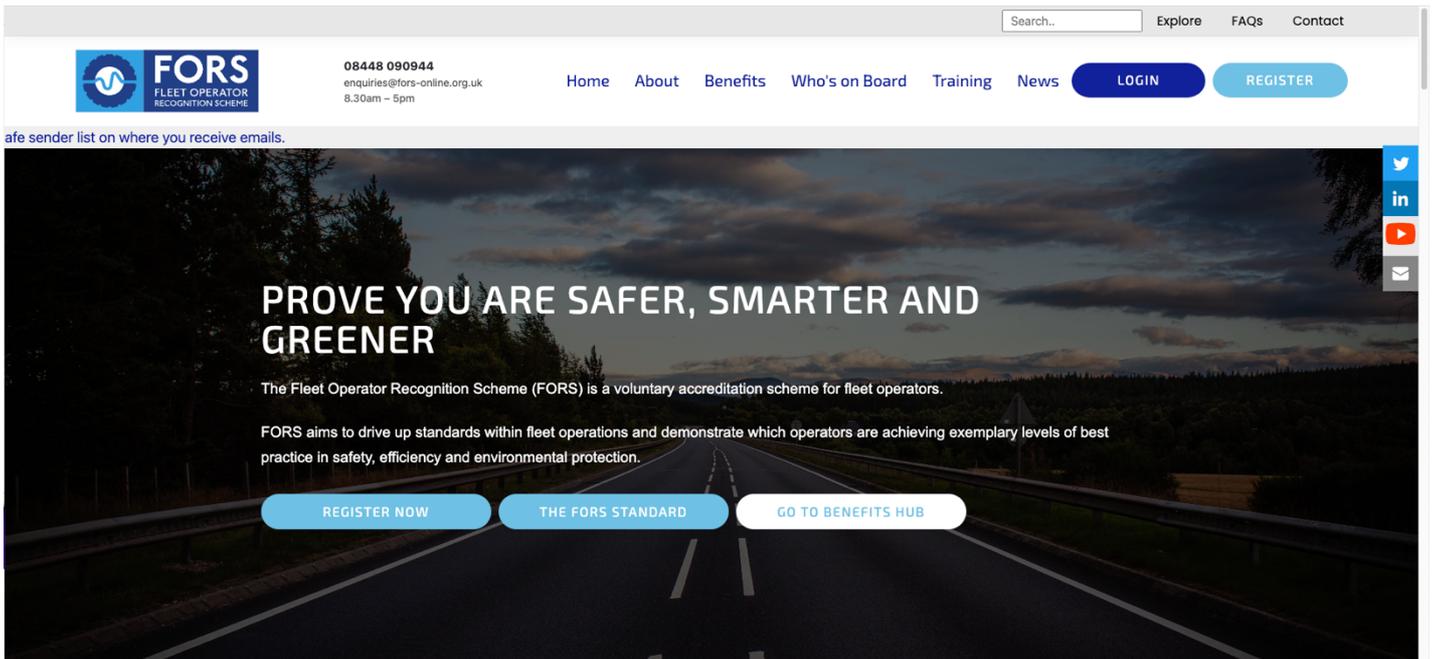


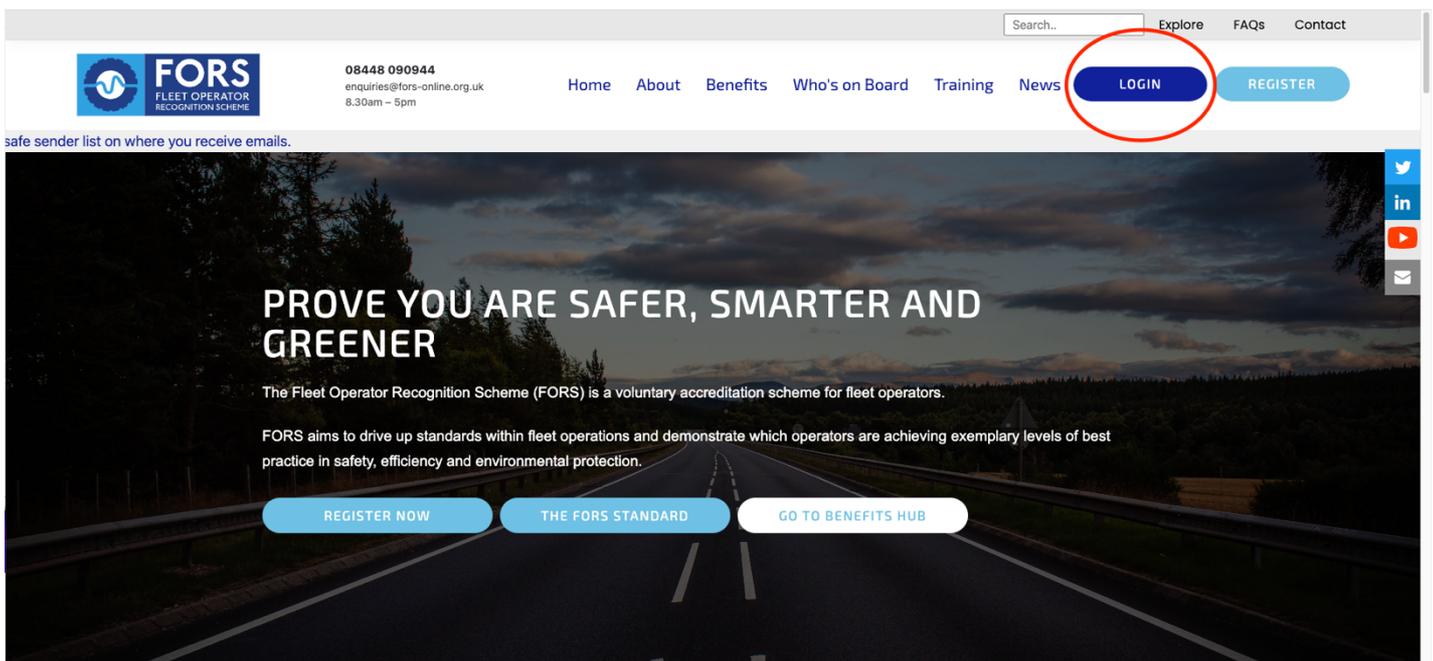
Booking a FORS Bronze Audit – Single Operating Centre Accreditation (SOCA)

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.

