FORS Bronze audit

100840/Jones Skip (Hire) Wolverhampton Ltd/Re-approval audit/21 Oct 2026

Submitted to FORS

Title page

Organisation details

FORS ID	100840

Company name

Jones Skip (Hire) Wolverhampton Ltd

Operating centre name

Jones Skip (Hire) Wolverhampton Ltd

Is the organisation's type of business a sole trader?	No

What are the main reasons for FORS accreditation?

Industry good practice	Required for contract - Please state

Required for HS2.

What is the accreditation route?	SOCA

Address

Address - Line 1

Chillington Works Ind Est

Address - Line 2

Cross St, Hickman Avenue

Town	Wolverhampton
Postcode	WV1 2HS
Country	United Kingdom

M3 Responsible Person

Name	Dan Chechlacz

Job title	Transport Manager

Audit details

Auditor Name	Aaron Hinton
Auditor number	AH144
Audit provider	Milebay Admin
Audit type	Re-approval audit
Audit level	Bronze
Audit method	Remote
Audit Date	21/10/2026 09:00

Pre-audit

Have pre-audit checks been conducted?	Yes
Date of the pre-audit checks	16/10/2026 01:00

Pre-audit checks

Is the organisation named in any HSE press releases for investigation or enforcement action?	No
Do Companies House (where relevant) legal entity name and directors align with Operator Licence (where applicable) and FORS?	Yes
Has the Office of the Traffic Commissioner been checked for validity and scope of Operator Licence?	Yes
Is the organisation named in the Office of the Traffic Commissioner Applications and Decisions in relation to public inquiry?	Yes

The company was called to public enquiry in 2021 and 2024, these matters have been closed.

Does the FORS complaints register include any open complaints?	No
Does the previous FORS audit report include any minor action points (if yes, list the relevant requirements)?	No
Has a pre-audit call been conducted?	Yes
Date of the pre-audit call	16/10/2026 11:45

FORS audit guidance

The FORS Standard

The FORS Standard defines requirements that must be met by fleet operators if they wish to become FORS accredited.

Terminology

Certain language is used within the FORS Standard relating to organisations, audits and the requirements. Terms relating to the requirements of the FORS Standard are:
• Shall – mandatory demonstration
• Should – good practice
• May – optional or an emerging practice

Related requirements

A call-out box is used at the end of each requirement to show how the demonstration of that particular requirement links to other supporting requirements within the FORS Standard.

A call-out box and an example of how this is used is shown below:

The policy, procedures, risk assessments, method statements, records and data relevant to health and safety shall be:
• Documented and reviewed in accordance with requirement M1
• Retained in accordance with requirement M2
• Communicated in accordance with requirement M5

Temporary vehicles and drivers

Temporary vehicles and drivers that are under the control of the FORS operator are subject to the same requirements of the FORS Standard as permanent owned vehicles and employed drivers. Temporary vehicles and drivers specifically include:
• Leased and hired vehicles
• Sub-contracted and agency drivers
• Any person that drives on the organisation's business irrespective of vehicle ownership

Small operators

A small operator is an organisation with fewer than five vehicles and fewer than five employees. Although we encourage all operators to produce and maintain documented evidence of meeting the FORS Standard, small operators can demonstrate their policies and procedures verbally at audit. However, all records must be made available to the auditor.

Audit evidence

Each requirement has the option to provide supporting evidence in the form of notes or media upload.

Add note - a free text report on key matters that support either conformity or non-conformity of a

requirement and its specific action point.

Driver records sampling

The sampling criteria for records is dependent on the number of drivers employed. The sample size of driver records to be audited is as follows:
1-3 drivers - all records
4-20 drivers - three records
21-49 drivers - four records
50+ drivers - five records
Additional records may be audited at the discretion of the auditor.

The auditor will be selecting records subject to sampling and will be ensuring that the criteria covers all types of operation (eg those under EU and domestic hours, etc)

Vehicle records sampling

The sampling criteria for records is dependent on fleet size. The sample size of vehicle records to be audited is as follows:
1-3 vehicles - all records
4-20 vehicles - three records
21-49 vehicles - four records
50+ vehicles - five records
And
1-5 trailers - one record
5+ trailers - two records
Additional records may be audited at the discretion of the auditor.
Auditor will be selecting records subject to sampling and will be ensuring that the criteria covers all types of equipment and all maintenance providers.

FORS documentation referencing

FORS documentation shall be readily accessible to staff and, where they are held centrally, they shall be available and accessible to all operating centres.
FORS documentation may be written into one or more documents. Where policies and procedures are held within other documents, they shall be appropriately referenced and easily accessible to staff.
Auditors will require to reference each policy and procedure document presented to meet the FORS Standard by recording identifiable information such as the official document title/reference number (i.e. Driver Health and Fitness Policy, ref. ABC125), location (i.e. pg. 123 of the Driver Handbook, v7.1), etc.

Audit outcome and actions

We will email you the audit report within 10 working days of your audit. If the result is a pass, your Bronze certificate will be included. The audit report will outline the action plan with any action points that have been identified and require attention.

The audit outcome can be:

Pass - your organisation will become a FORS accredited operator

Pass with minor action points - your organisation will become a FORS accredited operator, however, the minor action points must be resolved before the next Bronze audit
Fail - your organisation will not become a FORS accredited operator, and an action plan will be issued. The major action points raised in the action plan must be resolved within 30 calendar days of receiving notification of the audit results, via a follow-up audit.

Please note that the auditor may discuss their recommendations but will not inform you about the audit result.

Audit declarations

Responsible person

The operator must be made aware of the following prior to the start of the audit:

1. The operator must be represented by the formally appointed responsible person as required at Bronze M3, who maintains continuous and effective management of the fleet activity.

The responsible person must be available and present for the entirety of the audit and must provide photo ID if requested.

2. Any other staff involved in the fleet operation that conduct specific fleet activities should also be present at the time of audit.

3. Consultants employed in a support role may be present at audit but must not be the sole representative of the operation, unless they are the formally appointed responsible person as required at Bronze M3 and employed to maintain continuous and effective management of the fleet activity.

Has the responsible person been available and present for the entirety of the audit?	Yes
Has the responsible person been identified and if requested a photo ID provided?	Yes

Operator statement

The following statement must be read out to all operators prior to the start of the audit:

"I declare that the information and evidence provided during this audit is a true and correct reflection of our fleet operation. I understand that any willful dishonesty may result in suspension or termination of our FORS accreditation.

I also understand that FORS accreditation means our fleet operation has demonstrated we have met the requirements of the FORS Standard at the time of audit. It is not a guarantee that all requirements or legal obligations will be met at all times.

I acknowledge that our FORS accreditation must not be used as defence in a court of law, at Public Inquiry or during an enforcement investigation."

☑

Auditor declarations

I declare that I have read the above statements to the operator prior to the start of the audit	☑
I declare that I have not provided any consultant support or assistance to this operator within the past two years	☑

Audit scope

Briefly describe the scope of operation

The company operate a mixed fleet of HGV vehicles providing a total waste management service, specialising in skip and bin hire. The company operate around the West Midlands area.

Vehicles

Number of PLVs	0
Number of cars	0
Number of vans	0
Number of HGVs	45
Number of wheeled plant	0
Number of PCVs	0

Trailers

Number of light vehicle trailers operated	0
Number of draw-bar trailers operated	0
Number of semi-trailers operated	2

People

Number of staff employed	83
Number of permanent and temporary drivers employed	36

The company stated that it currently does not need every vehicle to have a driver as they are in their slow period, and will begin recruiting new drivers in the new year.

Approximate percentage of drivers that are either agency or temporary drivers	From 0 to 100

M3 Responsible person

Requirement

To appoint a trained, experienced and (where necessary) qualified person responsible to run the fleet operation.

Audit guidance

A Minor Action Point will be awarded for:
• Responsible person not trained within past 5 years but training is booked to be completed within the next three months
• External Responsible person's contract for service not in place, or it does not include one or more of the criteria where relevant
• Responsible person's qualification records not being made available

A Major Action Point will be awarded for:
• No responsible person having been formally appointed and qualified (where required)
• Responsible person not trained within past 5 years and no training booked to be completed within the next three months
• Insufficient evidence of the responsible person's presence within the day-to-day operation
• Any circumstance where the appointment of the Responsible Person does not meet the minimum statutory requirements
• Any minor action point from previous year's audit has not been rectified

Audit questions

Responsible person has been appointed to run the fleet operation and maintain continuous and effective management of fleet activities?	Yes
What is the name of the appointed responsible person?	Daniel Chechlacz

Is the responsible person formally appointed with:

Job title	Contract of employment	Job description

Does the responsible person meet the following three criteria?:

1. Competence through relevant qualifications	Yes
Is the record of TM CPC qualification for the responsible person being maintained?	Yes
Certificate number	OCR3105820418031972
Awarding body	OCR
Certificate issue date	22/10/2020

2. Competence through FORS Professional Development training in the past 5 years as set out at Annex 2 for managers	FORS Approved TM CPC refresher or OLAT
Date of TM CPC refresher or OLAT	18/06/2026
Training provider for TM CPC refresher or OLAT	MDR Training (UK)
3. Continuous and effective control and responsibility of all aspects of the fleet operation including to decide the use of the vehicles, trailers and relevant staff?	Yes
What employment status is the responsible person?	Permanent employee
M3 Responsible person outcome	Pass

M4 Staff resources

Requirement

To provide adequate staff resources to run the fleet operation.

Audit guidance

A Minor Action Point will be awarded for:
- No organisation chart in place or it does not include one or more roles.
- No recruitment and selection procedure document(s) in place.
- No collisions at work declarations in place that involve engagement with an insurance company and/or the police.
- No job descriptions in place for other transport staff.

