



FORS Bronze Evidence Preparation Checklist



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Purpose: This guidance is designed to help FORS operators prepare evidence for a FORS Bronze audit. Evidence must be current, relevant to the operation, implemented in practice, and readily available at audit.

User Guidance: Use this checklist to identify the evidence that should be available before audit. It is intended as preparation guidance only; operators remain responsible for ensuring their evidence reflects their actual fleet operation and the applicable requirements of the FORS Standard.

Contents

1. Management	6
M1 – FORS documentation	6
M2 – Records	6
M3 – Responsible person	7
M4 – Staff resources	7
M5 – Communication	8
M6 – Vehicle fleet	8
M7 – Regulatory licensing	9
M8 – Health & safety	10
M9 – Complaints	11
M10 – Transport infringements	11
M11 – Transport updates	12
2. Vehicles (V)	13
V1 – Serviceability & roadworthiness	13
V2 – Daily walkaround checks	14
V3 – Insurance	14
V4 – Vehicle tax	14
V5 – Load safety	15
V6 – Vehicle safety equipment	16
V7 – Tyre management	16
3. Drivers (D)	18
D1 – Licensing	18
D2 – Driving standards	18
D3 – Staff induction	19
D4 – Professional development	19
D5 – In-vehicle communication	20
D6 – Health & eyesight	20
D7 – Working time & drivers' hours	20
4. Operations (O)	22
O1 – Routing	22
O2 – Environmental impact	22
O3 – Road traffic collisions	23
O4 – Passenger safety	24
O5 – Specialist operations	24
O6 – Security & counter-terrorism	26

1. Management

M1 – FORS documentation

Prepare the following evidence:

FORS policies, procedures and risk assessments as listed in Annex 3 of the FORS Standard.

Evidence that the documentation:

- Covers all relevant Management, Vehicle, Driver and Operational requirements of the FORS Standard
- Includes version number, issue date and reviewer name

Has been reviewed within the last 12 months

M2 – Records

Prepare the following evidence:

- A documented procedure defining how fleet-related records are retained, stored, protected, and retrieved.
- Evidence demonstrating that all records are complete, legible, and readily retrievable.
- Drivers' hours records covering a minimum of **12 months**.
- Working Time Directive records covering a minimum of **24 months**.
- Vehicle safety inspection, defect reporting, and maintenance records covering a minimum of **15 months**.
- Vehicle nil defect reports covering a minimum of **14 weeks**, or until the next vehicle safety inspection, whichever is longer.
- Records covering the period since the last FORS Bronze audit for all areas relevant to the FORS Bronze Standard. These are:
 - Training and competence records
 - Driver licensing checks
 - Driver eyesight checks
 - Driver declarations
 - Internal communications
 - Toolbox talks
 - Fleet management records
 - Complaints and infringement records
 - Pre-employment/induction records

- Records can be held electronically or in paper format, but must be complete, legible, and readily available during the audit.

Retention periods must meet both FORS requirements and any applicable legal or regulatory requirements.

M3 – Responsible person

Prepare the following evidence:

- Job description, contract of employment, or other documented evidence confirming responsibility and accountability for the fleet operation.
- TM CPC certificate (where applicable).
- Evidence of FORS Professional Development training completed within the last 5 years, as listed in Annex 2 of the FORS Standard.
- Contract for services (external Transport Managers only).
- For Standard Operator Licence holders, the responsible person must be a Transport Manager named on the Operator Licence.

The responsible person must be able to demonstrate continuous and effective management of the fleet operation. External consultants engaged only on an ad-hoc basis are not accepted.

M4 – Staff resources

Prepare the following evidence:

- Organisation structure chart that identifies:
 - Responsible person
 - Health & Safety responsible person
 - Technical engineering responsible person
 - Specialist operations responsible person (where applicable)
 - Fuel and Emissions Champion
 - Road Risk Champion
 - Security and Counter-terrorism Champion
 - The total number of drivers employed or contracted by the organisation
- Documented job descriptions for:
 - Responsible person
 - Drivers
 - Other key fleet-related personnel
- Documented recruitment and selection procedure for drivers and other fleet-related staff.
- Completed pre-employment checks, declarations or records for all drivers recruited since the last audit, covering:
 - Employment history

- Qualifications
 - Driving licence entitlement
 - Fitness to drive and eyesight
 - Right to work eligibility
- Completed declarations for all drivers recruited since the last FORS Bronze audit confirming any collisions at work that involved engagement with an insurance company and/or the police.

