



## GOLDEN RULES FOR VIDEO EVIDENCE

### Key considerations to be made when planning and conducting walk-and-talk though video evidence of technical activities:

- ✓ Safety – consider the risks of any remote videoing or witnessed activity particularly moving from place to place on site, for example up and down stairs or busy hazardous locations.
- ✓ Check that your phone/device can be handled whilst moving around – it may help having another person to assist or use equipment such as a selfie stick, headcam or other devices to hold the camera/phone.
- ✓ Check in advance that the site is accessible, and devices are allowed on site to carry out the remote observation of activities.
- ✓ Make sure all site operating procedures are adhered to.
- ✓ Recording should take no longer than 10-15 minutes.
- ✓ Commentary should be clear and explain each element of the installation being observed.
- ✓ The commentary should include the time, date and site location.
- ✓ Capture within the video all the installation activities the auditor will want to see, don't be afraid to show all the detail as this will make sure we do not need to go back to request further evidence – this could include any relevant hand over documentation.
- ✓ Make sure all aspects of the installation are visible, we recommend you use your camera in landscape mode.