A Major Action Point will be awarded for:
- No job description in place for drivers or the responsible person.
- No pre-employment checks in place covering all the required criteria.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there an organisation chart in place for staff involved in the fleet operation?	Yes
Does the organisation chart include: **- Responsible person** **- Health & safety responsible person** **- Technical engineering responsible person** **- Specialist operations responsible person (if applicable)** **- Fuel and emissions champion** **- Road risk champion** **- Security & counter terrorism champion** **- Number of drivers**	Yes

Is there a job description in place that describes individual responsibilities, accountabilities, knowledge, skills and experience required to conduct the role for:

Responsible person	Yes
Drivers	Yes
Other key transport staff	Yes
Is there a documented recruitment and selection procedure in place for new drivers and fleet-related staff? Record the procedure document(s) reference and/or location that was evidenced in support of this.	Yes

The company evidenced their recruitment and selection procedure in electronic format which is held on the company server.

Are there pre-employment checks in place to validate:
- Employment history
- Qualifications
- Licensing
- Fitness to drive and eyesight
- Ability or eligibility to work
Record details for a sample in support of this by capturing driver initials, the date of completion and the format in which the records have been evidenced.

Yes

The company evidenced pre-employment checks for driver TM dated 15/06/2026 in electronic format.

Are drivers required to make a declaration at pre-employment of any collisions at work that involve engagement with an insurance company and/or the police? Record the specific records/documentation reference that were evidenced in support of this.

Yes

The company evidenced pre-employment declarations of any collisions at work that involve engagement with an insurance company and/or the police for driver TM dated 15/06/2026 in electronic format which is held on the company server.

M4 Staff resources outcome

Pass

M5 Communication

Requirement

To communicate fleet management policies and procedures to all staff involved in the fleet operation.

Audit guidance

A Minor Action Point will be awarded for:
- Four or less of the latest versions of the Annex 3 documents have not been communicated.

A Major Action Point will be awarded for:
- No evidence of communications of five or more latest version policies, procedures and risk assessments.
- No evidence of the latest version policies, procedures and risk assessments have been acknowledged.
- Annual declarations of driver responsibilities not being signed.
- No documentation is used to communicate changes in the fleet operation or its policies and procedures.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Have all the latest version policies, procedures and risk assessments as listed at Annex 3 of the FORS Standard been communicated to all key transport staff?

Yes

Date(s), format and method used to issue these communications of the latest version policies, procedures and risk assessments as listed at Annex 3 to drivers and other transport staff?

The company evidenced they had communicated the latest version policies, procedures and risk assessments on 28/09/2026 via email.

Have the communications of the latest version company policies, procedures and risk assessments been acknowledged by drivers? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced, e.g., signed hard copy declarations, read receipts of a system that captures a digital footprint.

Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format, these declarations confirm receipt and understanding of the latest version of the company's policies, procedures and risk assessments.

Have drivers signed a declaration acknowledging their individual responsibilities in the past 12 months? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced, e.g., signed hard copy declarations, read receipts of a system that captures a digital footprint.

Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format, demonstrating that drivers have acknowledged their individual responsibilities in the past 12 months.

What other supporting documentation is used to communicate changes in the fleet operation or its policies and procedures?

Toolbox talks	Method statements	Verbal briefings
Memos, letters, notices		

M5 Communication outcome	Pass

M6 Vehicle fleet

Requirement

To document details of the vehicle fleet and how vehicles are distributed across the organisation and manage future vehicle fleet replacement challenges.

Audit guidance

A Minor Action Point will be awarded for:
• A fleet register being in place but does not include one or more of the criteria
• The types of vehicles on the fleet register do not match the ones declared to FORS

A Major Action Point will be awarded for:
• No fleet register in place
• The number of vehicles on the fleet register do not match the number declared to FORS
• Any minor action point from previous year's audit has not been rectified

Is there a fleet register in place that lists vehicle registration marks (VRMs) as a minimum?	Yes
Does the fleet register include the following criteria? **- Vehicle identification numbers (VINs) for all trailers (if applicable)** **- Type of vehicles/trailers held and operated** **- Ownership type of all vehicles and trailers** **- Fuel type of all vehicles** **- The parking arrangements for vehicles and trailers** **- Number of operating centres and their addresses**	Yes
Does the number of vehicles on the fleet register match what has been registered with FORS?	Yes
Does the type of vehicles on the fleet register match what has been registered with FORS?	Yes
M6 Vehicle fleet outcome	Pass

M7 Regulatory licensing

Requirement

To hold all regulatory licences and permits relevant to the fleet operation.

Audit guidance

A Minor Action Point will be awarded for :

- Regulatory licensing procedure in place but does not include one or more criteria.
- Any regulatory licence or permit having been revoked, suspended or curtailed since the previous FORS audit but not reported to FORS.

A Major Action Point will be awarded for:

- Any regulatory licence or permit being required but not held or valid.
- Any regulatory licence or permit being held but not in line with the regulatory licensing requirements. (incorrect legal entity name, changes not being reported, conditions and undertakings not being met, incorrect type of licence held).
- Directors on Operator Licence not corresponding with those listed on Companies House.
- Number of vehicles and trailers held not within the authorised margin.
- Vehicles and trailers listed on the VOL system do not match the ones declared to FORS.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a procedure in place to ensure the organisation is correctly licensed or permitted to operate vehicles relevant to the operation?	Yes
Does the procedure documentation include information on licences and permits, where applicable, to be: **- Held in the correct legal entity** **- In date or within their review date** **- Reviewed to ensure conditions and undertakings are being met** **- Correspondence address being correctly stated on licences and permits** **- Sufficient discs, plates and permits are obtained and displayed** **- Reviewed for changes for notification to the relevant licence or permit authority within the stated timescales**	Yes
Is an Operator Licence required for the operating centre being audited?	Yes
Is an Operator Licence held for the operating centre being audited?	Yes
Type of Operator Licence	Standard National
Operator Licence number	OD1112320

Do the director(s) on the Operator Licence correspond with those listed at Companies House?	Yes
Company House number	05627103
Is the Operator Licence valid in line with the regulatory licensing requirements (including any specific undertakings where applicable)?	Yes
Number of vehicles authorised	60
Number of vehicles held as listed on VOL	45
Number of trailers authorised	7
Number of trailers held	2
Are the number of vehicles and trailers held within the authorised margin?	Yes
Do the vehicles and trailers listed on the VOL system for the OC that is being audited match those listed on the fleet register?	Yes
Is a waste carrier licence held for the operating centre being audited?	Yes
What tier is the waste carrier licence?	Upper tier
Waste carrier licence number and expiry date	CBDU85765 expires on 15/02/2028
Is the Waste carrier licence valid in line with the regulatory licensing requirements?	Yes
Are any of the following licences or permits required for the operating centre being audited?	NA
If any regulatory licence or permit relevant to the fleet operation has been revoked, suspended or curtailed since the last audit, has it been reported to FORS in accordance with FORS T&Cs?	NA
M7 Regulatory licensing outcome	Pass

M8 Health and safety

Requirement

To maintain safe and healthy working conditions.

Audit guidance

A Minor Action Point will be awarded for:
• Health and safety policy and procedures being in place but does not include one or more criteria
• Risk assessments do not include PPE requirements

A Major Action Point will be awarded for:
• Any one of the mandatory risk assessments not being in place
• Any minor action point from previous year's audit has not been rectified

**Risk assessments can be demonstrated as method statements or SSoW. For operational and driving at work risk assessments, these can also be documented as a procedure.

Audit questions

Is there a Health and Safety policy and supporting procedures in place?	Yes
Does the policy and supporting procedure documentation include information on: **- Managing health and safety in the workplace, stating who does what, when and how** **- Reporting workplace accidents, occupational diseases and dangerous occurrences** **- Clearly stating the organisation's commitment to health and safety** **- Naming the person with continuous and effective responsibility for health and safety**	Yes
Is the policy clearly displayed in the workplace?	Yes

The company evidenced that they display a hard copy of the policy in the main office on the noticeboard. This was confirmed by evidencing photographs at audit in electronic format.

Are health and safety risk assessments or method statements in place for?

Slips, trips and falls	Yes
Manual handling	Yes
Lone working	Yes
Substances hazardous to health	Yes
Access to vehicles and working at height	Yes

Working around moving vehicles	Yes
Reversing, manoeuvring and turning	Yes
Coupling, uncoupling and towing trailers	Yes

Are operational and driving at work risks documented as either a procedure, risk assessment or method statement?
(The content of each document will be audited at each relevant requirement)

Seat belts, speed, distraction and adverse weather	Yes
In-vehicle communications	Yes
Safe loading and load restraint	Yes
Routing and scheduling	Yes
Passenger safety	Yes
Specialist operations	Yes
Operational security and counter terrorism	Yes
Do risk assessments and method statements include personal protective equipment (PPE) requirements for drivers (and riders)?	Yes
M8 Health and safety outcome	Pass

M9 Complaints

Requirement

To review and act upon any complaint made against the fleet operation.

Audit guidance

A Minor Action Point will be awarded for:

- Complaints policy and procedures in place but does not include one or more criteria.
- No evidence of the system or documentation in place for complaints to be recorded.

A Major Action Point will be awarded for:

- No evidence of complaints being investigated and corrective actions being implemented.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a policy and supporting procedure in place to manage complaints, grievances and objections made against the organisation or their drivers?	Yes
Does the policy and supporting procedure documentation include information on: **- Actions to be taken in the event of a complaint** **- How consequences are dealt with** **- Recording and investigating all complaints within 10 working days** **- Recording investigation and improvement actions**	Yes
Are all complaints recorded in line with the requirements of the FORS Standard? Record the system and documents to be used to log details of investigation and corrective actions implementation.	Yes

The company presented a spreadsheet in place to monitor for trends and repeat offenders named "Complaints log" which is held on the company server. The company demonstrated a register containing complaint investigation details, and the corrective actions that had been implemented. There have been no entries since the company's last audit.

