



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## **CERTIFICATE OF PROFESSIONAL COMPETENCE**

### **IN**

## **FORENSIC COLLISION INVESTIGATION**

### **1. Introduction**

- 1.1. Membership of The Institute of Traffic Accident Investigators (ITAI) is not open to corporate bodies and is available only to individuals.
- 1.2. Various grades of membership are available to such individuals and a description of each, together with qualifying requirements, are set out in a separate document entitled *"Membership Grades Assessment Procedure"*.
- 1.3. ITAI, with its partners, also offers a route to professional registration with Engineering Council.
- 1.4. In addition to grades of membership and professional registration, ITAI awards its Full members, who are engaged in forensic roles and who meet ITAI's protocol, a Certificate of Professional Competence in Forensic Collision Investigation [CPC FCI]. The certificate is available on application only.
- 1.5. This document sets out qualification and experience requirements for applicants and supplies a protocol for a subsequent assessment process leading to an independent and impartial CPC in Forensic Collision Investigation. It should be read in conjunction with the *"Membership Grades Assessment Procedure"*.
- 1.6. In case of any uncertainty or ambiguity between the terms and provisions of the *"Membership Grades Assessment Procedure"* and this document then the terms of the *"Membership Grades Assessment Procedure"* shall prevail.

## 2. Authority

2.1. The International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) have produced standards pertaining to crime scene investigations:

- ISO/IEC 17020 is entitled “*Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection*”.
- ISO/IEC 17025 is entitled “*General Requirements for the Competence of Testing and Calibration Laboratories*”.

2.2. The International Laboratory Accreditation Cooperation (ILAC) publication “*Modules in a Forensic Science Process (G19)*” together with the European Network of Forensic Science Institutes (ENFSI) publication EA-5/03 “*Guidance for the Implementation of ISO/IEC 17020 in the Field of Crime Scene Investigation*”, assist in the interpretation of the standards.

2.3. Whilst the ISO/IEC standards relate to accreditation processes undertaken by bodies and laboratories when analysing evidence, they do not specify an accreditation process for individuals working within an accredited organisation<sup>1</sup>. Some disciplines, particularly those that have a forensic science element but are primarily non-forensic science, have professional bodies which may accredit practitioners<sup>2</sup>. ITAI is just such a professional body.

2.4. On these principles, ITAI has developed an independent and impartial process that is designed to award individuals who practice collision investigation and reconstruction in forensic setting and who meet ITAI’s protocol, as set out in this document, a Certificate of Professional Competence in Forensic Collision Investigation [CPS FCI]. It is not designed for bodies or laboratories.

---

<sup>1</sup> Paragraph 79, House of Lords Science and Technology Select Committee published report “Forensic science and the criminal justice system: a blueprint for change”.

<sup>2</sup> Paragraph 92, House of Lords Science and Technology Select Committee published report “Forensic science and the criminal justice system: a blueprint for change”.

## **3. Purpose**

- 3.1. The purpose of this process is to recognise, accept and approve an individual working in a forensic capacity beyond that inferred by Full membership of ITAI. It is a recognition by ITAI of an individual's ability and currency in the field of collision investigation.
- 3.2. This assessment process examines an individual's expertise when attending collision scenes to collect the available evidence, reporting on findings in a written document and the presentation thereof before a panel.
- 3.3. The award of this CPC provides an added level of confidence in an individual Collision Investigator when he or she offers a forensic service to the Criminal Justice System or in a Civil Litigation or Tribunal Hearing.

## **4. Equality and Diversity**

- 4.1. The Institute shall comply with legislation relating to equality and diversity. There shall be no barriers to achieving accreditation based on:
  - a) age;
  - b) disability;
  - c) gender;
  - d) gender reassignment;
  - e) marriage and civil partnerships;
  - f) pregnancy and maternity;
  - g) race;
  - h) language;
  - i) religion and belief; or
  - j) sexual orientation.
- 4.2. Applicants must declare to the Institute any needs prior to an assessment taking place.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 4.3. Reasonable adjustments shall be made to ensure that applicants who are disabled or whose first language is not English are not disadvantaged in any way. Any cost incurred by implementing such adjustments will be borne by the applicant. Such adjustment arrangements must be approved by the Institute and implemented before the assessment.

