

Vehicle Maintenance

Audit application form



Operator name	
Contact phone number	
Contact name	
Contact email address	
FTA membership number (if appropriate)	

Number of audits required	
Address(es) where audits are required to be carried out	

Audit pricing information

Member Price	Non-member Price
£750	£937.50

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

Please invoice me on purchase order number <i>(only available to FTA 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 AS@fta.co.uk or call them on **01926 884020**. In such event, FTA 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 FTA in relation to the Audit and where FTA are yet to receive such Charges, shall be obligated to pay such Charges to FTA.

Where the Customer wishes to change the Audit Date, at any time prior to 10 Working Days, FTA will use its reasonable endeavours to accommodate such change and the Audit Date shall only be changed at no additional charge to Customer where FTA 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: AS@fta.co.uk

T: 01892 526171*
F: 01892 534989
www.fta.co.uk



FTA
Hermes House, St John's Road, Tunbridge Wells, Kent TN4 9UZ
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*Calls may be recorded for training purposes.
Correct at time of going to press but
subject to change.

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