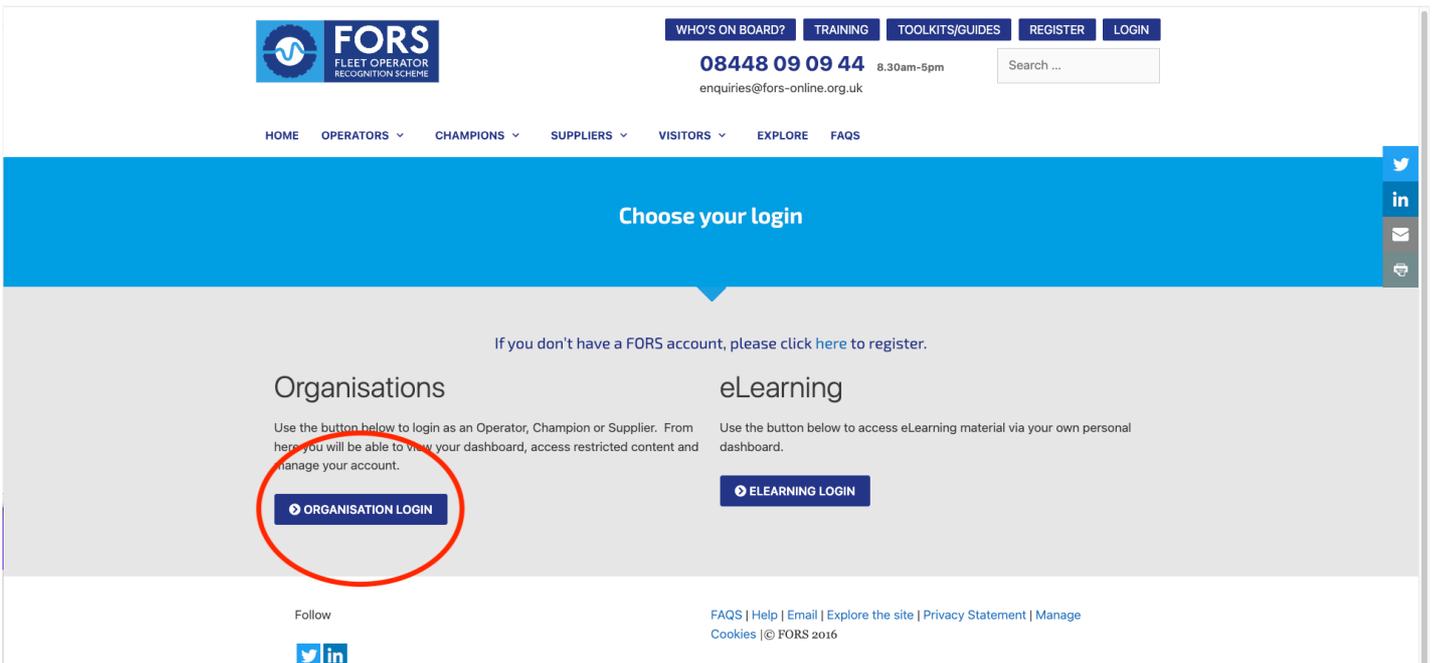
1. Go to www.fors-online.org.uk.



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

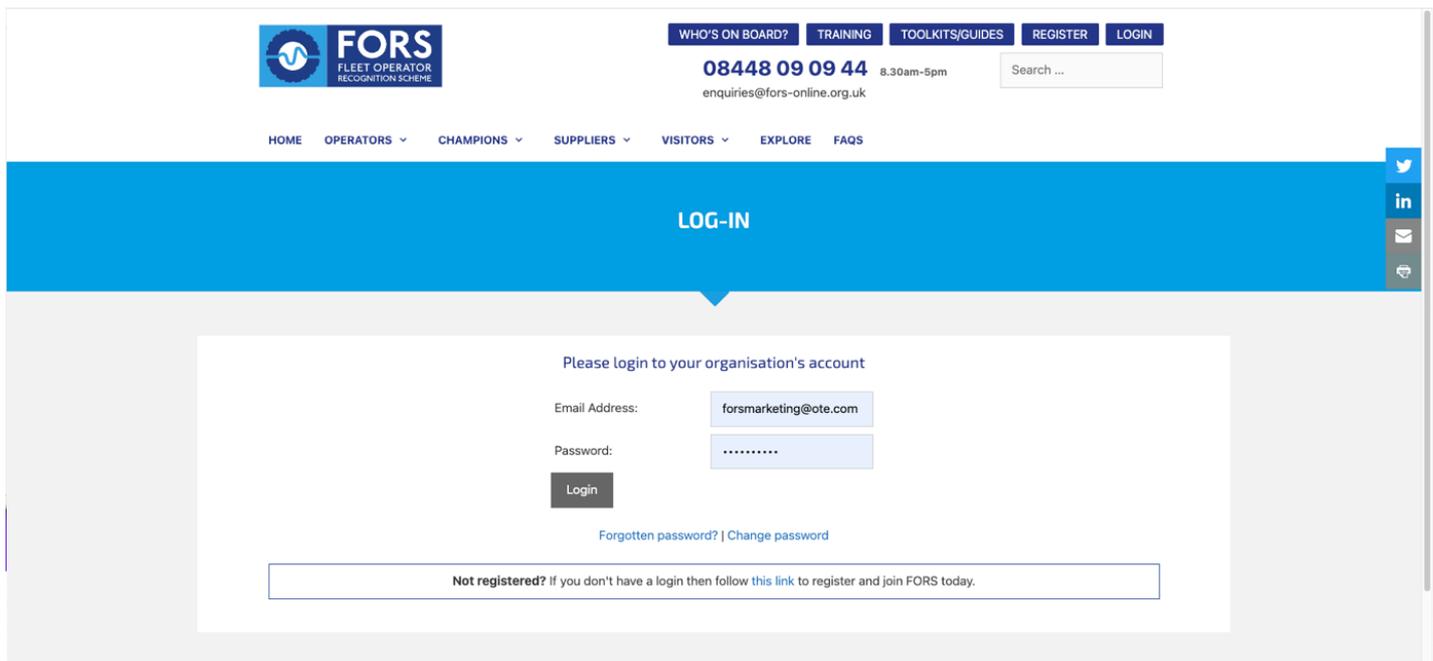


3. Click on 'ORGANISATION LOGIN'.



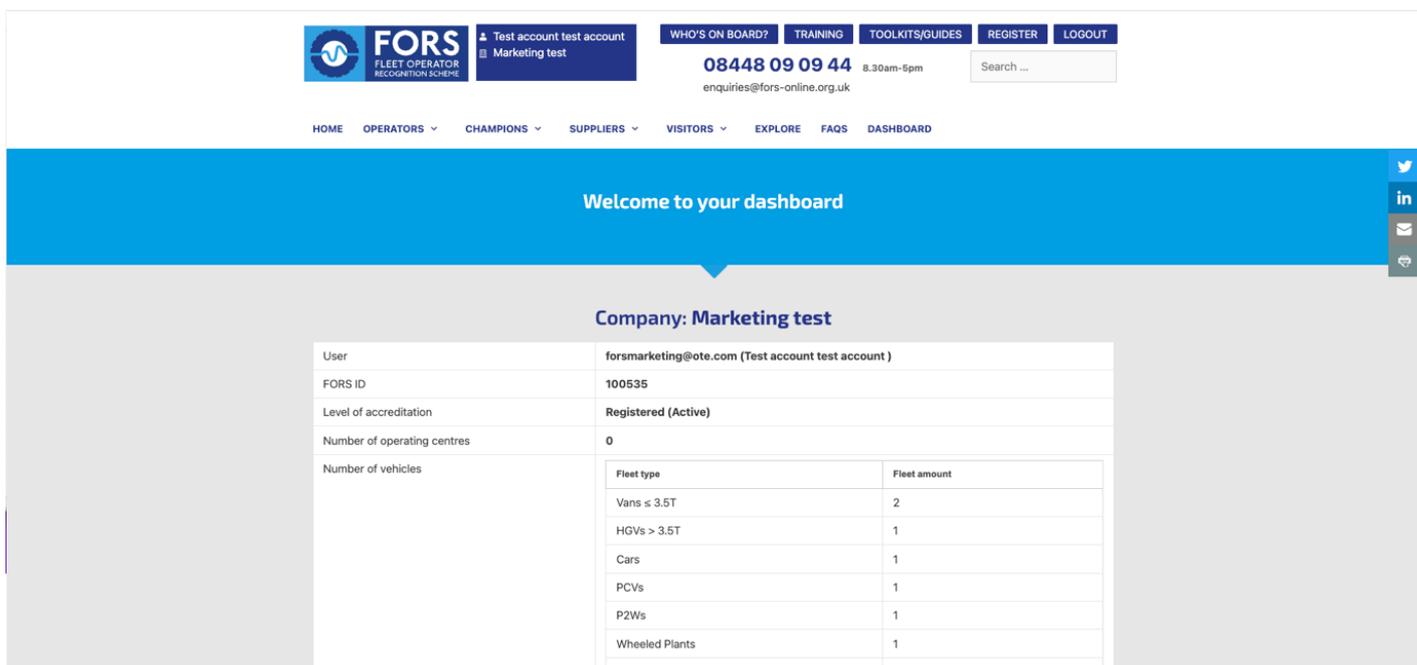
The screenshot shows the FORS website's 'Choose your login' page. At the top, there is a navigation bar with the FORS logo, contact information (08448 09 09 44, 8.30am-5pm, enquiries@fors-online.org.uk), and a search bar. Below the navigation bar, there are links for HOME, OPERATORS, CHAMPIONS, SUPPLIERS, VISITORS, EXPLORE, and FAQs. The main heading is 'Choose your login'. Below this, there is a message: 'If you don't have a FORS account, please click here to register.' There are two main sections: 'Organisations' and 'eLearning'. The 'Organisations' section has a description: 'Use the button below to login as an Operator, Champion or Supplier. From here you will be able to view your dashboard, access restricted content and manage your account.' Below this description is a blue button labeled 'ORGANISATION LOGIN', which is circled in red. The 'eLearning' section has a description: 'Use the button below to access eLearning material via your own personal dashboard.' Below this description is a blue button labeled 'ELEARNING LOGIN'. At the bottom, there are social media links for Twitter and LinkedIn, and a footer with links for FAQs, Help, Email, Explore the site, Privacy Statement, Manage Cookies, and © FORS 2016.

