

Vehicle & Operator Services Agency Operations Manual

30.06.09

Section 3 Vehicle Testing Scheme

Operating Instructions

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Evidential Photographs

If the examination outcome is likely to result in formal disciplinary action, photographs should be taken of all components that are the subject of differing test standards.

Note: Although digital cameras are able to be used in 'video' mode, the presentation of such evidence to an AE and NT causes problems in that it may not be readily viewable by all recipients. In addition the ability of VEs to use this medium could vary and will lead to some evidence being classed as sub standard from what will be considered to be the norm. For these reasons 'video' evidence should **not** be taken.

41.1

Subject of photograph

Photographs required;

- front of the vehicle showing the registration plate
- rear of the vehicle showing the registration plate
- a side view of the vehicle
- VIN plate
- odometer reading

- each defect (3 per defect)

Three photographs should be taken of each component. The first showing the location of the component. The second showing location amongst its immediate surroundings. The third a close-up shot, to include a familiar object to give scale, preferably a ruler or pen etc.

Before and after shots of corrosion in the close up pictures will also show how the corrosion looked prior to using, finger and thumb or the corrosion assessment tool.

When testable items are of such a nature that it would make photographs inappropriate, e.g. excessively noisy wheel bearings, photographs are still essential to establish the identity of the vehicle.

If photographs are not possible, particularly for corroded areas, it is essential that fully dimensioned sketches be provided indicating the area of the vehicle in which the defects exist.

41.2 Description and Referencing

An accurate description of the subject matter is also required. Each photograph should be identified and numbered so that it clearly cross-references with the report. It is also good practice to identify, which is the top of the photograph, and the direction from which it has been taken.

The use of digital cameras is acceptable, however the following declaration must be made, either on each 'exhibit' label or at the bottom of a list of the photographs on the report:

“These photographs were produced using a digital camera. The images have not been enhanced or altered in anyway except for enlargement.”

41.3 Distribution of Photographs

Four sets of photographs must be produced. The AE and NT should each be sent an individual set of photographs with the disciplinary paperwork. If digital cameras are used, and the case is not taken forward for formal disciplinary action it is acceptable to retain the disc on file only. Where formal disciplinary action is taken, the AM or SVE must be in a position to make a decision based on the evidence even though the AE or NT may not have contested the case. In such cases he should state in his decision summary on file that the images have been viewed on screen. Where the NT or AE contests the evidence, copies must be produced and placed on file.