Bronze audit checklists

Code	Requirement	Audit notes
M1	**FORS documentation** To manage, review, revise and retain all policies and procedures, risk assessments, method statements and supporting documents relevant to the FORS Standard.	
M2	**Records** To manage and retain all records relevant to the FORS Standard.	
M3	**Responsible person** To appoint a trained, experienced and (where necessary) qualified person responsible to run the fleet operation.	
M4	**Staff resources** To provide adequate staff resources to run the fleet operation.	
M5	**Communication** To communicate fleet management policies and procedures to all staff involved in the fleet operation.	
M6	**Vehicle fleet** To document details of the vehicle fleet and how vehicles are distributed across the organisation.	
M7	**Regulatory licensing** To hold all regulatory licences and permits relevant to the fleet operation.	
M8	**Health and safety** To maintain safe and healthy working conditions.	
M9	**Complaints** To review and act upon any complaint made against the fleet operation.	
M10	**Transport infringements** To record, investigate and take action against all transport-related infringements.	

Code	Requirement	Audit notes
M11	**Transport updates** To keep up-to-date with developments in the fleet and road transport industry.	
V1	**Serviceability and roadworthiness** To maintain vehicles, trailers and specialist equipment in a serviceable and roadworthy condition.	
V2	**Daily walkaround checks** To check vehicles, trailers and specialist equipment for defects immediately before they are used.	
V3	**Insurance** To hold a minimum of third party insurance or self-insurance for the fleet and any other insurance necessary to provide financial protection to the operation.	
V4	**Vehicle tax** To tax all vehicles operating on public roads.	
V5	**Load safety**	
V5.1	**Load safety for HGV** To load vehicles and trailers safely and within the legal limits.	
V5.2	**Load safety for PCV** To load vehicles and trailers safely and within the legal limits.	
V5.3	**Load safety for vans** To load vehicles and trailers safely and within the legal limits.	
V5.4	**Load safety for cars** To load vehicles and trailers safely and within the legal limits.	
V5.5	**Load safety for P2W** To load vehicles safely and within the legal limits.	
V6	**Vehicle safety equipment** To fit larger vehicles with safety equipment that helps protect vulnerable road users.	

Code	Requirement	Audit notes
V7	**Tyre management** To monitor tyre usage and maintain tyres in a serviceable and roadworthy condition.	
D1	**Licensing** To verify that all drivers hold a valid licence for the category and type of vehicle they are tasked to drive and manage any risks associated with endorsements or restrictions.	
D2	**Driving standards** To require all drivers to have knowledge of and comply with the rules of the road.	
D3	**Staff induction** To inform drivers and other staff involved in the fleet operation of the fleet operation policies, procedures and FORS accreditation, from the start of their employment.	
D4	**Professional development** To professionally develop drivers and all other staff involved in the fleet operation, through progressive FORS Professional Development.	
D5	**In-vehicle communication** To not cause or permit a driver to use a hand-held mobile phone or any other hand-held communication device while driving.	
D6	**Health and eyesight** To require that drivers are fit to drive, are not impaired and meet the minimum eyesight standard for driving.	
D7	**Working time and drivers' hours** To manage drivers' working time and driving hours.	
O1	**Routing** To adhere to compliant, safe and efficient routes.	
O2	**Fuel, emissions and air quality** To monitor fuel consumption and vehicle emissions.	

Code	Requirement	Audit notes
O3	**Road traffic collisions** To document and investigate road traffic collisions, incidents and near-misses.	
O4	**Passenger safety** To carry passengers in such a manner that no danger is likely to be caused.	
O5	**Specialist operations** To conduct specialist operations safely and in accordance with the law.	
O6	**Operational security** To minimise the risk of theft of vehicles, fuel, equipment and loads.	
O7	**Counter terrorism** To recognise the current terrorist threat and raise awareness, security and vigilance across the organisation.	