

# GUIDE: HOW TO TAKE PHOTOS AT AN ACCIDENT SCENE





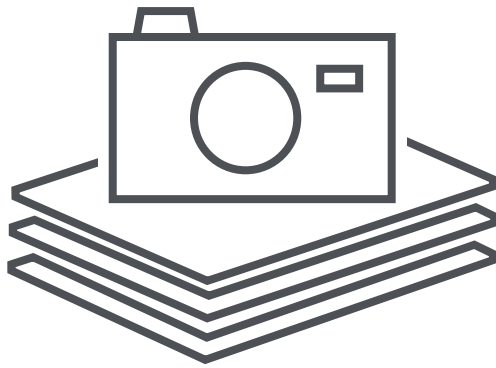
## PHOTOS FOR THE ASSESSMENT PROCESS.

Quality in respect to clarity and correctness is of utmost importance.

Submission of incorrect photos will result in a delay in the claims and repair process.

The optimal image size should be 800x600 pixels (not smaller than 640x480) which will result in an image file size of approximately 100 KB-200 KB.

When taking close up photos, such as VIN plates and License discs use the Macro function on your camera. On most Cameras, this would be the flower icon.



## LIST OF ESSENTIAL PHOTOS

- 1 VIN plate.
- 2 License disc.
- 3 Vehicle profile and registration number plates.  
(angulated images to fully ID the vehicle)
- 4 Roof.
- 5 Wheels.

## EXTRAS IF APPLICABLE

(e.g. tow bar, roof rack, canopy, sunroof etc.)

- 1 Odometer reading. (Speedo cluster)
- 2 Interior. (seats, roof lining, etc.)
- 3 Old damages. (not related to claim)
- 4 Claim related damages. (Layered Format)



## IDENTIFICATION OF THE VEHICLE

Photos required for identification purposes:

- 1 Vehicle Identification Number (VIN) Plate.  
Please make sure that all the VIN numbers are clearly visible.
- 2 License Disc.  
As with the VIN plate, every digit should be perfectly legible.







## VEHICLE PROFILE AND REGISTRATION NUMBER PLATES

(angulated images to fully ID the vehicle)

Taking photos of the diagonal profile of the vehicle reduces the amount of photos, by enabling us to view 4 sides of the vehicle with only 2 photos.

Please ensure to have the complete vehicle in the image so that all the external features are visible, as well as the registration.



## ROOF

As with the profile pictures of the vehicle, the images of the roof should also include any and all features of the roof section of the vehicle, such as panoramic, sunroof, roof rails etc.





## WHEELS

Please note that the Mag type, as well as the tyre brand and sizes must be clearly visible. (Unless there is damage to multiple wheels, a single photo will suffice).

## EXTRAS

If applicable e.g. tow bar, roof rack, canopy, sunroof etc.



## ODOMETER READING

Always take a photo of the speedo cluster, irrespective if it's damaged or not. The rationale is to see the kilometre reading of the vehicle.

## INTERIOR

Photos are to be taken of the complete interior of the vehicle, typically the seats, roof lining, dashboard, sound system and interior covers.







## INTERIOR

The rationale behind taking images of the complete interior is:

- 1 To show the condition of the vehicle's interior.
- 2 To show the specifications of the interior.
- 3 To show any old damages and wear of the interior.



## OLD DAMAGES

Old damages or unrelated damages, needs photos.

It is imperative that you capture these unrelated damages immediately.

This almost eliminates the disputes on old damages, when collecting the vehicle.



## CLAIM RELATED DAMAGES

All Claim related Damages quoted for, must be clearly visible on the images. Please note that the below mentioned process must be followed when quoting.

**NB!** Damages quoted for **MUST** be Substantiate through photographic evidence.





## EXAMPLE FOR QUOTE ON FRONT DAMAGES:

- 1 Take images of all visible damages, without stripping (i.e. Headlights, bumper, grill, etc.)
- 2 Remove the “first layer” of parts. (the headlights, bumper, grill, etc.)
- 3 Take images of all visible damages of the “second layer” (i.e. inner covers, radiator, ac condenser, etc.)