4. Enter your email address and password to log into your account on the following page.



The screenshot shows the FORS website's 'LOG-IN' page. At the top, there is a navigation bar with the FORS logo, contact information (08448 09 09 44, 8.30am-5pm, enquiries@fors-online.org.uk), and a search bar. Below the navigation bar, there are links for HOME, OPERATORS, CHAMPIONS, SUPPLIERS, VISITORS, EXPLORE, and FAQs. The main heading is 'LOG-IN'. Below this, there is a white box containing the login form. The form has the title 'Please login to your organisation's account'. It has two input fields: 'Email Address:' with the value 'forsmarketing@ote.com' and 'Password:' with a masked password '.....'. Below the password field is a 'Login' button. Below the login button is a link: 'Forgotten password? | Change password'. At the bottom of the white box, there is a message: 'Not registered? If you don't have a login then follow this link to register and join FORS today.'

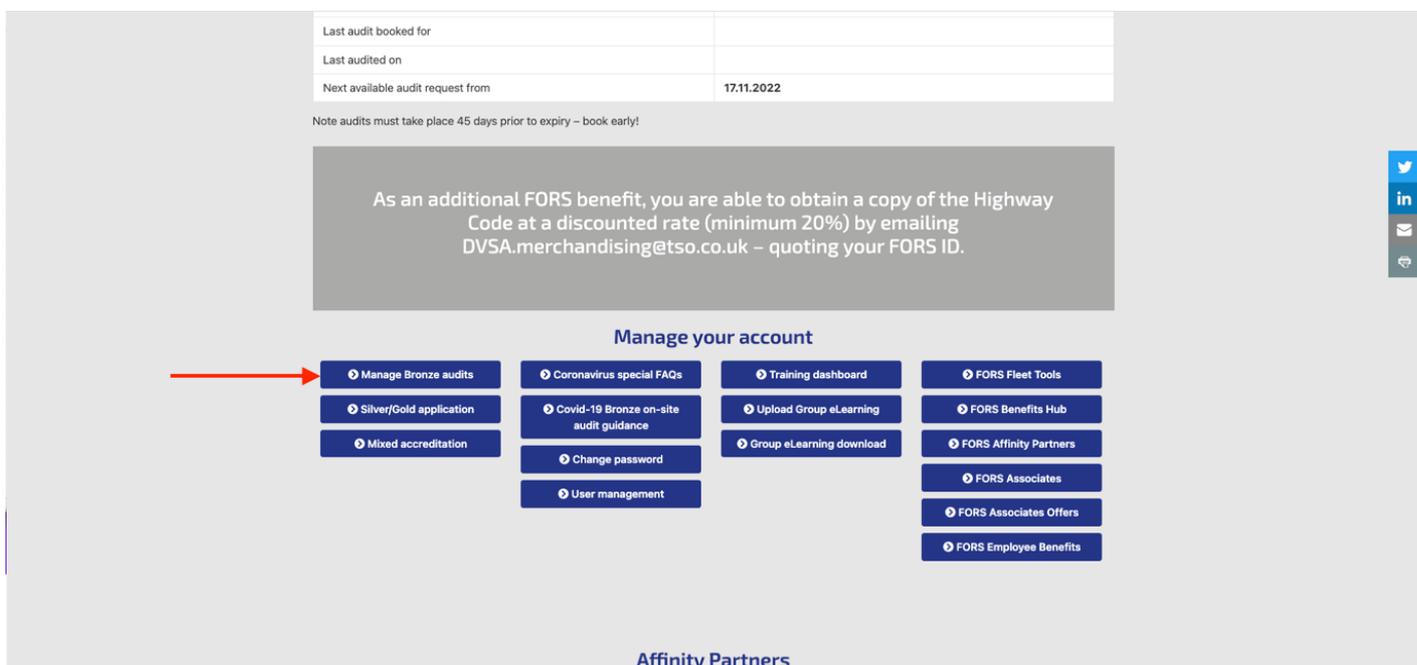
- Once logged in, you should arrive at your dashboard. If you need to find out your Bronze or registered accreditation expiry date, scroll down slightly.



The screenshot shows the FORS dashboard for a user named 'Marketing test'. The user's email is 'forsmarketing@ote.com (Test account test account)'. The FORS ID is 100535, and the accreditation level is 'Registered (Active)'. There are 0 operating centres and 7 vehicles in total. The vehicle breakdown is as follows:

Fleet type	Fleet amount
Vans ≤ 3.5T	2
HGVs > 3.5T	1
Cars	1
PCVs	1
P2Ws	1
Wheeled Plants	1
Trailers	7

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



The screenshot shows the 'Manage your account' section. A red arrow points to the 'Manage Bronze audits' button. The section includes a table with audit information and a list of account management options.

Last audit booked for	
Last audited on	
Next available audit request from	17.11.2022

Note audits must take place 45 days prior to expiry – book early!

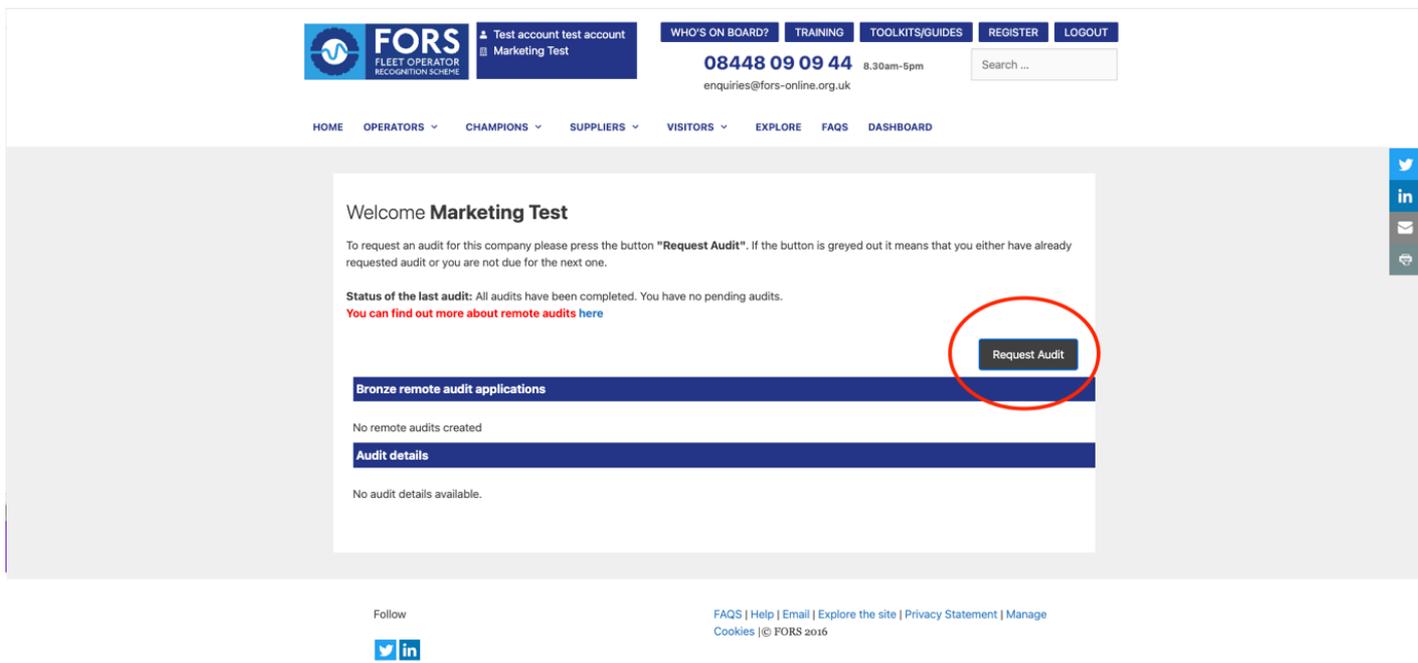
As an additional FORS benefit, you are able to obtain a copy of the Highway Code at a discounted rate (minimum 20%) by emailing DVSA.merchandising@tso.co.uk – quoting your FORS ID.