## **5. Assessment Team**

- 5.1. The assessment of applicants for this CPC will be conducted by the 'Assessment Team' on behalf of the Council of Management.
- 5.2. The team shall comprise one or more Assessors and be supervised by Internal Quality Assurers [IQAs] who are each Members of ITAI (MITAI). They shall be appointed by the Council of Management.
- 5.3. The team shall be serviced by a secretary (the Grades Assessment Secretary) who shall also be appointed by the Council of Management. He or she will function as Technical Manager and have overall responsibility to ensure the assessment process is conducted as per ITAI's requirements.
- 5.4. In the absence of the Secretary to the Grades Assessment Group, his or her assistant will deputize as the Technical Manager and manage ongoing assessment activities.
- 5.5. The Secretary or deputy shall keep records of all communications to or from an applicant. Minutes of all meetings or communications concerned with applications and any decisions made shall also be recorded in a way consistent with Data Protection legislation; these will be confidential.
- 5.6. For each assessment, the Secretary, the IQA and the Assessor(s) shall declare that there is no conflict of interest, and their involvement is independent, impartial, and objective.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

5.7. ITAI will, where possible, identify risks to its impartiality on an ongoing basis. This shall include those risks that arise from its activities, from its relationships, or from the relationships of its personnel.

5.8. If a risk to impartiality is identified, ITAI will demonstrate how it eliminates or minimizes such risk.

## **6. Prerequisites to Application**

6.1. Candidates for this CPC shall have a minimum of 3 years' practical skills and experience in Collision Investigation. Candidates must supply evidence of oral and/or written reports for use in Courts.

6.2. Candidates must be able to demonstrate a working knowledge of and, where applicable, compliance with:

- a) the Rules of The Institute;
- b) the Codes of Professional Practice and Conduct for Collision Investigators as published by ITAI;
- c) the Engineering Council and the Royal Academy of Engineering Statement of Ethical Principles;
- d) the Conduct for Forensic Science Providers in the Criminal Justice System 2021;
- e) the Criminal Procedure Rules and Practice Directions 2020;
- f) the Civil Procedure Rules and Practice Directions 1998;
- g) Good Practice in Forensic Road Collision Investigation: A Guide for Practitioners;
- h) current legislation relating to road traffic; and
- i) the Highway Code in publication at the time of the incident under investigation.

6.3. The equivalent document(s) for Overseas Members in their country of residence or practice may be substituted in the above list, save for the Rules, Codes of Professional Practice and Conduct and Ethical Principles, which are mandatory.

## 7. Applications

- 7.1. A candidate for this CPC will complete a “*Certificate of Professional Competence Application Form*”, a copy of which can be found at Appendix 1 [other copies can be found on the ITAI website] and with this document the following information shall be provided:
- a) details of qualifications relevant to accident/collision investigation;
  - b) evidence of complimentary qualifications/courses;
  - c) one file relating to the case relied upon by the Candidate to demonstrate the quality of his or her work within the previous 3 years;
  - d) documentation relating to the peer review of the selected case file must be included;
  - e) a briefing document of at least 750 words, describing the case and explaining why it has been chosen as an example of his or her quality of work, including any research required, problems encountered and lessons learnt; and
  - f) a copy of Continuous Professional Development [CPD] pertaining to his or her field of expertise for the previous 3 years to a value of at least 25 hours per year.
- 7.2. All documentation supplied by a candidate must be in English and any interview and scene evaluation will take place only in English. If a candidate requires the services of an interpreter, then he or she must supply a court qualified interpreter at his or her own cost.
- 7.3. Applications are expected to be sufficient to proceed at the time of application and will include all the required supporting documentation.
- 7.4. Upon receipt of an application, the Grades Assessment Secretary shall begin the “Application Process (Audit Trail)” in accordance with the guidelines exemplified at Appendix 2 to this procedure.

## 8. Assessment Protocol Overview

- 8.1. To maintain the status of this CPC, an award will never be automatic. Each application will be subject to a detailed assessment by the Grades Assessment Team.
- 8.2. Assessments shall be:
- a) fair;
  - b) robust;
  - c) rigorous;
  - d) authentic;
  - e) sufficient;
  - f) transparent; and
  - g) appropriate.
- 8.3. The assessment is a three-part program: Units A, B and C.
- 8.4. Unit A requires that the candidate be a 'Full' Member of ITAI. The process for becoming a Full Member is documented in the *"Membership Grades Assessment Procedure"*.
- 8.5. An application for 'Full' membership may be considered by The Institute simultaneously with an application for this CPC.
- 8.6. Units B and C assessments shall take place only after recommendation of the Grades Assessment Team that the applicant be awarded 'Full' membership.
- 8.7. Unit B relates to accident/collision scene work. Candidates will be invited to attend one or more collision scenes and will be assessed against the criteria as shown in Appendix 3 to this document.
- 8.8. Unit C relates to an examination of an individual's understanding through interview. Candidates will be assessed against the criteria as shown in Appendix 4 to this document.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 8.9. Candidates may participate in Units B or C assessments in either order.
- 8.10. All aspects of the CPC process shall be documented. The Unit C interview, and the Board's discussions, thereafter, shall be recorded by audio or video and stored securely by the Institute for future reference. Such records shall be disclosed only with the approval of the Candidate or as a result of a Court Order.
- 8.11. When ITAI is required by law or authorized by contractual commitments to release confidential information, the Candidate concerned shall, unless prohibited by law, be notified of the information provided.