If no drivers have been recruited since the last FORS Bronze audit, blank templates, checklists, declarations or recruitment records used by the organisation can be provided to demonstrate that the required recruitment and pre-employment checking processes are in place.

M5 – Communication

Prepare the following evidence:

- Evidence showing how the latest policies, procedures and risk assessments have been communicated to drivers. Evidence can include:
 - Email communications
 - System-generated document distribution reports
 - Verbal declarations confirming hard-copy documents have been issued
- Records demonstrating that all drivers have acknowledged receipt of the latest version of the policies, procedures and risk assessments, showing the driver identification and date/time of acknowledgement via:
 - Signed driver acknowledgement forms or
 - Electronic system-generated acknowledgement records
- Signed declarations for all drivers - completed within the past 12 months - confirming their understanding of their individual responsibilities, showing the driver identification and date/time of declaration being signed, via:
 - Signed driver declaration forms
 - Electronic system-generated records
- Any additional records used to communicate changes to the fleet operation, such as:
 - Driver briefings
 - Toolbox talks
 - Internal communication logs
 - Email communications

Where the policies, procedures, risk assessments, driver responsibilities and other compliance requirements are combined into a single annual declaration or driver handbook acknowledgement process, a single signed declaration can be used, provided all required elements are covered, and can be evidenced.

M6 – Vehicle fleet

Prepare the following evidence:

- Current fleet register, covering all vehicles and trailers within the scope of the FORS accreditation.

- The fleet register must include the following information for each vehicle and trailer:
 - Vehicle Registration Mark (VRM) or Vehicle Identification Number (VIN) or chassis number
 - Vehicle or trailer type
 - Ownership type (e.g. owned, leased, hired or contract hire)
 - Fuel type
 - Normal parking location or parking arrangements
 - Operating centre addresses
- Where vehicles are hired, leased or supplied through a third party, the ownership type should be clearly recorded.

Check that the number and type of vehicles and trailers recorded on the fleet register match FORS Online and VOL, where applicable.

M7 – Regulatory licensing

Prepare the following evidence:

- A documented procedure for identifying, managing and monitoring regulatory licences and permits relevant to the fleet operation.
- Copies of all valid regulatory licences and permits applicable to the fleet operation. Evidence can include:
 - Operator Licence
 - Waste Carrier Licence
 - Private Hire Licence
 - Passenger Service Permit
 - Not-for-Profit Passenger Service Permit
 - Regional or city-specific permits (e.g. Direct Vision Standard (DVS) Permit)
- Evidence demonstrating compliance with any conditions, undertakings, commitments or restrictions attached to the licence or permit.
- Access to the Vehicle Operator Licensing (VOL) system (where applicable) to demonstrate the current:
 - Authorised and specified vehicles
 - Maintenance suppliers
 - Agreed safety inspection frequencies
- Records demonstrating that FORS has been notified where any regulatory licence or permit relevant to the fleet operation has been revoked, suspended, curtailed or otherwise been subject to regulatory action since the last FORS Bronze audit.
- Details held within regulatory licensing systems must accurately reflect the current operation.
- Any regulatory action affecting a licence or permit must be reported to FORS in accordance with scheme requirements.

- Information held by Companies House must align with relevant regulatory licences and permits, including the company name, registered address and directors (where applicable).

The Operator Licence holder's name must match the organisation details recorded on FORS Online, unless the licence is held in the name of a holding company. Operating centres listed on the licence must reflect the current operation, and vehicles recorded on the VOL system must align with the scope declared to FORS.

