



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## **MEMBERSHIP GRADES ASSESSMENT PROCEDURE**

### **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. There are five grades of membership:
  - Affiliate;
  - Student;
  - Associate;
  - Member (often referred to as full Member); and
  - Retired.
- 1.3. Honorary membership may be conferred on an individual, but this is an award and not a membership grade.

### **2. Membership Grades and Awards**

- 2.1. **Affiliate** membership is open to anyone having an interest in Traffic Accident Investigation; it is not restricted to a person practising in any particular traffic accident investigation discipline. Affiliate membership may not be used as a qualification.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 2.2. **Student** membership is open to anyone undertaking formal education and who has an interest in Traffic Accident Investigation; it is not restricted to a person studying any particular traffic accident investigation subject. Student membership may not be used as a qualification.
- 2.3. **Associate** membership is intended for those working in a specific area of accident investigation, such as a vehicle examiner, who might be unable to demonstrate that they have qualifications, knowledge and experience in the wider spectrum of accident investigation. This grade may also be awarded to an applicant for full Membership, whose application demonstrates that they are working in the general field of accident investigation and have demonstrated competence, but not to the expert standard required for the award of full Membership.
- 2.4. **Member** status is for those who have attained relevant qualifications in accident investigation and reconstruction, who can demonstrate expertise and experience in this discipline.
- 2.5. **Retired** status is for those members no longer working in accident investigation and reconstruction but who wish to receive copies of the Institute's publications. This grade will entitle the member to the discounted rates offered to Institute members at events.
- 2.6. **Honorary** membership may be awarded to a person by resolution of the Council of Management. It will be awarded only in recognition of exceptional service to the Institute. The recipient shall retain his or her existing membership grade and use the associated post-nominal letters in perpetuity. This does not, however, preclude a recipient from applying for a different grade by following procedures set out in this document. In such a case, if successful, the new grade will be held in perpetuity. The recipient shall be exempt membership subscription fees.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## **3. Purpose**

- 3.1. The ethos of ITAI is to promote excellence in the mechanical engineering science of accident (collision) investigation and reconstruction. Its grading system acknowledges the abilities of individual practitioners in this field of work.
- 3.2. Robust, accurate and transparent forensic collision investigation and reconstruction, utilising the services of practitioners who are knowledgeable, qualified, experienced and who can provide evidence of current Continuing Professional Development (CPD) equips the criminal justice system to make equitable decisions.
- 3.3. Associate Member and Member are higher grades of membership that are awarded only after specific application and assessment. Such assessments ensure that an individual is competent to carry out the activities required in his or her work.
- 3.4. Holders of these higher grades of this Institute are certified to have achieved these attributes having undergone assessment and peer review of their casework. As such, the Criminal Justice System and the public can have confidence in the abilities of Experts who are members of this Institute.
- 3.5. This Institute can have confidence only in Members or Associate Members of ITAI who maintain continuing professional development records (CPD.) Such CPD achievements are discoverable publicly on the Institute's web site.

## **4. Equality and Diversity**

- 4.1. The Institute shall comply with legislation relating to equality and diversity. There shall be no barriers to achieving membership or grade of membership based on:
  - age;
  - disability;
  - gender;
  - gender reassignment;
  - marriage and civil partnerships;
  - pregnancy and maternity;

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- race;
- language;
- religion and belief; or
- sexual orientation

- 4.2. Applicants must declare to the Institute any needs prior to the assessment taking place.
- 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. Grades Assessment Team**

- 5.1. The assessment of applicants for either of the higher grades of membership will be conducted by the 'Grades Assessment Team' on behalf of the Council of Management.
- 5.2. The team shall comprise two 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.
- 5.4. The Secretary 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.
- 5.5. For each assessment, the Secretary 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

## 6. Prerequisites to Application

6.1. 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 2020;
- e) the Criminal Procedure Rules and Practice Directions 2015;
- 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.

6.2. 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. The application process for affiliate and student memberships is described in the Institute's rules in the section entitled "Membership."