## **9. Exemptions**

- 9.1. Existing 'Full' Members of ITAI shall be exempt from Unit A of this protocol.
- 9.2. Those applying simultaneously for both 'Full' membership of ITAI and CPC shall be exempt from supplying a briefing document specifically for Unit C of the process and, instead, rely upon the corresponding document supplied in support of the 'Full' membership application.
- 9.3. Candidates who have been granted professional registration with Engineering Council via ITAI and its partners within the preceding three years to application for CPC shall be exempt from Units A and C of this protocol. The qualifications providing this exemption are: Engineering Technician (EngTech), Incorporated Engineer (IEng) and Chartered Engineer (CEng).

## **10. Assessment – Unit A**

- 10.1. Unit A of the CPC process requires that the candidate be a 'Full' Member of ITAI having undergone the proper assessments.
- 10.2. It is intended that duplication of effort in instances of simultaneous applications for Full membership and CPC is avoided thereby streamlining the process wherever possible. Such streamlining will not, however, diminish the stringency of either process.



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## **11. Assessment – Unit B**

- 11.1. Candidates will be invited to attend a location within the UK, chosen by ITAI, where they will be asked to evaluate either one or more staged collision scenes, one or more virtual reality (VR) simulated collision scenes or be provided with plans and photographs of one or more collision scenes and be assessed against the criteria as shown in Appendix 3 of this document.
- 11.2. With regard to equipment that the Candidate would normally use at collision scenes/locus, the Candidate shall provide his or her training certificates to show competence in the use of such equipment and therefore will not need to demonstrate this on the proposed test day.
- 11.3. The Candidate must show they are methodical and make written notes of their findings during the evaluation. To assist them, they may use any document or aide-mémoire they would normally use at a scene on which to take notes. At the conclusion of the evaluation, they must sign their notes and hand them to the assessor who will attach them to assessor's report.
- 11.4. During the evaluation, an Assessor will question the Candidate about the scene(s) and ask the Candidate on issues listed in Appendix 3. This process will be overseen by an ITAI appointed invigilator/umpire and/or an IQA.
- 11.5. It is understood that Private Practitioners and Police Officers will have a different understanding of what is expected of them at collision scenes. Police Officers, in the main, will attend 'live' collision scenes whereas the Private Practitioner does so only rarely.

## **12. Assessment – Unit C**

- 12.1. Candidates invited to participate in Unit C of this process will attend an interview that will be held in the UK at a place nominated by ITAI. This could be a face-to-face meeting or via video conferencing.
- 12.2. The Interview Panel or Board will consist of 2 Assessors. Ideally one of the

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Assessors should be the Assessor who examined the Candidate's case files during Unit A of this process, if appropriate.

- 12.3. ITAI may also appoint an umpire/invigilator to function as an umpire at the interview. He or she will be drawn from within the ITAI membership, an associated institute or governing body. Where an umpire is not appointed, an ITAI appointed IQA will act as an adjudicator for Unit C when required.
- 12.4. The Board will interview each candidate for a period not exceeding an hour to determine the extent and depth of knowledge of the candidate.
- 12.5. The case file(s) submitted by the Candidate in support of the application will be available to the Board, who will have already read the file(s). The Candidate will be invited to talk through his or her investigations and reconstructions. Thereafter, the Board may ask questions to determine the Candidate's depth of knowledge on subjects associated with and peripheral to the report.
- 12.6. In instances of simultaneous applications, ITAI shall select one of the two case files from the 'Full' membership application as the subject matter for discussion during the interview at Unit C of this process.
- 12.7. Additionally, prior to but on the same day as the interview, the Candidate may also be shown an archive case file consisting of:
  - a) site Photographs;
  - b) vehicle examination photographs;
  - c) aerial view showing the approximate positions of the vehicles; and
  - d) a scaled plan of the collision site.

Based upon these documents, the Candidate will be asked to comment, in general terms, on:

- a) The procedure to be followed at site (this will vary between Police Officers attending live scenes and Private Practitioners attending

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

afterwards); and

- b) The manner in which he or she would address the forensic analysis of the evidence available and how he or she would propose to investigate the causation of the incident.

12.8. A general discussion will follow to probe into the Candidate's knowledge on aspects of reconstruction, that have not been covered in the first 2 stages above.

## **13. Outcomes**

13.1. Upon completion of the Unit C assessment, the Assessors on the Panel (Unit C) and the Assessor for the practical Scene (Unit B) will discuss the assessment and reach a decision. Where there is disagreement between the Assessors the umpire, adjudicator or IQA will have the casting vote.

13.2. The Interview Panel or Board shall recommend to the Council of Management either that:

- a) accreditation is granted; or
- b) the application is declined.