M8 – Health & safety

Prepare the following evidence:

- Documented Health and Safety policy and procedure.
- Evidence that the Health and Safety policy is clearly displayed within the workplace. Evidence can include:
 - Photographs of displayed notices
 - Screenshots of electronic noticeboards or intranet pages
 - Other visual evidence demonstrating the policy is accessible to employees
- Risk assessments or method statements covering the following health and safety activities:
 - Slips, trips and falls
 - Manual handling
 - Lone working
 - Control of substances hazardous to health (COSHH)
 - Access to vehicles and working at height
 - Working around moving vehicles
 - Reversing, manoeuvring and turning vehicles
 - Coupling, uncoupling and towing operations (where applicable)
- Risk assessments, method statements or procedures covering the following operational and driving-at-work activities:
 - Seat belt use, speed management, driver distraction and adverse weather
 - In-vehicle communications
 - Safe loading and load restraint
 - Routing, including prescribed passenger routes, designated routes to and from construction sites, and notified routes for abnormal indivisible loads (AIL)
 - Passenger safety
 - Specialist operations (where applicable)
 - Security and counter-terrorism

Important

- Risk assessments must be reviewed and updated when there are significant changes to the operation, following incidents, or when no longer considered suitable and sufficient.
- Where operational and driving-at-work activities risks are covered within a broader Health & Safety, Safe Systems of Work, Driver Handbook or Fleet Manual document, separate standalone risk assessments are not required, provided all relevant risks and control measures can be evidenced.

- The following risk assessments or procedures are only required where the activity forms part of the operation:
 - Coupling, uncoupling and towing – if trailers/towing equipment are operated

Specialist operations – ADR, AIL, hazardous waste, non-hazardous upper-tier waste, or longer semi-trailer operations

M9 – Complaints

Prepare the following evidence:

- A documented complaints policy and procedure covering how complaints, grievances and objections relating to the organisation, drivers or fleet operation are received, recorded, investigated, resolved and reviewed.
- A complaints register containing details of all fleet operation-related complaints received, including the date received, source of the complaint, summary of the issue, investigation outcome, action taken and closure date.
- Records demonstrating that all complaints are investigated within 10 working days and that the outcome of the investigation is recorded.
- Evidence that any corrective or improvement actions identified from complaints are recorded, implemented and reviewed for effectiveness.

Evidence that complaints are used to identify whether control measures have failed and to support continuous improvement within the fleet operation.

M10 – Transport infringements

Prepare the following evidence:

- A documented transport infringements policy and procedure covering the reporting, investigation, management and review of transport-related infringements.
- Records of transport-related infringements relevant to the fleet operation, such as:
 - Penalty Charge Notice (PCNs)
 - Notice of Intended Prosecution (NIPs)
 - PG9 prohibition notice
 - Public Inquiry (PI) outcome
 - Tachograph infringement
 - Other transport-related enforcement action or infringement
- Records demonstrating that infringements have been investigated and appropriate corrective actions implemented, such as:
 - Signed infringement investigation report
 - Driver debrief record
 - Formal warning letter
 - Retraining record
 - Updated policies and procedures

- Internal communication issued following an infringement
- Management review record
- Investigation records must identify the cause of the infringement and any actions taken to prevent recurrence.

Operators must be able to demonstrate that lessons learned have been communicated to relevant staff and incorporated into operational controls where necessary.

M11 – Transport updates

Prepare the following evidence:

- Evidence demonstrating how the organisation keeps up to date with developments in the fleet and road transport industry. Evidence can include:
 - FORS eNews
 - DVSA email alerts
 - Trade association memberships
 - Industry publications or newsletters
 - Professional body memberships
 - Regulatory update services
- Evidence of industry updates being received. Evidence can include:
 - Emails containing regulatory or industry updates
 - Dedicated inbox folders containing updates
 - Screenshots of subscriptions, portals or dashboards (e.g. FORS, DVSA)
 - Subscription confirmations or mailing list records
 - Compliance update logs or registers
- Records demonstrating that relevant industry developments have been communicated to staff, such as:
 - Email communications issued to drivers and transport staff
 - Toolbox talks
 - Internal memos or bulletins
 - Team briefing records
 - Digital system notifications
 - Internal communication reports
- Records must demonstrate both the receipt of industry updates, and the communication of relevant information to staff.

Communication methods can be formal or informal, provided there is evidence that the information has been shared.

