

Fleet Evidence Pack Checklist

Use this checklist to build a complete evidence pack after any fleet incident — step by step, every time.

BACKWATCH

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Immediate response (within same working day)

- ☐ Incident reported by driver — note date, time, vehicle reg, location
- ☐ Access fleet management platform and locate the vehicle + time window
- ☐ Confirm cloud event clips triggered and stored (check for gap alerts)
- ☐ Flag footage for manual preservation — do not wait for storage cycle

Footage export

- ☐ Export 60 seconds before the incident and 30 seconds after
- ☐ Export all camera channels: front, rear, nearside, offside, driver-facing
- ☐ Confirm footage is HD resolution — sufficient for frame-by-frame review
- ☐ Rename files: [VehicleReg]_[Date]_[Time]_[Channel].mp4

Supporting data

- ☐ Download GPS track and map overlay for the incident window
- ☐ Export speed and telemetry data (braking events, alerts) for same period
- ☐ Record vehicle ID, driver assignment, and duty log for the period

Chain of custody

- ☐ Export system access/audit log showing who pulled footage and when
- ☐ Confirm source files have not been edited or compressed
- ☐ Note platform name and software version used for export

Pack assembly and submission

- ☐ Create cover sheet: incident summary, vehicle, driver, enclosed files list
- ☐ Confirm all files are labelled and grouped in a single folder
- ☐ Submit complete pack alongside first notification of loss — not after
- ☐ Keep a copy of the submitted pack and submission timestamp
- ☐ Follow up with insurer within 48 hours to confirm receipt