

# CRASH GUYS

Please complete this form, provide as much detail as possible, sign and send via e-mail to [johann@crashguys.co.za](mailto:johann@crashguys.co.za)

## DETAILS OF APPOINTING PARTY

Your Name and Surname: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your E-mail Address: \_\_\_\_\_

Your Company (if applicable): \_\_\_\_\_

Your Company Street Address: \_\_\_\_\_

Your Company Town or City: \_\_\_\_\_

Your Company Province: \_\_\_\_\_

You ID Number or VAT Number: \_\_\_\_\_

Your Reference or Order Number: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Responsible Party Phone Number: \_\_\_\_\_

Responsible Party E-mail Address: \_\_\_\_\_

## CASE DETAILS

Date of Collision: \_\_\_\_\_ Time of Collision: \_\_\_\_\_

Street or Road where Collision Occurred: \_\_\_\_\_

Cross Street or Mile Marker Details: \_\_\_\_\_

Town or City where Collision Occurred: \_\_\_\_\_

Province where Collision Occurred: \_\_\_\_\_

GPS Coordinates of the Scene: \_\_\_\_\_

Number of Vehicles involved: \_\_\_\_\_

Number of parties (people) involved: \_\_\_\_\_

Number of slight injuries Recorded/Reported?: \_\_\_\_\_

Number of serious injuries Recorded/Reported: \_\_\_\_\_

Number of Fatalities Recorded/Reported: \_\_\_\_\_

Attending Police/Traffic Unit or Station: \_\_\_\_\_

Criminal Case Number: CAS \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ Accident Report Number: AR \_\_\_\_\_/\_\_\_\_\_/20

Detective Rank, Surname and Phone Number: \_\_\_\_\_

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## VEHICLE DETAILS

### UNIT 1 (YOUR/PRIMARY VEHICLE)

Reg: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Available for Inspection?  YES  NO  UNKNOWN

Street Address where Vehicle can be Inspected: \_\_\_\_\_

City where Vehicle can be Inspected: \_\_\_\_\_

Province where Vehicle can be Inspected: \_\_\_\_\_

GPS Coordinates where Vehicle can be Inspected: \_\_\_\_\_

Trailer Registration Numbers: Trailer 1: \_\_\_\_\_ Trailer 2: \_\_\_\_\_ Trailer 3: \_\_\_\_\_

Contact person, for vehicle access (Name and Number): \_\_\_\_\_

Are Trailers with Main (Towing) Vehicle?  YES  NO  UNKNOWN

If not, please provide addresses or GPS Coordinates for where the Trailers can be inspected:

Trailer 1: \_\_\_\_\_

Trailer 2: \_\_\_\_\_

Trailer 3: \_\_\_\_\_

Driver Surname: \_\_\_\_\_

Driver Full Names: \_\_\_\_\_

Driver ID/Passport Number: \_\_\_\_\_

Driver Phone Number: \_\_\_\_\_

Driver Email Address: \_\_\_\_\_

Driver Street Address: \_\_\_\_\_

Driver City and Province: \_\_\_\_\_

Driver Demographics: \_\_\_\_\_

Driver's Status:  Unhurt  Injured  Disabled  Deceased  Unknown

Driver's Location:  At Work  Off Sick  Suspended  In Custody  Unknown

Hospital Name: \_\_\_\_\_

Driver's Version: \_\_\_\_\_

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# CRASH GUYS

## VEHICLE DETAILS

UNIT \_\_\_ (OTHER INVOLVED VEHICLE)

Reg: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Available for Inspection?  YES  NO  UNKNOWN

Street Address where Vehicle can be Inspected: \_\_\_\_\_

City where Vehicle can be Inspected: \_\_\_\_\_

Province where Vehicle can be Inspected: \_\_\_\_\_

GPS Coordinates where Vehicle can be Inspected: \_\_\_\_\_

Trailer Registration Numbers: Trailer 1: \_\_\_\_\_ Trailer 2: \_\_\_\_\_ Trailer 3: \_\_\_\_\_

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Trailer 3: \_\_\_\_\_

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Driver Full Names: \_\_\_\_\_

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Driver Phone Number: \_\_\_\_\_

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Driver's Version: \_\_\_\_\_

If more than 5 vehicles are involved, please use another copy of these pages, as required.