Have there been any complaints raised since the last FORS Bronze audit?	No

M9 Complaints outcome	Pass

M10 Transport infringements

Requirement

To record, investigate and take action against all transport-related infringements.

Audit guidance

A Minor Action Point will be awarded for:

- Transport infringements policy and procedures in place but does not include one or more criteria.
- No evidence of transport-related infringements being recorded.

A Major Action Point will be awarded for:

- No evidence of transport-related infringements being investigated and corrective actions being implemented.
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there a policy and procedure in place to record, investigate and monitor all transport infringements?	Yes
Does the policy and supporting procedure documentation include information on: **- Compliance with transport related schemes** **- Actions to be taken in the event of an infringement** **- How consequences are dealt with** **- Recording investigation and corrective actions**	Yes
Are all transport-related infringements recorded in line with the requirements of the FORS Standard? Record the system and documents to be used to log details of investigation and corrective actions implementation.	Yes

The company presented its transport infringements spreadsheet that is held on the company server, which contains sections to record the investigation, root cause, and action taken. The company confirmed that transport infringements are recorded, and these can result in a driver assessment, additional training, or the application of the company's disciplinary procedures. There have been multiple fines or charges recorded; also, the company drivers have received driving tachograph infringements as listed at D7.

Have there been any transport-related infringements since the last FORS Bronze audit?	Yes
Have all transport-related infringements been investigated? Record details of the latest investigation record.	Yes

The company evidenced a vehicle infringement for LN66PVD dated 05/10/2026 which was a car park fine. The company also evidenced infringements for drivers CJ dated 06/08/2026 showing insufficient break in driving time, KM dated 19/08/2026 showing insufficient break in driving time, LH dated 08/06/2026 showing incorrect mode and TM dated 22/09/2026 showing insufficient break in working time.

Have any identified corrective actions been implemented? Record details in support of this.	Yes

The vehicle infringement was overturned as the company was working on site at the time of the offence. All drivers were interviewed individually by the Transport Manager and signed debrief paperwork acknowledging the infringements and the rules surrounding them, paperwork was signed by drivers TM on 25/09/2026, KM on 19/08/2026, LH on 12/06/2026 and CJ on 19/08/2026 in hard copy format.

M10 Transport infringements outcome Pass

M11 Transport updates

Requirement

To keep up-to-date with developments in the fleet and road transport industry.

Audit guidance

A Minor Action Point will be awarded for:
• No evidence of industry updates or changes being communicated to drivers

A Major Action Point will be awarded for:
• No evidence of the operation keeping up-to-date with the industry updates or changes
• Any minor action point from previous year's audit has not been rectified

Audit questions

Is there evidence of how the operation is keeping up-to-date with the developments in the fleet and road transport industry, such as subscription to FORS, DVSA, HSE, trade media?

Yes

The company receive email updates from FORS, DVSA, DVLA, OTC and HSE.

Is the company a member of a trade association?

No

Have communications on recent industry developments and changes been issued to drivers and other key transport staff? Record communication date(s), the topic(s) covered and detail the specific records that have been evidenced in support of this.

Yes

The company evidenced an email dated 30/04/2026 which included updates from the DVSA such as important information on "how to stay compliant with aftermarket light products: vulnerable road user signs, decorative lights, and warning beacons".

M11 Transport updates outcome

Pass

V1 Serviceability and roadworthiness

Requirement

To maintain vehicles, trailers and specialist equipment in a serviceable and roadworthy condition.

Audit guidance

A Minor Action Point will be awarded for:
- Roadworthiness policy and procedures in place but does not include one or more criteria.
- Inspection and maintenance plan does not include one or more non-statutory inspections or assessments.
- No evidence that the third-party trailers are safe to use and inspected at the agreed frequency.
- No evidence of the person undertaking safety inspections being technically competent and operationally aware of the safety standards that apply to the type of fleet they examine.
- Vehicle maintenance providers not aligning to those stated on the Operator Licence (VOL system).
- No evidence of vehicle safety recalls being checked and actioned.

A Major Action Point will be awarded for:
- Inspection and maintenance plan not in place, not including all vehicles and trailers, and all of the statutory inspections or assessments or less than six months' forecast as at date of audit.
- One or more inspections and maintenance events being missed, overdue or not in line with the regulatory requirements and undertakings.
- Not all periodic safety inspections include a braking performance assessment.
- No evidence of pre-delivery or first use inspections being completed.
- No vehicle maintenance contract(s) in place for Operator Licensed fleet.
- Adequacy of in-house vehicle staff technical competence and maintenance facilities not being declared.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a policy and procedure in place to inspect, service and repair vehicles, trailers and specialist equipment?	Yes

Does the policy and supporting procedure documents include information on: **- Effective management and supervisory responsibilities** **- Systems for both planned and unplanned maintenance** **- Maintenance to achieve optimum safety, environmental and performance standards** **- Daily walkaround checks and defect reporting** **- First use inspections, including leased, hired, or loaned vehicles** **- How safety critical defects and prohibitions are managed and investigated** **- How unroadworthy vehicles are removed from service (VOR procedure)** **- How unroadworthy vehicles are brought back into service when passed fit (VOR procedure)** **-How checks are completed on safety recalls that are likely to affect the safe operation of vehicles, trailers, and specialist equipment** **-All inspections and maintenance meeting the requirements of the (DVSA) Guide to maintaining roadworthiness (if applicable)** **- Managing agreed vehicle maintenance provisions to align with those specified on the Operator Licence, and dealing with late and missed safety inspections (if applicable)** **- An inspection and maintenance plan being reviewed and updated when any vehicles, trailers or specialist equipment are changed** **-Ensuring the roadworthiness of third-party trailers prior to use (if applicable)**	Yes
Is there evidence of vehicle, trailer and specialist equipment safety recalls being checked, actioned and records being retained? Record the specific records/documents that have been evidenced in support of this, such as the system reports or compliance checklists of the checks being completed. The company evidenced that they conduct recall checks using the .GOV website. Results are stored on a spreadsheet on the company server. The last recall checks were performed on 17/09/2026 for vehicle EY68VOO which has had no recalls.	Yes
Is there an inspection and maintenance plan in place?	Yes
Does the inspection and maintenance plan include all vehicles (HGVs, vans, PLVs) and trailers in scope of the FORS accreditation and at least six months' forecast?	Yes
Does the inspection and maintenance plan include, where relevant, a forecast of: **- MOT and statutory annual tests** **- Periodic safety inspections** **- Calibration tests** **- Lifting equipment (LOLER) examinations**	Yes

Does the inspection and maintenance plan also include, where relevant, a forecast of: **- Pre-delivery or first use inspections of the vehicle introduced to fleet for the first time** **- Periodic brake performance assessments** **- Maintenance and servicing** **- Any remedial work required or repairs carried out**	Yes
Does the planned safety inspection frequency align with the one declared on the VOL system? Record the frequency for all types of Operator Licensed fleet. The company evidenced that the vehicles are on a 6-weekly PMI schedule.	Yes
What vehicle maintenance provisions are in place?	Contracted out
Are all vehicle maintenance contracts in place? Record the contractors and the date(s) contract(s) were signed. The company has a maintenance agreement with Commercial Vehicle Repairs Ltd which is dated 01/11/2025.	Yes
Is the contracted out workshop staff undertaking safety inspections technically competent and operationally aware of the safety standards that apply to the type of fleet they examine?	Yes
Do all maintenance provisions and providers align to those stated on the Operator Licence (VOL system)?	Yes
Are third party trailers operated?	No

Vehicle records

Vehicle records 1

VRM/VIN	BU25UHB
What is the vehicle type?	HGV
Vehicle description (GVW, body type)	32t hook loader
Does the vehicle have a valid MOT or MOT exemption? Record the expiry date. 30/04/2027	Yes
Is there evidence of first use or pre-delivery safety inspection for when the vehicle was first introduced to the fleet? Record the date it has been completed. 16/06/2025	Yes
Are LOLER inspections up-to-date? Record the expiry date(s). 01/03/2027	Yes

Is the tachograph unit calibration in date? Record the expiry date. 02/04/2027	Yes
What is the periodic safety inspections/servicing frequency for this vehicle/trailer?	6-weekly
Is the periodic safety inspection frequency being complied with for Operator Licensed fleet? Record the completion dates for the last four inspections. 14/10/2026, 03/09/2026, 21/07/2026, 11/06/2026.	Yes
Is the servicing frequency being complied with for non Operator Licence fleet? Record the completion dates for the last two service inspections. This vehicle is not in scope of this question.	NA
Are all periodic safety inspection, servicing and maintenance records compliant?	Yes
Do all periodic safety inspections include a braking performance assessment? Record brake performance assessment method used and detail the specific records that have been evidenced in support of this. The company evidenced loaded roller brake tests printouts dated 14/10/2026, 03/09/2026, 21/07/2026, 11/06/2026 in electronic format.	Yes

Vehicle records 2

VRM/VIN	BX69BHP
What is the vehicle type?	HGV
Vehicle description (GVW, body type)	44t tractor unit
Does the vehicle have a valid MOT or MOT exemption? Record the expiry date. 30/04/2027	Yes
Is there evidence of first use or pre-delivery safety inspection for when the vehicle was first introduced to the fleet? Record the date it has been completed. This vehicle has been in service for longer than 15 months.	NA
Are LOLER inspections up-to-date? Record the expiry date(s).	NA
Is the tachograph unit calibration in date? Record the expiry date.	Yes

28/03/2027

What is the periodic safety inspections/servicing frequency for this vehicle/trailer?	6-weekly
Is the periodic safety inspection frequency being complied with for Operator Licensed fleet? Record the completion dates for the last four inspections.	Yes

10/09/2026, 28/07/2026, 16/06/2026, 07/05/2026. The company evidenced that this vehicle is booked in for another PMI on 23/10/2026.

