at WD39YD and HP27DX. There are no related Operator Licences.			
		The responsible person at M3, matches the named Transport Manager on the Operator Licence?		Yes	
		The responsible person at M3 matches the named Transport Manager on the Operator Licence, which is Operations Director, David Woodage.			
		The company has carried out regular compliance reviews of the fleet operation and has notified the awarding authority of any changes?		Yes	
		The operator is registered for the online self-service system. Compliance is constantly reviewed. Notification to the authorities of any changes made to the fleet is completed when required. Operations Director, David Woodage is responsible for notifying the awarding authority of any changes.			
		Section 19 or 22 permits, or private hire licences.	There are no vehicles requiring section 19 or 22 permits, or private hire licences.		N/A
		Specific conditions or undertakings attached to the operating centre	There are no specific conditions or undertakings attached to the operating centre.		N/A
Waste Certificate Number and expiry date	Registration number: 0BDU337594. Expiry date: 26/05/2023. Registered as: Carrier, Broker and Dealer - Upper Tier.		Yes		
Private hire licence	The company does not operate vehicles within scope of this requirement.		N/A		

Code	Requirement	Audit Note				Outcome	
M8	Health and safety To maintain safe and healthy working conditions.	The company has a Health and Safety policy in place.				Pass	
		Policy in Place	Reviewed (at least annually)	Review Date	Reviewed By		Communicated
		Yes	Yes	15/09/2021	David Woodage		Yes
		A HSE policy and procedure, signed by Operations Director, David Woodage on 15/09/2021, is communicated via a DAW policy (pages 24-26). A commitment to the health and safety of the employees and the public is communicated with reference to current legislation. Evidence presented fully meet the FORS Standard version 5.1, M8 requirement.					
		The company has named the person with continuous and effective responsibility for health and safety.					Yes
		The person with overall responsibility for health and safety within the company is Business Development Manager, Debbie Woodage. This appointment is noted on the company organisational chart.					
		The company has the required risk assessments or method statements in place which have been reviewed and communicated to all transport staff.					Yes
		Slips trips and falls	Yes	D2 – Seatbelts, speed, distraction and adverse weather			Yes
		Manual handling	Yes	D5 – In-vehicle communications			Yes
		Lone working	Yes	V5 – Safe loading and load restraint			Yes
		COSHH	Yes	O1 – Prescribed and designated routes			Yes
		Access to vehicles and working at height	Yes	O4 - Passenger safety			Yes
		Working in and around moving vehicles	Yes	O5 - Specialist operations			N/A
		Reversing manoeuvring and turning	Yes	O6 – Operational security			Yes
		Coupling, uncoupling and towing trailers	Yes	O7 – Counter terrorism			Yes
Risk assessments and SSOs, last reviewed on 01/10/2021, are issued to staff during induction, and again following any review. Changes are updated and communicated as required during the year. Drivers are trained in completing a dynamic risk assessment and the reporting of possible dangerous situations. The procedures operated by the company and shown at audit ensure safe systems of work are in place and regularly updated. Risk assessments used to report accidents, occupational diseases and near misses evidenced, meet the FORS Standard version 5.1, M8 requirement. No specialist operations are undertaken.							