7.2. Applicants for recognition as Associate Member (AMITAI) or Member (MITAI) must submit an application form providing the following information:

- the names of two sponsors;
- details of qualifications relevant to accident investigation;

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- details of practice and experience in accident investigation; and
  - a list of ten cases dealt with within the last three years, where an expert report was produced and which the applicant considers suitable for assessment.
- 7.3. Application forms and sponsorship forms are available for download from the Institute's web site.
- 7.4. 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.
- 7.5. Two sponsors are required to support an application. Both sponsors should, where possible, be full Members of ITAI. Where this is not possible due to individual circumstances or sparsity of ITAI Members in the applicant's locality then sponsorship by a suitably qualified dignitary will be considered. Such dignitaries might be coroners, lawyers, providers of education and the like.
- 7.6. The applicant shall submit a précis of each of the ten cases listed detailing the investigation undertaken. It is expected that each précis will be less than half a typed A4 page.
- 7.7. Confidentiality of material supplied by an applicant is vital. The Institute's Assessors, IQAs and the Grades Assessment Secretary shall each sign a confidentiality agreement. An example of such an agreement is shown at Appendix 1 to this document. Completed and signed agreements shall be retained by the Grades Assessment Secretary.
- 7.8. 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.

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 7.9. The Grades Assessment Secretary or the Institute's CPD Compliance Manager will conduct an examination of the applicant's CPD to ensure it meets the Institute's requirements and endorse the Grades Assessment Form.
- 7.10. From the list of ten files, two will be selected by the Grades Assessment Secretary for assessment, with the option to request that the applicant provides additional files, where appropriate.
- 7.11. When the applicant has been informed of which files have been selected for assessment, they may, if they so wish, complete an additional briefing document relating to those files. The purpose of this briefing document would be to provide further information to assist with the assessment of the applicant's expertise and experience.
- 7.12. To maintain the status of the above grades of membership, an award will never be automatic. Each application will be subject to a detailed assessment by a member of the panel of assessors.
- 7.13. Assessments shall be undertaken by two appointed Assessors and guided by, but not limited to, the "Membership Grades Assessment – Peer Review Criteria and Report" exemplified at Appendix 3 to this procedure.
- 7.14. Assessments shall be:
- fair;
  - robust;
  - rigorous;
  - authentic;
  - sufficient
  - transparent; and
  - appropriate.
- 7.15. The examination of the submitted case files will deal with the methodology

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

employed in the investigations and the quality of the reports, particularly that the conclusions and expert opinion are capable of support by the available evidence, accepted scientific principles, published research and the author's expertise and experience.

7.16. The submission will be assessed to determine whether the applicant demonstrates his or her competence against the standards detailed in this document. The evidence must be:

- valid;
- authentic;
- sufficient;
- current; and
- reliable.

7.17. The Grades Assessment Team may vary the application criteria, where, in exceptional instances, it is appropriate to accommodate the vagaries of an individual applicant's circumstances.

7.18. Following an assessment of the applicant's case files, the applicant will be invited participate in Professional Discussion with the appointed Assessors via video conferencing.

7.19. The Discussion Panel will consist of the 2 Assessors who examined the applicant's case files. ITAI may also appoint an ITAI appointed IQA who would oversee the process.

7.20. The Professional Discussion will be to determine the extent and depth of knowledge of the applicant.

7.21. The case file(s) submitted by the applicant in support of the application will be available to the Panel, who will have already read the file(s). The Candidate will be invited to talk through his or her investigations and reconstructions. Thereafter, the Panel may ask questions to determine the



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

applicant's depth of knowledge on subjects associated with and peripheral to the report.

7.22. Additionally, prior to but on the same day as the interview, the applicant 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 applicant 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 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.

7.23. A general discussion will follow to probe into the Candidate's knowledge on aspects of reconstruction, that may have not already been covered.

7.24. Applications may be made for any grade of membership directly. However, where an assessment is involved and it is considered that the requirements of that level have not been achieved, the applicant may be recommended for another grade of membership. Feedback of the traits required to achieve a higher grade will be provided. Re-application will not usually be accepted less than 12 months from completion of the initial assessment.