Is the servicing frequency being complied with for non Operator Licence fleet? Record the completion dates for the last two service inspections.	NA

This vehicle is not in scope of this question.

Are all periodic safety inspection, servicing and maintenance records compliant?	Yes
Do all periodic safety inspections include a braking performance assessment? Record brake performance assessment method used and detail the specific records that have been evidenced in support of this.	Yes

The company evidenced loaded roller brake tests printouts dated 10/09/2026, 28/07/2026, 16/06/2026, 07/05/2026 in electronic format.

Vehicle records 3

VRM/VIN	FJ22ZYX
What is the vehicle type?	HGV
Vehicle description (GVW, body type)	18t skip truck
Does the vehicle have a valid MOT or MOT exemption? Record the expiry date.	Yes

30/04/2027

Is there evidence of first use or pre-delivery safety inspection for when the vehicle was first introduced to the fleet? Record the date it has been completed.	NA

This vehicle has been in service for longer than 15 months.

Are LOLER inspections up-to-date? Record the expiry date(s).	Yes

11/04/2027

Is the tachograph unit calibration in date? Record the expiry date.	Yes

01/06/2027

What is the periodic safety inspections/servicing frequency for this vehicle/trailer?	6-weekly
Is the periodic safety inspection frequency being complied with for Operator Licensed fleet? Record the completion dates for the last four inspections. 05/10/2026, 26/08/2026, 14/07/2026, 03/06/2026.	Yes
Is the servicing frequency being complied with for non Operator Licence fleet? Record the completion dates for the last two service inspections. This vehicle is not in scope of this question.	NA
Are all periodic safety inspection, servicing and maintenance records compliant?	Yes
Do all periodic safety inspections include a braking performance assessment? Record brake performance assessment method used and detail the specific records that have been evidenced in support of this. The company evidenced loaded roller brake tests printouts dated 05/10/2026, 26/08/2026, 14/07/2026, 03/06/2026 in electronic format.	Yes

Vehicle records 4

VRM/VIN	SK70PYY
What is the vehicle type?	HGV
Vehicle description (GVW, body type)	18t skip truck
Does the vehicle have a valid MOT or MOT exemption? Record the expiry date. 31/10/2027	Yes
Is there evidence of first use or pre-delivery safety inspection for when the vehicle was first introduced to the fleet? Record the date it has been completed. This vehicle has been in service for longer than 15 months.	NA
Are LOLER inspections up-to-date? Record the expiry date(s). 17/01/2027	Yes
Is the tachograph unit calibration in date? Record the expiry date. 28/04/2027	Yes

What is the periodic safety inspections/servicing frequency for this vehicle/trailer?	6-weekly
Is the periodic safety inspection frequency being complied with for Operator Licensed fleet? Record the completion dates for the last four inspections. 14/09/2026 (MOT), 03/09/2026, 23/07/2026, 10/06/2026, 29/04/2026.	Yes
Is the servicing frequency being complied with for non Operator Licence fleet? Record the completion dates for the last two service inspections. This vehicle is not in scope of this question.	NA
Are all periodic safety inspection, servicing and maintenance records compliant?	Yes
Do all periodic safety inspections include a braking performance assessment? Record brake performance assessment method used and detail the specific records that have been evidenced in support of this. The company evidenced loaded roller brake tests printouts dated 14/09/2026 (MOT), 03/09/2026, 23/07/2026, 10/06/2026, 29/04/2026 in electronic format.	Yes

Vehicle records 5

VRM/VIN	C499380
What is the vehicle type?	Trailer
Vehicle description (GVW, body type)	44t walking floor
Does the vehicle have a valid MOT or MOT exemption? Record the expiry date. 30/04/2027	Yes
Is there evidence of first use or pre-delivery safety inspection for when the vehicle was first introduced to the fleet? Record the date it has been completed. This vehicle has been in service for longer than 15 months.	NA
Are LOLER inspections up-to-date? Record the expiry date(s).	NA
Is the tachograph unit calibration in date? Record the expiry date.	NA
What is the periodic safety inspections/servicing frequency for this vehicle/trailer?	6-weekly
Is the periodic safety inspection frequency being complied with for Operator Licensed fleet? Record the completion dates for the last four inspections.	Yes

10/09/2026, 27/07/2026, 16/06/2026, 07/05/2026. Booked in for PMI 23/10/2026.

Is the servicing frequency being complied with for non Operator Licence fleet? Record the completion dates for the last two service inspections.

NA

This vehicle is not in scope of this question.

Are all periodic safety inspection, servicing and maintenance records compliant?

Yes

Do all periodic safety inspections include a braking performance assessment? Record brake performance assessment method used and detail the specific records that have been evidenced in support of this.

Yes

The company evidenced loaded roller brake tests printouts dated 10/09/2026, 27/07/2026, 16/06/2026, 07/05/2026 in electronic format.

Are all records in place relating to vehicle safety inspections, defects and maintenance for the past 15 months or since the vehicle has been introduced to the fleet? Record the date of most historic record seen at the audit and the format in which it is held in.

The company evidenced maintenance records dating back for the required 15 months for all sampled vehicles, in particular vehicle FJ22PYY dating back to 15/01/2025 in electronic format. Records are held on the company server in electronic format and in the vehicle files in hard copy format.

V1 Serviceability and roadworthiness outcome

Pass

V2 Daily walkaround checks

Requirement

To check vehicles, trailers and specialist equipment for defects immediately before they are used.

Audit guidance

A Minor Action Point will be awarded for:
- Daily walkaround procedure in place but does not include one or more criteria.
- Drivers expected to repair minor defects not being assessed for competency of this task.

A Major Action Point will be awarded for:
- No evidence of a system to record daily walkaround checks.
- A system in place to record daily walkaround checks but it does not include one or more criteria.
- No evidence of defects being identified, recorded, reported and repair procedure being followed through during the daily walkaround checks.
- No evidence of safety critical defects being rectified and signed off before the vehicle is being returned on the road.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a walkaround check and defect reporting procedure in place?	Yes
Does the procedure documentation include information on: **- The requirement to undertake walkaround checks by drivers before vehicles are used on the road each day, with a minimum of one check within each 24 hours** **- Walkaround checks to include an inspection of the whole vehicle including enhanced vehicle safety features, and where relevant, trailer and specialist equipment** **- Defects being reported and recorded when they are found during the daily walkaround check, while the vehicle is in use and on return to the operating centre** **- Defects that affect roadworthiness or safety being repaired before the vehicle, trailer or specialist equipment is used on the road** **- Drivers who are expected to repair minor defects, such as light bulb or fuse replacement being required to be competent to undertake this task** **- If it is unsafe to conduct a walkaround check, defect reporting system being in place that details the initial walkaround check and any defects reported during the day for the various drivers of a particular vehicle** **- Driver legal responsibilities regarding vehicle condition and reporting defects**	Yes
Has evidence been provided of a system in place to record daily walkaround checks for all vehicles in scope of the FORS accreditation? Record the system used.	Yes

The company uses the FleetCheck app to conduct walkaround checks.

Does the walkaround check includes an inspection of the whole vehicle and trailer including enhanced vehicle safety features including: **- Vehicle registration mark (or VIN for trailers)** **- Date** **- Driver name** **- Details of defect or symptom** **- Who the defect was reported to**	Yes
Where relevant, does the walkaround check also covers any vehicle specific components: **- Load and any load restraint systems** **- Carrying equipment such as tanks, hoppers, mixers and refrigeration units** **- Lifting equipment such as cranes, winches, skip loaders, tipping bodies and** **tail lifts** **- Accessibility equipment such as ramps, lifts, rails and anchors** **- Trailer couplings and service connections** **- Charging cables or fuelling equipment for alternatively fuelled vehicles**	Yes
If drivers are expected to repair minor defects, has evidence been provided that they are competent to undertake the task?	Yes

Vehicle records

Vehicle records 1

VRM/VIN	BU25UHB
Date and details of the latest recorded defect or nil defect (if no defects were logged in the last 15 months)	04/09/2026 O/S/R light lens broken.
Date and details of the rectification work having been signed-off?	04/09/2026 O/S/R light lens replaced.

Vehicle records 2

VRM/VIN	BX69BHP
Date and details of the latest recorded defect or nil defect (if no defects were logged in the last 15 months)	15/10/2026 washer bottle leaking
Date and details of the rectification work having been signed-off?	15/10/2026 washer bottle replaced.

Vehicle records 3

VRM/VIN	FJ22ZYX
Date and details of the latest recorded defect or nil defect (if no defects were logged in the last 15 months)	17/08/2026 cut in tyre.
Date and details of the rectification work having been signed-off?	17/08/2026 tyre replaced.

Vehicle records 4

VRM/VIN	SK70PYY
Date and details of the latest recorded defect or nil defect (if no defects were logged in the last 15 months)	04/09/2026 N/S/F tyre low pressure.
Date and details of the rectification work having been signed-off?	04/09/2026 N/S/F tyre replaced.

Vehicle records 5

VRM/VIN	C499380
Date and details of the latest recorded defect or nil defect (if no defects were logged in the last 15 months)	13/08/2026 numberplate holder broken.
Date and details of the rectification work having been signed-off?	13/08/2026 numberplate holder replaced.
Is there evidence of defect reporting and repair procedure being followed through?	Yes
Is there evidence for safety critical defects being rectified and signed off before the vehicle is being returned on the road?	Yes

Are all vehicle nil defects records in place covering the period of 14 weeks or until the next vehicle safety inspection? Record the date of most historic record seen at the audit and the format in which it is held in.

The company evidenced nil defect reports for the above vehicles and trailers dating back to 13/07/2026 in electronic format.

V2 Daily walkaround checks outcome	Pass

V3 Insurance

Requirement

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.

