

Fleet Camera Live View Compliance & Audit Checklist

Use this checklist to ensure your live view system is configured for FORS, DVS, and GDPR compliance — and that you can produce the evidence auditors ask for.

1. Policy and Legal Groundwork

- ☐ **Written monitoring policy in place**
Specifies legal basis for monitoring, purposes, retention period, and access control
- ☐ **Policy signed by all drivers**
Signed acknowledgement or briefing record showing informed consent before go-live
- ☐ **Live view access is role-limited**
Not all managers have access; permissions reflect legitimate monitoring purposes
- ☐ **Data retention periods documented**
Routine footage: 28–90 days. Incident footage: retained until matter resolved
- ☐ **Access log retention confirmed**
Logs showing who accessed which vehicle's feed and when — same retention as footage

2. System Configuration

- ☐ **Timestamps embedded in footage**
All recordings carry date, time, and GPS position in the video frame
- ☐ **Cloud backup active (not local-only)**
Off-vehicle copy cannot be tampered with — critical for enforcement proceedings
- ☐ **Firmware current on all MDVRs**
Check firmware version across fleet against supplier's current expected version
- ☐ **Access log feature enabled on platform**
Confirm the platform is recording who views live view and when
- ☐ **DVS Safe System specification met**
Camera coverage angles, sensor configuration, and documentation match TfL requirements

3. Audit Evidence Readiness

- ☐ **Monthly system health check recorded**
Date, vehicles tested, live view access confirmed, firmware version noted
- ☐ **Alert review log up to date**
No unreviewed alerts more than 7 days old — reviewed or cleared with reason documented
- ☐ **Driver coaching conversation log maintained**
Links flagged events to documented coaching conversations — core FORS Silver requirement
- ☐ **Incident footage manually preserved**
Any footage related to an ongoing claim or investigation is saved beyond standard retention

☐ **Subject access request process documented**

Know how to respond within one month to a driver data request — identify, redact, provide

4. FORS Audit Preparation (Silver / Gold)

☐ **Driver monitoring evidence available**

Not just camera fitment — evidence that footage is being reviewed and acted on

☐ **Driver risk assessment records current**

Up-to-date records for each driver, linked to alert history and coaching outcomes

☐ **Fleet-wide safety score trend documented**

Month-on-month harsh event rate — shows behaviour change, not just surveillance

☐ **Coaching records show process, not just incidents**

Assessors want to see a repeatable process, not a one-off response to a bad event

5. DVS Compliance (HGVs Over 12t Operating in Greater London)

☐ **DVS Safe System permit obtained from TfL**

Required for all in-scope HGVs from October 2024 — renewed annually

☐ **Camera fitment documentation on file**

Coverage angles, camera positions, and system specification match permit application

☐ **Audible warnings operational and tested**

DVS Safe System requires audible warning — confirm operational in pre-trip check

☐ **Permit renewal date noted**

Permit must be renewed annually — calendar reminder set well in advance