7.25. The requirements described above are tabulated as follows:

|  |  | Affiliate<br>Student | Associate | Member |
|--|--|----------------------|-----------|--------|
|--|--|----------------------|-----------|--------|

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Membership Grades  
Assessment Procedure

December 2021

|    |   |     |            |            |
|----|---|-----|------------|------------|
| 1  | An interest in Road Traffic Accident Investigation and Reconstruction                                     | Yes | Yes        | Yes        |
| 2  | Subject to the Institute's Rules  | Yes | Yes        | Yes        |
| 3  | Subject to the Institute's Code of Professional Practice and Conduct                                      | Yes | Yes        | Yes        |
| 4  | Subject to the Institute's Discipline Code  | Yes | Yes        | Yes        |
| 5  | Membership grade recognised externally  |     | Yes        | Yes        |
| 6  | Sponsors or References required   |     | Yes        | Yes        |
| 7  | <u>Practical skills</u><br>Minimum of 12 months practical skills<br>Minimum of 24 months practical skills |     | Yes        | Yes        |
| 8  | <u>Qualifications</u><br>Relevant qualifications<br>Non-relevant qualification                            |     | Yes<br>Yes | Yes<br>Yes |
| 9  | Continuing Professional Development (CPD)<br>24 months of CPD   |     | Yes        | Yes        |
| 10 | Reports / Papers for assessment   |     | Yes        | Yes        |
| 11 | Application subject to assessment & peer review   |     | Yes        | Yes        |

7.26. Applications for Associate and Full membership are expected to be sufficient to proceed at the time of application and will include the required CPD, papers, reports, etc. These applications are completed typically within about three months. Where the process extends to six months or more, a review may be required by the Grades Assessment Team. Unnecessary delays caused by the applicant may be a factor for a failed application.

7.27. The names and membership numbers of applicants for Associate and Member grades shall be brought to the notice of the entire ITAI membership. This shall be

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

through the membership area of the Institute's website and/or in the Institute's newsletter, 'Contact.'

- 7.28. Should any ITAI member have comment with respect to an application then this should be brought to the attention of the Grades Assessment Secretary within twenty-eight days of the publication of the notice(s). Any adverse comment must be evidenced by specific example.
- 7.29. Such examples concerning an applicant's lack of knowledge in any aspect of his or her field of work shall be considered by the assessment team. Any allegation of professional incompetence or violation or infraction of the Code or Rules shall be referred to and investigated by the Institute's professional disciplinary committee.
- 7.30. Where an application for Associate or Membership is successful, the applicant may use the post-nominals 'AMITAI' or 'MITAI' respectively, with immediate effect. Successful applicants' names and membership numbers will be brought to the notice of the entire ITAI membership through the membership area of the Institute's website and/or in the Institute's newsletter, 'Contact.'
- 7.31. Both these grades are regarded as qualifications and are recognised by professionals both within and outside the discipline. Successful applicants may quote the achievements in their reports, when giving oral evidence and in advertising.

## **8. Appeals**

- 8.1. During the process for the application of associate or membership to ITAI, the necessary documentation for the submissions is forwarded to an authorised grades assessor. If the assessor considers the application does not meet the required standard for a particular grade of membership, the application will be forwarded, 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

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

feed-back as to the reasons for the decision. The applicant will also be provided with assistance to progress any further development that is required and encouraged to re-apply in the future.

- 8.2. If the applicant takes issue with the outcome 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.
- 8.3. 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).
- 8.4. 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.
- 8.5. The decision of the Council of Management shall be final.

December 2021

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Membership Grades  
Assessment Procedure

December 2021

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## **APPENDIX 1**

### **MEMBERSHIP GRADES ASSESSMENT**

#### **Confidentiality Agreement**

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Membership Grades  
Confidentiality Agreement

December 2021



## THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

### CONFIDENTIALITY UNDERTAKING

I .....

undertake to keep secure all information that I may acquire or become acquainted with as a result of or arising from the course of my work or assignments I undertake for ITAI.

I undertake not to divulge such information without express permission in writing from ITAI.

There are no matters, of which I am aware, that could prejudice my integrity and impartiality in undertaking work for ITAI, however if a specific matter should arise in a particular case, I undertake to declare it.

I declare that I am not subject to any obligations that would conflict with this confidentiality undertaking.

Signed .....

Print name .....

Date .....