# CRASH GUYS

## AVAILABLE EVIDENCE

I/we have the following evidence on record:

- Police/Traffic/METRO Accident Report Form.
- Scene Data, including:  GPS Coordinates  Address  General Area
- Driver/s Versions, being:  My/ours  Some/Others  All Drivers
- Copy of Driving License, being:  Colour Photo  Black and White Photo
- Contact Details of:  My/Our Driver  Some Drivers  All Drivers
- Photographs taken at-scene, being:  At-scene  Post-event  Other
- Photographs of Vehicles, being:  of mine/ours  of some vehicle  of all vehicles
- Registration Papers, of:  My/Our Vehicle/s  Some Vehicles  All Vehicles
- Maintenance History of:  My/Our Vehicle/s  Some Vehicles  All Vehicles
- Insurance Assessor's Report, from:  Each Vehicle  Some Vehicle/s  Other Vehicle/s
- Witness Statement/s, being:  Sworn  Signed  Unsigned
- Police Photographs, in the form of:
- Digital Copies of original files.
- Digital Report (PDF or similar).
- Scanned or Printed Report (in Colour).
- Scanned or Printed Report (in Black and White).
- Other, being: \_\_\_\_\_
- Measurements, being:  Done by police  Done by me/us  Done by an expert
- Plans, being:  Scale Plan  Scene Sketch  Line Drawing
- Expert Report, being:  Opposing Report  Our Report  Other Report
- Other Merit Documents, being:  Post Mortems  Charge Sheets, etc  Other
- Vehicle Telemetry Data, being:  Tracker Report  In-vehicle Video  Tachometer
- Other Evidence (Please List): \_\_\_\_\_

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# CRASH GUYS

## APPOINTMENT or REQUEST

I/we require Crash Guys to (choose, as applicable):

- Deploy immediately (on an urgent basis) subject to standard fees, terms and conditions.
- Commence work at their earliest convenience, proceed, subject to standard fees, terms and conditions.
- I/we first require a quotation to consider the services and costs considered, offered or applicable.

### SERVICES REQUESTED (choose as many as applicable):

- Conduct a Scene Investigation and Assessment (Measurements, Photography, etc).
- Conduct Vehicle Examination/s (for all available or involved vehicles).
- Conduct a Personal Interview (Audio or Video if/as possible) with all available subjects.
- Review a case file and propose a service or assistance strategy.
- Only collect evidence for later consideration, trial or possible legal action.

### OUTCOME REQUIRED (Choose any/all applicable):

- Produce an Investigation Album and Key (including all Photos).
- Produce a Preliminary Merit Report (not for court purposes, at this time).
- Produce a Reconstruction Report (in anticipation of legal action or liability).
- Produce a Vehicle Fire Report (Only applicable in Vehicle Fire Cases).
- Produce an Expert Report Review Report (always applicable where expert reports are considered).
- Attend a Trial as a Factual Witness.       Attend Trial as an Expert Witness

Trial Date/s: \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_ and/or \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_

Alternatively: \_\_\_\_\_

I/we confirm that this document represents the information requested and that we wish to engage the services of Crash Guys, subject to approval of a quotation or upon request for immediate (urgent) appointment and that we accept the rates, terms and conditions as received with this document, per:

Date of signature: \_\_\_\_\_ Place: \_\_\_\_\_

Name: \_\_\_\_\_

Sign: \_\_\_\_\_



# **CRASH GUYS**

## **INFORMATION REQUIRED IN EVERY APPOINTMENT**

If you request a quotation from us, or appoint us in a matter, we need to receive any and/or all relevant information in order for us to quote properly, or to proceed with our efforts. To this end, we need you to supply as much accurate information, in the required format, as possible. Please read this document very carefully and attempt to supply as much information as possible.

There are several methods you can use to submit the information to us, for consideration. These are:

**Physical Documents** – If you wish to send physical documents, PLEASE ENSURE that they are sent in COLOUR and in the original (best) quality and format possible. We are unable to assist if – especially photographic – records are too black or illegible. In this case, please e-mail us to arrange for a delivery address. We operate all over South Africa and prefer to have records delivered to the appropriate agents, reconstructionist, specialist or case handler, depending on a variety of parameters.

**Digital Copies** – If the records, information documents or photographs are available in digital format (on a CD, USB Drive, etc), PLEASE ENSURE that they are sent in COLOUR and in the original (best) quality and format possible. We are unable to assist if – especially photographic – records are too black or illegible. In this case, please e-mail us to arrange for a delivery address. We operate all over South Africa and prefer to have records delivered to the appropriate agents, reconstructionist, specialist or case handler, depending on a variety of parameters.

**E-mail** - If you wish to send any information, relative to your case, please use the following e-mail address and be sure to include **your reference** for easy filtering.

**Cloud-based** - If you have access to- or wish to make use of cloud services for sharing purposes (like Google Drive, DropBox, FileGooi, etc), please send the link directly to the following e-mail address.