Code	Requirement	Audit Note				Outcome	
M9	Complaints To review and act upon any complaint made against the fleet operation.	The company has a policy in place to ensure that complaints are investigated and used to improve operational performance through the resolution of any issues identified.				Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By		Communicated
		Yes	Yes	15/09/2021	David Woodage		Yes
		The complaints policy was evidenced in electronic format and is communicated via a DAW policy (pages 34-36). The policy references complaints from customers, members of the public, staff grievances, and other stakeholders. The policy states that complaints will be acknowledged within three working days and complainants will be informed of the outcome of any investigation within 10 working days. A flowchart describing the process for dealing with complaints is included. This policy has been issued during induction, is communicated in accordance with M5, and fully meets the FORS Standard version 5.1, M9 requirement.					
		The company has a complaint register, showing full details of the complaint, the investigation and action taken to prevent reoccurrence.					
		Complaint Register in Place	Full Investigation	Trends analysis and action taken			
		Yes	N/A	N/A			
		An electronic complaints investigation document (Excel spreadsheet) was presented. The document includes a section to record the nature of the complaint, the relevant dates, the personnel involved, and the corrective action taken in response. The system evidenced facilitates a full investigation and trend analysis. This register is maintained by Business Development Manager, Debbie Woodage. The auditor noted that there were no entries on the register. The operator confirmed that should there be a transport-related complaint, a full investigation would be completed along with any trends analysis and action taken.					
		All complaints are recorded and investigated within ten days to identify whether control measures have failed and if operational improvements can be made. Improvement actions are recorded and implemented.			N/A		
		The operator confirmed that, should any complaints be received, they will be discussed at managerial level, and, if required, used to make operational improvements. If required, further staff training will be provided. The operator confirmed that all complaints would be recorded and investigated within 10 working days and that any operational changes would be communicated to all staff, in accordance with company policy. The FORS company page does not show any recorded complaints for the operator.					
M10	Transport infringements. To record, investigate and take action against all transport related infringements.	The company has a policy and supporting procedure in place to record, investigate and monitor all transport related breaches and offences.				Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By		Communicated
		Yes	Yes	15/09/2021	David Woodage		Yes
		A policy is communicated within a DAW policy (pages 37-38.). Included is information relating to moving traffic offences, roadworthiness prohibitions and driving licence endorsements. The requirement for a driver to notify the company of any PCNs immediately is included. The policy fully meets the FORS Standard version 5.1, M10 requirement.					
		The company maintains a record of all transport related fines and charges and records how this is documented and investigated.					
		Transport fines and charges record in place	Full / Partial Investigation, Analysis				
		Yes	Yes				
		During the audit, a register (Excel spreadsheet) for the recording of transport breaches and offences was evidenced. The register lists the required information to be captured in order to complete an effective investigation. An entry on the register dated 28/10/2021 was noted for a driver, driving in a bus lane. This PCN has been investigated and paid.					
Driver training has taken place to prevent the reoccurrence of fines and charges and reduce trends?							
N/A							
The operator confirmed that should any fines or charges be received they will be investigated in line with the company policy. At the time of the audit, no requirement for additional training was seen as there is not enough information to produce a trend. The register is maintained by Business Development Manager, Debbie Woodage.							

Code	Requirement	Audit Note										Outcome	
M11	<b>Transport updates</b> To keep up to date with developments in the fleet and road transport industry.	The company have a process in place for keeping up to date with developments in the fleet and road transport industry.										Yes	Pass
		To keep up with developments within the industry, the operator receives updates from the DVSA, the HSE, the RHA, the Office of the Traffic Commissioner, and FORS Online, along with updates from various industry-related subscriptions such as Commercial Motor. The operator is a member of the RHA (Membership number: 0011200-000). In addition, Transport Consultant, Steve Hale provides updates on the industry when required. A procedure for transport updates is communicated via a DAW policy (page 39).											
V1	<b>Serviceability and roadworthiness</b> To maintain vehicles, trailers and specialist equipment in a serviceable and roadworthy condition.	The company has a policy and procedure in place to inspect, service and repair vehicles, trailers and specialist equipment.											Pass
		Policy in Place		Reviewed		Review Date		Reviewed By		Communicated			
		Yes		Yes		15/09/2021		David Woodage		Yes			
		The policy and procedure is communicated within a DAW policy (pages 40-41). The units and trailers are to be inspected on a six-weekly cycle, with Roller Brake Testing (RBT) taking place during every inspection. The LCV fleet is serviced in accordance with the manufacturer's specifications. This policy fully meets the FORS Standard version 5.1, V1 requirement.											
		The company carries out First-use inspections (Vehicles being brought into service).										Yes	
		The vehicle serviceability and roadworthiness policy requires any new vehicles that are brought into service to have a first-use inspection completed by the vehicle manufacturer or by the dealer that the vehicle is purchased from. Once the first-use inspection is completed and the vehicle is fitted with safety equipment, the vehicle will then be put to work.											
		The company has a maintenance plan, which accounts for all vehicles held.		Yes		Maintenance is planned to a minimum of 6 months in advance.		Yes					
		The operator uses a wall planner to monitor the dates when maintenance is due. In addition, a spreadsheet planner is used as a backup system. Both of the maintenance planners are forward planned in excess of the required six months. The planner lists the required information such as MOT dates and VED dates. This planner is held and maintained by Operations Director, David Woodage.											
		The maintenance plan has been reviewed and kept up to date.										Yes	
		Evidence that the maintenance plan is kept up to date was seen at the time of the audit. Amendments made to the spreadsheet and the wall planner were evidenced. Operations Director, David Woodage is responsible for the alterations to the service and inspection planners. Both planners are under constant review and changes are communicated to the maintenance provider.											
		Maintenance is being carried out by.		3rd Party		A maintenance agreement is in place.		Yes					
		The operator evidenced a maintenance agreement with John Arnold Commercials Limited (MAN) of Unit 6, Wilstead Industrial Park, Kenneth Way, Bedford, MK45 3PD. This agreement was signed on 15/07/2010 and states that the vehicles and trailers are to be inspected on a six-weekly cycle.											
		Maintenance records are kept for 15 months for vehicles currently operated, including those sold on within the last 15 months.										Yes	
The operator retains the compliance documentation in hard copy vehicle files and in electronic format. The vehicle files contain the vehicle registration documents and the inspection, MOT and tachograph calibration documentation for the required 15 months (where applicable). Files for vehicles that have been sold are archived and are retained for record-keeping purposes.													
<b>Vehicle documents checked.</b>		Vehicle Registration	Vehicle Type	1st PMI Service Date	2nd PMI Service Date	3rd PMI Service Date	MOT due?	Tacho Insp due?	VED due?	LOLER / PUWER due?	Annual RBT due?	Compliant	
		CH61TAH	HGV	28/10/2021	16/09/2021	07/08/2021	28/02/2022	10/09/2022	01/09/2022	N/A	28/02/2022	Yes	
		GN69XHH	HGV	22/10/2021	08/09/2021	30/07/2021	31/01/2022	30/01/2022	01/02/2022	15/02/2022	31/01/2022	Yes	

