

# Truck Excellence

Audit application form



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

Audit location			
Type of audit required <i>Please note, audits carried out before an Earned Recognition application has been made to DVSA may require additional directed verification checks following a successful review of the operator's application. DVSA may reject an operator's application even though audits have already been carried out</i>	Truck Excellence	Truck Excellence which will be used to support an Earned Recognition application not yet submitted to DVSA (audits can be carried out up to three months before DVSA's processing date)	Truck Excellence to support an Earned Recognition application which DVSA have confirmed as a successful review (audits can be carried out up to three months after the application has been received by DVSA)

Initial or Renewal	Initial	Renewal
Address of main controlling centre from which transport operations are managed		
Total number of operating centres		
Operator licence number(s)		
Are any of your operating centres involved in ADR operations? If yes, please give details	Yes	No
Where ADR operations included, please provide the address of at least one location where ADR operations are in place		

## Number of audits required

This is dependent on the number of operating centres included in the application.

Number of operating centres	Audits required
1-5	Main administrative centre
6-20	Main administrative centre + 1
21+	Main administrative centre + 2

- The operator must ensure that the Transport Manager or responsible person is available on the day(s) of the audit
- It is the operator's responsibility to demonstrate that the systems they have in place satisfy the required standards on the day of the audit. Evidence will not be accepted once the auditor has departed from the audit location
- The audits must:
  - include a minimum of one month's operator analysis and subsequent actions
  - be representative of the fleet and include **all** types of vehicles, trailers and age range
  - sample across all types of maintenance providers (for example manufacturers, independents and in-house)
  - include sampling from each Operator Licence
- Where Truck Excellence audits are being used to support an Earned Recognition application, audits can be undertaken up to 3 months prior to and up to 3 months post an application to DVSA. Where audits are undertaken prior to the application, they may require additional visits or samples as directed by DVSA on review of the application
- If an operator carries out ADR activities then at least one ADR centre must be part of the audit
- Maintenance records must confirm with the current DVSA Guide to Maintaining Roadworthiness

## Truck Excellence audit pricing information

Audit	Price
Truck Excellence audit	£1,125
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 FTA members)</i>	
PO number	
Invoice address	
Special instructions	

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

## 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  
fta.co.uk



Freight Transport Association  
Hermes House, St John's Road, Tunbridge Wells, Kent TN4 9UZ  
Registered in England Number 391957

\*Calls may be recorded for training purposes.  
Correct at time of going to press but subject  
to change.

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