2. Vehicles (V)

V1 – Serviceability & roadworthiness

Prepare the following evidence:

- Documented serviceability and roadworthiness policy and procedure.
- A maintenance planner that:
 - Includes all vehicles (vans, HGVs, etc) and trailers within the scope of the FORS accreditation
 - Is planned at least 6 months in advance
 - Includes all relevant maintenance events (e.g. PMI, MOT, servicing, brake testing, tachograph calibration, and LOLER inspections where applicable)
- Records of completed vehicle and trailer safety recall checks showing:
 - Vehicle/trailer registration mark (VRM) or VIN
 - Date of the recall check
 - Outcome of the check (e.g. no outstanding recalls or recall identified)
 - Evidence of recall work completed, where applicable
- Vehicle maintenance contracts with third-party maintenance providers (where applicable and for fleets subject to Operator Licensing).
- Evidence that staff undertaking safety inspections are technically competent and operationally aware of the required maintenance standards, such as:
 - Relevant qualifications (e.g. IRTEC, NVQ or manufacturer training);
 - Inspection, maintenance, brake testing or diagnostic certificates;
 - Training records (initial and refresher training); and
 - Job descriptions defining technical responsibilities, qualifications, and experience.
 - Maintenance supplier assessment report
- Vehicle maintenance records covering the previous 15 months, or from vehicle introduction where the fleet or vehicle is newer, including:
 - MOT records
 - Pre-delivery inspections (PDI)
 - Preventive maintenance inspections (PMIs) - with brake performance assessments for O Licence fleet
 - Brake performance assessments/tests
 - Service and repair records
 - Tachograph calibration records; and
 - LOLER inspection records, where applicable

Any identified maintenance defects, recalls, or safety-related issues must show evidence of corrective action being completed.

V2 – Daily walkaround checks

Prepare the following evidence:

- Documented daily walkaround check procedure.
- Evidence of a defect reporting system which:
 - Covers all vehicles and trailers within the scope of the FORS accreditation
 - Includes inspection of the whole vehicle and the trailer
 - Includes checks of any enhanced vehicle safety equipment (e.g. cameras, sensors, audible warning devices, side-underside run protection and mirrors, where fitted)
 - Includes checks of any vehicle-specific equipment or components relevant to safe operation
- Where drivers are expected to rectify minor defects, evidence that they are competent to undertake the task, such as:
 - Training records
 - Competence assessments
 - Qualifications or certifications
 - Documented authorisation by the operator
- Records covering:
 - At least 14 weeks of nil-defect walkaround check records

15 months of defect reporting and rectification records for all vehicles and trailers within the scope of the FORS accreditation, or since vehicle introduction where the fleet is newer

V3 – Insurance

Prepare the following evidence:

- Valid motor fleet insurance certificate or schedule covering all vehicles operated within the scope of the FORS accreditation.
- Valid employer's liability insurance certificate.

Valid public liability insurance certificate (where applicable).

V4 – Vehicle tax

Prepare the following evidence:

- Documented vehicle tax procedure demonstrating that vehicle tax renewals are identified and completed before expiry
- Vehicle tax register, planner or other tracking system:
 - Including all vehicles within the scope of the FORS accreditation
 - Demonstrating that vehicle tax renewal dates are monitored and planned
- Evidence that all vehicles within the scope of the FORS accreditation are:

- Correctly taxed
- Subject to a valid exemption or
- Declared SORN (Statutory Off Road Notification), where applicable

Where vehicle tax exemptions apply, evidence must be available to demonstrate eligibility.

V5 – Load safety

Prepare the following evidence:

- A documented load safety and load restraint policy and procedure.
- Load documentation demonstrating that all relevant load safety criteria are considered and recorded.
- Evidence of load restraint equipment being available and in use, such as:
 - Load restraint issue records or asset registers showing allocation to vehicles or drivers
 - Load restraint systems presented on vehicles or photographic evidence of equipment in use
 - Vehicle equipment lists confirming load restraint equipment carried as standard
 - Maintenance, inspection or replacement records demonstrating controlled management of load restraint equipment.
- Evidence that drivers and relevant loading staff have received training in safe loading, load distribution and load restraint, such as:
 - Training matrices and supporting records
 - Training certificates (internal or external)
 - Toolbox talks with signed attendance records
 - Digital learning management system reports
 - Trainer records or internal training logs
 - Induction records confirming load restraint training has been completed
- Evidence that vehicle dimensions, gross vehicle weight and axle weights are determined before the vehicle is driven.
- Where vehicles and loads exceed 9 feet 10 inches (3 metres) in height, evidence that vehicles display a height indicator in the cab showing the overall vehicle and load height in feet and inches, such as:
 - Visual confirmation or photographs of cab-mounted height indicators
 - Loading documentation showing the recorded vehicle and load height
 - Walkaround check records confirming height checks following loading or re-loading
 - Height declaration forms or loading sheets
 - Driver confirmation records demonstrating that height indicators are updated when load heights change.
- Where vehicle or load height changes between journeys, processes must ensure the displayed height is updated before the vehicle is used on the road.

