

## ASTPAR4.1.12

### Create visual records in support of parking control



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#### Overview

This standard is about creating a visual record of evidence to support activities relating to parking control. Such records might involve recording a scene and/or vehicle(s) using digital and/or wet film stills photography as well as using video media.

Visual evidence might be required for example, to record the condition of a vehicle prior to its being parked or impounded, or as evidence of a parking offence.

There is one element:

- 1 Create visual records in support of parking control

#### Target group

This unit is recommended for those whose responsibilities include recording photographic evidence within the parking sector.

This standard has been developed by the British Parking Association.

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#### Performance criteria

- You must be able to:*
- P1 determine the circumstances requiring a visual record and the nature and content of the record to be created
  - P2 obtain all necessary information relating to the circumstances to be recorded from the appropriate personnel and systems
  - P3 ensure that the required authority, where relevant, has been obtained for creating the record, and take the relevant actions where this authority has not been gained
  - P4 determine the photographic evidence required and prepare correctly the required equipment
  - P5 use the appropriate recording equipment correctly to capture all pertinent aspects in line with your organisation's procedures
  - P6 record any damage correctly, where relevant, ensuring that you indicate clearly the location of any damage in relation to the rest of the vehicle your ensuring that your records are in line with your organisation's requirements
  - P7 incorporate scales to allow an accurate illustration of size within your photographic records, where necessary
  - P8 use clear labelling, where relevant, to capture the date and time of the record, and any further necessary information within your photographic records
  - P9 prepare and create copies of your records, where relevant, and make these available to those authorised to receive them
  - P10 review the visual records with relevant personnel, where appropriate, and confirm that these meet evidence requirements, addressing any further requirements promptly and correctly
  - P11 maintain confidentiality and data protection at all times in line with your organisation's procedures
  - P12 maintain accurate and up to date records, and ensure that these are stored securely, in line with your organisation's requirements
  - P13 be alert to the presence of hazards relating to making the visual record and take the action necessary to maintain the safety of yourself and others

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#### Knowledge and understanding

*You need to know and understand:*

#### Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational procedures relating to the creation of photographic records in support of parking control, and the impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and the parking services which it provides
- K4 your role and the limits of your authority and responsibility, and the actions to take if these are exceeded

#### Requirements relating to creating visual records in support of parking control

*You need to know and understand:*

- K5 the importance of making an effective photographic record, the use to which it will be put, and the information which it should capture
- K6 the main types of photographic recording equipment used within your organisation for the purposes of parking control, their respective uses and how to operate these correctly
- K7 how to handle, assemble, set up, operate and store your recording equipment correctly and safely, and how to address any faults in the equipment
- K8 the importance of effective labelling in capturing relevant information within the photographic records
- K9 the importance of maintaining the integrity and security of the photographic evidence
- K10 the importance of using measures to illustrate scale within photographic records, and when and how to do this
- K11 how to unload film, or download images from digital cameras, or other electronic capture equipment within your area of operations, correctly and safely
- K12 potential health and safety hazards when making recordings and how to address these
- K13 the importance of maintaining accurate and up to date records, and your organisation's procedures for doing this
- K14 your organisation's requirements and procedures for storing and disposal of visual records

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**Developed by** Asset Skills

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**Validity** Current

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**Status** Original

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**Originating organisation** British Parking Association.

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**Original URN** PAR4.1.1

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**Relevant occupations** Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

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**Suite** Parking Sector

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**Key words** visual records, parking control, evidence, video media, parking offence