13.3. The Candidate will be notified of the decision within 5 working days of the interview date.

13.4. Where an application for CPC is successful, ITAI shall issue a Certificate of Professional Competence in Forensic Collision Investigation and the applicant may use the post-nominals 'MITAI (CPC FCI)' with immediate effect. In this context, FCI is an abbreviation of Forensic Collision Investigation.

13.5. Successful applicants' names and membership numbers may be shown on the Institute's website.

13.6. ITAI may issue to the Candidate confidential written advice with respect to areas of weakness in knowledge or skills that should be addressed in forthcoming CPD activity. This document will not, however, limit or detract from the grant of CPC.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 13.7. A CPC shall expire on the 4<sup>th</sup> anniversary of the date printed on the member's CPC certificate. However, to maintain uninterrupted CPC accreditation, the member must re-pass both the 'scene evaluation' and the 'interview' parts of the competence process during the fourth year of their certification. The onus is on the member to apply for assessment in sufficient time to prevent their CPC accreditation expiring.
- 13.8. In all circumstances, where 'Full' membership of ITAI is resigned, lapses or is withdrawn then any CPC granted by ITAI shall be nullified automatically.
- 13.9. Where an application for CPC is unsuccessful, ITAI shall provide the Candidate the reasons for the decision, and the areas which need immediate attention. The Candidate will also be provided with assistance to progress any further development that is needed and encouraged to re-apply in the future.
- 13.10. Any feedback to the Candidate must be stored with the process documentation and audio/video file.
- 13.11. ITAI shall confirm to any enquirer whether a member holds current CPC.
- 13.12. To ensure the process is consistent, and being conducted fairly and competently, this whole process will be overseen by an Internal Quality Assurer [IQA] who, at any point, may be present during any of the assessment processes.

## **14. Appeals**

- 14.1. During the process for the application of membership to ITAI, the necessary documentation for the submissions is sent to an authorised grades Assessor. If the Assessor considers the application does not meet the required standard for an accreditation, the application will be sent, without comment, to an alternative authorised Assessor. Upon completion of the second assessment, if the Assessor forms the same opinion, the applicant will be notified that the application has failed and will be provided with feedback as to the reasons for the decision. The applicant will also be provided with assistance to progress any further

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

development that is needed and encouraged to re-apply in the future.

- 14.2. If the applicant takes issue with the outcome of any part of the assessment process, then he or she may appeal. If leave to appeal is sought, it must so be done, in writing, outlining the reason(s), within twenty-eight days of the communication of the decision of the Grades Assessment Team. The Appeal shall be addressed to the Grades Assessment Secretary and sent, where possible, via e-mail to [gradessec@itai.org](mailto:gradessec@itai.org). This will enable the Secretary to reconsider matters and progress any possible resolution of the issues raised.
- 14.3. If the appeal cannot be resolved satisfactorily, the matter will be referred to the General Secretary who shall bring the matter to the attention of the Council of Management for the Institute at its next scheduled meeting. Again, where possible, communication should be sent via e-mail to [gensec@itai.org](mailto:gensec@itai.org).
- 14.4. At the discretion of the Council of Management appeals may be made in person; however, costs incurred will not normally be met by the Institute.
- 14.5. The decision of the Council of Management shall be final.

June 2021

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Competence in  
Forensic Collision Investigation

June 2021

---



## **APPENDIX 1**

### **CERTIFICATE OF PROFESSIONAL COMPETENCE**

**IN**

### **FORENSIC COLLISION INVESTIGATION**

### **APPLICATION FORM**

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

## THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

FORM FOR APPLICATION FOR

### **CERTIFICATE OF PROFESSIONAL COMPETENCE**



**NOTE:** COMPLETED FORM AND ALL SUPPORTING DOCUMENTS TO BE SENT BY EMAIL TO:

[gensec@itai.org](mailto:gensec@itai.org)

Please contact ITAI at the above e-mail address or on +44 (0)8456 21 20 66 if you need to post your application and other documents.

#### **PART A – PERSONAL DETAILS**

SURNAME: FORENAMES: KNOWN AS:  
TITLE: Please select or OTHER QUALIFICATION LETTERS: DATE OF BIRTH:  
ADDRESS LINE 1:  
ADDRESS LINE 2:  
ADDRESS LINE 3: POST/ZIP CODE: COUNTRY:  
TELEPHONE: Home - Work - Mobile/Cell -  
E-MAIL: SKYPE NAME:  
WEB SITE:  
OCCUPATION:  
EMPLOYER:

#### **PART B – I HEREBY APPLY FOR CERTIFICATE OF PROFESSIONAL COMPETENCE IN FORENSIC COLLISION INVESTIGATION AS AWARDED BY ITAI**

- I declare that I have read and understand the accreditation process as published on the ITAI website.
- The statements I have made in this application are true and I am prepared to verify them if required to do so.