Evidence must demonstrate that checks on vehicle weight, axle weights and dimensions are completed before commencing a journey where required.

V6 – Vehicle safety equipment

Prepare the following evidence:

- Evidence that all HGVs, unless exempt, are fitted with side under-run protection on both sides and with Class V and VI close-proximity mirrors, or an approved camera monitoring system. Evidence can include:
 - Vehicle safety equipment reports or permit scheme records
 - Photographs showing the safety equipment fitted to vehicles
 - Invoices or installation records from safety equipment suppliers
 - Vehicles being made available for inspection during the audit
- Evidence that all PCVs designed to carry more than 16 passengers are fitted with blind spot warning signage. Evidence can include:
 - Vehicle safety equipment reports or permit scheme records
 - Photographs showing the signage fitted to vehicles
 - Invoices or installation records from safety equipment suppliers
 - Vehicles being made available for inspection during the audit
- Where a vehicle is exempt from side under-run protection, close-proximity mirrors or camera monitoring requirements, evidence of the exemption must be available, and the reason for the exemption must be clearly documented.

Auditors may verify the presence and condition of safety equipment through vehicle inspections, records, and other supporting evidence.

V7 – Tyre management

Prepare the following evidence:

- Documented tyre management policy and procedure.
- Tyre inspection, maintenance, repair and replacement records covering the previous 15 months, such as:
 - Tyre inspection reports
 - Tyre replacement records
 - Tyre repair records
- Records demonstrating that tyre-related defects are identified, reported and rectified, such as:
 - Driver defect reports identifying tyre-related defects
 - Rectification records
 - Workshop job cards
 - Maintenance provider reports
- Wheel torque and re-torque records following reactive or ad hoc wheel refitting events outside planned periodic maintenance for HGVs and PCVs, such as:
 - Wheel torque and re-torque check records
 - Workshop job cards or service reports
 - Records from external maintenance providers detailing torque and retorque checks

- Evidence that tyre disposal and recycling is carried out in accordance with applicable waste regulations, such as:
 - Waste Transfer Notes (WTNs)
 - Waste carrier licence details
 - Environment Agency registration details (or equivalent)
 - Approved tyre disposal contractor agreements or contracts
 - Invoices from tyre disposal providers
 - Maintenance records evidencing tyre disposal services

- Evidence that tyre maintenance records are reviewed and retained, such as:
 - Maintenance review records
 - Approval records or management sign-off
 - Follow-up actions relating to tyre defects, excessive wear or recurring issues

- Where tyre maintenance is outsourced, evidence that maintenance providers are monitored and reviewed, such as:
 - Maintenance agreements or service contracts
 - Quality inspections, spot checks or re-inspections
 - Records are maintained of any issues identified with maintenance providers, including the corrective actions taken

- Tyre management records must cover all vehicles and trailers within the scope of the FORS accreditation.

Wheel torque and re-torque records are required where wheels have been refitted outside planned periodic maintenance activities.

3. Drivers (D)

D1 – Licensing

Prepare the following evidence:

- Documented driver licensing procedure.
- Records of all driving licence, DQC and driver tachograph card checks completed since the last audit and at least every six months directly accessing DVLA data (gov.uk) or using a service that directly accesses current DVLA data, such as:
 - PDF licence check records
 - Third-party licence checking system and records
- Records demonstrating that higher-risk drivers have more frequent licence checks completed, such as:
 - PDF licence check records
 - Third-party licence checking system records
 - Reports identifying higher-risk drivers
- Where no higher-risk drivers are employed, evidence of a documented risk-rating process and associated licence check frequencies, such as:
 - Risk category definitions
 - System settings demonstrating configured check frequencies
- Signed declarations dated within the previous 12 months confirming that drivers understand their responsibility to report licence endorsements, driving infringements and restrictions, such as:
 - Signed driver declaration forms
 - Electronic system-generated records showing the driver identification and date/time of declaration being signed
- For drivers licensed outside the UK, evidence must show that entitlement checks have been completed through an equivalent licensing authority, where such service is available.

