



STAFFING MATCH



Driving Compliance Audit Scoring
2018

Driving Compliance Audit Scoring and Explanation

Transport	Comments	Category Worth
Pack signed and dated by the applicant		5
Pack checked signed and dated by the consultant		10
Medical fully completed	All boxes need to be checked or comments made, and any meds taken needs to be documented	10
Test fully completed	All tests need to be marked and no failed tests are put out to work	20
RTW in date and any visas/permits must be accompanying the file	All details must be visible for auditing process with all dates captured in the image	25
RTW signed as original seen		5
RTW dated as original seen		5
Driving Licence	Front and back of cards need to be copied	15
CPC	Front and back of cards need to be copied	15
Driver card	Front and back of cards need to be copied	15
All signed as original seen		5
All dated as original seen		5
Drug & Alcohol signed by the applicant		5
Reference obtained	If verbal, full name, company and contact number or email to be captured	10
Current DVLA check on file	Must be within 3 months to the date of the audit	15
Correct contract status with relevant documentation all signed and dated	If Limited status - needs to have a company House certificate on file	20
Proof of Bank Account	Business Account if Limited. No full bank card to be taken	5
No NI on file after 12 weeks from registration date		10
180		200

Driving compliance explained

Effective from the 14th February 2018, audits will be weighted according to the above criteria - For each registered pack you are required to have the following to be compliant:

1. A completed checklist
2. The applicant must sign the application pack this includes the drug and alcohol declarations with a date this will be used as a start date for auditing purposes
3. The registering consultant must sign the pack and date it and ensure the applicant has completed all areas of the pack
4. The medical questionnaire is to be completed with all boxes marked and should any medicals conditions be declared it is the consultant's responsibility to document any preventative measures/medicines and potential side effects
5. Once all tests are completed and they must be marked, and no failed test applicants can be sent to work
6. To ensure the applicant has signed for the correct contract that they will be paid for - not signed for all that is in the pack
7. All Right to work documentation must be signed and dated by the consultant to confirm they have seen the original
8. Photocopies of all driving cards (back and front) in colour must be within date and signed and dated as seen original
9. Verbal reference for a driver must be obtained and with details of the person spoken to on the phone (name/Title/company/contact number) with date and time of the call listed
10. When a driver is registered - consultant must ensure they have completed a DVLA check on registration (or within 24 hours at the latest ensuring the driver provides you the code on the day of registration
11. Should a driver choose to be a limited paid/self-employed/PAYE or Umbrella all relevant documents relating to their pay status must be in the application pack this includes companies house registration certificate proof and of business bank account
12. Proof of bank account must be in the form of a bank statement not a copy of the applicant's card - should the applicant be paid via an umbrella company proof will not be required
13. Any worker who comes to register with SM Global and does not have a National Insurance Number - they are able to go to work for a

client, but it is the responsibility of the Account Manager/Consultant to ensure within 12 weeks from the date they are registered, proof of National Insurance number must be in the applicant's pack

As well as the new registered packs being audited we will also be auditing some of the older packs who are still working with Staffing Match

Compliance is taken very seriously, and we have put the above measures in place to ensure we are sending compliant workers to clients without any risk of fines for illegal workers and non-compliant packs.