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Membership Grades  
Assessment Procedure

December 2021

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## **APPENDIX 2**

### **MEMBERSHIP GRADES ASSESSMENT**

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



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS



## Membership Grades Assessment

### Application Process (Audit Trail)

**Applicant:**

**Membership Number:**

| Process            | Action Required   | Comments |
|--------------------|---|----------|
| 1. Application     | 1.1. Record the date that the application is received.<br>1.2. Check that all sections of the application form are completed and that it is signed.<br>1.3. Notify the applicant that the application and supporting documents have been received.  |          |
| 2. Payment         | 2.1. Check with treasurer that online payment has been made.<br>2.2. Cheque received – post to Treasurer.   |          |
| 3. Membership Roll | 3.1. Check if the applicant has previous membership status and any influence that this might have on the application.<br>3.2. Enter details of the application onto the ITAI membership database.<br>3.3. If the application is for direct entry to a higher grade, inform ITAI administration so that a new member's pack can be despatched. |          |



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| <b>4. Sponsors</b>                       | 4.1. Check for required 2 sponsors.   |  |
| <b>5. Submitted Files for Assessment</b> | 5.1. Are there sufficient and appropriate files available for assessment?   |  |
| <b>6. Advertise the Application</b>      | 6.1. Check that the application is notified to the existing ITAI membership. This shall be through the membership area of the Institute's website and/or in the Institute's newsletter, 'Contact.' Note the date of publication of the notification(s).<br><br>6.2. Consider the comments that existing members might have about the application.                                     |  |
| <b>7. CPD</b>                            | 7.1. Check applicant's CPD for previous 2 calendar years – Minimum of 25 hours per year.  |  |
| <b>8. Files for Assessment</b>           | 8.1. Choose 2 files that are as diverse as possible, based on the information provided. Then inform the applicant of the files that are required to be submitted.<br><br>8.2. Advise the applicant that ITAI will not return the files/papers submitted or the media on which they are held.  |  |
| <b>9. Scaled Plans</b>                   | 9.1. 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.<br><br>9.2. 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. |  |
| <b>10. Audit Trail</b>                   | 10.1. Applicants should provide his or her own audit trail for each case file.  |  |

|                                  |   |  |
|----------------------------------|---|--|
| <b>11. Photographs</b>           | <p>11.1. All photographs should be submitted in digital format rather than print.</p> <p>11.2. This makes it easier for the applicant and easier to view images by assessor.</p> <p>11.3. The applicant may comment that delay in the application is caused by his or her photographic branch.</p>              |  |
| <b>12. Witness Statements</b>    | <p>12.1. Any witness statements that have been used to compile a report, should be included within the applicant's submission.</p> <p>12.2. Witness statements should be provided in Portable Document (PDF) Format.</p>  |  |
| <b>13. Submission</b>            | <p>13.1. 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>13.2. The data supplied should be encrypted.</p> <p>13.3. Files should not be submitted if they are sub judice.</p> |  |
| <b>14. Timescale</b>             | <p>14.1. Agree a time for submission – aim for &lt;8 weeks.</p> <p>14.2. Expect to receive in 12 weeks. Aim for maximum of 6 months from initial receipt to issue of certificate.</p>   |  |
| <b>15. Receipt of Submission</b> | <p>15.1. Check electronic media and the folders/files written to it are readable.</p> <p>15.2. Check that all components of the files are present.</p> <p>15.3. Check that all components are relevant.</p> <p>15.4. Care in submission is a part of the assessment.</p>  |  |

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|  | 15.5. If there are problems, ask the applicant if he or she still wants to submit as presented or revise.  |  |
| <b>16. Copy Data</b>                             | 16.1. Make copy of all digital files and retain on secure separate hard disc.<br>16.2. Make a copy (scan) of all printed documents and retain.   |  |
| <b>17. Assessor</b>                              | 17.1. Select appropriate assessors.<br>17.2. Aim for geographical separation, mix police/non-police in terms of assessor/applicant whenever possible.<br>17.3. Avoid any known or perceived relationships between assessor/applicant or at least recognise if one exists.  |  |
| <b>18. Send files to Assessor(s)</b>             | 18.1. Send applicant's submission and 2 assessing forms to the chosen assessor with indicated turn-around time of 4 weeks.<br>18.2. Request that the submission is returned with their assessment.<br>18.3. If the assessor considers the application does not meet the required standard for a particular grade of membership, the application will be forwarded, without comment, to an alternative authorised assessor for an independent assessment. |  |
| <b>19. Contact with Applicant by Assessor(s)</b> | 19.1. 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.<br>19.2. Avoid any direct contact between an assessor and the applicant.  |  |
| <b>20. Receive and Review Assessment(s)</b>      | 20.1. Review assessment and consider any positive/negative comments.   |  |

