

Auditee guidance for FORS Bronze remote audits

A step-by-step guide for FORS auditees managing FORS Bronze remote audits



Contents

1. Introduction	1
2. What if I have been asked to upload additional evidence?	2
File formats	2
File size	2
Time Scale.....	2
How to upload additional evidence.....	3
Navigate around your application	4
How do I upload a file?	5
Reusing the same file	5
Saving	6
Undo / Redo keyboard shortcuts.....	6

1. Introduction

Purpose of this guide

This guide is designed to help you undertake your remote Bronze audit. It includes useful information about the type of evidence required to meet each requirement of the FORS Standard and how to upload additional evidence.

What is a remote audit?

A remote audit is an audit that is conducted online via a video call between you and a FORS auditor. It is held on the audit date agreed between your organisation and the FORS audit provider. You will need to have a laptop/computer with a working camera and microphone and will be asked to provide your evidence either by sharing screen or by presenting the relevant evidence to the camera during the audit video call.

If the auditor requires additional evidence to support the audit, they will verbally request at the time of the audit for this information to be uploaded to the Bronze evidencing portal. All additional evidence shall be uploaded to the portal and shall not be emailed directly to the audit provider. Details of how to upload the supporting evidence to the portal can be found in this document.

2. What if I have been asked to upload additional evidence?

You will only be able to upload additional evidence if your auditor has notified you at the time of the audit that you will need to provide this.

File formats

The Bronze evidencing application allows the following file formats to be uploaded
docx, xls, xlsx, txt, csv, pdf, png or jpeg

File size

The Bronze evidencing application allows files of less than 10 MB per document to be uploaded.

Time Scale

If your auditor has requested that you upload additional evidence at the time of the audit, then you will have until midnight on the next working day that follows your audit to do this. You will **not** receive a notification reminding you to do this.

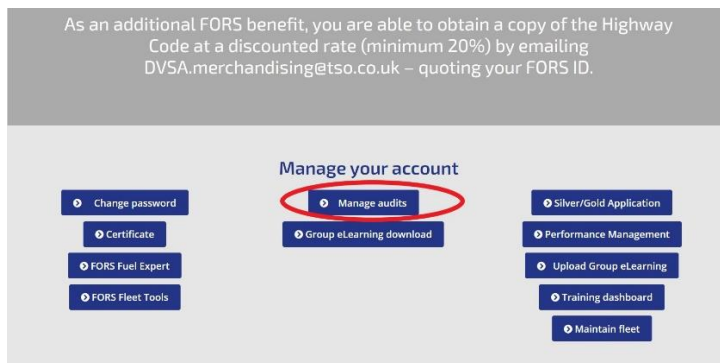
Day of audit	Access open to upload information	Access closed
Monday	Midnight on Monday	Midnight on Tuesday
Tuesday	Midnight on Tuesday	Midnight on Wednesday
Wednesday	Midnight on Wednesday	Midnight on Thursday
Thursday	Midnight on Thursday	Midnight on Friday
Friday	Midnight on Friday	Midnight on Monday (if Monday is a bank holiday this will be Tuesday)
Saturday	Midnight on Saturday	Midnight on Monday (if Monday is a bank holiday this will be Tuesday)
Sunday	Midnight on Sunday	Midnight on Monday (if Monday is a bank holiday this will be Tuesday)
Monday (bank holiday)	Midnight on Monday	Midnight on Tuesday

How to upload additional evidence

1. Log in to the dashboard



2. Select 'manage audit'



3. Select continue application

If your FORS accreditation has expired, please read this message:

Because of the temporary cessation of FORS audits due to the coronavirus pandemic, you have not been downgraded. However, please note that irrespective of the date of your next audit your existing annual accreditation date will be maintained.

Request Audit

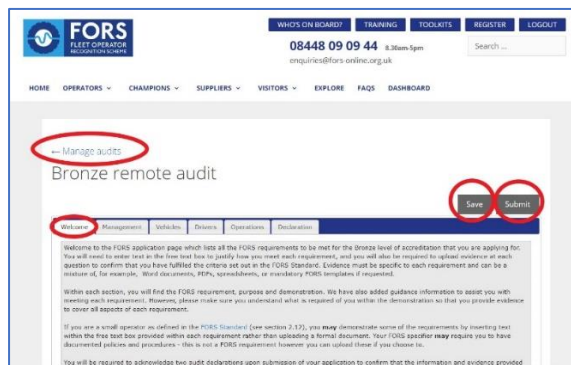
Bronze remote audit applications

Audit type	Created date	Video call date	Status
SOCA Re-approval	14/10/2020 13:51	25/09/2020	Completed
SOCA Re-approval	16/10/2020 08:52	16/10/2020	Continue application

