## Audit toolkit: How to book a MOCA audit

Booking in a FORS Bronze Audit-MOCA Multi Operating Centre Accrediation

This is for companies who are looking to book their audits for their MOCA.

1. Go to <u>www.fors-online.org.uk</u>

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- 2. Click on the log in at the top of the website
- 3. Go to organisation log in

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Use the button below to login as an Operator, Champion & Supplier. From here you will be able to view your dashboard, access instricted content and manage your account.	Use the button below to access eLearning material via your own personal dashboard. For uninterrupted learning, we advise our members to use Google Chrome.									
Follow	FAQ5   Help   Email   Explore the site I© FORS 2015									

4. When logging make sure that is only the MOCA overseer as this is the only person that can book an audits

Number of vehicles Bronze accreditation expires	9	
Note audits must take place 30 days prior to o As an additional FOI Code at a DVSA.mer	erpiy-book early! RS benefit, you are able to obtain a copy of the Highway e discounted rate (minimum 20%) by emailing rchandising@tso.co.uk – quoting your FORS ID.	in Ber
Change company     Change password	Manage your account • MOCA Admin • Performance Management	
Scroll do	wn to continue your route to best practice	

5. Click on MOCA admin which will then show your operating centres

Image: 20/03/2017         13/04/2017           Image: 16/05/2017         25/05/2017           Image: 21/11/2017         Image: 21/11/2017           Image: 16/10/2017         Image: 21/11/2017           Go to evidencing   Go to performance         Image: 21/11/2017	audit	request	Audit date	Name	FORSID	Level	contact	Email	Vehic	les Control
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- 6. From there you can request your audits via the sub request audit button. If the button is greyed out you would need to contact the helpline.
- 7. Fill in the audit request form for each of the sub ids that you require.

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To request a already requ Your Bronze Status of th	udit fo ested express Yame " expire" Vever Name " Yeur Banis Address " Vever Name Norsker "	100A - Audit form best adam_barper1107		reither have Request Audit
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Follow	Audit Location Name - Operating Centre Name	BOCA - Audit form best		* \$ 2016
y ir			Request Audit Close	

8. Once this is completed you will receive an automated email to let you know that the auditing team will be in contact this is usually within 48 hours