

DAMAGE ASSESSMENT - PHOTOGRAPHIC EVIDENCE GUIDE

WHAT NEEDS TO BE INCLUDED IN THE PHOTOS FOR EACH ASSET?

- Clear, high quality, colour images of asset damage.
- GPS coordinates/metadata included in photo file.
- Damage clearly caused by the event.
- The scale and scope of the damage being claimed.
- Close-up photos that demonstrate event-related damage.
- Photos are to be taken as quickly as possible following the event. Delaying the process will make it harder to demonstrate the damage was caused by the event.

CROSSINGS, DRAINS, CULVERTS AND FLAYS

- Ensure the photo shows all damage from the event. Note: all damage must be visible in order to claim.
- Take distant photos showing the damage within the context of the road – include identifying landmarks to make identification easier.
- Take close-up photos of each damaged component to demonstrate all disaster-related damage.
- Take photos along the length of affected drain as well as close-ups of each site.
- Sequential photo numbers help identifying the order of images.
- Use a ruler/tape measure to demonstrate depth/width/distance.
- If surrounding vegetation is overgrown, take numerous photos and mark damage out (e.g. mark the photo or spray paint).
- If necessary, provide flood mapping.

ROADS

- Ensure the photo shows all damage from the event. Note: all damage must be visible in order to claim.
- One photo must highlight the detail (extent/length) of the damage along with another photo looking along the road to show the scope.
- Sequential photo numbers help identifying the order of images.
- To show consistent damage, take photos at set intervals along the damaged asset.
- Take photos low to demonstrate distinctive damage features.
- If hard to see damage in the photo, mark it out (e.g. mark the photo or spray paint).
- Use a straight edge and measure to demonstrate damage.
- Take a photo of the full straight edge.
- Use a ruler/tape measure to demonstrate depth/width/distance.
- For large distances, a vehicle or other scalable landmark could be used.

PHOTO MANAGEMENT

- Use a GPS-enabled camera to capture the location of the damage on the asset.
- Ensure resolution is set at medium to high quality; check the GPS is on and reporting correct location; confirm the date and time are set correctly.
- Save photos in folders by asset using descriptive file names (e.g. asset name and chainage). Upon completion, GPS coordinates /metadata will also be required.

GUIDELINES

Road damage from afar and up close



Scope of the damage and the distance it extends.



Close up of damage. Ensure photo is taken facing same direction as larger scope photo.

Drainage damage from afar and up close



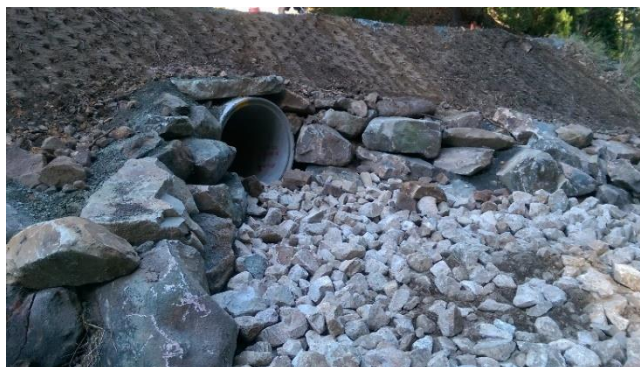
Photo documentation of before works, during works and after works



1. Initial damage of drainage



2. Repairs underway



3. Repairs completed