For the first FORS audit, or where FORS accreditation has lapsed for 12 months or more, only the most recent licence, DQC and tachograph card check records are required.

D2 – Driving standards

Prepare the following evidence:

- Documented driving standards policy and procedure.
- Signed declarations completed within the previous 12 months confirming that drivers have access to, and have read and understood the current version of the organisation's driving standards policy. Evidence can include:
 - Signed driver declaration forms

- Electronic system-generated records showing the driver identification and date/time of declaration being signed
- Signed declarations completed within the previous 12 months confirming that drivers have access to, and have read and understood, the current version of The Highway Code, such as:
 - Signed driver declaration forms

Electronic system-generated records showing the driver identification and date/time of declaration being signed

D3 – Staff induction

Prepare the following evidence:

- Documented staff induction procedure.
- Driver induction records for all drivers who joined the organisation since the last Bronze audit, such as:
 - Signed induction forms
 - Signed induction checklists
 - Individual personnel files containing induction records
 - Learning Management System (LMS) records
 - HR system records
 - System-generated reports showing induction completion status and completion dates
 - Digital acknowledgements with date and time stamps

Where no new drivers have joined the organisation since the last FORS Bronze audit, blank induction records must be provided to demonstrate the induction process.

D4 – Professional development

Prepare the following evidence:

- Professional Development Plan (PDP) demonstrating that:
 - Training completion dates and renewal requirements are monitored and managed for all drivers and other staff involved in the fleet operation
 - The PDP is relevant to the operating environment and the risks identified
 - The PDP supports progressive development
 - The PDP aligns with Driver Certificate of Professional Competence requirements, where relevant
- Evidence that all drivers completed the mandatory **Work Related Road Risk (WRRR)** training requirement within the previous 12 months, such as:
 - FORS Professional Training Register
 - FORS Training Dashboard
 - Training certificates
- Evidence that all drivers have completed the mandatory **Counter Terrorism** training requirement within the previous 24 months, such as:
 - FORS Professional Training Register
 - FORS Training Dashboard

- Training certificates

D5 – In-vehicle communication

Prepare the following evidence:

- Documented in-vehicle communications policy and procedure.

Evidence that the policy prohibits the use of hand-held communication devices while driving and defines the safe use of communication equipment, where applicable.

D6 – Health & eyesight

Prepare the following evidence:

- Documented health and eyesight policy and procedure.
- Records of all eyesight checks completed since the last FORS Bronze audit. Examples of acceptable evidence include:
 - Completed eyesight check forms covering all required information
 - Third-party system records
 - Occupational health assessment records, where applicable
- Evidence must show that drivers are required to complete an eyesight check at pre-employment and following a blameworthy road traffic collision.
- Signed declarations completed within the previous 12 months confirming that all drivers acknowledged their responsibility to report any changes in their health or eyesight condition and to inform the DVLA or relevant driving licence authority of reportable medical conditions. Examples of acceptable evidence include:
 - Signed driver declaration forms

Electronic system-generated records showing the driver identification and date/time of declaration being signed

D7 – Working time & drivers' hours

Prepare the following evidence:

- Documented working time and drivers' hours policy and procedure.
- Access to tachograph analysis system.
- Drivers' hours data recording, processing and analysis records covering the previous 12 months. Examples of acceptable evidence include:
 - Drivers' hours analysis reports
 - Drivers' hours compliance reports
- Working time data recording, processing and analysis records covering the previous 24 months. Examples of acceptable evidence include:
 - Working Time Directive (WTD) reports.
 - Working time compliance reports.

- Timesheets, logbooks
- Records demonstrating that drivers' hours and WTD infringements are investigated and corrective actions implemented. Examples of acceptable evidence include:
 - Signed infringement reports
 - Documented investigation forms
 - Driver debrief records
 - Training records
 - Corrective or improvement action records
- Vehicle unit data recording, processing and analysis records covering the period since the last audit. Examples of acceptable evidence include:
 - Vehicle unit download records
 - Tachograph analysis reports
 - Vehicle unit compliance reports
- Records demonstrating that vehicle unit data is monitored and investigated and that corrective actions are implemented where required. Examples of acceptable evidence include:
 - Missing mileage reports
 - Documented justifications for missing mileage
 - Investigation records
 - Driver debrief records
 - Training records
 - Corrective or improvement action records
- In-date company tachograph card.