Manage your account

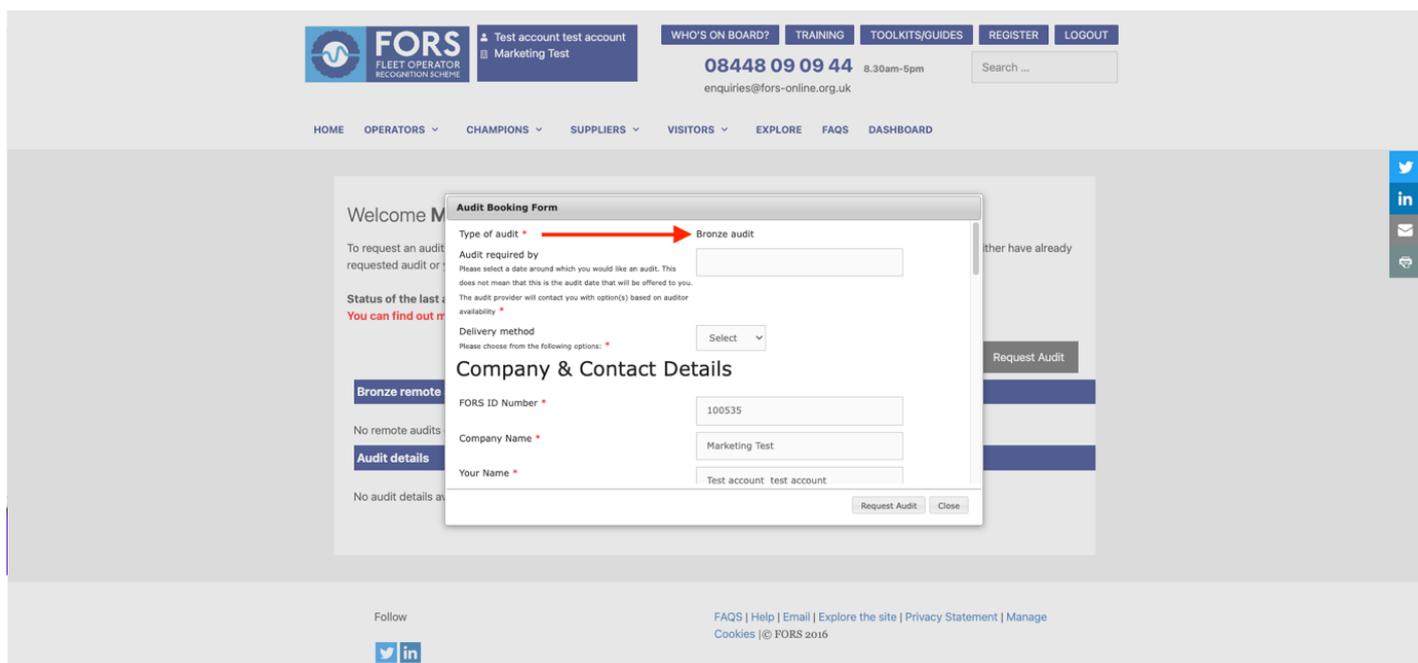
- Manage Bronze audits
- Silver/Gold application
- Mixed accreditation
- Coronavirus special FAQs
- Covid-19 Bronze on-site audit guidance
- Change password
- User management
- Training dashboard
- Upload Group eLearning
- Group eLearning download
- FORS Fleet Tools
- FORS Benefits Hub
- FORS Affinity Partners
- FORS Associates
- FORS Associates Offers
- FORS Employee Benefits

Affinity Partners

- Press the 'Request Audit' button. If you're unable to click this button, please ring the FORS helpline on 0844 809 0944.

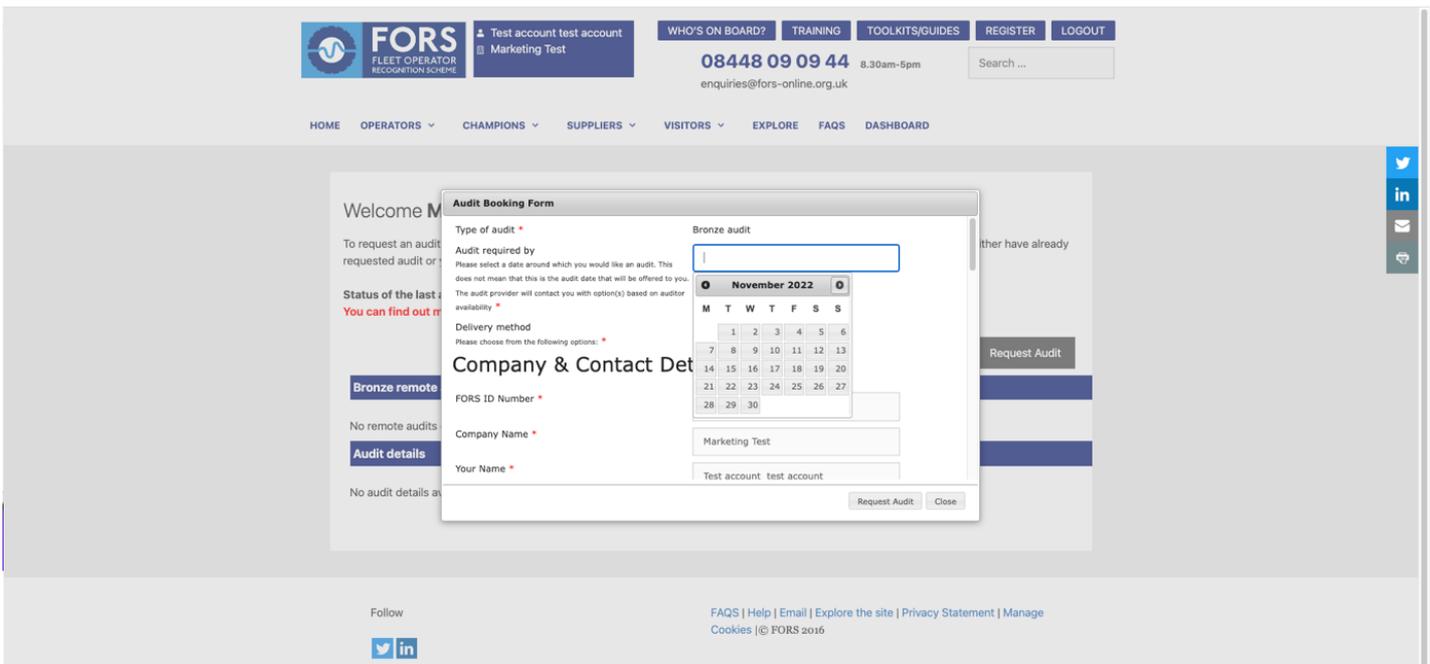


- The first field is automatically populated based on whether you're requesting a Bronze audit or a follow-up Bronze audit.