Signed:

See [ITAI web site](http://itai.org) for current fee rates: (GB Pounds Sterling only)

☐ Payment made online at the above web address.

☐ or by BACS transfer/payment to the following account: Sort Code 30-18-45

Account No 00420178

BIC LOYDGB21415

IBAN GB96 LOYD 3018 4500 4201 78

For alternative payments options please contact the Treasurer directly at: [treasurer@itai.org](mailto:treasurer@itai.org)

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

## THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS



**PART C – YOUR QUALIFICATIONS AND EXPERIENCE APPLICABLE TO COLLISION INVESTIGATION** – Please include a details of qualifications relevant to accident/collision investigation; and evidence of complimentary qualifications/courses. This may take the form of a copy of your CV



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

## THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS



**Part D – Include a copy of your CPD portfolio for the last two years to a value of at least 25 hours per year**

---

**Part E - Please supply one file relating to the case relied upon by you to demonstrate the quality of your work within the previous 3 years**

Please include documentation relating to the peer review of the selected case file; together with a briefing document of at least 750 words, describing the case and explaining why it has been chosen as an example of your quality of work, including any research required, problems encountered and lessons learnt.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

---



## **APPENDIX 2**

### **CERTIFICATE OF PROFESSIONAL COMPETENCE**

**IN**

### **FORENSIC COLLISION INVESTIGATION**

### **ASSESSMENT**

### **Application Process (Audit Trail)**



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## Certificate of Professional Competence Assessment

### Application Process (Audit Trail)



**Applicant:**

**Membership Number:**

Process	Action Required	Comments
1. <b>Application</b>	1.1. Record the date that the application is received. 1.2. Check that all sections of the application form are completed and that it is signed. 1.3. Notify the applicant that the application and supporting documents have been received.	
2. <b>Payment</b>	2.1. Contact the Treasurer to ensure that the Candidate has made the correct payment or that payment details or other financial instruments have been passed by the Treasurer.	
3. <b>Membership Roll</b>	3.1. Check if the applicant has previous membership status and any influence that this might have on the application. 3.2. Check whether the applicant is a pre-existing 'full' member of ITAI and, if not, ensure that there is a simultaneous application for that grade of membership.	

	<p>3.3. Enter details of the application onto the ITAI membership database.</p> <p>3.4. If the application is also for direct entry to 'full' membership, inform ITAI administration so that a new member's pack can be despatched.</p>	
<b>4. Submitted Files for Assessment</b>	4.1. Is there a sufficient and appropriate file available for assessment?	
<b>5. CPD</b>	5.1. Check applicant's CPD for previous 3 calendar years – Minimum of 25 hours per year.	
<b>6. Essay</b>	<p><b><u>Discuss with Applicant</u></b></p> <p>6.1. Remind the applicant that the essay <b>IS NOT</b> a précis of the whole report, if submitted as such, then invite a review of the application.</p> <p>6.2. It is an opportunity for the applicant to reflect on the file submitted and describe what they would have like to have done, but perhaps could not, for whatever reason.</p> <p>6.3. Describe the processes that he or she would have done differently had the case occurred today.</p> <p>6.4. Give examples of difficulties or significant developments gained during the process.</p> <p>6.5. Do not discuss matters unrelated to the reports; it is not acceptable and detracts from the purpose of the essay. If so, return essay to the applicant.</p> <p>6.6. Keeping close to 750 words (2500 words for MITAI application) is part of the assessment - return essay when it is more than +/- 300 words.</p>	

<b>7. Scaled Plans</b>	<p>7.1. Where plans form part of report/file, request a copy in '.dxf' or '.dwg' format. These formats are viewable on most 'cad' packages and a 'dxf' viewer is available as a download by AutoCad.</p> <p>7.2. There is an option to accept printed plans but it increases postage costs and limits the option to make viable check measurements, especially where radii are involved.</p>	
<b>8. Audit Trail</b>	<p>8.1. Applicants should provide his or her own audit trail for each case file.</p>	
<b>9. Photographs</b>	<p>9.1. All photographs should be submitted in digital format rather than print.</p> <p>9.2. This makes it easier for the applicant and easier to view images by Assessor.</p> <p>9.3. The applicant may comment that delay in the application is caused by his or her photographic branch.</p>	
<b>10. Witness Statements</b>	<p>10.1. Any witness statements that have been used to compile a report, should be included within the applicant's submission.</p> <p>10.2. Witness statements should be provided in Portable Document (PDF) Format.</p>	
<b>11. Submission</b>	<p>11.1. The components of each submission should be written to a DVD or other electronic media and each folder containing the files for consideration should be identified clearly.</p> <p>11.2. The data supplied should be encrypted.</p> <p>11.3. Files should be anonymised prior to submission, especially if they are still sub judice.</p>	