Audit guidance

A Major Action Point will be awarded for:
• Motor insurance in place but it does not cover all drivers, vehicles, trailers, specialist equipment and conditions of use that are within the scope of FORS accreditation
• No evidence of fleet motor insurance or evidence of self-insurance being in place
• No evidence of Employer Liability insurance being in place that covers the employees in scope of FORS accreditation
• Any minor action point from previous year's audit has not been rectified

Audit questions

Are fleet motor insurance certificates or evidence of self-insurance in place?	Yes
Does it cover all drivers, vehicles, trailers, specialist equipment that are within the scope of FORS accreditation?	Yes
Does it cover all conditions of use that are within the scope of FORS accreditation?	Yes
Motor insurer	Aioi Nissay Dowa Insurance UK Limited
Motor insurance expiry date	28/02/2027 00:00

Are the following insurances in place?

Employers' liability insurance	Yes
Employers' liability insurer	Aspen Insurance UK Ltd
Employers' liability insurance expiry date	25/07/2027 01:00
Public liability insurance	Yes
Public liability insurer	Aspen Insurance UK Ltd
Public liability insurance expiry date	25/07/2027 01:00
Goods in transit (GiT) insurance	No

V3 Insurance outcome	Pass

V4 Vehicle tax

Requirement

To tax all vehicles operating on public roads.

Audit guidance

A Minor Action Point will be awarded for:
• Vehicle tax procedure in place but does not include one or more criteria.
• Vehicle tax register or planner in place but does not include one or more criteria.

A Major Action Point will be awarded for:
• No register or planner in place to demonstrate that vehicle tax is being planned.
• No evidence provided that all vehicles have been taxed, exemptions applied or declared SORN.
• Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a procedure in place to ensure vehicle tax and vehicle tax exemptions are in place?	Yes
Does the procedure document include information on: **- Vehicle tax and vehicle tax exemptions being in place for all vehicles in scope of the FORS accreditation** **- Any untaxed vehicles being declared as unroadworthy and reported to the licensing or tax authority – Statutory Off Road Notification (SORN) in the UK** **- Vehicle tax register or planner being in place, with reminders or warnings from a licensing or tax authority not being relied on as the only means of renewal planning**	Yes
Is there a register or a planner in place to demonstrate that vehicle tax is being planned?	Yes
Does the register or the planner include: **- Tax expiry dates** **- Tax payments** **- Tax exemptions (where relevant)**	Yes
Has evidence been provided that all vehicles have been taxed, exemptions applied or declared SORN? Record details for a full sample in support of this by capturing vehicle reg number and VED/VED exemption expiry date.	Yes

BU25UHB - 31/03/2027. BX69 BHP - 31/08/2027. FJ22ZYX 30/06/2027. SK70PYY - 31/10/2027.

V4 Vehicle tax outcome	Pass

V5 Load safety

Requirement

To load vehicles and trailers safely and within the legal limits.

Audit guidance

A Minor Action Point will be awarded for:
• Load safety policy and procedures in place but does not include one or more criteria.
• Load documentation in place but does not include one or more criteria.

A Major Action Point will be awarded for:
• No evidence of load documentation being in place.
• No evidence of correct and serviced equipment being issued to maintain safe loads.
• No evidence of drivers and loading staff being trained on safe loading, distribution and load restraint.
• No evidence of vehicle dimensions and weights being determined before being driven on public roads.
• No evidence of height indicators being displayed in vehicles over 9 feet 10 inches high.
• Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a safe loading and load restraint policy and procedure in place?	Yes
Does the policy and supporting procedure documents include information on: **- Correct vehicle and trailer types for the load to be carried** **- The load types to be carried by each vehicle and trailer type** **- Load restraint and safe loading and unloading practices** **- Compliance with load documentation such as risk assessments and method statements** **- Safe coupling of trailers to towing vehicles (if applicable)** **- Information on the location and use of weighbridges** **- The method used to monitor compliance with maximum weights and dimensions**	Yes
Is there a load documentation in place?	Yes
Does the load documentation include: **- Vehicle gross and axle weight limits** **- Nature of the load** **- Load weight and dimensions** **- Loading and unloading instructions** **- Load distribution** **- Load restraint** **- Use of lifting equipment (where relevant)** **-Any other special precautions that are necessary (where relevant)**	Yes

Has evidence been provided of load safety equipment being issued?

Yes

The company evidenced photographs of sheeting systems and ratchet straps on vehicle BU25UHB which will be used to maintain safe loads, the photographs showed the vehicle in an unladen state.

Has evidence been provided of vehicle dimensions, laden weight and axle weights being determined before the vehicle is driven?

Yes

Has evidence been provided of the drivers and any loading staff being trained on safe loading, distribution and load restraint? Record a full sample of training date(s) and detail the specific records that have been evidenced in support of this.

Yes

The company evidenced their toolbox talk attendance registers showing that load safety training was conducted by drivers TM, CJ, LH and KM on 17/08/2026 which is held on the company server.

Where the height of vehicles and loads are 9 feet 10 inches (three metres) or above, has evidence been provided of vehicles displaying a height indicator in the cab showing the overall height of the vehicle and load in feet and inches?

Yes

The company evidenced photographs of vehicle SK70PYY showing a height marker set to 11'10" while it was unladen. The Transport Manager set the height using a height stick, drivers also have access to height sticks and have been instructed to measure the vehicle whenever the height exceeds the cab.

V5 Load safety outcome

Pass

V6 Vehicle safety equipment

Requirement

To fit larger vehicles with safety equipment that helps protect vulnerable road users.

Audit guidance

A Minor Action Point will be awarded for:
• All required safety equipment has been fitted but non-compliance with the equipment found.

Major Action Point will be awarded for HGVs and PCVs designed to carry more than 16 passengers not being fitted with:
• Side under-run protection on both sides (where relevant)
• Class V and VI close-proximity mirrors or camera monitoring systems to achieve the same field of view (where relevant)
• Blind spot signage
• Any minor action point from previous year's audit has not been rectified

Audit questions

Are HGVs (goods vehicles over 3.5 tonnes GVW or alternatively fuelled vehicles over 4.25 tonne GVW) or PCVs designed to carry more than 16 passengers being operated?	Yes
Are any HGVs defined as exempt from being required to be fitted with side under-run protection to both sides?	No
Have all HGVs not subject to the exemption been fitted with side under-run protection to both sides?	Yes
What evidence has been provided?	Photographs of safety equipment fitted
Are there any HGVs defined as exempt from being required to be fitted with class V and VI close-proximity mirrors or camera monitoring systems to achieve the same field of view?	No
Have all HGVs not subject to the exemption been fitted with class V and VI close-proximity mirrors or camera monitoring systems?	Yes
What evidence has been provided?	Photographs of safety equipment fitted
Have all HGVs and PCVs designed to carry more than 16 passengers been fitted with blind spot signage?	Yes
What evidence has been provided?	Photographs of safety equipment fitted
Is all safety equipment fitted compliant?	Yes

V6 Vehicle safety equipment outcome

Pass

V7 Tyre management

Requirement

To monitor tyre usage and maintain tyres in a serviceable and roadworthy condition.

Audit guidance

A Minor Action Point will be awarded for:
- Tyre management policy and procedures in place but does not include one or more criteria.
- No documentation in place of the in-house tyre maintenance equipment maintenance and engineering resources competence.

A Major Action Point will be awarded for:
- No evidence of tyre recycling and disposal not being conducted in accordance with local waste regulations.
- No evidence of tyre maintenance arrangements being in place.
- No evidence of tyre maintenance records being reviewed, retained and quality of work monitored.
- No evidence of tyre torque and re-torque checks being completed, recorded and retained following a reactive or ad hoc wheel refitting events outside of planned periodic maintenance (HGVs & PCVs).
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a policy and procedure in place to manage tyre selection, condition and replacement against vehicle usage?	Yes
Does the policy and supporting procedure documents include information on: **- Tyres in service being appropriate to the vehicle and operating conditions** **- Tyre condition being fully examined for damage, wear, age and pressures and all defects reported at periodic safety inspections** **- Tyre condition being visually checked for damage, wear and pressures and all defects reported as part of the daily walkaround checks** **- Staff dealing with tyre management being properly trained and empowered to act with sufficient authority** **- Drivers being properly trained and equipped to recognise and report tyre issues** **- Wheel torque and retorque being completed following wheel refitting, and records being retained on file** **- Tyre recycling and disposal being conducted in accordance with local waste regulations, and any on-site tyres being properly stored** **- Tyre reports being reviewed and retained, and the quality of any contracted work being monitored**	Yes

Does the policy and supporting procedure documents include, where relevant, information on: **- Tyre age being recorded and monitored for the entire fleet and tyres aged more than 10 years old not being used on the front steered axle(s) of HGV, bus or coach or any single wheels fitted to a minibus (9 to 16 passenger seats)** **- Tyre manufacture date code being legible and present on all tyres fitted to HGV, bus coach, trailers over 3.5t and minibuses (9 to 16 passenger seats)** **- Technicians dealing with tyre inspections or repairs being properly trained and qualified**	Yes
Is tyre recycling and disposal conducted in accordance with local waste regulations? Record details of specific records or documentation that have been evidenced in support of this.	Yes

A&J Tyres Ltd disposes of all tyres on behalf of the company, their waste carriers licence is CBDU66677. The company evidenced an invoice dated 25/06/2026 showing an environmental charge.

Are torque and re-torque checks required to be completed, recorded, and retained on file following a reactive or ad hoc wheel refitting events outside of planned periodic maintenance for HGVs and PCVs? Record details for a sample in support of this by capturing vehicle reg, wheel position, initial torque date/time, re-torque date/time and reason for refitting.	Yes

The company evidenced a re-torque sheet for vehicle SK70PYY showing the N/S/F wheel had an initial torque on 17/09/2026 at 13:00 and a re-torque at 13:30. The reason for the refitting was due to a puncture.