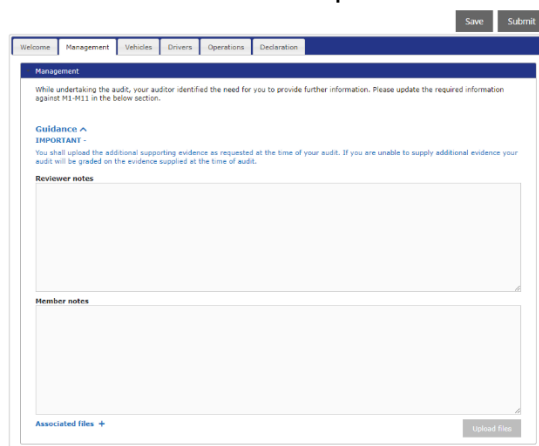
Audit details

Navigate around your application

- Clicking the 'manage audits' text on the top left will take you back to the previous page,
- Clicking on the 'Save' button will save your Bronze evidencing application – please do this regularly to save your work
- Clicking on 'Submit' will submit your Bronze evidencing application to be assessed– **Only do this when you are ready to submit your additional evidence to the auditor.**
- Clicking on the **Welcome, Management, Vehicles, Drivers** and **Operations** tabs will allow you to navigate around the application



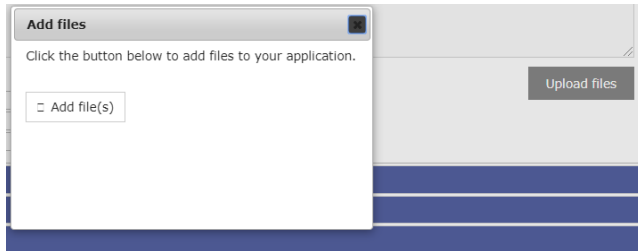
You will now be able to see the full details for each section. You will need to click into each of the Management, Vehicle, Drivers and Operations tabs in order to read the auditors comments. You will have until midnight on the working day after the audit to be able to upload the additional evidence that has been requested.



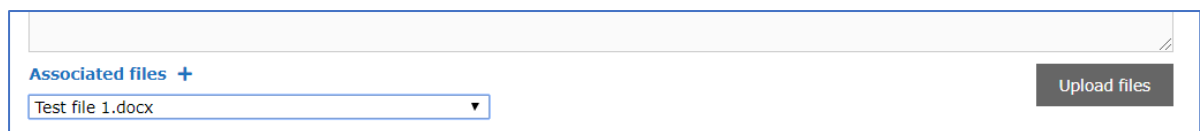
You can enter text into the member notes section and upload the additional files as outlined below

How do I upload a file?

1. Click on upload file
2. Click on add files



3. Navigate to your file on your computer, select the file you wish to upload
4. Your file will now show in the box under associated files –
NB if it does not then you will receive an error message, please see the section above on accepted file types and sizes to ensure your file uploads correctly

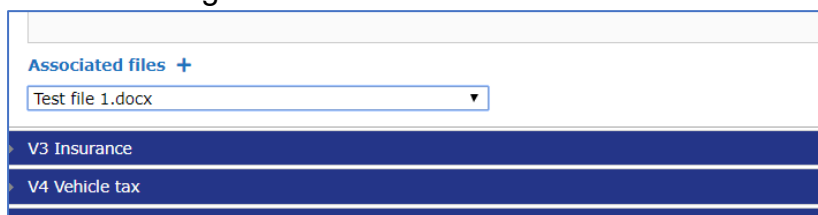


5. Repeat this for each file you need to upload

Reusing the same file

If you are using the same file in several sections – such as the ‘vehicle loading policy’ for both V5.1 and V5.3 then you can select an already uploaded file instead of uploading it again.

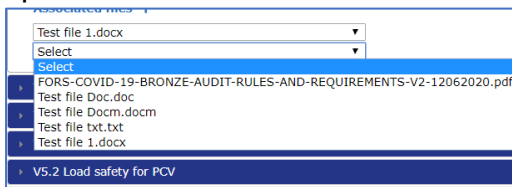
1. Click the ‘+’ sign next to ‘Associated file’



2. A file space will appear stating ‘select’



3. Select the dropdown arrow. Choose the file that you have **previously** uploaded and want to 'associate' with this section.



4. Repeat this process for each file you wish to 'associate'

Saving

It is important that you click save on your application regularly, we would recommend saving it every 10 mins, this is to ensure you do not lose any of your work.

Only one person may edit the application at a time. This is to prevent work being overwritten or lost.

Undo / Redo keyboard shortcuts

Ctrl + Z to undo the last action, this works for the last 2 actions only

Ctrl + Y to redo the last action that you carried out