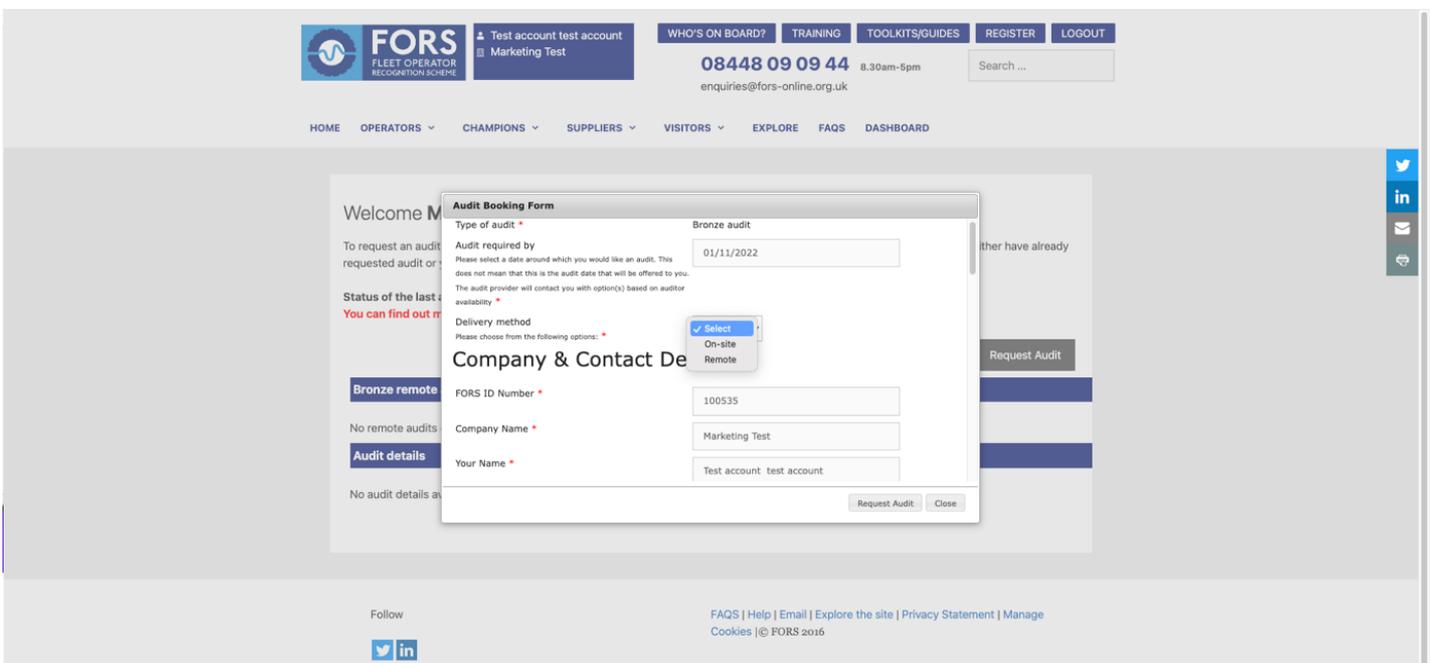


- In the second field, please select your preferred audit date by scrolling through the calendar until you find the date you'd like to book the audit for.

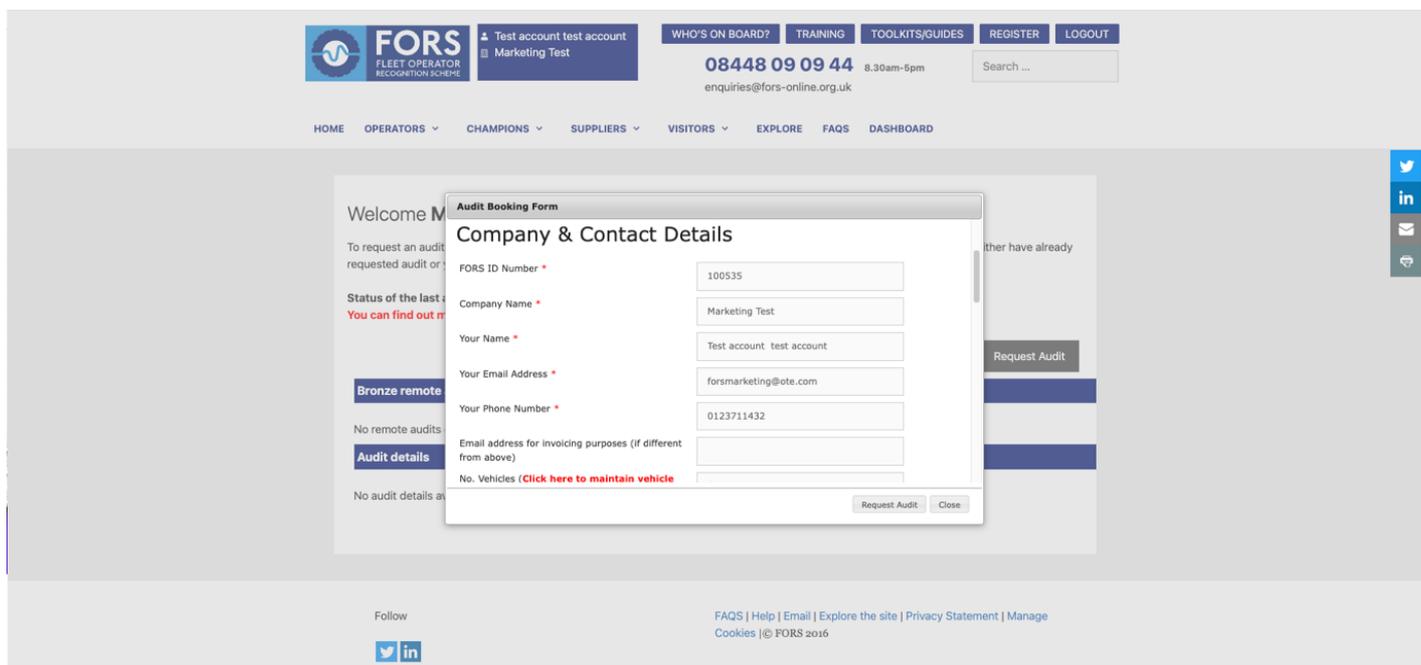
If you're already an accredited operator, this must be 45 days before your accreditation expiry date to allow for follow-up audits if they're needed. If this is your first year with us, it must be within 90 days of registering. Also, please note that your preferred date might not be your audit date.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