Is re-torque completed after the vehicle has been standing for 30 minutes or after having travelled for between 40 km and 80 km (25 to 50 miles)?	Yes
Tyre maintenance provision in place	Contracted out
Name of the main contractor	A&J Tyres Ltd

Type of arrangements in place (i.e., contract, account, ad hoc)

Fleet tyre maintenance account.

Are tyre maintenance records being reviewed, retained and quality of work monitored?	Yes

All tyre maintenance records are reviewed by the named Transport Manager who also monitors the quality of work carried out by entering the outcomes onto a spreadsheet held on the company server. Hard copy tyre maintenance records are retained in the vehicle files.

V7 Tyre management outcome	Pass

D1 Licensing

Requirement

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.

Audit guidance

A Minor action point will be awarded for:
• No approved risk scale being used for higher risk drivers

A Major action point will be awarded for:
• No system in place to evidence licence checks being undertaken
• A system in place for GB issued licences to be checked but it does not access DVLA data
• No competent person or agent in place to interpret driving licence information
• Licence checks not being conducted at least every six months
• Licence checks do not include validating categories, expiry dates, endorsements and restriction codes
• Driver Qualification Card validity checks are not being completed
• Driver tachograph card validity checks are not being completed
• No driver annual declaration in place to report licence endorsements, driving infringements and restrictions
• For drivers licensed outside the UK, licence checks not being verified through an equivalent licensing authority, where such a service is available
• Any minor action point from previous year's audit has not been rectified

Audit questions

Is there a procedure in place to check and verify all driver licences, categories, expiry dates, endorsements and restrictions?	Yes
Is there a system in place for driver licence checks being conducted and records of the checks being retained? Record the system being used. The company uses the DVLA website to conduct licence checks.	Yes
For drivers licensed in GB, is this conducted through a service that directly accesses the current DVLA data?	Yes
Does the system include the validation of categories, expiry dates, endorsements and restrictions?	Yes
Does the system include the validation of Driver Qualification Cards and Driver Tachograph Cards?	Yes
Are there any drivers that are not licensed through DVLA?	No

Driver records

Driver records 1

Driver initials	TM
Has the driver licence been checked every 6 months? Record the dates of the latest two checks and the number of endorsement points on the licence.	Yes
09/10/2026 - 15/06/2026, 0 points.	
Is the Driver Qualification Card 'DQC' - Driver CPC in date? Record the expiry date.	Yes
19/05/2027	
Is the Driver Tacho Card in date? Record the expiry date.	Yes
13/09/2031	

Driver records 2

Driver initials	LH
Has the driver licence been checked every 6 months? Record the dates of the latest two checks and the number of endorsement points on the licence.	Yes
19/10/2026 - 02/06/2026, 0 points.	
Is the Driver Qualification Card 'DQC' - Driver CPC in date? Record the expiry date.	Yes
15/11/2028	
Is the Driver Tacho Card in date? Record the expiry date.	Yes
17/11/2028	

Driver records 3

Driver initials	CJ
Has the driver licence been checked every 6 months? Record the dates of the latest two checks and the number of endorsement points on the licence.	Yes
09/10/2026 - 31/03/2026, 0 points.	
Is the Driver Qualification Card 'DQC' - Driver CPC in date? Record the expiry date.	Yes
17/11/2027	

Is the Driver Tacho Card in date? Record the expiry date.

Yes

14/11/2027

Driver records 4

Driver initials KM

Has the driver licence been checked every 6 months? Record the dates of the latest two checks and the number of endorsement points on the licence.

Yes

09/10/2026 - 02/06/2026, 0 points.

Is the Driver Qualification Card 'DQC' - Driver CPC in date? Record the expiry date.

Yes

09/09/2029

Is the Driver Tacho Card in date? Record the expiry date.

Yes

21/01/2030

Are driving licences checked more frequently for higher risk drivers using an approved risk scale? Record details for a sample in support of this by capturing driver initials, dates of the latest two checks and the number of endorsement points.

Yes

The company stated that licences with 0-5 points are checked every six months, licences with 6+ are checked monthly. The company has no drivers with 6 or more points.

Have drivers signed a declaration in the past 12 months of their responsibility to report any licence endorsements, driving infringements and restrictions to the responsible person, whether incurred on or off duty? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced, e.g., signed hard copy declarations, read receipts of a system that captures a digital footprint.

Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format which demonstrates that drivers have acknowledged their responsibility to report any licence endorsements, driving infringements and restrictions to the responsible person within the past 12 months.

D1 Licensing outcome

Pass

D2 Driving standards

Requirement

To require all drivers to have knowledge of and comply with the rules of the road.

Audit guidance

A Minor action point will be awarded for:
- Driving standards policy and procedures being in place but does not include one or more criteria

A Major action point will be awarded for:
- No evidence of all drivers being provided with access to the current version of The Highway Code for UK-based operations
- No evidence of drivers declaring that they have access to, read and understood, the driving standards policy and/or the current version of The Highway Code at least annually
- Driver incentive scheme in place that could promote or encourage unsafe behaviour
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there driving standards policy and procedure documentation in place?	Yes
Does the policy, procedure and risk assessments documentation include information on: **- Driver responsibilities and professionalism** **- Wearing seat belts where fitted and required** **- Adherence to speed limits, traffic signs and road markings** **- Distractions such as smoking, eating and drinking whilst driving** **- Sharing the roads safely, particularly with vulnerable road users** **- Fuel efficient driving techniques, air quality and emissions** **- Driving on different road types such as urban, rural and motorways** **- Driving in adverse weather conditions** **- Actions in the event of a breakdown and road traffic collision**	Yes
Have all drivers been provided access to the current version of The Highway Code for UK-based operations?	Yes
Have all drivers signed a declaration acknowledging that they have access to, and read and understood the latest version driving standard policy in the past 12 months? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced, e.g., signed hard copy declarations, read receipts of a system that captures a digital footprint.	Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format, these declarations confirm receipt and understanding of the latest version of the company's driving standards policy.

Have all drivers signed a declaration acknowledging that they have access to, and read and understood the current version of The Highway Code in the past 12 months? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced, e.g., signed hard copy declarations, read receipts of a system that captures a digital footprint.	Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format which demonstrates that drivers acknowledged they have access to and have read and understood the current version of The Highway Code within the past 12 months.

Is there a driver incentive scheme in place?	No

D2 Driving standards outcome	Pass

D3 Staff induction

Requirement

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.

Audit guidance

A Minor Action Point will be awarded for:
- Induction declaration(s) not being made
- Induction records missing one or more additional checklist criteria

A Major Action Point will be awarded for:
- No induction records
- Induction records missing one or more safety critical checklist criteria
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there a staff induction procedure in place?	Yes
Do the induction records cover all of the following safety critical criteria: **- The organisation's policies and procedures and being relevant to the member of staff's working environment** **- Health and safety policy in accordance with requirement M8** **- The importance of vulnerable road user safety, air quality and emissions** **- Familiarisation training on vehicles, routes and sites**	Yes
Do the induction records include the following additional criteria: **- FORS, the level of accreditation, its requirements and general obligations** **- Appraisal, professional development and performance management procedures** **- Training needs and FORS Professional Development identified in accordance with requirement D4** **- Any specific requirements of principal contracts (where relevant)**	Yes
Have all drivers been inducted to the operation? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced.	Yes

The company evidenced induction documents for drivers TM dated 18/06/2026, KM dated 08/02/2025, LH dated 14/06/2021 and CJ dated 26/06/2025 in electronic format

On completion of induction, is a declaration made by the:

Person responsible for conducting the induction, stating that the member of staff has been familiarised with the organisation's policies and procedures	Yes
Member of staff, stating that they are fully familiar with the organisation's values, policies and procedures?	Yes
D3 Staff induction outcome	Pass

D4 Professional development

Requirement

To professionally develop drivers and all other staff involved in the fleet operation, through progressive FORS Professional Development.

Audit guidance

A Minor Action Point will be awarded for:
- PDP(s) in place but does not include at least one of the criteria listed.

A Major Action Point will be awarded for:
- No PDP(s) in place
- Mandatory FORS Professional Development requirements not being managed and completed as set out at Annex 1.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a Professional Development Plan (PDP) in place for drivers and each staff member involved in the fleet operation?	Yes
Do PDPs include: **- Who needs the training** **- The training need identified (including FORS mandatory training, Driver CPC, operational and specialist training)** **- Method of training delivery** **- How the development need was identified – such as induction, appraisals or performance management (cross-reference with M9, M10, D7, O3, etc)** **- Planned and completion dates**	Yes
Are PDPs: **- Relevant to the fleet type and sector** **- Relevant to the operating environment and the risks identified** **- Updated when new training needs are identified, such as changes in responsibilities, vehicles, equipment or risks**	Yes
Have all drivers completed FORS Professional Development training as set out at Annex 1 (for drivers and riders)? Record details for a full sample in support of this by capturing driver initials and dates of completion.	Yes

All the drivers have completed the FORS Professional Development training as set out at Annex 1, as evidenced with their FORS Professional Training Dashboard.

WRRR (safety) eLearning or classroom training (Safe Driving)	TM, LH, CJ and KM Cycle Safety 22/09/2026

Counter terrorism eLearning	TM, LH, CJ and KM 22/09/2026
D4 Professional development outcome	Pass

D5 In vehicle communication

Requirement

To not cause or permit a driver to use a hand-held mobile phone or any other hand-held communication device while driving.

