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## Overview

This standard is about establishing and correctly recording the vehicle data using vehicle identification and inspection. This includes the vehicle specification and condition of steering and braking systems, seat belts and front seats.

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## Performance criteria

### *You must be able to:*

- P1. 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. inspect and record the condition and operation of seat belts and front seats
- P4. establish and record pre damage roadworthiness of vehicle
- P5. record date of first registration
- P6. record date of loss
- P7. ensure appropriate care of the vehicle is taken throughout the vehicle damage assessment
- P8. ensure all necessary information relating to the vehicle is recorded

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## 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 and other systems inside and outside a vehicle which may have become damaged and consequently pose a risk
- K4 how to collect preliminary information and data on the vehicle relating to specifications
- K5 vehicle construction, specification, options and additions
- K6 how to complete records conforming to workplace requirements specifically associated with the vehicle identification function
- K7 the health and safety risks associated with the use of ICT equipment
- K8 contractual, policy and procedural obligations and processes between the employer, work provider and customer
- K9 the Association of British Insurers code of practice in relation to salvage categorisations
- K10 the importance of ensuring your records are accurate and complete
- K11 the implications of having inaccurate or incomplete records

## 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.

IMIVDA02

Establish and record motor vehicle data for vehicle damage assessment purposes



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