

Summary of changes between version 4.1 March 2017 and version 4.1.i April 2017 for the Rules and Procedures and Guidance on demonstrating the requirements of the FORS Standard

This document is a summary of the differences in the above documents between version 4.1 and version 4.1.i.

Document	Item	Version 4.1	Version 4.1.i
Rules & Procedures	2.1 Eligibility	Not included	Organisations may include cars, however, please note that if cars are included, then these will be included in the audit and car drivers will fall under the relevant training requirements
Rules & Procedures	2.5.3 Follow-up audit	Not included	Please note that if you have 16 major action points or more, the company will need to undertake another full FORS Bronze on-site audit as opposed to a follow-up audit. This means that all requirements will be audited again. This audit will be charged as a full audit at the standard fee
Rules & Procedures	3.4.2 How to gain FORS WFA	Not included	Please ensure that you apply for WFA 90 days prior to expiry of your Bronze accreditation to ensure there is sufficient time for the process to be completed
Rules & Procedures	3.4.4 WFA Re-approval procedure	Not included	Your WFA shall be renewed every year regardless of your accreditation level. Please note that one of the witnessed audits undertaken each year as part of your WFA will count as a Bronze audit and you will be issued with a new Bronze certificate on an annual basis
Rules & Procedures	3.4.6 ii WFA Witnessed Bronze audit	Not included	Please note that one of the witnessed audits undertaken each year as part of your WFA will count as a Bronze audit and you will be issued with a new Bronze certificate on an annual basis
Rules & Procedures	3.4.5 f) WFA Audit requirement	Audits must be carried out at a minimum of 20 per cent of operating centres within scope of accreditation on an annual basis. Within a five year cycle, all operating centres within scope of accreditation shall be audited.	Audits must be carried out at a minimum of 20 per cent of current operating centres within scope of accreditation on an annual basis .

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Guidance	D4/S5/G6	Please refer to version 4.1 for details	The Guidance has been revised to include clarification about the approved training element. The Guidance now also includes a Professional Development Plan (PDP) of approved training for drivers and managers - please refer to version 4.1.i for details
Guidance	S5	Drivers shall complete or be booked on to a course to complete the on-cycle training in year one, and then complete the eLearning module or classroom training in years two, three and four. In year five they will need to complete the on-cycle training once again.	Please refer to the Professional Development Plan (PDP) for changes to the frequency of eLearning modules
Guidance	Annex 4	Not included	FORS Professional Development: tables A4.1 and A4.2 setting out Approved Driver Training and Approved Manager Training. Please refer to version 4.1.i for details
Guidance	M3/M6/M11/V9/ D2/D3/O3	Please refer to version 4.1 for details	In addition to the above changes, these have been revised in line with changes to D4/S5/G6 to clarify the training element within the demonstration
Guidance	M4	Not included	Please note that the Operator Licence shown at audit must cover the operating centre audited
Guidance	S6 - Annex 3	Not included	Please note that the baseline year data entered shall be the same for every Silver re-application
Guidance	S7	Fleet operators can find information on managing fuel and CO ₂ by accessing the FORS website and utilising the Fuel, CO ₂ /Emissions toolkits	Fleet operators can find information on managing fuel and CO ₂ by accessing the FORS website and utilising the fuel tracker