

# Driver Agency Excellence

## Audit application form

Driver agency name	
Contact name	
Contact phone number	
Contact email address	
Logistics UK membership number (if appropriate) <i>Please note Logistics UK membership is not required to apply for Driver Agency Excellence</i>	

Type of audit required	Initial	Renewal
	If renewal, please provide expiry date of current Driver Agency Excellence audit (if known)	
Audit location		
Where this application is for a renewal audit, please provide the address where last year's audit was carried out		

Address of main controlling branch from which driver assignments are organised	
Total number of branches that organise driver assignments <i>The location of renewal audits will be rotated each year to include different branches that organise driver assignments</i>	
Please provide addresses of branches that organise driver assignments	

## Number of audits required

This is dependent on the number of operational branches that organise driver assignments. Every additional 5 branches will require an additional audit.

Number of operating centres	Audits required
1-5	Main/controlling branch
6-10	Main branch + 1
11-15	Main branch + 2
16-20	Main branch + 3

## Driver Agency Excellence audit pricing information

Audit	Member Price
Driver Agency Excellence central audit	£775
Each additional branch audit	£775
Re-audit (of non-compliant areas)	£390

All audit fees are non-refundable and exclusive of VAT.

Please invoice me on purchase order number <i>(only available to Logistics UK members)</i>	
PO number	
Invoice address	
Special instructions	

Please contact me for my credit card details on the number below	
Telephone number	

## Safety and welfare

To ensure the safety and welfare of the auditor, please answer the following questions.

Site requirements	
Does the auditor require a site induction prior to the audit taking place?	Yes      No
	If yes, please provide contact details to arrange the induction
	If yes, how long will the induction take?
Will the auditor be required to wear any Personal Protective Equipment whilst on site?	Yes      No
	If yes, please specify requirements

Auditor requirements		
An office/safe working environment is available for the auditor to use	Yes	No
A desk, chair and power source is available for the auditor to use	Yes	No
Access to facilities for auditor welfare is available	Yes	No

### Audit Cancellations and Date Changes

The Customer shall be entitled to cancel an Audit at any time prior to 10 Working Days before the Audit Date. To do this, please contact the Audits and Standards Admin team either via email at [consultingandstandards@logistics.org.uk](mailto:consultingandstandards@logistics.org.uk) or call them on **0371 711 2222\***. In such event, Logistics UK will refund the Customer for all Charges received in relation to the Audit.

The Customer shall be entitled to cancel an Audit after 10 Working Days prior to the Audit Date, in such event the Customer shall not be entitled to a refund of Charges received by Logistics UK in relation to the Audit and where Logistics UK are yet to receive such Charges, shall be obligated to pay such Charges to Logistics UK.

Where the Customer wishes to change the Audit Date, at any time prior to 10 Working Days, Logistics UK will use its reasonable endeavours to accommodate such change and the Audit Date shall only be changed at no additional charge to Customer where Logistics UK expressly agree so in writing.

### Declaration

I, the undersigned, declare that the information contained in this application is correct.

I declare I am authorised to sign this statement on behalf of the applicant.

Signed ..... Date

Name

Position

When complete, please scan and email the completed application form to: [consultingandstandards@logistics.org.uk](mailto:consultingandstandards@logistics.org.uk)

