

## Booking in a FORS Bronze Audit – Single Operating Centre Accreditation (SOCA)

This is for companies who are looking to book in a Bronze audit, and is the same for new companies or those looking to renew their accreditation.

1. Go to [www.fors-online.org.uk](https://www.fors-online.org.uk/cms/)



2. Click on the Login button on the top left as shown below



## Fleet Operator Recognition Scheme

### 3. Click on Organisation Login

The screenshot shows the FORS website at <https://www.fors-online.org.uk/cms/choose-your-login/>. The top navigation bar includes links for WHO'S ON BOARD?, TRAINING, TOOLKITS, REGISTER, and LOGIN. A phone number 08448 09 09 44 and operating hours 8.30am-5pm are displayed. Below the navigation is a search bar. The main content area has a blue header 'Choose your login' with two options: 'Organisations' and 'eLearning'. The 'Organisations' button is circled in red. Social media icons for Twitter, LinkedIn, Email, and Print are on the right.

### 4. Log into your account on the following page

The screenshot shows the FORS website at <https://www.fors-online.org.uk/cms/log-in/>. The top navigation bar and phone number are identical to the previous page. The main content area features a large blue header 'LOG-IN'. Below it is a form for logging in to an organisation's account, asking for a Username and Password, with a 'Login' button. Below the form are links for 'Forgotten password?' and 'Change password'. A note at the bottom says 'Not registered? If you don't have a login then follow this link to register and join FORS today.' Social media icons are on the right.

## Fleet Operator Recognition Scheme

- Once logged in, you arrive at your dashboard below

The screenshot shows the FORS Operator Dashboard. At the top, there is a navigation bar with links for WHO'S ON BOARD?, TRAINING, TOOLKITS, REGISTER, and LOGOUT. Below this is a phone number (08448 09 09 44) and a search bar. The main content area has a blue header bar with the text "Welcome to your dashboard". Below this, it says "Company: SOCA - Audit form test". There is a table with the following data:

User	adam.harper1107()
FORS ID	
Level of accreditation	Bronze (Test)
Number of operating centres	
Number of vehicles	10
Bronze accreditation expires	

Note audits must take place 30 days prior to expiry – book early!

- Scroll down the page until you see a section called “Manage your account” and click the “Manage Audits” button in this section

The screenshot shows the FORS Operator Dashboard. At the top, there is a navigation bar with links for WHO'S ON BOARD?, TRAINING, TOOLKITS, REGISTER, and LOGOUT. Below this is a phone number (08448 09 09 44) and a search bar. The main content area has a grey box containing text about obtaining the Highway Code at a discounted rate. Below this, there is a section titled "Manage your account" with two buttons: "Change password" and "Manage Audits". The "Manage Audits" button is circled in red. At the bottom, there is a blue banner with the text "Scroll down to continue your route to best practice...".

## Fleet Operator Recognition Scheme

7. This will then take you to a page showing a “Request Audit” button – click on this.

The screenshot shows the FORS website homepage. At the top, there is a navigation bar with links for 'WHO'S ON BOARD?', 'TRAINING', 'TOOLKITS', 'REGISTER', and 'LOGOUT'. Below this is a search bar. The main content area has a heading 'Welcome SOCA - Audit form test'. It contains text about requesting an audit and a status message: 'Status of the last audit: All audits have been completed. You have no pending audits.' A prominent 'Request Audit' button is located at the bottom right of this section, which is circled in red. The footer of the page includes social media links for Twitter and LinkedIn, as well as links for 'FAQS | Help | Email | Explore the site | © FORS 2016'.

8. This will then take you onto our audit request form. Please ensure that the two sections “Company and Contact Details”, and “Audit Location Details & Contact Information” are filled in correctly

The screenshot shows the 'Audit Booking Form' window. It has two main sections: 'Company & Contact Details' and 'Audit Location Details & Contact Information'. In the 'Company & Contact Details' section, there are fields for 'FORS ID Number\*', 'Company Name\*', 'Your Name\*', 'Your Email Address\*', 'Your Phone Number\*', and 'Email address for invoicing purposes (if different from above)'. In the 'Audit Location Details & Contact Information' section, there is a field for 'Audit Location Name - Operating Centre Name' containing the value 'SOCA - Audit form test'. At the bottom of the form, there are 'Request Audit' and 'Close' buttons. The background of the page shows the same FORS website interface as the previous screenshot.

## Fleet Operator Recognition Scheme

The screenshot shows the FORS Audit Booking Form. At the top right, there are links for 'WHO'S ON BOARD?', 'TRAINING', 'TOOLKITS', 'REGISTER', and 'LOGOUT'. Below these is a phone number '08448 09 09 44' and the time '8.30am-5pm'. A search bar is also present. The main content area has a title 'Audit Location Details & Contact Information'. It includes fields for 'Audit Location Name - Operating Centre Name' (SOCA - Audit form test), 'Audit Location Address - Line 1' (21), 'Audit Location Address - Line 2' (21), 'Audit Location Address - Town/City' (Birmingham), 'Audit Location Address - Postcode' (B14 8SA), 'Audit Location - Country' (Choose: dropdown menu), 'Audit Location - Contact Name (if not you)' (empty input field), and 'Audit Location - Contact Phone Number' (empty input field). There is a 'Request Audit' button at the bottom right of this section.

The information will be there automatically – this will have been extracted from the system. Please call the FORS helpline on 0844 809 0944 if this information is incorrect.

9. Fill in the section “Preferred Audit Dates”. This will not allow you to pick a specific date, however will give our Auditing Team a general idea of when you would like the audit.

The screenshot shows the FORS Audit Booking Form. The 'Audit Location Details & Contact Information' section is partially visible. The 'Preferred Audit Dates' section is now active. It contains a heading 'Please tell us which are the best days for us to conduct an audit' followed by a list of days: 'Anytime' (unchecked), 'Monday' (checked), 'Tuesday' (checked), 'Wednesday' (checked), 'Thursday' (checked), 'Friday' (checked), 'Saturday' (checked), 'Sunday' (checked), and 'Out-of-hours (6pm to 6am)' (checked). There is a 'Request Audit' button at the bottom right of this section.

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The screenshot shows the FORS website's audit booking form. The form is titled "Audit Booking Form" and asks for the best day to conduct an audit. It lists options like Anytime, Monday through Sunday, and Out-of-hours (6pm to 6am). Below this, it asks for the approximate time required: Within the next two weeks, Between two and four weeks, Between four and six weeks, or Between six and eight weeks. A checkbox for agreeing to the FORS amendment and cancellation policy is checked. At the bottom, there are "Request Audit" and "Close" buttons.

You can book audits for up to 8 weeks in advance, however please remember that you shall have at least 30 days remaining on your Bronze accreditation when booking in the audit.

- Once all the sections are filled in, and the FORS amendment and cancellation box is ticked, please click “Request Audit” button down at the bottom of the page.

This screenshot is similar to the one above, showing the audit booking form. However, two areas are highlighted with red circles: the "I confirm that I agree to the FORS amendment and cancellation policy" checkbox and the "Request Audit" button at the bottom right of the form.

## Fleet Operator Recognition Scheme

11. This will then return you to the original page. You will receive an email confirming your audit request, and our auditing team will be in touch within 48 hours to discuss and finalise your date and time.