<b>12. Timescale</b>	12.1. Agree a time for submission – aim for <8 weeks. 12.2. Expect to receive in 12 weeks. Aim for maximum of 6 months from initial receipt to issue of certificate.	
<b>13. Receipt of Submission</b>	13.1. Check electronic media and the folders/files written to it are readable. 13.2. Check that all components of the files are present. 13.3. Check that all components are relevant. 13.4. Care in submission is a part of the assessment. 13.5. If there are problems, ask the applicant if he or she still wants to submit as presented or revise.	
<b>14. Copy Data</b>	14.1. Make copy of all digital files and retain on secure separate hard disc. 14.2. Make a copy (scan) of all printed documents and retain.	
<b>15. Assessor</b>	15.1. Select appropriate Assessors. 15.2. Aim for geographical separation, mix police/non-police in terms of Assessor/applicant whenever possible. 15.3. Avoid any known or perceived relationships between Assessor/applicant or at least recognise if one exists.	
<b>16. Send files to Assessor(s)</b>	16.1. Send applicant's submission to the chosen Assessors. 16.2. Request that the submission is returned after the Part C interview.	

<b>17. Contact with Applicant by Assessor(s)</b>	<p>17.1. Ensure that any queries or problems raised by an Assessor are passed to the Secretary of the Grades Assessment Team who then liaises with the applicant.</p> <p>17.2. Any contact between the Assessor and the applicant must be documented and copies of such documents must be passed to the Secretary of the Grades Assessment Team.</p>	
<b>18. Pay Assessor(s)</b>	<p>18.1. On receipt of Assessor's recommendation and return of the submission documents, send an email to Treasurer to pay the Assessors.</p> <p>18.2. Ask for acknowledgement from Treasurer when completed.</p>	
<b>19. Successful Application</b>	<p>19.1. Create certificate with full name, member number to front, then name and date of Grades Secretary on the back so that it is within the seal stamp area.</p> <p>19.2. Then use seal and stamp.</p>	
<b>20. Notifications</b>	<p>20.1. Notify the success of an application to:</p> <p style="padding-left: 40px;">a. ITAI Chairman for information.</p> <p>20.2. Update CPD record.</p> <p>20.3. Update membership data base with new accreditation and date of expiry.</p> <p>20.4. Have details included in the next edition of Contact.</p>	
<b>21. Certification</b>	<p>21.1. Send certificate with a covering letter and any advisory note regarding ongoing professional development.</p>	
<b>22. Unsuccessful Application</b>	<p>22.1. Review whole application and reasons for rejection.</p>	

	22.2. Recommend areas to develop and apply + 12 months' time or more depending upon criteria.	
<b>23. Appeal</b>	23.1. Await appropriate period to allow for an appeal by the applicant.	
<b>24. Finalise</b>	<p>24.1. Retain securely one copy of each of:</p> <ul style="list-style-type: none"> <li>a) Application form;</li> <li>b) Applicant's essay;</li> <li>c) Assessor(s) reports;</li> <li>d) All relevant correspondence; and</li> <li>e) Membership grades assessment application process (audit trail) form.</li> <li>f) An electronic version of the video/audio recording of the Panel Interview.</li> </ul> <p>24.2. Destroy or erase all duplicate copies of the above described documents.</p> <p>24.3. Destroy or erase all other documents whether paper or electronic, particularly the case files, witness statements, photographs and plans submitted by the applicant.</p> <p>24.4. The documentation listed at (a) to (e) shall be retained by ITAI for so long as the applicant remains a member of ITAI and until the April following the third anniversary of membership cessation. Thereafter the documentation shall be destroyed or erased.</p>	



<b>Date</b>	<b>Actions</b>	<b>Resolution</b>

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

December 2020

---



## **APPENDIX 3**

### **SCENE OR LOCUS EVALUATION**

## **Scene or Locus Evaluation**

### **1. The Collision Site**

- 1.1. The Candidate must be able to demonstrate his or her ability to conduct a risk assessment prior to and during a scene examination to determine what hazards are likely to be found at the scene of an incident and how to mitigate them thereby establishing a safe working environment.
- 1.2. The Candidate must have a methodical approach and be able to:
  - a) identify the extent of the scene, the required road closures and explain the use of designated access routes;
  - b) identify the type of road surface and its condition;
  - c) identify issues with road layout;
  - d) record any road furniture and sightlines;
  - e) record any traffic control systems, their type and operation; and
  - f) record the type and condition of any streetlights.