|                                     |  |  |
|-------------------------------------|--|--|
|                                     | 20.2. Consider whether appropriate to inform applicant.  |  |
| <b>21. Pay Assessor(s)</b>          | <p>21.1. On receipt of assessor's review and return of the submission, send an email to Treasurer to raise and send cheque to Assessor (currently £100.00 plus reasonable expenses they may claim – typically postage on big files).</p> <p>21.2. Ask for acknowledgement from Treasurer when completed.</p>   |  |
| <b>22. Successful Application</b>   | <p>22.1. 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>22.2. Then use seal and stamp.</p>   |  |
| <b>23. Notifications</b>            | <p>23.1. Notify the success of an application to:</p> <ul style="list-style-type: none"> <li>a. ITAI Chairman for information.</li> <li>b. ITAI web-master for issue of new membership card.</li> </ul> <p>23.2. ITAI members through the membership area of the Institute's website and/or in the Institute's newsletter, 'Contact.'</p> <p>23.3. Update CPD record.</p> <p>23.4. Update membership data base with new subscription and membership grade.</p> |  |
| <b>24. Certification</b>            | 24.1. Send certificate with a covering letter.   |  |
| <b>25. Unsuccessful Application</b> | <p>25.1. Review whole application and reasons for rejection.</p> <p>25.2. Consider Associate level and recommend areas to develop and apply + 12 months time or more depending upon criteria.</p>  |  |

|                     |   |  |
|---------------------|---|--|
|                     | 25.3. If not appropriate for Associate membership, then consider maintaining the applicant's affiliate level with suggested routes for development.   |  |
| <b>26. Appeal</b>   | 26.1. Await appropriate period to allow for an appeal by the applicant.   |  |
| <b>27. Finalise</b> | <p>27.1. 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> </ul> <p>27.2. Destroy or erase all duplicate copies of the above described documents.</p> <p>27.3. 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>27.4. 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> |
|-------------|----------------|-------------------|
|             |                |                   |
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|             |                |                   |
|             |                |                   |

# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Membership Grades  
Assessment Procedure

December 2021

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## **APPENDIX 3**

### **MEMBERSHIP GRADES ASSESSMENT**

#### **PEER REVIEW CRITERIA & REPORT**



# THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

## MEMBERSHIP GRADES ASSESSMENT

### PEER REVIEW CRITERIA & REPORT

Name of applicant: .....

Case 1 reference number or identifier: .....

Case 2 reference number or identifier: .....

| Elements  | Give details of evidence used to assess competence   |
|---|--|
| 1 Understanding the task, selecting the proper resources & getting priorities right | <p>1.1. What were the applicant's instructions?</p> <p>1.2. How did the applicant plan to fulfil those instructions?</p> <p>1.3. Did the applicant determine what examination was appropriate for the case?</p> <p>1.4. Did the applicant select the proper resources and got priorities right?</p> <p>1.5. Did the applicant consider health and safety issues and complete an offsite risk assessment prior to any examination?</p> <p>1.6. Did the applicant repeat the risk assessment on arrival at the scene and consider the safety of others who might be in the vicinity?</p> <p>1.7. Did the applicant review the risk assessment at the conclusion of the examination and ensure that he or she minimised risks arising from his or her examination?</p> <p>1.8. Is there evidence that the applicant paid proper attention to the safety of everyone at the scene?</p> |

|  |   |
|--|---|
|  | <p>1.9. Did the applicant ensure that the scene was secure, thereby minimising the potential loss of scene evidence?</p> <p>1.10. Did the applicant, wherever appropriate, establish effective working relationships with scene personnel?</p> <p>1.11. Did the applicant start by determining what information had already been gathered and what was required of them as investigator?</p> <p>1.12. Did the applicant establish accurately the location and extent of the area of the scene and consider the possibility of linked scenes and aspects of cross contamination?</p> <p>1.13. Did the applicant identify changes that might have occurred at the scene and assess the implications of those changes on the investigation?</p> <p>1.14. Did the applicant 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?</p> <p>1.15. Did the applicant prepare the appropriate equipment to take to the scene and ensure that it was functioning correctly and operating within its calibration limits?</p> <p>1.16. Did the applicant recognise the limits of his or her own expertise and of the equipment available to perform the necessary tests?</p> <p>1.17. Was the applicant prepared to bring in the equipment appropriate to the case, and to call on specialist help before the applicant got out of his or her depth?</p> <p>1.18. Did the applicant begin to establish a proper audit trail from the outset?</p> <p>1.19. Has the applicant copies of his or her health and safety assessment notes, scene notes and details of calibration of any equipment used?</p> |
| 2 Identifying and recording potential evidence | <p>2.1. Is the applicant 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?</p>   |