Code	Requirement	Audit Note											Outcome
		CH19TAH	HGV	08/10/2021	24/08/2021	19/07/2021	31/05/2022	01/04/2023	01/05/2022	N/A	31/05/2022	Yes	
		CH68TAH	HGV	14/10/2021	31/08/2021	26/07/2021	30/11/2021	19/08/2022	01/10/2022	N/A	30/11/2021	Yes	
		CH62TAH	HGV	29/10/2021	16/09/2021	04/08/2021	30/11/2022	04/08/2023	01/09/2022	N/A	30/11/2022	Yes	

Code	Requirement	Audit Note				Outcome	
V2	Daily walkaround checks To check vehicles, trailers and specialist equipment for defects immediately before they are used.	The company have a daily walkaround check and defect reporting procedure in place for all vehicles, trailers and specialist equipment. All drivers have been made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. (Particular attention shall be paid to the recording of vehicle safety equipment fitment and checks).				Yes	
		The walkaround check takes place using a TachPro Driver Vehicle Check and Defect Book (100202). Driver training on the identification and reporting of vehicles defects is provided during induction to the company. The operator evidenced a defect reporting and minor defect training sign off sheet on pages 43 and 44 of the DAW policy. Should the driver identify a defect on the vehicle, the observation is recorded in the defect book and given to Operations Director, David Woodage to action. On completion of the repair by a repair agent or the driver, a signature is required to confirm that the repair is satisfactory for the vehicle to return to work. The defect is then retained in a defect rectification folder for record keeping purposes.					
	Vehicle defects checked.	Vehicle Registration	Vehicle Type	Date defect reported	Date defect rectified	Remarks	
		CH61TAH	HGV	27/07/2021	27/07/2021	Engine management light on. Fault cleared by the MAN workshop.	
		GN69XHH	HGV	07/10/2021	08/10/2021	Nearside rear light lens cracked. Replaced on-site by the driver.	
		CH19TAH	HGV	01/09/2021	01/09/2021	Driver side headlight out. New headlight bulb fitted.	
		CH68TAH	Trailer	13/07/2021	14/07/2021	Driver side daylight running light out. New bulb fitted.	
CH62TAH	Trailer	21/06/2021	22/06/2021	Driver seat keeps losing air. New air hose fitted to seat. Repaired on-site.			
V3	Insurance To hold a minimum of third party insurance or self-insurance for the fleet and any other insurance necessary to provide financial protection to the operation.						
V3.i	Third party insurance or self-insurance for the whole fleet.	Company:	Direct Commercials Limited				Pass
		Ref:	A19224				
		Expiry Date:	29/10/2022				
		Amount covered or limit of indemnity?	A fully comprehensive insurance policy is in place with no limit on liability.				
		Notes:	Insurance documents were evidenced in electronic format during the audit.				