### **2. Trace Evidence**

- 2.1. The Candidate must be able to identify the difference between tyre marks such as:
  - a) skid marks (front, rear and overlaid);
  - b) ABS scuff marks;
  - c) wheel rim marks;
  - d) fluid trails; and
  - e) bodywork marks and marks made by underbody vehicle components.
- 2.2. The Candidate must be able to demonstrate their ability to identify correctly the length and curvature of any particular mark found at the scene.
- 2.3. In relation to pedestrian collisions, the Candidate must demonstrate the ability [where possible] to identify the point of impact, the landing point and the rest position.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

## 3. Scene Data Capture

- 3.1. The Candidate must have an understanding of the various methods used to capture the scene data, i.e. electronic device (Laser, TPS, GPS, etc.), manually recording using datum points with the features being recorded using triangulation or chain and offset.
- 3.2. The Candidate must be able to demonstrate the ability to take quality photographs in various weather conditions in both daylight and at night-time that portray accurately the scene, the condition, damage and position of the vehicle(s) and any marks found on the road surface.
- 3.3. The Candidate must have an understanding of CCTV and dashcam systems and the importance of correct downloading and storage of the footage to ensure the protection of the evidence. He or she should have an understanding how such information may be used to assist in reconstructing the collision.

## 4. Vehicle Inspection

- 4.1. In relation to pedestrian collisions, the Candidate must have the ability to describe the interaction between a pedestrian and vehicle and show the likely direction of travel of the pedestrian in relation to the vehicle's direction of travel.
- 4.2. The Candidate must be able to identify the various types of digital data that may be available from vehicles (i.e. tachograph, incident data recorders, engine management systems, electronic control units, global positions systems, etc.) and what steps should be taken to ensure the data is preserved.
- 4.3. The Candidate must be able to demonstrate their knowledge of safety aspects that he or she should follow (i.e. undeployed airbags, electrical power, burnt out vehicles, etc.) prior to entering the vehicle(s).
- 4.4. Prior to removal of the vehicle(s) from the incident scene, the Candidate must be able to:
  - a) record what each of the vehicle's instruments are showing, seat and seatbelt positions and the deployment or not of the airbags;

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

- b) if any instrument that is showing a reading above zero, be able to photograph the instrument showing that reading and remove and package the instrument as evidence;
  - c) record tyre pressures and note any damage and marks made to the tyres; and
  - d) where necessary examine and record the condition of light bulbs and thereafter remove and package them for potential evidence.
- 4.5. The Candidate must have an understanding of the importance that components and other items seized as evidence are handled, secured, packaged and labelled in such a way that complies with the law and the maintenance of an exhibit audit trail.
- 4.6. The Candidate must demonstrate their ability to record all damage sustained by a vehicle as a result of a collision and identify damage likely to have been pre-collision damage.
- 4.7. The Candidate must have an understanding whether the damage caused to the vehicle(s) is suitable for crush calculations and if so what and how such measurements are recorded.
- 5. Testing**
  - 5.1. The Candidate must be able to demonstrate their ability to determine correctly, using various methods, the acceleration rate with respect to braking (including the employment of ABS) and with respect to friction between any two objects. This will include knowledge of what type of vehicle and instrumentation should be used to perform and record the results of such tests.
  - 5.2. The Candidate must understand how to conduct a drag test and how the dragged object can be weighed and what instrument should be used to conduct the tests.
  - 5.3. Using the values in the above tests, the Candidate must have an understanding how the coefficient of friction is calculated.
- 6. Recording the Scene**
  - 6.1 Although the Candidate will not be required to take measurements or photographs, they will be required to take scene notes. To assist the Candidate

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

being methodical in their scene evaluation, they may use any document or aide-mémoire they would normally use at a scene on which to take notes. At the conclusion of the evaluation, they must sign their notes and hand them to the assessor who will attach them to assessor's report.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Certificate of Professional Competence in Forensic Collision Investigation

June 2021

---



## **APPENDIX 4**

### **THE ESSENTIAL ELEMENTS FOR COLLISION INVESTIGATORS**

## **The Essential Elements for Collision Investigators**

- 1. Understanding the task, selecting the proper resources, getting priorities right.**
  - 1.1. What were the Candidate's instructions?
  - 1.2. How did the Candidate plan to fulfil those instructions?
  - 1.3. Did the Candidate determine what examination was appropriate for the case?
  - 1.4. Did the Candidate select the proper resources and get priorities right?
  - 1.5. Did the Candidate consider health and safety issues and complete an offsite risk assessment prior to any examination?
  - 1.6. Did the Candidate repeat the risk assessment on arrival at the scene and consider the safety of others who might be in the vicinity?
  - 1.7. Did the Candidate review the risk assessment at the conclusion of the examination and ensure that he or she minimised risks arising from his or her examination?
  - 1.8. Is there evidence that the Candidate paid proper attention to the safety of everyone at the scene?
  - 1.9. Did the Candidate ensure that the scene was secure, thereby minimising the potential loss of scene evidence?
  - 1.10. Did the Candidate, wherever appropriate, establish effective working relationships with scene personnel?
  - 1.11. Did the Candidate start by determining what information had already been gathered and what was required of him or her as investigator?
  - 1.12. Did the Candidate establish accurately the location and extent of the area of the scene and consider the possibility of linked scenes and aspects of cross contamination?



