



Reporting Stolen Plant and Vehicles

Stolen Plant / Vehicle Reporting Criteria

The CITS member needs to be able to objectively show to the police, that at the end of their internal investigation the matter relates to criminal intent by the customer/employee/sub-contractor through theft/fraud rather than a civil matter through an overdue hire or the non-return of the plant/vehicle. **The primary goal of the CITS member is to recover the lost item.**

Members will complete all relevant reports and information surrounding the loss, theft, or fraud.

The submission to police is to support the notion of criminal intent:

Hire Agreement / Documentation Information (if applicable)

- a) Hirer's full name / business name
- b) Hirer's date of birth
- c) Hirer's full home/business address, including contact numbers and email.
- d) Copies of proof of ID – driving licence, passport, utility bills, etc.
- e) Description of Hirer, including accent (together with any CCTV imagery)
- f) Full details of debit / credit card used
- g) Copy of the hire agreement
- h) Proof that Owner tried to contact Hirer to recover the lost/missing items*
- i) Records of any previous hires / attempts to hire.

Stolen Plant / Vehicle Details

- a) Date, time, and location of theft (or awareness when fraud arose)
- b) Plant / vehicle make and model (complete with image)
- c) Plant / vehicle VIN number
- d) Plant / vehicle engine / serial number
- e) Any distinguishing features on the plant / vehicle
- f) Details of the plant / vehicle fitted with any security features, e.g. tracking, marking, etc.
- g) Outline the steps taken to recover the plant / vehicle so far

**This can be achieved by detailing the following:*

- the frequency of telephone calls made to the Hirer, together with the number(s) used*
- copies of the emails sent; and/or texts/SMS messages sent (to which mobile number(s))*
- the use of social media – LinkedIn, Facebook, etc. – to contact the Hirer.*



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Investigation Checklist

Stolen Plant / Vehicle / Equipment Checklist

- 1) Contact the organisation who oversees your Plant / Vehicle security to activate any tracking or similar location devices.
- 2) Re-check Hire Agreement / documentation for completeness and accuracy of Hirer's / person's details.
- 3) Has the Hirer / person hired /previously used from you before? YES / NO
If yes, when? _____ [*Copies of previous Agreements/documents will be needed.*]
- 4) Were the Hire Agreement/documentation signatures checked against other ID proofs? YES / NO
- 5) Were the Hirer's / person's contact details checked against other ID proofs? YES / NO
- 6) Was a photograph taken of the Hirer / person? YES / NO [*Include copy if Yes*]
- 7) Were the Hirer's / person's Credit / Debit card details taken? YES / NO
- 8) Were the Hirer's / person's Credit/Debit card details been verified? YES / NO
- 9) Produce **full** details of the item(s) that were stolen (including any photographs, identification numbers, distinguishing marks and attach to 'Witness Statement')
- 10) Contact your local Police Station reporting the loss providing details from points (1) – (9) and obtain a Crime Reference Number.
- 11) Contact your Insurance Broker – *refer to point (10).*
- 12) Contact your Trade Association or other Body to circulate details of the loss - (*refer to point 10*).