Code	Requirement	Audit Note		Outcome
V3.ii	Employers' liability insurance held for the business.	Company:	Convex Insurance	Pass
		Ref:	L125L9VWP201	
		Expiry Date:	29/10/2022	
		Amount covered or limit of indemnity?	£5 Million.	
		Notes:	Insurance documents were evidenced in electronic format during the audit.	
V3.iii	Public liability insurance (where applicable).	Company:	Lonham Insurance	Pass
		Ref:	121419DB	
		Expiry Date:	28/10/2022	
		Amount covered or limit of indemnity?	£10 Million.	
		Notes:	Insurance documents were evidenced in electronic format during the audit.	
V3.iv	Goods in transit insurance (where applicable).	Company:	Lonham Insurance	Pass
		Ref:	121419DB	
		Expiry Date:	28/10/2022	
		Amount covered or limit of indemnity?	RHA terms and conditions of £1,300.00 per tonne.	
		Notes:	Insurance documents were evidenced in electronic format during the audit.	
V3.v	Any other relevant insurance specific to the actual operation (where applicable).	Company:	No other relevant insurances are required.	Pass
		Ref:	No other relevant insurances are required.	
		Expiry Date:	No other relevant insurances are required.	
		Amount covered or limit of indemnity?	No other relevant insurances are required.	
		Notes:	No other relevant insurances are required.	



Code	Requirement	Audit Note					Outcome	
V4	<b>Vehicle tax</b> To tax all vehicles operating on public roads.	VED expiry dates listed by VRM and date of taxation	Service planner	6 month	Other Method	Named person responsible for checking	Pass	
		Yes	Yes	Yes	Yes	David Woodage		
		The operator has evidenced a register used for the recording of vehicle VED dates. David Woodage is responsible for ensuring the appropriate rate of vehicle tax has been paid for all vehicles used on public roads. VED is paid online using a V11 reminder. Once VED is paid, both of the maintenance planners are updated accordingly. A procedure for VED payment is documented in a DAW policy (page 46). The procedure evidenced shows that the operator does not solely rely on the V11 reminders.						
		All untaxed vehicles have been declared as Statutory Off Road Notification (SORN).						N/A
		The operator is aware of the requirements to make a SORN declaration and has confirmed that there has been no requirement to make any SORN declarations. Procedures are in place to ensure that should a vehicle be declared SORN, it will not be used on a public road.						
V5.1	<b>Load safety for HGV</b> To load vehicles and trailers safely and within the legal limits.	The company has a policy in place to ensure that loads can be carried safely and securely.					Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated		
		Yes	Yes	15/09/2021	David Woodage	Yes		
		A policy and procedure that sets out the safe working practices for the loading and unloading of vehicles (HGVs and vans) is communicated via a DAW policy (pages 47-48). Included is information regarding the securing of loads and the use of load restraints. Driver responsibilities are outlined. The policy fully meets the FORS Standard version 5.1, V5.1 requirement.						
		There a system in place to ensure vehicles are not overloaded, including dimensions and weights?	Drivers' are informed if the vehicle or trailer exceeds 9 feet 10 inches (three metres) in height and vehicles where required are fitted with height indicators.		Safe loading training is delivered?			
Yes	Yes		Yes					
Weights of the products (pallets) that are transported are known in advance of loading. In addition, a weighbridge is available to be used when required. All HGVs have an in-cab height indicator. Safe loading training is completed during induction to the company with Operations Director, David Woodage.								

Code	Requirement	Audit Note					Outcome
V5.3	<b>Load safety for vans</b> To load vehicles and trailers safely and within the legal limits.	The company has a policy in place to ensure that loads can be carried safely and securely.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		A policy and procedure that sets out the working practices for the loading and unloading of vehicles, including vans, is communicated via a DAW policy (pages 47-48). The information which is communicated in the policy takes into consideration the loading weights and dimensions for loading an LCV. The policy fully meets the FORS Standard version 5.1, V5.3 requirement.					
		There a system in place to ensure vehicles are not overloaded, including dimensions and weights?	Drivers' are informed if the vehicle or trailer exceeds 9 feet 10 inches (three metres) in height and vehicles where required are fitted with height indicators.		Safe loading training is delivered?		
		Yes	N/A		Yes		
Customer product weights are known in advance. The drivers has been trained during induction to follow specific guidelines on loading to ensure the vehicles are not overloaded. The height of the van is below 9 feet 10 inches. An in-cab height indicator is not required.							

Code	Requirement	Audit Note		Outcome
V6	Vehicle safety equipment To fit larger vehicles with safety equipment that helps protect vulnerable road users.	The auditee has confirmed that the organisation is compliant with all of the requirements of V6		Yes
V6.i	Prominent warning signage.	Prominent warning signage is fitted?	Type of evidence provided to show that VRU is fitted?	Pass
		Yes	Photographic evidence	
	The operator provided photographic evidence for the vehicles within scope, supporting the fitment of warning signage. The daily vehicle check includes the observation for warning signage.			
V6.ii	Side under-run protection.	Side under-run protection is fitted?	Type of evidence provided to show that VRU is fitted?	Pass
		Yes	Photographic evidence	
	The operator provided photographic evidence for the vehicles within scope, supporting the fitment of vehicle side under-run protection. The daily vehicle check includes the observation for side under-run protection.			
V6.iii	Class V and VI mirrors.	Class V and VI mirrors are fitted?	Type of evidence provided to show that VRU is fitted?	Pass
		Yes	Photographic evidence	
	The operator provided photographic evidence for the vehicles within scope supporting the fitment of Class V and VI mirrors. The daily vehicle check includes the observation for Class V and VI mirrors.			