Working time records must cover at least the previous 24 months and be available for both vocational and non-vocational drivers.

4. Operations (O)

O1 – Routing

Prepare the following evidence:

- Documented routing procedure.
- Evidence demonstrating how vehicle mileage is monitored by vehicle type. Examples of acceptable evidence include:
 - Fleet management system reports showing mileage by vehicle category (e.g. rigid, articulated, van) or VRM
 - Telematics reports or dashboard summaries
 - Fuel card system reports where mileage is recorded and reported by vehicle category or VRM
 - Internal records such as mileage logs, performance KPI reports showing mileage by vehicle type or VRM
 - Monthly or quarterly mileage summary reports by vehicle category or VRM
- Evidence that routes are planned and monitored. Examples of acceptable evidence include:
 - Route planning system or records
 - Route optimisation software or reports
 - Vehicle tracking or telematics reports
 - Route monitoring records
- Evidence that drivers follow approved or site-specific routes where required. Examples of acceptable evidence include:
 - Customer site routing instructions
 - Delivery route plans
 - Site-specific vehicle access guidance

Driver briefings or route adherence records

O2 – Environmental impact

Prepare the following evidence:

- Documented environmental impact policy and procedure.
- Fuel and/or energy consumption reports showing how fuel, AdBlue and/or energy usage is recorded and monitored across the fleet per VRM. Examples of acceptable evidence include:
 - Records showing vehicle registration mark (VRM), date, litres or kWh purchased, and fuel type
 - Periodic (daily, weekly or monthly) fuel consumption summary reports by VRM
 - Fleet management or telematics reports showing fuel or energy usage by vehicle
- Evidence demonstrating the accuracy and integrity of fuel and/or energy consumption data. Examples of acceptable evidence include:

- Fuel purchased versus fuel consumed analysis
 - MPG or energy efficiency calculations
 - KPI or performance dashboards/reports
 - Exception reports identifying unusual fuel usage, missing transactions or odometer discrepancies
 - Management review or sign-off records
 - Fuel reconciliation reports
- Records for diesel to AdBlue ratio being collected and monitored by VRM, such as:
 - Calculated ratio reports
 - KPI / performance dashboards
 - Analysis or monitoring logs
- Evidence that vehicle idling is monitored and reviewed, where applicable. Examples of acceptable evidence include:
 - Telematics reports showing idling time by vehicle or driver
 - KPI dashboard showing idling trends and performance
 - Exception reports identifying excessive idling
 - Reports showing progress against environmental targets
 - Spot checks/gate checks incorporating vehicle idling
- Evidence that action is taken to reduce excessive idling and improve environmental performance. Examples of acceptable evidence include:
 - Driver coaching, toolbox talks, briefings, signage and posters
 - Corrective action records
 - Improvement plans
 - Review meeting minutes

Operational changes that are implemented to reduce idling

O3 – Road traffic collisions

Prepare the following evidence:

- Documented road traffic collisions (RTC) policy and procedure that explains how collisions, incidents and near-misses are reported, investigated, recorded and reviewed.
- A collision, incident and near-miss recording system that is being used to capture details of events within the fleet operation. Examples of acceptable evidence include:
 - RTC/incident/near-miss register (electronic or hard copy)
 - Spreadsheet-based incident log
 - Fleet management, telematics or compliance system records
 - Records of reported collisions, incidents and near-misses
- Records demonstrating that collisions, incidents and near-misses have been investigated. Examples of acceptable evidence include:
 - Investigation forms, reports or case files
 - Driver assessment and interview records (wellbeing and competency assessment)
 - Vehicle inspection or damage assessment records
 - Root cause analysis and findings

- Corrective and preventive actions taken
- Evidence that road traffic collision data is periodically reviewed and monitored to identify trends, recurring issues and opportunities for improvement. Examples of acceptable evidence include:
 - Management review records or meeting minutes
 - Safety committee or team meeting discussions
 - Collision and incident KPI reports or dashboards
 - Trend analysis reports and action plans