**Send any/all ELECTRONIC information to:**

**[johann@crashguys.co.za](mailto:johann@crashguys.co.za)**

**Any information already supplied, not relevant or not available can be ignored.**

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## Copy of Driving License/Identification

While we may or might have collected this information already at-scene or during our follow-up investigation, accuracy of records is vital. We would prefer to receive a colour copy (photograph or scan) of all documents. We also require confirmation of passengers/assistants, etc. A copy of the Identity document or passport of each occupant of all Vehicles (if/as available) will be needed. Where occupants are passengers transported for reward, passenger manifests would suffice.

## Contact Details of Drivers/Passengers/Parties/Witnesses

In order for our records to be complete, we prefer to have detailed contact information on all occupants of all vehicles if/as available. Where employees are concerned, the employer's address and office number is all that is required but Cellular Numbers would be appreciated, for follow-up investigations.

## Registration Papers for involved vehicle/s

While we can certainly see or find license disks (on scenes or during follow-up investigation), we prefer to receive copies of Registration Documents. These often contain specific information (date of first registration, masses, etc) that we might need for analysis or further investigation/research. We require copies of Registration Documents for all vehicles involved – including trailers (if/as available).

## Telemetry Recordings

Where possible and available, we prefer to receive Vehicle Telemetry (Tracking) Reports for at least the last 30 minutes of the trip, leading up to the collision event. We prefer tracking reports to contain the date, time, heading, speed and GPS Coordinates for each recorded point/node. Where In-vehicle Telemetry/Video Recording Devices are used, we prefer to receive a Video Clip from each view and/or the original (native) file (.dce in the case of DriveCam, for example) along with a link to any native player required to view the footage.

## Maintenance History

Since many of our cases end up in trial or courts, we need to ensure that we are fully aware of any/all technical issues experienced with involved vehicles and/or trailers, as far as reasonably possible. For this reason, we prefer to receive copies of all maintenance records for at least six (6) months before the date of the collision. A summary of Date, Time, Mileage, Reported Issue and Work Completed will suffice.

## Accident Report Form

While we will make every effort to collect a copy of an Accident Report Form from the attending Police Unit or Station, we will not return to an area to do so, if the information and contact details of the station as well as the Accident Report or Case Number is not on record. Where Police Stations refuse to release the Accident Report, we will not pursue it any further and withdraw and ask the client to arrange for collection. In order to avoid delay, frustration and further costs, we would prefer for the client to make arrangements to collect an Accident Report.

## Scene Location

In order for us to proceed, we would prefer to receive the physical location (preferably in GPS Coordinates), for where the collision or incident occurred. In all serious, fatal or third-party liability matters, we need to visit the scene of the collision or incident. This places us in a position to consider everything from road design, speed limits, approach directions, driver views, available evidence or evidence still visible, etc.

# CRASH GUYS

## Vehicle Location/s

In every matter involving vehicles, we prefer to personally examine each involved vehicle. While photographs and descriptions, quotations and assessments do offer value, our efforts include the mechanical examination and forensic photography of vehicle damages and condition. Our own examination and photography also eliminates the need for other witnesses to be called to court (where applicable) to verify photographs and eliminate the possibility of evidence being disallowed in court, due to them not being verified.

## Available Evidence

We also require copies of all available evidence and, in matters heading for trial, all merits arguments, pieces and documents. Any additional information, reports, opinions, statements, recordings, photographs and/or other information – whether physical or digital – should ideally be supplied or at the very least listed in detail, to allow us to consider every possible aspect of the incident or collision.

## Assessor Reports and Photos

In many cases (especially insurance cases) an insurance Assessor or Lost Adjuster will typically examine and photograph a vehicle prior to the insurance claim being honoured, disputed or even repudiated. Assessors typically take a series of photographs of a vehicle and sometime even of the scene of the collision, which they include in a report called an “Assessor’s Report.” These photographs do typically cover quantum (loss value) issues more specifically than merit (fault or liability) issues, but they are often taken directly after a collision and before repairs are done and evidence lost. We strongly advice every client to request these from their insurance and to make these available to us. The best is to received both the Assessor’s Report and the photographs (in original un-altered digital format) and to make these available to us.

## Other Expert Reports

In many cases – both Criminal and Civil – other experts might be appointed to produce reconstruction reports and to opine on the merits (cause or fault) in a collision. Different experts might approach the same matter from difference perspectives, depending on their specific fields of interest, training, qualification or even mandate. To this end, it is ideal to receive any and all expert opinion reports, for consideration. Expert Opinion Reports often form part of an Insurance Claim Repudiation and is equally often merely referred to. We strongly advice every client to request these Expert Reports and to make them available to us. The best is to received both the Expert Report and the photographs it is based on (in original un-altered digital format) and to make these available to us.