Code	Requirement	Audit Note				Outcome	
V7	<b>Tyre management</b> To monitor tyre usage and maintain tyres in a serviceable and roadworthy condition.	The company has a policy in place to record and manage tyre wear, condition, pressure and tyre disposal.				Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By		Communicated
		Yes	Yes	15/09/2021	David Woodage		Yes
		The policy considers the company's environmental objectives through reduction of pollution, and the safeguarding of the environment through good management. The operator's procedures for inspection and maintenance is outlined. Tyres are to be changed at 3mm on HGVs and at 2mm for the van. The preferred brand is Hankook tyres.					
		Tyre maintenance is being carried out by.	3rd Party	A maintenance agreement is in place.			N/A
		DTM Tyres Limited is the nominated tyre management and maintenance provider. Various invoices from DTM Tyres Limited were evidenced at the time of the audit, showing that the operator ensures the legal responsibility to dispose of used casings in an environmentally friendly and sustainable method is actively followed.					
		The company has a system to analyse tyre wear, pressure and usage.					Yes
		An observation for checking the condition of the tyres is included in the daily walkaround check. This check is then followed by the workshop staff who check the pressure and overall condition during the preventative maintenance inspections. During induction, drivers are trained on how to accurately read and record the tyre tread depths.					
		The company ensure that tyres are disposed of correctly.					Yes
Spent tyres are disposed of by DTM Tyres Limited. The company holds a waste carrier' licence, CBDL111678 (registration date 23/05/2016). They are a lower tier carrier, broker and dealer. This information was confirmed on the Department for Environment Food & Rural Affairs (Environment Agency) website.							

Code	Requirement	Audit Note		Outcome
D1	Licences To verify that all drivers hold a valid licence for the category and type of vehicle they are tasked to drive and manage any risks associated with endorsements or restrictions.	Licences are checked every 6 months	Yes	Pass
		It is company policy for the operator to check licences during induction and every six months thereafter, or more frequently (where required) on the Government website. Drivers are required to complete a mandate allowing the operator to check licences when required. This procedure is communicated on page 51 of a DAW policy and fully meets the FORS Standard version 5.1, D1 requirement.		
		Risk based check in place	Yes	
		The company has adopted a risk-based system and any drivers with zero to six points are checked every six months, six to eight points are checked every three months and nine or more points are checked monthly. This policy on licence checking meets the FORS Standard version 5.1, D1 requirement.		
		The company has a procedure in place for checking digital tachograph Driver cards and Driver Qualification Cards (DQC) for Driver CPC.	Yes	
		The operator has a system in place where the Driver Qualification Cards (DQC) and tachograph card details are checked at the same time as the driving licence checks. This was evidenced at the time of the audit in electronic format.		
		The company maintains a log of all licences	Yes	
		A register of all licences held within the company is maintained and managed using an Excel spreadsheet. Dates of when the last checks were completed and when the next checks are due are listed. The most recent checks are showing on the system as having been carried out on 01/10/2021 and, prior to that, on 06/04/2021. All drivers have been checked within the last six months.		
		Is there a competent person conducting the licence checks, or authorised 3rd party?	Yes	
		The competent person with responsibility for conducting the checks and maintaining the licence register in line with company policy is Operations Director, David Woodage.		
		The company has a procedure in place for drivers to report licence endorsements driving infringements and restrictions to the responsible person, whether on or off duty.	Yes	
A description of what information is deemed as reportable to management and what action to take in the event of a reportable endorsement is communicated in a DAW policy (page 51). Declarations are signed by all drivers to confirm the requirement to immediately notify the company of any changes to their licence that may prohibit them from driving, including any recent penalty points/endorsements or medical conditions that may affect their ability to drive.				

