



# Self-disclosure of non-compliance with in-cabin camera requirements

A video camera must be in operation inside the cabin of the vehicle during FCA/CTs in order to capture and record the end-to-end on road assessment. In the event that a camera is identified as being not fully functional after the first 20 minutes of the FCA/CT, the FCA/CT can be continued, however this form must be completed by the Assessor and RTO and submitted to Transport for NSW by the RTO.

**The Assessor must complete Section A and then submit the form to the RTO within 24 hours of the FCA/CT.**

**The RTO must complete Section B and then email completed form to [HVTraining@rms.nsw.gov.au](mailto:HVTraining@rms.nsw.gov.au) within three days of the FCA/CT.**

**Note:** While Transport for NSW collect and analyse data in regard to in-cabin camera non-compliance, it remains the RTO's responsibility of managing the individual performance of their Assessors and RTOs must ensure that future incidents of in-cabin camera non-compliance do not recur.

## Section A - To be completed by the Assessor and submitted to RTO within 24 hrs of FCA/CT

### 1. Details of Assessor

1.1	Name
1.2	Assessor Number

### 2. Details of assessment

2.1	FCA or CT?
2.2	Assessment HVCORS booking ID / Manual Booking Reference number
2.3	Assessment Date
2.4	Assessment Time
2.5	FCA/CT route location and number

### 3. Details of Applicant

3.1	Name
3.2	Licence Number

### 4. Details of non-compliance

4.1	State what the non-compliance is
4.2	Reason (attach separate sheet if required)
4.3	Measures undertaken to address the problem (attach separate sheet if required)
4.4	Assessor signature
4.5	Date

**Section B - To be completed by the RTO, then form emailed to HVTraining@rms.nsw.gov.au within three days of FCA/CT**

**5. Details of RTO**

5.1	RTO Name
5.2	Name of RTO contact person
5.3	Contact Number
5.4	Email
5.5	Date this form was received from the Assessor
5.6	RTO's action plan to address non-compliance by the Assessor and timeframe for implementation (attach separate sheet if required)
5.7	RTO contact person signature
5.8	Date

Comments

**Section C – Transport for NSW internal use only**

**6. Transport for NSW Internal Details**

6.1	Objective reference number
6.2	Date this form was received from the RTO
6.3	Details of previous form submission from this Assessor
6.4	Details of previous form submission from the RTO
6.5	TfNSW Officer name
6.6	Signature
6.7	Staff number