Audit guidance

A Minor Action Point will be awarded for:
- In-vehicle communications policy and procedures being in place but does not include one or more criteria

A Major Action Point will be awarded for:
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there a policy and procedure documentation in place on the use of hand-held mobile phones and interactive communication devices while driving?	Yes
Does the policy, procedure and risk assessments documentation includes information on: **- Unlawful use of hand-held mobile phones and hand-held communication devices** **- The responsibilities of office staff making and receiving calls to and from drivers, including ending a call if they suspect the driver is driving**	Yes
Does the policy documentation allow the use of hands-free mobile phones, interactive communication devices or headphones?	Yes
Does the policy, procedure and risk assessments documentation include the following: **- Conditions of use for hands-free mobile phones and communication devices** **- Sending and receiving work-related calls, messages and data safely** **- Any restrictions on making and receiving personal calls** **- Any device being fully hands-free when used whilst driving** **- Safe stowage of the device so as not to limit field of view or cause distraction** **- Any messages being limited to a basic level and for a minimum duration** **- The responsibility to remain in full control of the vehicle and the risk of distraction from driving**	Yes
D5 In-vehicle communication outcome	Pass

D6 Health and eyesight

Requirement

To require that drivers are fit to drive, are not impaired and meet the minimum eyesight standard for driving.

Audit guidance

A Minor Action Point will be awarded for:

- Health and eyesight policy and procedures being in place but does not include one or more criteria
- Eyesight check records do not include information on the person supervising the checks and/or follow up actions

A Major Action Point will be awarded for:

- No evidence of eyesight checks being conducted at the required frequency
- No evidence of eyesight checks records capturing the required detail
- No evidence of health declarations being signed at least annually
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there policy and procedure documentation in place on fitness to drive and the eyesight standards for driving?	Yes
Does the policy and supporting procedure documentation include information on: **- Minimum medical standards for driving** **- Illness and prescribed and over-the- counter medication** **- Impairment through drugs and alcohol** **- Fatigue-related illnesses such as sleep apnoea** **- Health effects of driving such as posture and in-cab air quality** **- Mental health problems such as stress, depression and anxiety** **- A driver health and fitness declaration** **- Minimum vision standards for driving and the use of glasses and contact lenses** **- Driver eyesight checks and tests** **- Actions to be taken on suspecting driver impairment through drugs or alcohol**	Yes
Is there a system in place for driver eyesight checks being conducted and records of the checks being retained?	Yes

Does it include recording the following information:

Driver's name, date and outcome of the check	Yes
Name of the person supervising the check and details of any follow-on actions	Yes

Have all drivers had an eyesight check conducted every 6 months and after a blameworthy road traffic collision? Record details for a full sample in support of this by capturing driver initials and the dates of last two checks.

Yes

The company evidenced eyesight checks for drivers LH, CJ, KM dated 10/10/2026 - 01/05/2026 and driver TM dated 10/10/2026 -15/06/2026 in electronic format.

Have all drivers signed a declaration in the last 12 months of their responsibility to report any health or eyesight condition and to inform the DVLA or relevant driving licence authority of reportable medical conditions? Record details for a full sample in support of this by capturing driver initials, the date of completion and detail the specific records that have been evidenced.

Yes

The company evidenced signed declarations from drivers TM, LH, CJ and KM dated 19/10/2026 in electronic format demonstrating that drivers have acknowledged their responsibility to report any health and eyesight conditions and to inform the DVLA or relevant driving licence authority of reportable medical conditions within the last 12 months.

D6 Health and eyesight outcome

Pass

D7 Working time and drivers' hours

Requirement

To manage drivers’ working time and driving hours.

Audit guidance

A Minor Action Point will be awarded for:
• Drivers hours and working time policy and procedures being in place but does not include one or more criteria

A Major Action Point will be awarded for:
• No evidence of drivers' hours data being obtained, processed and analysed
• No evidence of drivers' working time data being obtained, processed and analysed
• No evidence of vehicle unit data being obtained, processed and analysed
• Company tachograph card(s) not being in date
• Any minor action point from previous year's audit has not been rectified

Audit questions

Is there policy and procedure documentation in place on working time, drivers’ hours and their alignment?	Yes
Does the policy and supporting procedure documentation include information on: **- Compliance with the relevant drivers’ hours and working time regulations** **- Planning daily and weekly work schedules and rest breaks to minimise fatigue** **- How the risks associated with long journeys and night driving are managed** **- How total working and driving time is monitored and enforce** **- The requirement to report any fatigue or sleep-related issues** **- The drivers' hours recording method** **- The frequency of downloading vehicle unit and driver card data** **- Identifying and dealing with missing mileage and unknown event reports**	Yes

Does the policy and supporting procedure documentation include, where relevant, information on: **- The drivers' hours recording method** **- The frequency of downloading vehicle unit and driver card data** **- Identifying and dealing with missing mileage and unknown event reports** **- Monitoring and managing driver and company tachograph card expiry dates** **- Dealing with lost or defective tachograph cards** **- Identifying and dealing with driver infringements to prevent recurrence** **- Secondary employment and impact it has on working time and drivers' hours**	Yes
Is there a system in place for the relevant drivers' hours data being obtained, processed, analysed and the records being retained?	Yes

The company uses the TDI Disk-check system to obtain, process and analyse all drivers' hours data which is managed by the Transport Manager.

Are drivers' hours records held for 12 months or since the start of employment? Record the date of the most historic record seen at the audit.	20/10/2026
Is there a system in place for the relevant working time data being obtained, processed, analysed and the records being retained? Record information for both vocational and non-vocational drivers.	Yes

The company uses the TDI Disk-check system system to obtain, process and analyse all working time data on a 17 week reference period which is managed by the Transport Manager.

Are working time records held for 24 months or since the start of employment? Record the date of the most historic record seen at the audit.	20/10/2026
Have all drivers' driver card data been downloaded in the last 28 days? Record details for a sample in support of this by capturing driver initials and the date of the latest download.	Yes

The company evidenced that driver TM was last downloaded on 19/10/2026.

Have all drivers' hours and working time infringements been investigated? Record details for a full sample in support of this by capturing driver initials, the date and details of infringement and corrective actions recorded and implemented.	Yes

The company evidenced infringements for drivers CJ dated 06/08/2026 showing insufficient break in driving time, KM dated 19/08/2026 showing insufficient break in driving time, LH dated 08/06/2026 showing incorrect mode and TM dated 22/09/2026 showing insufficient break in working time. All drivers were interviewed individually by the Transport Manager and signed debrief paperwork acknowledging the infringements and the rules surrounding them, paperwork was signed by drivers TM on 25/09/2026, KM on 19/08/2026, LH on 12/06/2026 and CJ on 19/08/2026 in hard copy format.

Is there a system in place for the relevant vehicle unit data being obtained, processed, analysed and the records being retained?	Yes

The company uses the TDI Disk-check system system to obtain, process and analyse all vehicle unit data.

Have all vehicles' Vehicle Unit tachograph data been downloaded at least every 90 days? Record details for a sample in support of this by capturing vehicle registration number and the date of the latest download.

Yes

The company evidenced that vehicle BX69BHP was downloaded on 16/10/2026.

Are missing mileage reports being monitored, investigated and justified? Record details for a sample in support of this by capturing vehicle registration number, the date and distance travelled and any justification recorded.

Yes

The company receives monthly missing milage reports from the TDI Disk-check system, the last missing milage event was for vehicle FJ22ZYX dated 21/08/2026 showing 4km due to being shunted around the operating centre.

Is the company tachograph card in date? Record expiry date.

Yes

12/06/2028

D7 Working time and drivers' hours outcome

Pass

O1 Routing

Requirement

To adhere to compliant, safe and efficient routes.

Audit guidance

A Minor Action Point will be awarded for:
- Routing procedure being in place but does not include one or more criteria
- Routing procedure not being in place or not correctly controlled (ie dated, version, reviewer)

A Major Action Point will be awarded for:
- No method in place to capture distance travelled data across the fleet recorded by vehicle type
- Routes are not planned considering any load constraints in accordance with requirement V5
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there procedure in place to plan and adhere to compliant, safe and efficient routes?	Yes
Does the risk assessment, method statement or procedure include: **- Vehicle dimension and weight restrictions, particularly at bridges and structures** **- Any route permits and approvals required** **- Origin, destinations and any specific hazards identified** **- Community considerations such as schools, hospitals and cycle routes** **- The impact on working time and drivers' hours** **- Vehicle emissions standards and restrictions** **- Parking, loading and unloading restrictions** **- Any road user charging schemes or tolls**	Yes
Does the procedure and risks documented specifically include adherence to routes authorised by a competent authority, such as: • **Prescribed passenger routes for PCVs** • **Designated routes to and from construction sites** • **Permit-controlled routes, such as the London Lorry Control Scheme** • **Notified routes for abnormal indivisible load (AIL) movements**	Yes
Is distance travelled across the fleet monitored and recorded by vehicle type?	Yes

Distance travelled across the fleet is monitored by vehicle type using the vehicles VU data and the 'Live Tracking' software.

Are routes planned considering any load constraints in accordance with requirement V5?	Yes

O1 Routing outcome

O2 Emissions, air quality and environmental impact

Requirement

To monitor and manage fuel consumption and emissions and commit to reduce negative environmental impacts.

Audit guidance

A Minor Action Point will be awarded for:

- Environmental impact policy and procedures being in place but does not include one or more criteria
- No records in place for diesel to AdBlue ratio being recorded by VRM
- No evidence to support reduction and elimination initiatives on engine-idling in accordance with relevant regulations

A Major Action Point will be awarded for:

- No records in place for fuel used across the fleet being collected and monitored by VRM
- No records in place for AdBlue used across the fleet being collected and monitored by VRM
- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there policy and procedure documentation in place that outline the organisation's commitment to environmental performance and to monitor fuel consumption and environmental impact?	Yes
Does the policy and supporting procedure documentation include information on: **- The appointment of Fuel and Emissions Champion role** **- Compliance with environmental regulations and standards** **- Vehicle and fuel type selection and suitability** **- Minimising and eliminating engine-idling in accordance with relevant regulations** **- Collecting and monitoring fuel usage data by VRM** **- Collecting and monitoring AdBlue usage by VRM, and diesel to AdBlue ratio (where relevant)** **- Minimising and managing fuel spillages** **- Basic due diligence being conducted that any low carbon fuels used are** **reputably sourced**	Yes
Are there records in place for fuel used across the fleet data being collected and monitored by VRM?	Yes

The company evidenced their emissions spreadsheet in electronic format which monitors the fuel used across the fleet by VRM using data collected from Velocity fuel card invoices, the company evidenced a reporting period from October 2025 to September 2026.