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|---|---|
|   | <p>2.2. Did the applicant gather details of the circumstances of the incident accurately from the available sources and record them using all available means such as scale plans and photographs?</p> <p>2.3. What considerations governed the applicant's consideration of whether to conduct relevant surveys or tests?</p> <p>2.4. When the applicant uses these, were they appropriate to the prevailing conditions and the circumstances of the investigation?</p> <p>2.5. Did the applicant understand the procedures in identifying, recording and recovering items from a collision scene and the importance of continuity and integrity of evidence?</p> <p>2.6. Did the applicant 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?</p> |
| 3 Summarising and collating the results | <p>3.1. Did the applicant take appropriate steps to assess the evidence gathered and ensure it is suitable for the requirements of the investigation?</p> <p>3.2. Did the applicant secure a valid and reliable analysis of the evidence and confirm that the examination has been carried out competently?</p> <p>3.3. Did the applicant secure a valid and reliable analysis of the scene?</p> <p>3.4. Is the applicant ready, when insufficient or ambiguous results are identified, to take appropriate remedial action?</p>  |
| 4 Interpreting results                  | <p>4.1. Did the applicant interpret accurately the results of the examination and tests using established scientific and technical principles?</p> <p>4.2. If using a particular scientific, engineering and/or technical principle, did the applicant provide sound reasoning why he or she used that principle and not others? i.e. considering other pedestrian throw calculations.</p> <p>4.3. Is the applicant able to form opinions, based on established criteria, that are balanced and realistic in the context of the investigation?</p>  |

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|  | 4.4. Did the applicant, 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 applicant 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 file based on the findings                                 | <p>6.1. Did the applicant document his or her findings and interpretation concisely and clearly?</p> <p>6.2. Did the applicant 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?</p> <p>6.3. Is material drawn from other expert sources/research referenced correctly?</p> <p>6.4. Can the applicant provide evidence of his or her report being peer reviewed and provide a copy of the reviewer's documentation?</p> |
| 7 Evidencing the audit trail   | 7.1. Can the applicant 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?   |
| 8 Presenting evidence  | 8.1. Is the applicant able to report his or her methods, findings, and results in writing, clearly and accurately?   |
| 9 Conduct Compliance   | 9.1. Did the applicant, when undertaking work and preparing reports for potential use within the Courts system, comply with the Code of Professional Practice and Conduct for Road Traffic Accident/Collision Investigators, together with the Civil Procedure Rules, Criminal Procedure Rules, and the current Code of Professional Practice and Conduct, procedures and guidelines as set out by the Forensic Science Regulator?   |
| 10 Professional Discussion   |  |

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| <p>10.1. Is the applicant able to report his or her methods, findings and results orally, clearly and accurately during the professional discussion?</p> <p>10.2. Is the applicant competent when presenting his or her report to others?</p> <p>10.3. Is the applicant ready to review his or her findings when additional evidence or witness statements become available, using established scientific and technical principles as appropriate?</p> | <p>Time &amp; date of Discussion .....</p> <p>Discussion outcomes:</p> |
| <p>11 Comments, observations or highlights of aspects or issues which may influence this application. Include both positive and negative matters.</p>  |  |
| <p>12 Development observations arising from any adverse or negative findings.</p>  |  |

**Recommendation:**    **Member** ☐    **Associate** ☐    **Un-successful** ☐

**Assessor 1:**

Signed:.....Name:.....Date:.....

**Assessor 2:**

Signed:.....Name:.....Date:.....

**IQA:**

Signed:.....Name:.....Date:.....

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| 13. Keeping up to date with knowledge and developments, taking active steps to maintain competence | 12.1. Continuous Development [CPD] record to be checked by either Secretary to the Grades Assessors or the Institute's CPD Compliance Manager. |
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**Grades Secretary / CPD Compliance Manager:**

Signed:.....Name:.....Date:.....