Code	Requirement	Audit Note					Outcome
D2	<b>Driving standards</b> To require all drivers to have knowledge of and comply with the rules of the road.	The company has a policy in place which covers all of the requirements of D2 Driving standards.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		The policy contains detailed information on drivers' behaviour, driving standards, and conduct whilst out on the road. The requirement to adhere to the Highway Code and to be aware of VRUs, such as cyclists and pedestrians is noted. The policy is communicated via a DAW policy (pages 52-60) and fully meets the FORS Standard version 5.1, D2 requirement.					
		The drivers have signed a declaration stating that they have access to, and read and understood the company policy on driving standards.				Yes	
		All drivers have signed a declaration dated 15/09/2021, stating that they have received the company driving policy, the Highway Code and risk assessments.					
D3	<b>Staff induction</b> To inform drivers, and other staff involved in the fleet operation, of the fleet operation policies, procedures and FORS accreditation, from the start of their employment.	Induction training is delivered	Yes	Induction training recorded		Yes	
		Induction training shall include, but is not limited to:					
		H&S and wellbeing policies and procedures	Yes	VRU, air quality and emissions		Yes	
		Fleet management policies and procedures	Yes	Familiarisation training on vehicles, routes & sites		Yes	
		Induction training into any major contracts	N/A	Awareness of FORS & company accreditation level		Yes	
		Appraisal, development and performance management procedures					Yes
CPD identified and further training needs, including Approved Driver Training and Approved Manager Training					Yes		
An induction procedure (page 61 of the DAW policy) detailing all the required elements of the D3 requirement was evidenced during the audit. The induction process includes FORS awareness training, and lists the requirement for licence checks, eyesight checks and health declarations to be completed during induction to the company.							
D4	<b>Professional development</b> To professionally develop drivers and all other staff involved in the fleet operation, through progressive FORS Professional Development.	The company have Professional Development Plans (PDP) that identify and document the training needs for drivers and all other staff involved in the fleet operation.				Yes	
		A training matrix held in electronic format (Excel spreadsheet) is used to keep a running record of all training completed by all fleet-related staff. This matrix shows dates when training has been completed and when further training is to be completed. This matrix includes FORS eLearning and Safe Urban Driving (SUDS) training. The matrix lists the induction information and any further training completed.					
		Number of drivers?	24	Safety eLearning completed?	24	Percentage	100%
		At the time of the audit, evidence was provided showing that all drivers have completed the required Safety eLearning module. This was cross-referenced against the FORS training register.					
		Number of drivers?	24	Counter Terrorism eLearning?	24	Percentage	100%
		At the time of the audit, evidence was provided showing that all drivers have completed the required Counter Terrorism eLearning module. This was cross-referenced against the FORS training register.					
Number of managers?	1	Manager Training (5 years)?	1	Percentage	100%		
A certificate to demonstrate that Operations Director, David Woodage has attended an Operator Licence Awareness Training (OLAT) course with Milebay Consultancy Limited on 11/09/2019 was presented in hard copy format.							

Code	Requirement	Audit Note					Outcome
D5	In-vehicle communication To not cause or permit a driver to use a hand-held mobile phone or any other hand-held communication device while driving.	The company has a policy in place, regarding in-vehicle communication.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		An in-vehicle communications policy is communicated via a DAW policy (pages 64-65). Included is information regarding the use of mobile phones, satellite navigation systems and any other form of in-cab communications. The policy states the responsibilities of all employees to promote driver and public safety. The responsibilities of the driver and the staff in the office are outlined. The policy fully meets the FORS Standard version 5.1, D5 requirement.					
D6	Health and eyesight To ensure drivers maintain a level of skill and ability to exercise proper control of the vehicle and interact safely with other road users.	The company has a policy in place on fitness to drive and the eyesight standards for driving.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		A policy is communicated via a DAW policy (pages 66-70). Included is information regarding medication, health effects of driving, drugs and alcohol, fatigue related illnesses, and sleep disorders. Drivers must be able to read a random registration plate at 20.5 metres. The policy fully meets the FORS Standard version 5.1, D6 requirement.					
		Eyesight checks are being carried out prior to employment, then every 6 months and after involvement in a road traffic collision, incident or near miss.				Yes	
		Eyesight checks are carried out during induction and thereafter every six months. Additional checks are carried out after involvement in a road traffic collision, incident, or near miss. All drivers have been checked within the past six months. The most recent checks recorded were completed on 01/10/2021 and 06/04/2021.					
		The fleet operator is ensuring that the drivers meet driver licence/medical requirements and are not impaired through drink, drugs or fatigue, and all drivers have signed a driver health and fitness declaration.				Yes	
		A health declaration is signed by all drivers at the same time as the licence checks and eyesight checks are conducted. Declarations dated 15/09/2021 were evidenced at the time of the audit. This declaration is referenced in a DAW policy (page 71).					
A procedure is in place which requires drivers to notify the fleet operator of any fitness issues that may affect their entitlement and ability to drive, including physical and mental impairment and the use of prescribed medicine.				Yes			
A procedure for the reporting of prescription medication, physical and mental impairments was evidenced at the time of the audit in electronic format (DAW policy, page 69). An instruction requiring the drivers to report any conditions that may affect their ability to drive is communicated.							