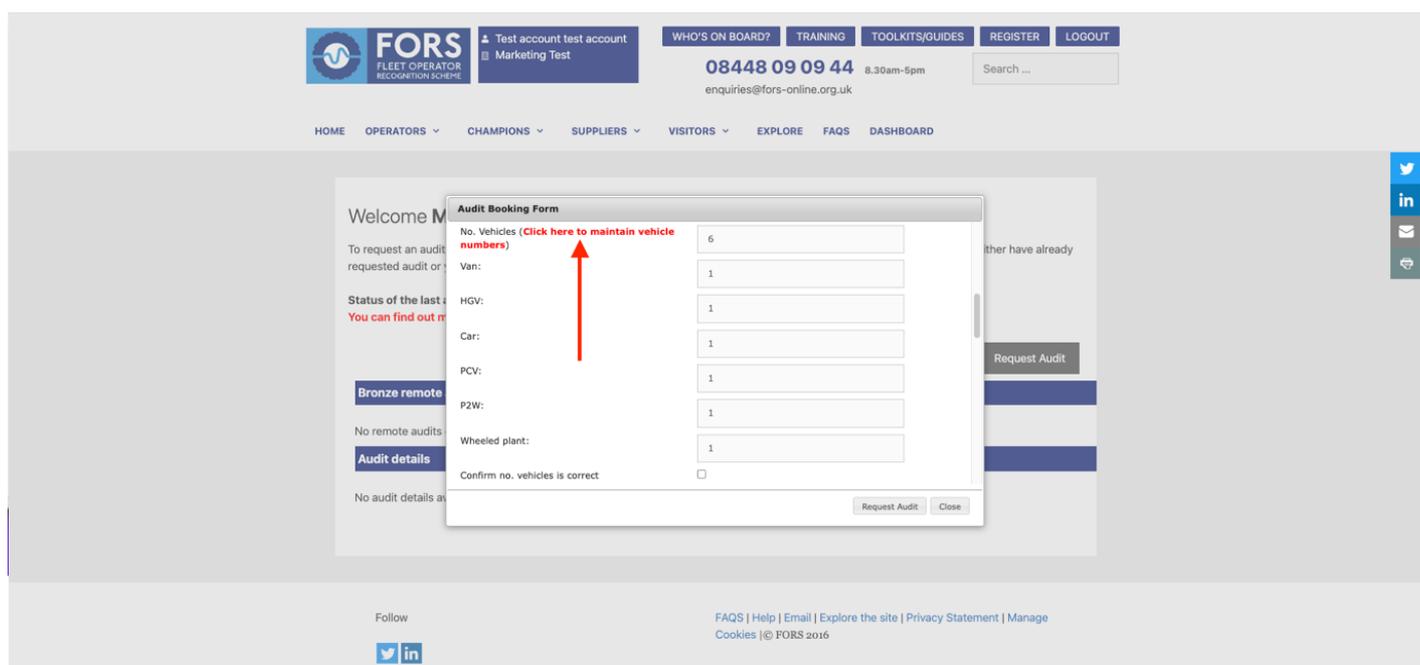
- You can then select the 'Delivery method' – whether you would like your audit on site where the auditor visits your operating centre or done remotely via video call. If you're requesting a follow-up audit, this will be selected automatically for you.



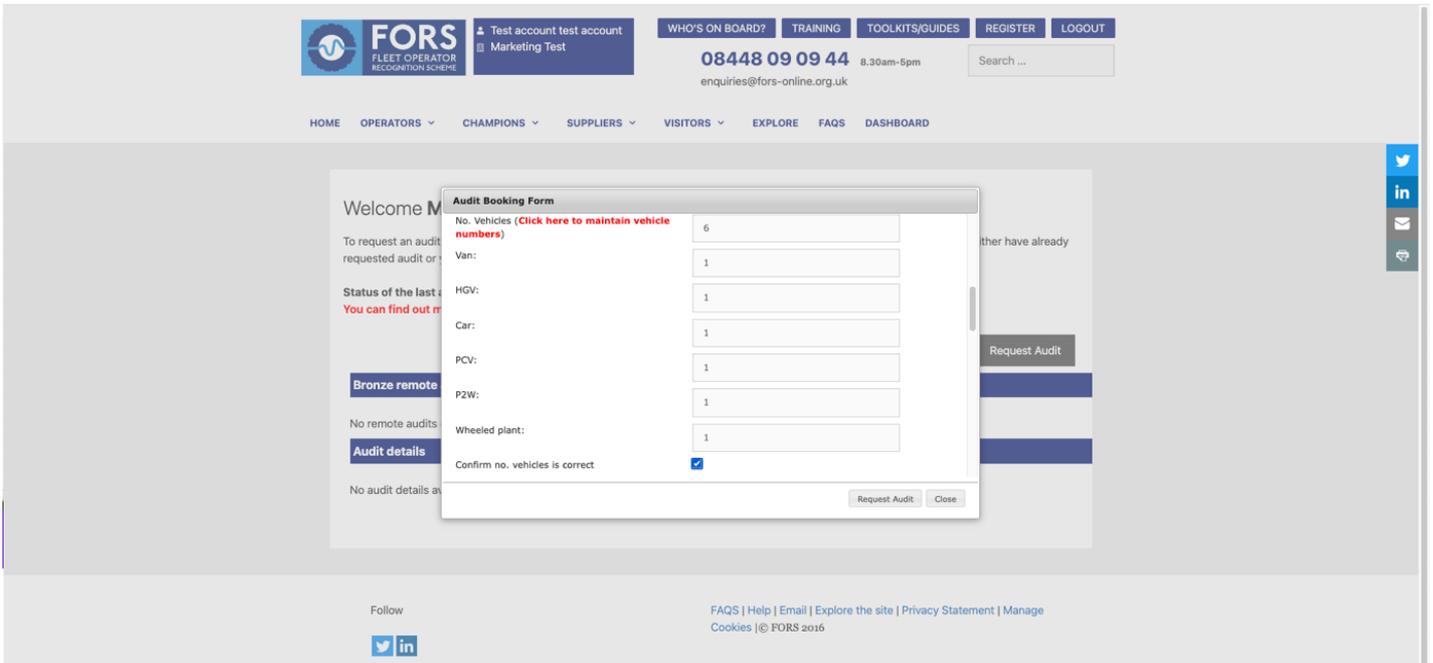
11. The first fields in next section are auto populated. If you need to change any of these details or add a contact for audit purposes, please contact us as you're not able to change yourself. The best option is to [email Enquiries](#) from the primary or secondary contact's email address to request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



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.



