



Apply to be a DVSA Earned Recognition Authorised Audit Provider

Use this form to apply for DVSA Authorised Audit Provider (AAP) status for the earned recognition scheme.

It should be completed in full and submitted with the relevant documentation.

You must show that you meet all the standards and criteria detailed in the [terms & conditions](#) and [code of practice](#).

If there's any missing information, the application will be delayed or rejected.

Section 1

Organisation details

Organisation name

Organisation address

Postcode

Responsible person name

Position

Telephone number (incl. area code)

Email address

Section 1

Your details (continued)

Do you have a website address?

Yes

No

If yes, please state below

Which sector are you applying to audit?

Lorries (HGV)

Buses & coaches (PSV)

Both HGV & PSV

Section 2

Auditor details

Please complete the details for each auditor. For auditor competence and certification please refer to sections 19, 20, 21, 22 and 23 of the published [authorised audit provider code of practice](#). Examples of sector experience could include a CV, FORS, CILT etc.

Auditor Name

Transport manager CPC (please select)

HGV Date of issue or last refresher

PSV Date of issue or last refresher

Sector experience

Audit qualification (including dates)

Auditor Name

Transport manager CPC (please select)

HGV Date of issue or last refresher

PSV Date of issue or last refresher

Sector experience

Audit qualification (including dates)

Section 2

Auditor details (continued)

Auditor Name

Transport manager CPC (please select)

HGV Date of issue or last refresher

PSV Date of issue or last refresher

Sector experience

Audit qualification (including dates)

Auditor Name

Transport manager CPC (please select)

HGV Date of issue or last refresher

PSV Date of issue or last refresher

Sector experience

Audit qualification (including dates)

If necessary, you can provide additional auditor details on a separate sheet.

Section 3

Evidence requirements

Please use this checklist to confirm that you have attached the required information.

Refer to the published [authorised audit provider terms and conditions](#) and the relevant audit standards for [HGV](#) and [PSV](#) for further details

Requirement 1

Evidence that your audit standards are in line with the Earned Recognition compliance modules, performance criteria and assessment requirements. Or you can use the DVSA audit standards.

Refer to T&Cs sections 6,7 & 8 and audit standards

Please confirm you meet the requirement and evidence is attached

Requirement 2

You have a recognised quality management system in place either ISO9001:2015 or equivalent

Refer to T&Cs section 9

Please confirm you meet the requirement and have attached a copy of your certificate

Requirement 3

You have an audit summary sheet

Refer to T&Cs section 10

Please confirm you meet the requirement and have attached a copy of your document

Section 4

Declaration

I declare that:

- The details given in this form are, to the best of my knowledge, true and correct
- By ticking this box, I confirm I have read and understood the authorised audit provider terms and conditions and agree to be bound by them.
- By ticking this box, I confirm I have read, understood and will abide in all respects with the authorised audit provider code of conduct

Responsible person name

Signature

If you fill in the form online, type your full name in this box as your digital signature.

Date



Data protection

We collect, use and store your personal data so that we can process your application to become a DVSA Earned recognition authorised audit provider.

We may share your personal data if we have a lawful reason, for example, as part of a criminal investigation or to prevent fraud. www.gov.uk/dvsa/privacy

If your application is successful we will add your details to the Earned Recognition Gov.uk list which can be viewed by public.

When completed, please click the submit button. Remember to attach the required evidence to the email.

Or email the completed application to er_aap@dvsa.gov.uk