Lessons learned are communicated to drivers and all relevant personnel

O4 – Passenger safety

Prepare the following evidence:

- Documented passenger safety policy and procedure explaining how passenger safety risks are identified, managed, monitored and reviewed throughout the operation.
- Where drivers or other staff come into contact with public passengers as part of their role, evidence that Disclosure and Barring Service (DBS) checks have been completed and maintained. Examples of acceptable evidence include:
 - Basic, Standard or Enhanced DBS certificates, as appropriate to the role
 - DBS check register or monitoring records
 - Evidence that DBS checks are renewed every 3 years
 - Records demonstrating that new starters have undergone DBS screening before undertaking relevant duties (where applicable)

The requirement for a policy and procedure applies to all company vehicles fitted with passenger seats.

O5 – Specialist operations

Prepare the following evidence:

- Documented specialist operations policy and procedure.
- Where the organisation transports dangerous goods, evidence of compliance with ADR requirements. Examples of acceptable evidence include:
 - Driver ADR qualification certificates and training PDP
 - Dangerous goods transport documentation and records
 - Dangerous goods vehicle approval certificates
 - Appointment of specialist operations responsible person with waste carrier competence, such as:
 - Formal appointment: letter of appointment, job description, organisational chart
 - Competence (training & qualifications): internal training, ADR vocational training certificate, relevant environmental training
 - Experience: CV or employment history, records demonstrating operational involvement
- Where a Dangerous Goods Safety Adviser (DGSA) is required, evidence of appointment and competence. Examples of acceptable evidence include:
 - DGSA qualification certificate(s)
 - DGSA appointment records i.e. org chart, job description

- The latest DGSA annual audit report
- Where the organisation transports hazardous waste or holds upper-tier waste carrier licence, examples of acceptable evidence include:
 - Waste transfer notes
 - Hazardous waste consignment notes
 - Material Safety Data Sheets (MSDS/SDS)
 - Waste transport documentation and supporting records
 - Appointment of specialist operations responsible person with waste carrier competence, such as:
 - Formal appointment: letter of appointment, job description, organisational chart
 - Competence (training & qualifications): internal training, waste carrier competence/relevant environmental training.
 - Experience: CV or employment history, records demonstrating operational involvement
- Where the organisation transports AIL, examples of acceptable evidence include:
 - Movement notification and approval orders and associated documentation
 - Movement records, delivery records or job sheets
 - Driver training and awareness on AIL records
- Appointment of specialist operations responsible person with STGO competence. Examples of acceptable evidence include:
 - Formal appointment: letter of appointment, job description, organisational chart
 - Competence (training & qualifications): STGO / abnormal loads relevant operational experience, internal training
 - Experience: CV or employment history, records demonstrating operational involvement
- Where marker boards are required to be fitted to vehicles, examples of acceptable evidence include:
 - Photographic evidence of vehicles carrying over-width/rear projection marker boards
 - Vehicle walkaround checks or inspection records
 - Load risk assessments identifying projection/width risks
 - Method statements or loading procedures requiring marker boards
 - Driver instructions or guidance on use of marker boards
 - Training records confirming driver awareness
 - Maintenance or equipment issuance logs (marker boards provided)
 - Physical verification (if onsite audit)
 - Movement/job records showing correct use during transport
- Where the organisation operates longer semi-trailers, examples of acceptable evidence include:
 - Formal notification to operate LSTs annotated on the Operator Licence
 - Appointment of specialist operations responsible person with LST operations competence, such as:
 - Formal appointment: letter of appointment, job description, organisational chart.
 - Competence (training & qualifications): internal training, LST training certification.

Experience: CV or employment history, records demonstrating operational involvement.

O6 – Security & counter-terrorism

Prepare the following evidence:

- Documented security and counter terrorism policy and procedure covering the fleet operation.
- Evidence of relevant security and control measures in place to safeguard against security and counter terrorism threats. Examples of acceptable evidence include:
 - Site security controls (depot/yard/office)
 - Documented vehicle, load and key security controls and/or proof of implementation
 - Driver security awareness & training materials and records, toolbox talks, briefing notes, driver handbook sections
 - Risk-based planning, route and job controls documentation
 - Security incident reporting and lessons learned records

Site access rules and escort requirements for third parties