Are there records in place for AdBlue usage data being collected and monitored by VRM?	Yes

The company evidenced their emissions spreadsheet in electronic format which monitors the AdBlue used across the fleet by VRM using data collected from Velocity fuel cards, the company evidenced a reporting period from October 2025 to September 2026.

Are there records in place for diesel to AdBlue ratio being collected and monitored by VRM? Record the ratio and the reference period it relates to for any one randomly selected VRM.

Yes

The company evidenced a ratio for vehicle FJ22ZYX of 5.9% for the period of September 2026.

Is there evidence to support reduction and elimination initiatives on engine-idling in accordance with relevant regulations?

Yes

The company evidenced their anti-idling policy which includes initiatives on reducing engine-idling, such as turning the vehicle off where possible to reduce the amount of time spent at idle.

O2 Environmental Impact outcome

Pass

O3 Road traffic collisions

Requirement

To document and investigate road traffic collisions, incidents and near-misses.

Audit guidance

A Minor Action Point will be awarded for:
- Road traffic collisions policy and procedures in place but does not include one or more criteria.

A Major Action Point will be awarded for:
- Road traffic collisions, incidents and near-misses not being recorded and investigated.
- No evidence to support that drivers have been assessed for wellbeing and competency prior to returning to their duties.
- No evidence to support that vehicles have been repaired to a safe and legal state prior to being returned to the road.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there policy and procedure documentation in place to record and investigate road traffic collisions, incidents and near-misses?	Yes
Does the policy and supporting procedure documentation include information on: **- The appointment of Road Risk Champion role** **- Managing incidents safely, legally and reporting to the relevant authorities** **- Effective management of road risk stating who does what, when and how** **- Collating incident facts accurately, recording correctly and reporting to the insurer** **- Repairing vehicles to a safe and legal state prior to being returned to the road** **- Assessing drivers to ensure they are competent and fit to return to driving** **- Incidents being investigated to determine primary and contributory factors** **- Incident facts being monitored to determine and implement remedial actions**	Yes
Are all road traffic collisions, incidents and near-misses recorded and investigated in line with the requirements of the FORS Standard? Record the system and documents used to log details of investigation, corrective actions implementation, vehicle and driver assessment.	Yes

Incidents, near misses, and collisions are recorded, investigated, and root causes are identified on the collisions spreadsheet held on the company server. Following an incident, drivers are subject to a driver assessment, a health assessment, a drug test, an alcohol test, and an eyesight check. There have been no entries onto the spreadsheet since the company's previous audit.

Have there been any road traffic collisions since the last FORS Bronze audit?	No
O3 Road traffic collisions outcome	Pass

O4 Passenger safety

Requirement

To carry passengers in such a manner that no danger is likely to be caused.

Audit guidance

A Minor Action Point will be awarded for:
- Passenger safety policy in place but does not include one or more criteria.

A Major Action Point will be awarded for:
- Where relevant, no DBS checks being conducted at least every three years.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Are vehicles designed to carry one or more passengers being operated?	Yes
Is there passenger safety policy documentation in place to covers each particular vehicle type?	Yes
Does the policy and risk assessments documentation include information on: **- Maximum permitted number of passengers** **- Passenger embarkation and disembarkation** **- Special considerations when carrying children, the disabled and elderly (where applicable)** **- Passenger safety instructions, including vehicle access, wearing seat belts and not distracting the driver** **- Safe parking procedures** **- Evacuation and emergency procedures** **- Actions to take in passenger conflict situations**	Yes
Are vehicles accessible to disabled people?	No
Do drivers or other staff come into contact with public passengers within their role?	No
O4 Passenger safety outcome	Pass

O5 Specialist operations

Requirement

To conduct specialist operations safely and in accordance with the law.

Audit questions

Are any of the following specialist fleet operations conducted by the organisation	Upper-tier waste and hazardous waste operations

Audit guidance

A Minor Action Point will be awarded for:
• Specialist operations policy and procedures being in place but does not include one or more criteria
• No trained appointed responsible waste management person

A Major Action Point will be awarded for:
• Relevant waste transportation regulations not being complied with.
• Previous year audit minor action points not rectified.

Is there a policy in place for the carriage of waste?	Yes
Does the policy documentation include information on: **- Waste carrier licensing** **- Control measures relevant to the transportation of waste** **- Waste transfer notes, consignment notes and data sheets** **- Waste operations and driver competence** **- Emergency actions and contact details**	Yes
Is there a person with continuous and effective responsibility formally appointed, trained, experienced and, where necessary, qualified (ie Waste carrier competence)?	Yes

The Transport Manager has been nominated as the responsible person for all waste transfer operations.

Is there evidence of the relevant waste transportation regulations being complied with?	Yes

The company evidenced a waste transfer note dated 20/01/2026, which showed job number 286930 and was for mixed construction and waste on vehicle SK22PYY.

O5 Specialist operations outcome	Pass

O6 Security and counter terrorism

Requirement

To recognise the current terrorist threat level and raise awareness, operational security and vigilance across the whole organisation.

Audit guidance

A Minor Action Point will be awarded for:
- Security and counter terrorism policy and procedures in place but does not include one or more criteria.
- Risk assessments documentation in place but does not include one or more of the criteria.

A Major Action Point will be awarded for:
- No security and control measures in place to safeguard against security and counter terrorism threats.
- Any minor action point from previous year's audit has not been rectified.

Audit questions

Is there a policy and procedure documentation in place to safeguard against potential terrorist threats, security breaches, unauthorised vehicle access and theft of vehicles, loads, fuel and equipment?	Yes
Does the policy and supporting procedure documentation include information on: **- The appointment of Security and Counter Terrorism Champion role** **- Different threats that exist in terms of vehicle security and terrorism** **- Security improvements and contingency plans that are needed** **- Security measures to be complied with and reviewed** **- Level of staff communications and awareness training required** **- Management of security incidents and reporting procedure to the relevant authorities** **- Security and control of vehicles, keys and operating centres** **- Control of visitors and identification of vehicle overnight parking facilities**	Yes
Does the risk assessment documentation include: **- Identifying suspicious behaviour or activity** **- Dealing with bomb threats and suspect devices** **- Safety and security of the vehicle and keys** **- Security measures when stopping for breaks and rest** **- Leaving a vehicle engine running for operational purposes** **- Preventing hijack attempts through unauthorised passengers and hoax enforcement officers** **- Reporting theft and suspicious activity** **- The procedure to be taken upon discovery of a vehicle-borne improvised explosive device**	Yes

Is there evidence of relevant security and control measures in place to safeguard against security and counter terrorism threats?

Yes

The company's Operating Centre is fenced, gated and monitored by CCTV. Drivers keys are locked in a secure cupboard within the transport office when not in use and all drivers have completed their FORS Counter terrorism eLearning and are aware of their individual responsibilities around security and counter terrorism threats.

O6 Operational security outcome

Pass

M1 FORS Documentation

Requirement

To manage, review, revise and retain all documentation relevant to the FORS Standard.

Audit guidance

A Minor Action Point will be awarded for:

- Version control method in place but missing either version number, review date or reviewer's name

A Major Action Point will be awarded for:

- 5 or more policy and procedure documents not presented
- 5 or more documents not reviewed within past 12 months
- No method of version control in place
- Any minor action point from previous year's audit has not been rectified

Audit questions

Explain how all documentation relevant to the FORS Standard is managed, reviewed, revised and retained?

The Transport Manager (DC) manages, reviews and revises all FORS relevant documentation, which is retained on the company server in electronic format and within the transport office as a hard copy backup.

Are all policy and procedure documents in place as required at Annex 3?	Yes
Is all FORS documentation controlled with version number, review date and reviewer's name?	Yes

What is the latest FORS documentation:

Most recent review date(s)	28/09/2026
Reviewer	DC
Version number(s)	1.0
Reference number(s) or locations	Company server
Has all FORS documentation been reviewed within the past 12 months?	Yes

M1 FORS Documentation outcome	Pass

M2 Records

Requirement

To manage and retain all records relevant to the FORS Standard.

Audit guidance

A Minor Action Point will be awarded for:

- Records management procedure being in place but does not include one or more criteria

A Major Action Point will be awarded for:

- Any record selected for audit is not legible, accessible or retrievable
- One or more relevant statutory records missing
- One or more records retention periods shorter that the required period

- Any minor action point from previous year's audit has not been rectified

Audit questions

Is there a procedure in place to retain all documents, records and data relevant to the FORS Standard?	Yes
Does the procedure document include: **- Accessibility, legibility and availability of records** **- Retaining drivers' hours records for 12 months (where relevant)** **- Retaining working time records for 24 months** **- Retaining statutory annual vehicle test records for 15 months (after their expiry date)** **- Retaining vehicle nil defects records for 14 weeks** **- Retaining vehicle safety inspections, defects and maintenance records for 15 months** **- Retaining all other records relevant to the FORS Standard until the next audit**	Yes
Is there an evidence that all records and data relevant to the FORS Standard have been retained for required periods, legible, accessible or retrievable?	Yes
M2 Records outcome	Pass

Audit outcome	
Audit completion time	21/10/2026 13:00
Total number of Major Action points	0
Total number of Minor Action points	0
Audit overall grade	Pass