

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

This is for companies that are looking to book in a Bronze audit. The process is the same for new companies or those looking to renew their accreditation.

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



2. Click on the 'LOGIN' button at the top left on the screen.





3. Click on 'ORGANISATION LOGIN'.

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HOME OPERATORS V CHAMPIONS V SUPPLIERS V VISITO	RS × EXPLORE FAQS
Choose	your login
If you don't have a FORS acco	unt, please click here to register.
Organisations	eLearning
Use the button below to login as an Operator, Champion or Supplier. From hege rou will be able to the your dashboard, access restricted content and manage your account.	Use the button below to access eLearning material via your own personal dashboard.
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4. Enter your email address and password to log into your account on the following page.

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Forgo	viten password? Change password	
Not registered? If you don't ha	ve a login then follow this link to register and join FORS today.	



5. Once logged in, you should arrive at your dashboard. If you need to find out your Bronze or registered accreditation expiry date, scroll down slightly.

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	Vans ≤ 3.5T	2	
	HGVs > 3.5T	1	
	Cars	1	
	PCVs	1	
	P2Ws	1	
	Wheeled Plants	1	
	Total	7	

6. To book your audit, scroll down the page until you see a section called 'Manage your account' and click the 'Manage Bronze audits' button.

Last audit booked for Last audited on Next available audit request from Note audits must take place 45 days prior to expiry – book early! As an additional FORS benefit, you are able to obtain a copy of the Highway Code at a discounted rate (minimum 20%) by emailing DVSA.merchandising@tso.co.uk – quoting your FORS ID. Manage Bronze audits Manage Bronze audits Mixed accreditation Mixed accreditation Charge password Mixed accreditation	Let audite don Let audited on Next available audit request from 1711.2022 Note audits must take place 45 days prior to expiry – book early! As an additional FORS benefit, you are able to obtain a copy of the Highway Code at a discounted rate (minimum 20%) by emailing DVSA.merchandising@tso.co.uk – quoting your FORS ID. Manage Bronze audits Manage Bronze Bronze Manage Bronze audits M					
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7. Press the 'Request Audit' button. If you're unable to click this button, please ring the FORS helpline on 0844 809 0944.

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8. The first field is automatically populated based on whether you're requesting a Bronze audit or a follow-up Bronze audit.

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9. In the second field, please select your preferred audit date by scrolling through the calendar until you find the date you'd like to book the audit for.

If you're already an accredited operator, this must be 45 days before your accreditation expiry date to allow for follow-up audits if they're needed. If this is your first year with us, it must be within 90 days of registering. Also, please note that your preferred date might not be your audit date. The audit provider will confirm this in their reply.

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10. You can then select the 'Delivery method' – whether you would like your audit on site where the auditor visits your operating centre or done remotely via video call. If you're requesting a follow-up audit, this will be selected automatically for you.

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11. The first fields in next section are auto populated. If you need to change any of these details or add a contact for audit purposes, please contact us as you're not able to change yourself. The best option is to <u>email Enquiries</u> from the primary or secondary contact's email address to request a change, or you can ring the FORS helpline for further support on 0844 809 0944.

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12. The number of vehicles section is automatically populated but you can change this yourself. Click on the 'Click here to maintain vehicle numbers' to amend the number vehicles you have. Simply click in the field, delete the number that's appearing and type the number it should be.

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13. Once you're happy the number of vehicles listed is accurate, tick the 'Confirm no. of vehicles is correct' box.

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14. The next section is populated, and you cannot change it yourself. Please contact the FORS helpline if the location is incorrect. The best option is to <u>email</u> <u>Enquiries</u> from the primary or secondary contact's email address to request a change, or you can ring the helpline for further support on 0844 809 0944.

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15. For the preferred audit dates section, this won't allow you to pick a specific date, however, it will give our Auditing Team a general idea of when you would like the audit if your selected date isn't available. Tick all the boxes of the days that work for you and the audit provider will give you a selection of alternative dates to choose from if your selected date isn't available.

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16. Next, you can upload your fleet register if you wish. This is a list of all your fleet's vehicle registration numbers in any of the formats listed, e.g. Microsoft Word, Microsoft Excel, PDF, JPEG. Alternatively, you can show this to your auditor at your audit.

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17. To upload the file, click the button and a window should pop up that allows you to select a file from your computer. If you're having trouble uploading the file, the fleet register must be made available at audit instead and you can leave this section blank.

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18. Once the form has been filled out, please read and tick all the boxes at the bottom of the form to demonstrate you will comply with our audit request requirements. Press 'Request Audit' to submit the form.

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19. A FORS Audit Provider will be in touch within two working days via email to confirm your audit date and anything required before the audit.