
Overview

This unit is about establishing and correctly recording the vehicle data using vehicle identification and inspection.

DRAFT

Performance criteria*You must be able to*

- P1. accurately record vehicle information, including:
 - P1.1. make
 - P1.2. model
 - P1.3. vehicle specification (trim level, ADAS, special requirements etc.)
 - P1.4. fuel/drive type
 - P1.5. vehicle registration number
 - P1.6. mileage
 - P1.7. VIN (Vehicle Identification Number)
 - P1.8. transmission type
 - P1.9. colour
 - P1.10. the vehicle's engine capacity (to the nearest 100cc)
- P2. carry out static checks on handbrake, steering and footbrake operations
- P3. establish and record pre damage roadworthiness of vehicle
- P4. correctly record date of first registration
- P5. correctly record date of loss
- P6. ensure appropriate care of the vehicle is taken throughout the vehicle damage assessment
- P7. ensure all necessary information relating to the vehicle is recorded

Knowledge and understanding

You need to know and understand:

Legislative and organisational requirements and procedures

- K1 the legal requirements relating to the vehicle (including road safety requirements)
- K2 the health and safety legislation and workplace procedures relevant to workshop practices, personal and vehicle protection
- K3 the health and safety risks associated with safety restraint systems
- K4 the health and safety risks associated with safety restraint systems and other systems inside and outside a vehicle which may have become damaged and consequently pose a risk
- K5 **how to collect** preliminary information and data on the vehicle relating to specifications
- K6 vehicle construction, specification, options and additions
- K7 how to complete records conforming to workplace requirements specifically associated with the vehicle **identification** function
- K8 the health and safety risks associated with the use of ICT equipment
- K9 contractual, policy and procedural obligations and processes between the employer, work provider and customer
- K10 the Association of British Insurers code of practice in relation to salvage categorisations
- K11 the effects of your actions on your organisation's performance and profitability
- K12 **the importance of ensuring your records are accurate and complete and the implications of not doing so**

**Additional
Information****Glossary**

This section contains examples and explanations of some of the terms used but does not form part of the standard.

ICT equipment

ICT (Information and Communication Technology) equipment in a vehicle includes **sensors, cameras, and radar** for advanced features like driver assistance and autonomous driving; **on-board computers** that process data from these sensors; and **telematics systems** that connect the vehicle to the internet to enable services like remote monitoring, navigation, and emergency alerts.

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