Code	Requirement	Audit Note					Outcome
D7	<b>Drivers' hours and working time</b> To manage drivers' working time and driving hours.	The company has a policy and supporting procedures in place on working time, drivers' hours and their alignment.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		The working time and drivers' hours policy is communicated via a DAW policy (pages 72-73). The company operates a 17-week reference period with a 48-hour average. Detailed information on how the monitoring and enforcement of WTD is managed is provided within the policy. Drivers work mainly night shifts. The policy fully meets the FORS Standard version 5.1, D7 requirement.					
		The company has provided evidence of recording and examining driver hours and WTD, such as tachograph analysis reports and driver infringement reports, which includes missing mileage.				Yes	
		The recording and monitoring of drivers' hours and WTD is completed through the Optac 3 (OPTAC3) system in conjunction with timesheets. Weekly WTD reports produced show that the drivers do not work in excess of the 48-hour average. Monthly mileage reports are run to check for any anomalies (minimal missing mileage evidenced), which are corrected as yard mileage or workshop related mileage.					
		Driver's records are maintained for 12 months and WTD 24 months.				Yes	
		WTD is monitored over a 17-week period. All driving records are retained for the prescribed 12 months and the prescribed 24 months in accordance with WTD regulations. The operator uses a WTD summary report generated from the Optac 3 (OPTAC3) system, in conjunction with timesheets, to keep track of working time and for payroll purposes.					
		The company has a procedure in place to monitor and manage driver and company tachograph cards and expiry dates, including lost or defective cards.				Yes	
		A system is in place where the Driver Qualification Cards (DQC) and tachograph cards are checked at the same time as the driver licence checks. A procedure for the management of defective, lost and stolen cards was seen at the time of the audit in electronic format. Drivers are advised to report any lost, stolen or damaged cards before commencing work.					
The company provide or issue spare tachograph charts, tally rolls or logbooks to drivers.				Yes			
Spare tachograph rolls are available for the drivers when required. Each vehicle is to have three rolls (one box) in the cab. The observation for spare rolls is included within the driver daily walkaround check.							
O1	<b>Routing</b> To adhere to compliant, safe and efficient routes.	The company has a procedure in place to plan and adhere to compliant, safe and efficient routes.					Pass
		Procedure in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
The routing procedure was evidenced in electronic format. The drivers are made aware of their responsibilities to consider route restrictions, vulnerable road users, vehicle emissions, parking, and weight restrictions. Information is communicated via a routing and scheduling procedure within a DAW policy (pages 74-75). A supporting risk assessment is in place. The procedure fully meets the FORS Standard 5.1, O1 requirement.							



Code	Requirement	Audit Note					Outcome	
O2	Fuel, emissions and air quality To monitor fuel consumption and vehicle emissions.	The company has a policy and supporting procedures in place to monitor fuel consumption and environmental impact.					Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated		
		Yes	Yes	15/09/2021	David Woodage	Yes		
		A fuel, emissions and air quality and an engine idling policy are communicated via a DAW policy (pages 76-77). They outline the operator's commitment to improving fuel consumption and reducing emissions output. Guidance on green driving is communicated. Evidence presented fully meets the FORS Standard version 5.1, O2 requirement.						
		The company has nominated a fuel and emissions champion.						Yes
		The nominated Fuel, Emissions and Air Quality Champion is Operations Director, David Woodage. The appointment is noted on the organisational chart and is stated in the fuel, emissions and air quality policy.						
		The company monitor fuel used across the fleet and record by vehicle and fuel type.						Yes
O3	Road traffic collisions To document and investigate road traffic collisions, incidents and near-misses.	The company have a policy and supporting procedures in place to record and investigate road traffic collisions, incidents and near misses.					Pass	
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated		
		Yes	Yes	15/09/2021	David Woodage	Yes		
		A detailed road traffic collision and WRRR policy is communicated via a DAW policy (pages 78-81). Included is information regarding incident reporting and post-accident procedures. Systems are in place to ensure drivers are assessed before resuming driving duties and vehicles are inspected before returning to service following a collision. It is communicated in accordance with M5 and fully meets the FORS Standard version 5.1, O3 requirement.						
		The company has nominated a road risk champion.						Yes
		The nominated Road Risk Champion is Operations Director, David Woodage. The appointment is noted on the business organisational chart and is stated in the road traffic collisions policy.						
		All road traffic collisions are monitored and recorded and all drivers involved in road traffic collisions, assessed for well-being and competency to ensure they are able and fit to return to driving duties.						Yes
O4	Passenger safety To carry passengers in such a manner that no danger is likely to be caused.	The company have passenger safety documentation in place for each particular vehicle type, such as passenger safety policy, risk assessment or method statement.					Pass	
		Passenger safety documentation in place	Reviewed	Review Date	Reviewed By	Communicated		
		Yes	Yes	15/09/2021	David Woodage	Yes		
		A procedure, communicated via a DAW policy (page 82), details the process that must be followed to ensure the safe carriage of persons within company vehicles. The carriage of unauthorised passengers or animals is not permitted. A supporting risk assessment is in place. Evidence presented fully meets the FORS Standard version 5.1, O4 requirement.						
Where eligible, passenger facing drivers and staff, such as escorts and conductors, are vetted as a pre-employment check through the Disclosure and Barring Service (DBS).					N/A			