## Autopsy (Post Mortem) Reports

In most cases (like average vehicle-on-vehicle cases), the mechanisms of injury or cause of death has little value. If a truck rolls over and an occupant killed, the reason for the fatality is very self-explanatory. But, in cases involving possible intoxication and in motorcycle, pedestrian and cyclist cases, the post mortem reports can supply vital information that we use to determine orientation, movement, interaction, force application, the masses of people, etc. For this reason, it is always ideal to receive a copy of this report and even photograph of the actual post mortem examination, where possible. All photographs again need to be in colour or in original digital format.

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## Witness Statements

It is hardly necessary to explain the importance of having access to all versions, as recorded from witnesses. In almost every case where a witness' version is involved, these will appear and/or be referred to in trials and hearings. For this reason, we need to consider these versions very carefully against the back-drop of the case and to ensure that we test (confirm or oppose) the witness' claims and versions.

## Contact Person Details

Where our request for information is handed over or managed by someone in the client's employment, we would prefer to receive their contact details, to enable us to follow up on the information and to ensure that we receive it. We will, however, make only two attempts to secure information and then assume that it is no longer available or withheld by choice. In these cases, we will proceed with our final report and exclude the information not received.

## Drivers Statement/s or Version/s

In any criminal matter or any matter involving possible legal liabilities, it is desirable not to have a copy or record of the driver's version until s/he has sought legal advice. For the purpose of expediting our investigation and our final report, we prefer to receive short and concise answers to the following list of question (effectively, for the compilation of a deposition-style statement). Where this is not possible, we would prefer to receive a version from the driver in third-party reference (The driver told me that...).

The following list of questions need to be completed for all drivers and returned to us as soon after the collision as possible. Where required, we will then compile an Affidavit from this information, for your kind consideration.

- **Full Names and Surname?**
- **ID Number or Passport Number and country of residence?**
- **Are you Male or Female?**
- **What is your Position or Job Description?**
- **What License Code do you have?**
- **Till when is your license valid (date)?**
- **What PrDP Code do you have?**
- **When does your PrDP Expire?**
- **Your Employer Name?**
- **Your Employer Address?**
- **Your Cell Number?**
- **Your Work Phone Number?**
- **What police service or unit attended?**
- **CAS Number in the matter?**
- **AR Number in the matter?**

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- Do you remember what happened?
- Did you lose consciousness in the collision?
- Were you injured in the collision?
- How awake or alert were you?
- Were you on any medication?
- Were you on your cell phone?
- Were you keeping a proper look-out
- Were you distracted in any way?
- Did you consume any alcohol?
- Date of Incident?
- Time of Incident?
- Were you driving a Company or Private Vehicle?
- In what direction were you driving?
- On what Road were you driving?
- Is this a National, Municipal, Urban or Rural Road?
- Was the Road Dark or Light?
- Were there street lights present?
- Were the street lights working?
- Describe the condition of the road?
- How busy was the road?
- Are you familiar with this road?
- What load were you transporting, if any?
- What was the mass of your load?
- Were your lights switched on?
- Were there any faults with your vehicle?
- Were you wearing a seatbelt?
- Was your radio or CD Player on?
- Was it Clear, Raining, etc?
- Were your Windshield Wipers on, off, etc?
- How much traffic was ahead of you?
- How much traffic was behind you?

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- How much traffic was approaching?
- Did you hoot when the collision occurred?
- Did you flash when the collision occurred?
- Did you apply brakes when the collision occurred?
- Did your wheels lock up at all (did you skid)?
- Did you swerve when the collision occurred?
- What was your speed before/at impact?
- Were you transported by the ambulance?
- Which hospital were you taken to?
- Were you admitted to hospital?
- When were you released from hospital (date)?
- Did you receive counselling after the collision?
- Are you still receiving counselling?
- Are you back at work?
- On what date did you return to work?
- Are you on full or light duty now?
- What did you do to call EMS or to report the collision?

# CRASH GUYS

## General Terms

1. All prices exclude VAT unless the contrary is stated or applicable.
2. All payments are due and payable within seven (7) days or in advance (as indicated) unless prior arrangements are made in writing.
3. Terms of service, fees and conditions of appointment will apply in all cases and cannot be changed unless reduced to writing and agreed to by both parties, co-signed and subject to a Service Level Agreement.
4. In the case of any dispute of rates, our method of calculation, invoicing and pricing will remain in force.
5. All confidentiality, exclusivity and ownership of information is subject to payment of the required fees.
6. Any and all information, evidence, reports, videos or documents collected during the process of investigation will be published on our public interest portal, if payment is not received within applicable days or within any period as agreed in writing.
7. In the event of any dispute resulting from outstanding payments, all work, reports, accounts, and engagements will be suspended until payment is received and up to date.
8. Any payment not received within 60 days, for any work, reports, documents, or evidence collected or produced will result in all other similar works being moved to the public information portal.
9. Any dispensation or allowance made, relaxation in terms of engagement or special allowances are not in any way an acceptance of any agreement or continuation of same.