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 1.13. Did the Candidate identify changes that might have occurred at the scene and assess the implications of those changes on the investigation?
- 1.14. Did the Candidate determine the logistics, the order and types of examination to be carried out and demonstrate sound knowledge of the equipment required and its availability together with its accuracy?
- 1.15. Did the Candidate prepare the appropriate equipment to take to the scene and ensure that it was functioning correctly and operating within its calibration limits?
- 1.16. Did the Candidate recognise the limits of his or her own expertise and of the equipment available to perform the necessary tests?
- 1.17. Was the Candidate prepared to bring in the equipment appropriate to the case, and to call on specialist help before the Candidate got out of his or her depth?
- 1.18. Did the Candidate begin to establish a proper audit trail from the outset?
- 1.19. Has the Candidate copies of his or her health and safety assessment notes, scene notes and details of calibration of any equipment used?

## **2. Identifying and Recording Potential Evidence**

- 2.1. Is the Candidate competent in considering the significance of the whole environment surrounding an incident, and in identifying marks, debris and damage to vehicles, property, injury to pedestrians or vehicle occupants?
- 2.2. Did the Candidate gather accurately details of the circumstances of the incident from the available sources and record them using all available means such as scale plans and photographs?
- 2.3. What considerations influenced the Candidate's consideration of whether to conduct relevant surveys or tests?
- 2.4. When the Candidate uses these, were they appropriate to the prevailing conditions and the circumstances of the investigation?

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

2.5. Did the Candidate understand the procedures in identifying, recording and recovering items from a collision scene and the importance of continuity and integrity of evidence?

2.6. Did the Candidate understand the importance that scene evidence is handled, secured and labelled in such a way that it complies with the law and the importance of maintaining an exhibit audit trail?

### **3. Summarising and Collating the Results of the Examination**

3.1. Did the Candidate take appropriate steps to assess the evidence gathered and ensure that it is suitable for the requirements of the investigation?

3.2. Did the Candidate secure a valid and reliable analysis of the evidence and confirm that the examination has been carried out competently?

3.3. Did the Candidate secure a valid and reliable analysis of the scene?

3.4. Is the Candidate ready, when insufficient or ambiguous results are identified, to take appropriate remedial action?

### **4. Interpreting the Results**

4.1. Did the Candidate interpret accurately the results of the examination and tests using established scientific and technical principles?

4.2. If using a particular scientific, engineering and/or technical principle, did the Candidate provide sound reasoning why he or she used that principle and not others? i.e. considering other pedestrian throw calculations.

4.3. Has the Candidate considered adequately the uncertainty of any measurements or testing he or she has undertaken and if so what, if any, statement of accuracy is included in his or her report?

4.4. Is the Candidate able to form opinions, based on established criteria, that are balanced and realistic in the context of the investigation?

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 4.5. Did the Candidate, where appropriate, discuss the interpretation of the results and their meaning with others involved in the investigation?

## **5. Reconsidering Interpretations in the Light of New Findings and Results**

- 5.1. Is the Candidate ready to review his or her findings when additional evidence or witness statements become available, using established scientific and technical principles as appropriate?

## **6. Preparing a Report Based on Findings**

- 6.1. Did the Candidate document his or her findings and interpretation concisely and clearly?
- 6.2. Did the Candidate ensure that the conclusions and opinions that he or she expressed are within his or her area of expertise and based soundly on the available evidence?
- 6.3. Is material drawn from other expert sources/research referenced correctly?
- 6.4. Can the Candidate provide evidence of his or her report being peer reviewed and provide a copy of the reviewer's documentation?

## **7. Evidencing the Audit Trail**

- 7.1 Can the Candidate provide documented evidence that he or she ensured accurate recording of his or her sources of information, his or her examinations and meetings to provide a comprehensive audit trail that commences at first instruction and ends at the conclusion of his or her involvement?

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## **8. Presenting Evidence**

- 8.1. Is the Candidate able to report his or her methods, findings and results orally and in writing, clearly and accurately to others in the investigation and, where necessary, the Court?
- 8.2. Can they provide evidence of their competence when presenting their report to others? i.e. in Court.

## **9. Conduct Compliance**

- 9.1. Did the Candidate, when undertaking work and preparing reports for potential use within the Courts system, comply with the rules, codes of conduct, principles, practice directions, good practice advice and legislation referred to in section 6.2 of the prerequisites to application?

## **10. Keeping Current**

- 10.1. What steps does the Candidate take to keep up to date?
- 10.2. Is there evidence that the Candidate puts what he or she learns into practice?
- 10.3. Has the Candidate learnt from his or her successes and from mistakes?
- 10.4. Can the Candidate provide appropriate CPD to the value of at least 25 hours for each of the last 3 years?