

In-Vehicle Evidence Checklist

Court Admissibility · Insurance · Criminal Proceedings

1. System Configuration for Court-Admissible Footage

- ☐ GPS synchronisation active on all cameras — timestamps independently verifiable
- ☐ Camera resolution sufficient to read number plates in the relevant zone
- ☐ Camera positioned to cover the incident zone without windscreen obstruction
- ☐ Embedded telematics data (speed, braking, GPS track) recording alongside video
- ☐ MDVR internal clock checked and confirmed accurate — log check date
- ☐ Camera lens clean — included in walkaround check procedure

2. Footage Preservation and Chain of Custody

- ☐ Incident reporting process requires immediate footage extraction (within 2 hours)
- ☐ Legal hold procedure documented — triggered when criminal investigation possible
- ☐ Original, unedited files preserved — no re-encoding or trimming of evidence clips
- ☐ Metadata preserved intact — creation date, camera serial, GPS embedded
- ☐ Secure storage for extracted footage — access log maintained
- ☐ Footage retained for relevant limitation period (6 years civil, 3 years PI minimum)

3. Insurance Duty of Cooperation

- ☐ Fleet insurance policy reviewed — duty of cooperation clause identified
- ☐ Footage submission process documented — who receives, who submits, what format
- ☐ Policy conditions checked — any dashcam/telematics requirement as cover condition
- ☐ Insurer notified within policy timeframe after any reportable incident
- ☐ Footage submitted to insurer regardless of whether favourable or unfavourable
- ☐ No footage deleted after insurer notified of potential claim

4. Driver-Facing Cameras — Lawful Basis

- ☐ Driver notification provided before cameras operational — documented in induction
- ☐ DPIA completed covering driver-facing cameras specifically

- ☐ Legitimate interests (not consent) used as lawful basis — documented in DPIA
- ☐ Written retention policy covers driver-facing footage categories and periods
- ☐ Driver conduct investigation process references footage access procedure
- ☐ Employment tribunal retention: minimum 3 months from disciplinary act

5. Criminal Proceedings Readiness

- ☐ Legal hold triggered immediately for incidents with serious injury potential
- ☐ Footage preservation confirmed before any overwrite window closes
- ☐ Police preservation request received — confirm footage NOT deleted
- ☐ Original files (not copies) available for police/court submission if required
- ☐ Fleet operator's due diligence records available: walk tests, coaching logs, maintenance
- ☐ HSWA 1974 due diligence file up to date — camera fitment, process records