

Fleet Audit Preparation Checklist

DVSA · FORS Silver · Traffic Commissioner

1. Documentation — 15-Month Lookback

- ☐ PMI inspection reports for all vehicles (all four cycles in the lookback window)
- ☐ Brake performance evidence at each PMI (laden roller brake test records)
- ☐ Daily walkaround check records — complete sequence with defects and rectification
- ☐ Defect reports and corresponding rectification sign-off
- ☐ Driver licence check records (DVLA online — documented with date and result)
- ☐ Tachograph download records — vehicle unit (90 days), driver card (28 days)
- ☐ Annual test certificates (MOT) for all vehicles
- ☐ Prohibition notices (PG9/PG10) with rectification evidence
- ☐ VOL (Vehicle Operator Licensing) system up to date — correct vehicles, centres

2. Camera and Sensor Walk Tests

- ☐ Forward-facing camera — image quality check, date-time stamp verified
- ☐ Nearside blind spot camera — in-cab monitor display confirmed operational
- ☐ Nearside proximity sensor — audible alert triggered at correct distance
- ☐ Rear camera — image quality confirmed, display visible when reversing
- ☐ MOIS (Moving Off Information System) — frontal detection zone confirmed active
- ☐ BSIS (for DVS PSS vehicles) — lateral detection confirmed at 0–30 km/h
- ☐ Audible left-turn warning — alert sounds when left indicator engaged
- ☐ Reversing alarm — operational at correct volume
- ☐ Walk test records completed, signed, and filed in vehicle record

3. Driver Records and Training

- ☐ Driver CPC periodic training — 35 hours per 5-year period confirmed
- ☐ SUD (Safe Urban Driving) training certificates — all relevant drivers
- ☐ Licence check records — all drivers checked in last 3 months minimum
- ☐ Tachograph infringement records and driver debriefs documented

- ☐ Driver induction records — including camera/sensor system briefing
- ☐ Near-miss event coaching — documented interventions from telematics data

4. FORS Silver Specifics (v7, January 2025)

- ☐ MOIS fitment confirmed for all vehicles in scope
- ☐ Fuel and emissions data recorded monthly
- ☐ Noise assessment completed if operating in noise-sensitive areas
- ☐ Annual driver eyesight checks documented
- ☐ Incident and near-miss register maintained and reviewed
- ☐ FORS-required management KPIs reported (incidents, MPG, CO2)
- ☐ Walk-test records per vehicle per month — available for FORS audit

5. DVSA Earned Recognition (if applicable)

- ☐ Compliance system access confirmed — DVSA can pull data in real time
- ☐ Audit trail of all maintenance events available in system
- ☐ Automated alerts for overdue PMIs operational
- ☐ Monthly self-assessment against Earned Recognition standards completed

6. Pre-Audit Mock Review

- ☐ Spot-check 3 vehicles — pull full 15-month record for each
- ☐ Verify brake test evidence exists at every PMI in the sample
- ☐ Check walkaround records for defect-to-rectification continuity
- ☐ Confirm transport manager can describe PMI intervals and justification
- ☐ Verify all camera/sensor walk tests logged and filed
- ☐ Confirm VOL system reflects actual vehicles and operating centre
- ☐ Check OCRS online — review any recent infringements