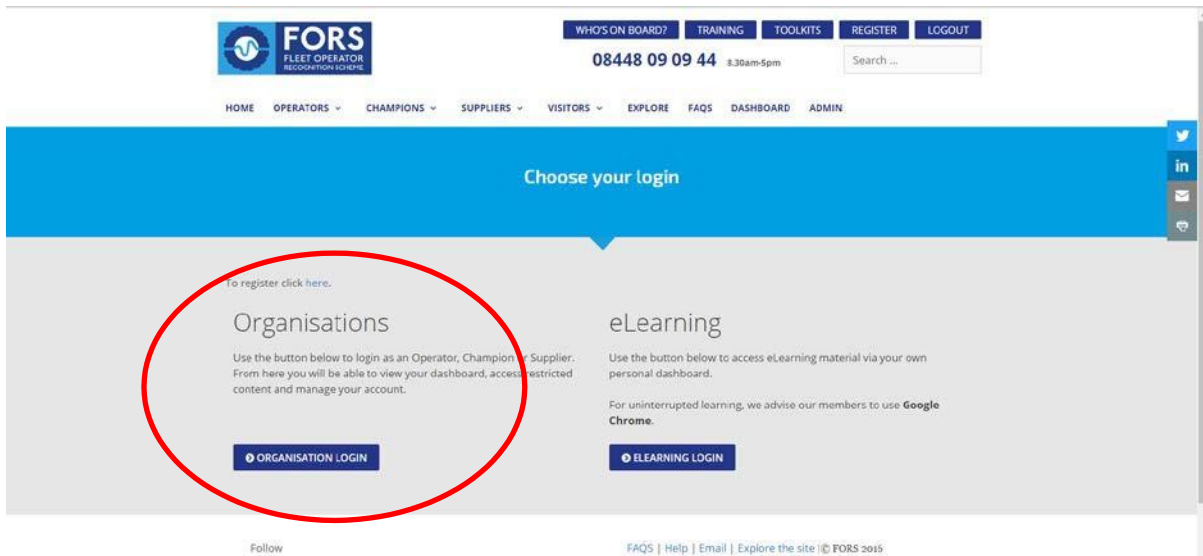


# How to book a MOCA audit

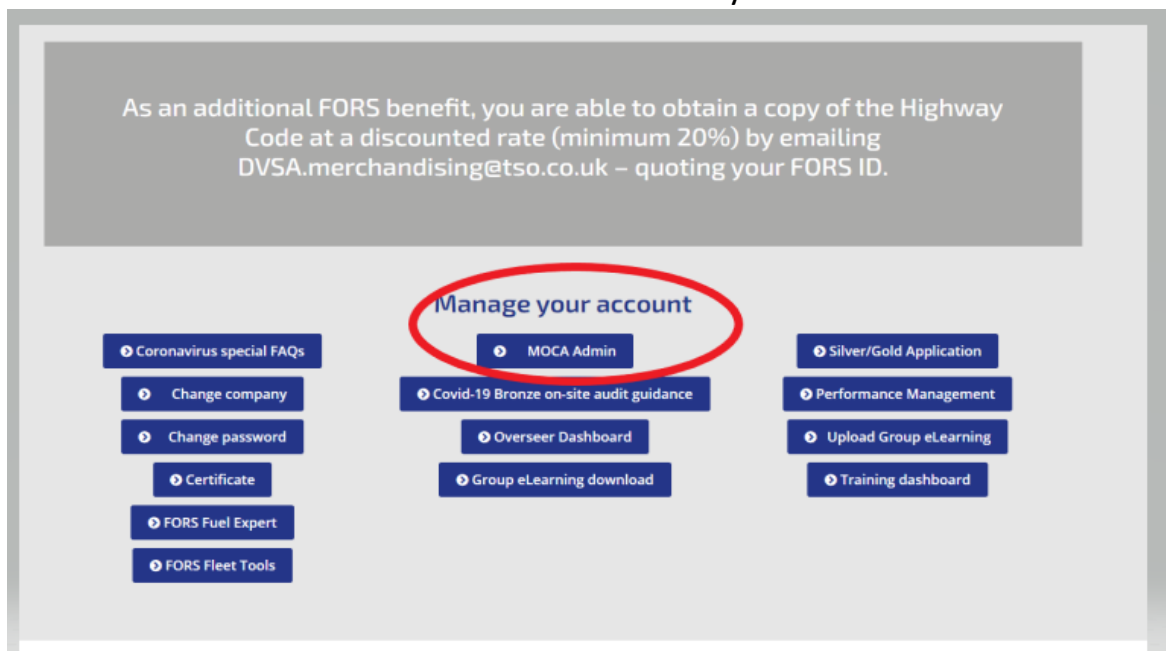
Booking a FORS Bronze audit for an organisation with multi operating centre accreditation (MOCA)

## 1. Log in to FORS online with your organisation login



- ! MOCA overseer is the only person that can book audits for the whole MOCA organisation. However, individual operating centre (OC) audit can be booked by the OC's primary contact.

## 2. Click on MOCA Admin button to see the list of your OCs



3. Request your audit(s) via the sub request audit button. If the button is greyed out, please contact the FORS Helpline.

										Upload	Add
Audit	Audit request	Audit date	Last audit date	Name	FORS ID	Level	Main contact	Email	Vehicles	Control	
Request	03/06/2017	12/07/2017	12/07/2017	Alfalfa sprouts78	001021-1	Silver	Jaboticaba Miracle fruit	Soy beans21721@email.com	7		
Request	30/07/2018	10/08/2018	10/08/2018	Mushrooms2	001021-2	Silver	Kumquat Pineapple	Broccoli30042@email.com	2		
Request	25/06/2018		21/07/2017	Celeriac70	001021-3	Silver	Lime Goji berry	Chamomile30043@email.com	2		
Request	29/06/2018	31/07/2018	31/07/2018	Watercress8	001021-4	Silver	Feijoa Blackcurrant	Fennel21724@email.com	2		
Request	09/06/2017	25/07/2017	25/07/2017	Chamomile58	001021-6	Silver	Lime Goji berry	Chamomile30043@email.com	5		
Request	25/06/2018	26/07/2018	26/07/2018	Onions65	001021-7	Silver	Durian Plantain	Marrow26122@email.com	10		
Request				Parsley81	001021-8	Silver	Kumquat Pineapple	Broccoli30042@email.com	4		

[Go to evidencing](#) | [Go to performance](#)

! You must request, book and pass your Head Office (HO) audit before you can request further OC audits. Once the HO audit is passed, you can request multiple audits for other OCs at the same time.

4. Fill in the audit request form

! Upload your vehicle fleet list, in line with the M6 requirement of the FORS Standard. For the HO audit, make sure you upload the whole MOCA fleet, regardless of the HO operates vehicles.

**Audit Booking Form**

Saturday

Sunday

Out-of-hours (5.30pm to 9.00am)

Please tell us approximately when you require an audit \*

Within the next two weeks

Between two and four weeks

Between four and six weeks

Between six and eight weeks

Between three to five months

**Add file(s)**

In line with Bronze requirement M6 (Vehicle fleet) of the FORS Standard, please upload all vehicle registration marks (VRMs) or vehicle identification numbers (VINs) for trailers here (accepted file formats are: docx, xls, xlsx, txt, csv, pdf, png, jpeg):

Request Audit Close

Fleet Source

Once the request is submitted, you will receive an automated email confirming your request and the audit provider will contact you to discuss your audit date.