

Audit toolkit: How to book a MOCA audit

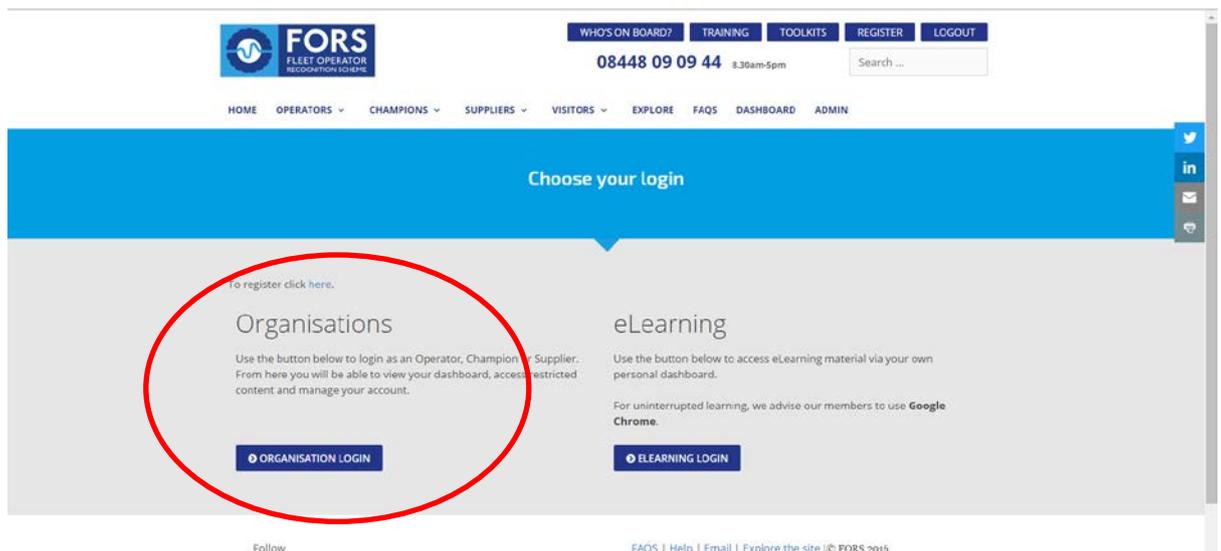
Booking in a FORS Bronze Audit-MOCA Multi Operating Centre Accrediation

