

DVSA Earned Recognition Scheme- self assessment check list

Prior to applying for the DVSA Earned Recognition scheme, it is recommended that operators ensure they meet all the criteria by carrying out this self assessment. This document should be used in conjunction with the DVSA Earned Recognition Scheme Guide.

	Criteria	Reference point	Yes/No
1	Do you hold an operator's licence?		
2	Have you held this for two years or more?	Guidance Document section 1.4	
3	Will all licences you hold be included in your application?	Guidance Document section 1.4	
4	Can you confirm that no regulatory action has been taken by the traffic commissioner against your licence(s) during the last two years other than warnings?	Guidance Document section 1.4	
5	Do you have electronic systems capable of reporting the earned recognition KPI triggers for both maintenance and driving activities?	Guidance Document section 3.3 And www.gov.uk For a list of validated IT system suppliers	
6	Do you meet the KPI measures? You will need to produce a KPI report showing the last 3 reporting periods	Guidance Document section 3.3.1 and 3.3.2	
7	Are you prepared to accept the terms & conditions?	Terms and Conditions document	
8	Have you read the audit standards document applicable to your operation?	HGV or PSV Audit Standards document	
9	Do you consider you meet the audit standards in all applicable sections?	HGV or PSV Audit Standards document	

If you have answered 'yes' to all of these questions you may apply.

How do I apply?

Complete the application form at www.gov.uk/earned-recognition