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

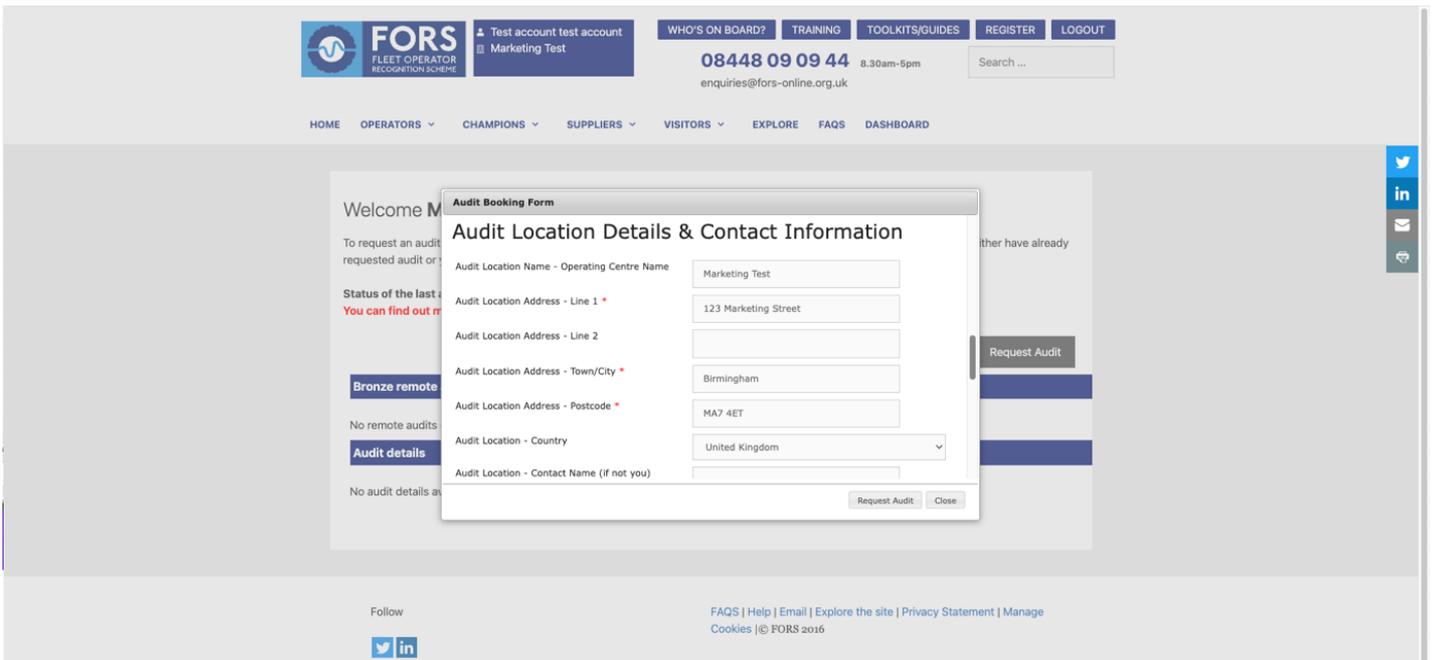


The screenshot shows the FORS website interface. At the top, there is a navigation bar with the FORS logo, contact information (08448 09 09 44), and a search bar. Below the navigation bar, there are several menu items: HOME, OPERATORS, CHAMPIONS, SUPPLIERS, VISITORS, EXPLORE, FAQs, and DASHBOARD. The main content area features a 'Welcome M' message and a 'Request Audit' button. A modal window titled 'Audit Booking Form' is open, displaying the following fields:

- No. Vehicles (Click here to maintain vehicle numbers): 6
- Van: 1
- HGV: 1
- Car: 1
- PCV: 1
- P2W: 1
- Wheeled plant: 1
- Confirm no. vehicles is correct:

Buttons for 'Request Audit' and 'Close' are visible at the bottom of the modal.

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 [email Enquiries](mailto:enquiries@fors-online.org.uk) 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.

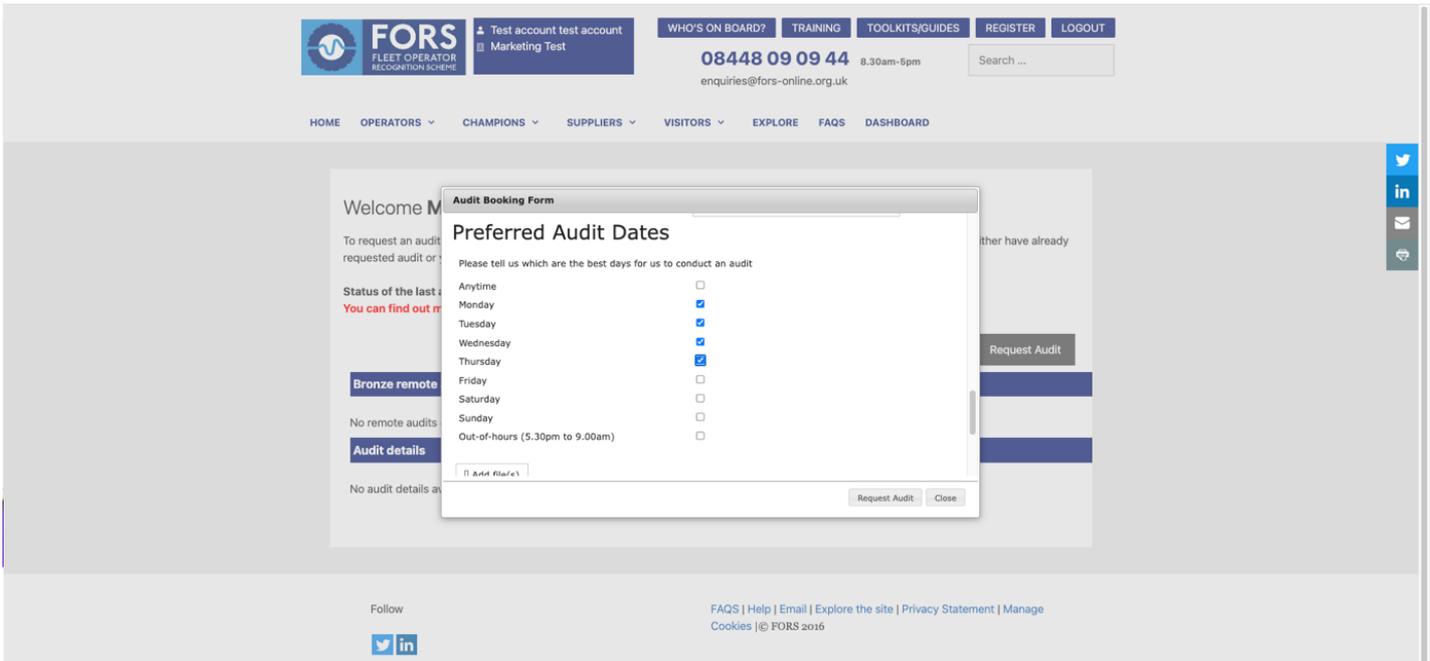


The screenshot shows the FORS website interface. At the top, there is a navigation bar with the FORS logo, contact information (08448 09 09 44), and a search bar. Below the navigation bar, there are several menu items: HOME, OPERATORS, CHAMPIONS, SUPPLIERS, VISITORS, EXPLORE, FAQs, and DASHBOARD. The main content area features a 'Welcome M' message and a 'Request Audit' button. A modal window titled 'Audit Location Details & Contact Information' is open, displaying the following fields:

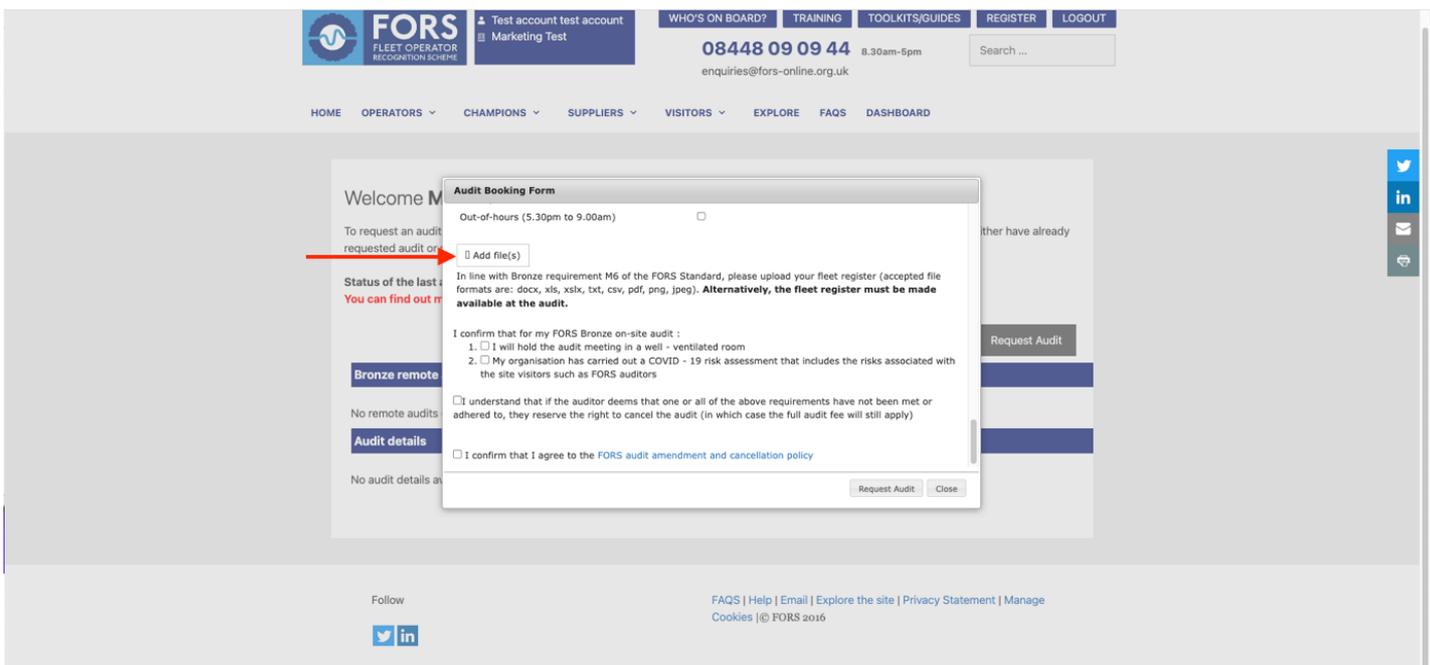
- Audit Location Name - Operating Centre Name: Marketing Test
- Audit Location Address - Line 1: 123 Marketing Street
- Audit Location Address - Line 2: (empty)
- Audit Location Address - Town/City: Birmingham
- Audit Location Address - Postcode: MA7 4ET
- Audit Location - Country: United Kingdom
- Audit Location - Contact Name (if not you): (empty)