Code	Requirement	Audit Note	Outcome
		There is no requirement for DBS checks to be completed.	

Code	Requirement	Audit Note					Outcome
O5	Specialist operations To conduct specialist operations safely and in accordance with the law.	The company have in place a policy and supporting procedures for any specialist operations.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		N/A	N/A	N/A	N/A	N/A	
		The operator does not transport goods within the scope of this requirement.					
		The company has an appointed person for specialist operations..	Name	DGSA Certificate number if applicable		Run out date	
		N/A	N/A	N/A		N/A	
		The operator does not transport goods within the scope of this requirement.					
		ADR licenses are checked and drivers are issued the correct documentation when transporting dangerous goods.				N/A	
		The operator does not transport goods within the scope of this requirement. There is no requirement for drivers to hold ADR licences.					
		The company has notified the appropriate authorities when carrying abnormal loads (STGO).				N/A	
The operator does not transport goods within the scope of this requirement. No abnormal loads (STGO) are carried.							
O6	Operational security To minimise the risk of theft of vehicles, fuel, equipment and loads.	The company have a policy and supporting procedures in place to help safeguard against security breaches, unauthorised vehicle access and theft of vehicles, loads, fuel and equipment.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		The company's operational security policy includes information about the safety and security of the vehicles and premises, key management, security measures when stopping and reporting theft or suspicious activity. A supporting risk assessment is in place. The policy is communicated via a DAW policy (pages 83-85). Evidence presented fully meets the FORS Standard version 5.1, 06 requirement.					
		The company has safety and security measures in place for vehicle keys and are effectively managed.				Yes	
Vehicle keys are returned to the transport office after each shift, where they are locked away in a secure cabinet. The transport operation is run from a secure location which is open 24 hours a day. Access to the site is controlled with lockable gates. The site is covered by CCTV systems for additional security.							
O7	Counter terrorism To recognise the current terrorist threat and raise awareness, security and vigilance across the organisation.	The company have a policy and supporting procedures in place to help safeguard against potential security and terrorist threats.					Pass
		Policy in Place	Reviewed	Review Date	Reviewed By	Communicated	
		Yes	Yes	15/09/2021	David Woodage	Yes	
		A Terrorism Risk and Incident Prevention (TRIP) policy, which is communicated via a DAW policy (pages 86-89) was evidenced in electronic format. Included is information on various forms of security threats that exist and the procedures for reporting. The roles and responsibilities of staff are outlined. The policy fully meets the FORS Standard version 5.1, 07 requirement.					
		The company has nominated a counter terrorism champion.				Yes	
The nominated Counter Terrorism Champion is Operations Director, David Woodage. This has been recorded on the organisational chart and is referenced within the policy.							

## Overview and recommendations

### Reporting overview

#### Details of previous audit / action points

Evidence relating to previous action point resolution*	All of the action points identified during the previous audit have been rectified.
Details of open action points from previous audits*	No open action points were identified during this audit.

\* Mark N/A if there are no previous audits or action points

#### Present audit findings

	Number of major action points	Number of minor action points
FORS	0	0

### Auditor recommendations

#### Bronze audit

Grant certification subject to any minor action point being satisfactorily addressed	Yes		
Not to grant certification (usually where one or more major action points have been issued)	No		
<b>Auditor's name(s)</b>	Richard Reed	<b>Date</b>	03/11/2021

#### Audit result

Section	Result
Management	Pass
Vehicles	Pass
Drivers	Pass
Operations	Pass
Overall	Pass