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

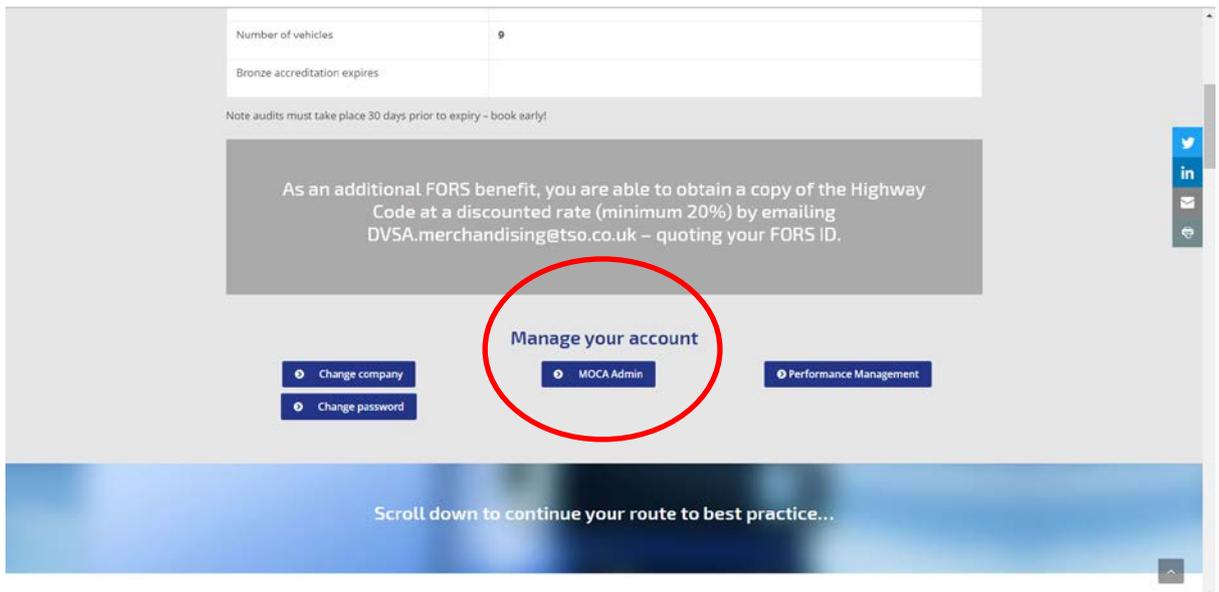
1. Go to www.fors-online.org.uk



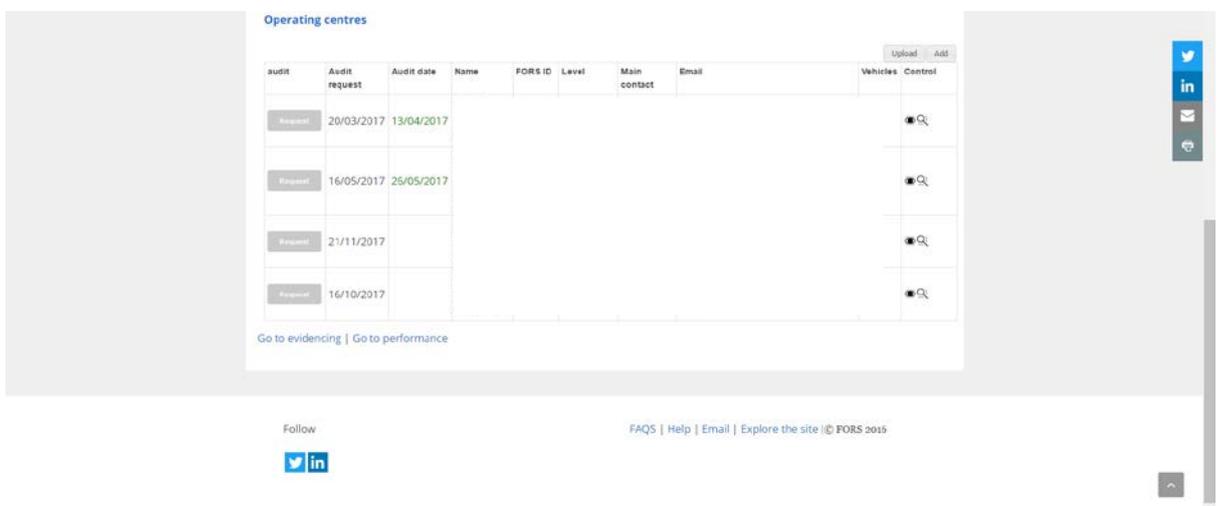
2. Click on the log in at the top of the website
3. Go to organisation log in



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

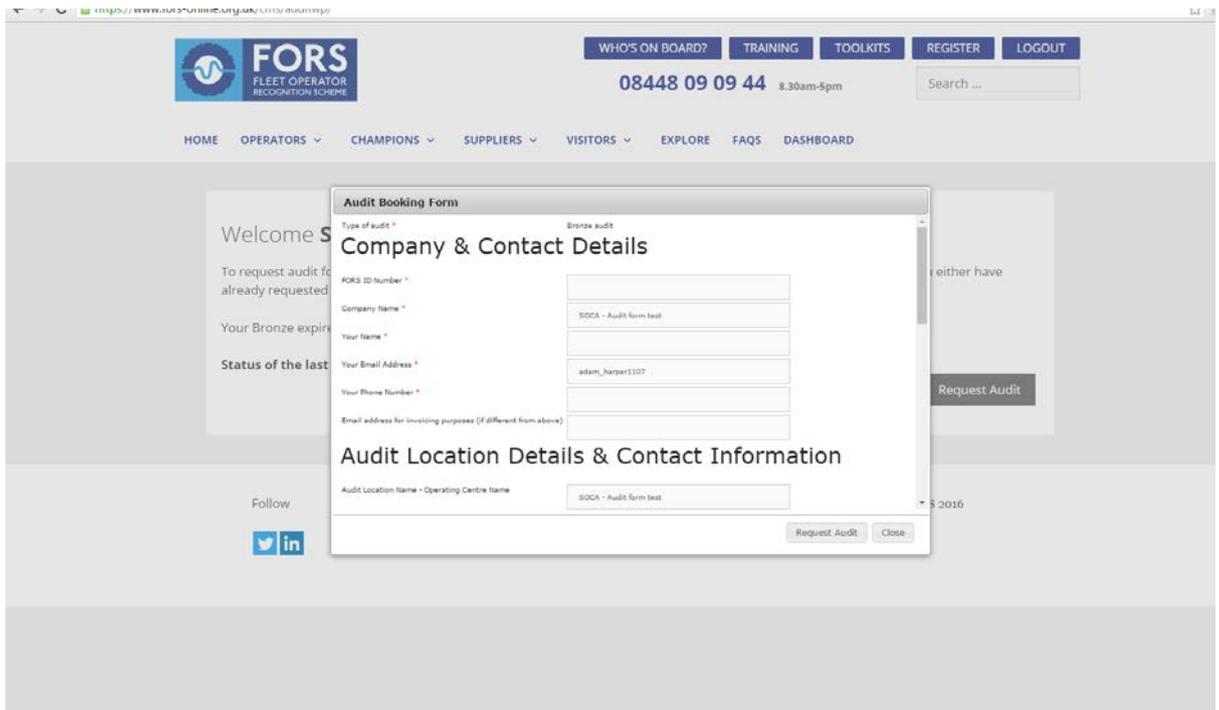


5. Click on MOCA admin which will then show your operating centres



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.



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