Buttons for 'Request Audit' and 'Close' are visible at the bottom of the modal.

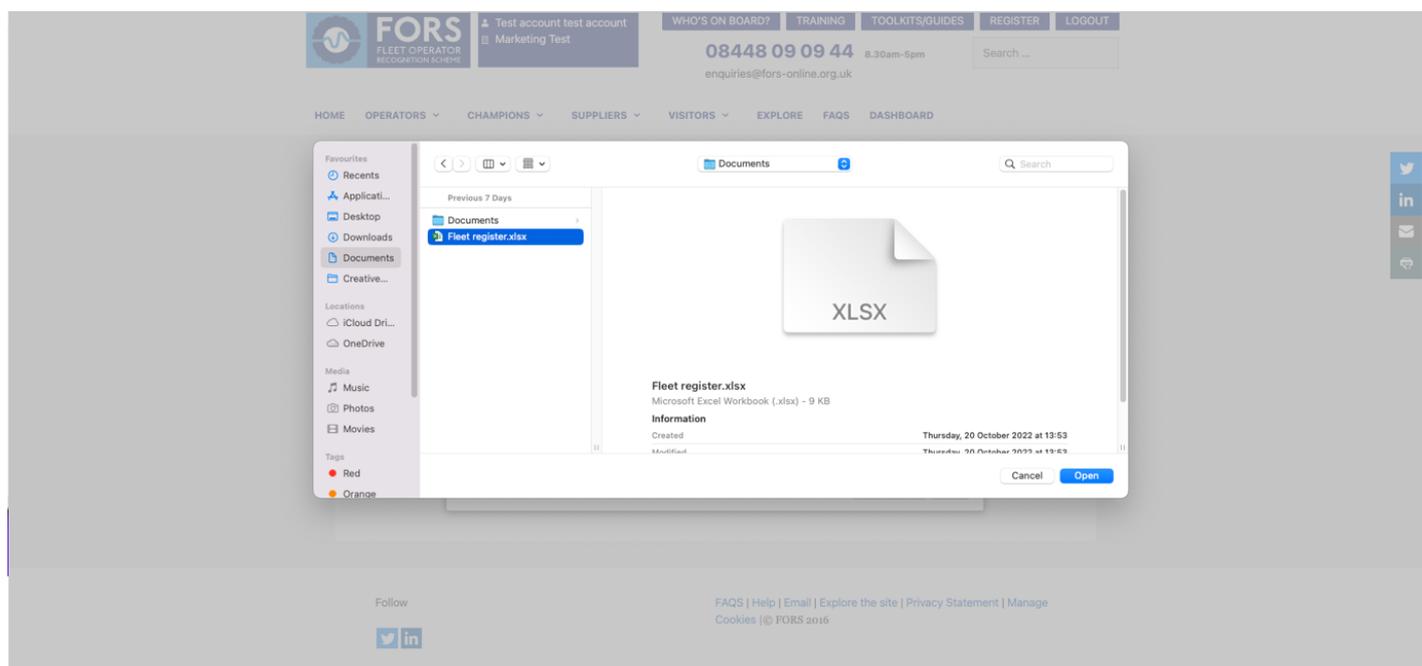
15. For the preferred audit dates section, this won't allow you to pick a specific date, however, it will give our Auditing Team a general idea of when you would like the audit if your selected date isn't available. Tick all the boxes of the days that work for you and the audit provider will give you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



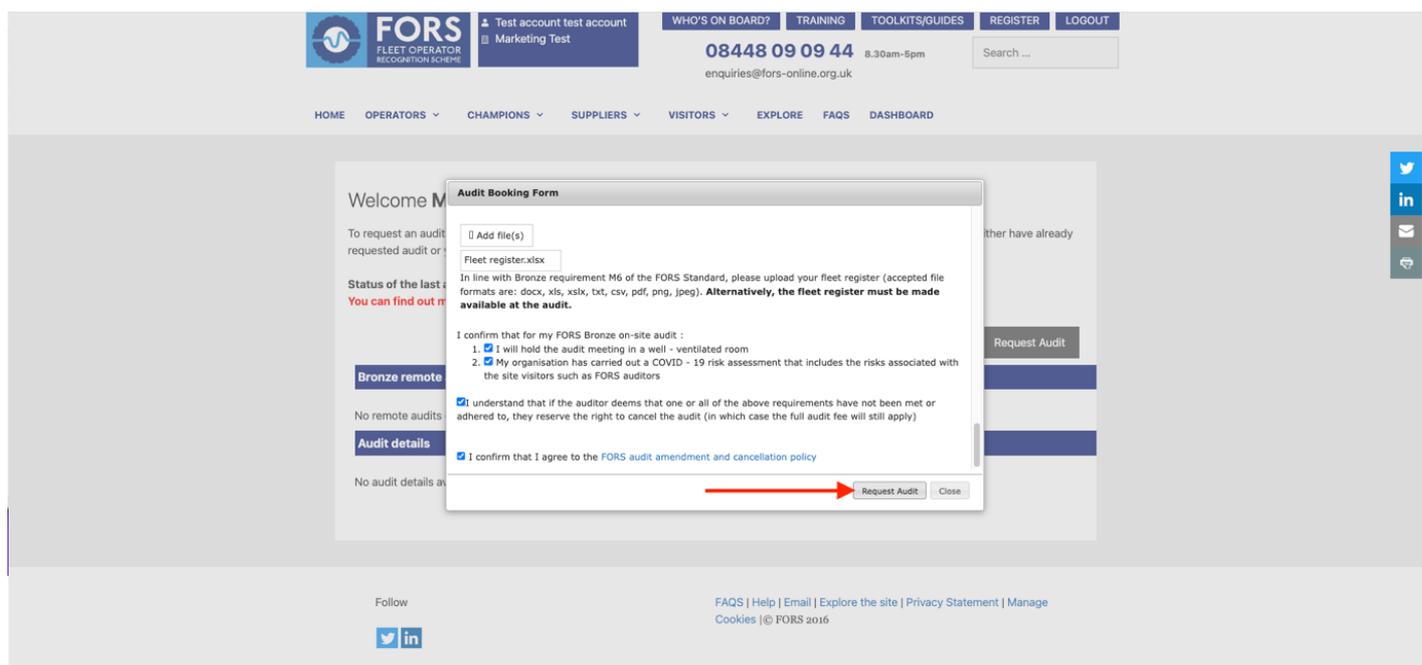
16. Next, you can upload your fleet register if you wish. This is a list of all your fleet's vehicle registration numbers in any of the formats listed, e.g. Microsoft Word, Microsoft Excel, PDF, JPEG. Alternatively, you can show this to your auditor at your audit.



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.



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.



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.