

Evidence Packs for Delivery-Related Incidents — Checklist

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Implementation Checklist

- ☐ Camera footage: All camera channels covering the relevant period — front, rear, nearside, offside, driver-facing. Unedited, in original format, with metadata intact. The period should cover at least five minutes before and after the alleged incident.
- ☐ GPS track export: The vehicle's GPS log for the day, showing position, speed, and heading at every relevant moment. This confirms or contradicts claims about the vehicle's location, speed, and direction at the time of the alleged incident.
- ☐ Driver incident report: A contemporaneous written account from the driver, completed as close to the incident as possible. This documents the driver's perspective before their recollection degrades.
- ☐ Preservation record: A document recording when the footage was accessed, by whom, for what purpose, and where it is stored. This is the chain of custody record that confirms the footage has not been edited or tampered with since retrieval.
- ☐ Delivery log: The handset scan record or route manifest for the day, confirming the delivery sequence, stop times, and any exceptions logged by the driver.