

ROADWATCH RESOURCE

Road Incident Evidence Checklist

A printable structure for preserving road-monitoring evidence, creating a timeline and keeping machine-read plate information in context.

INCIDENT DATE

APPROX. TIME

LOCATION

RECORD / EVENT REFERENCE

Start one incident record

- ☐ Give the event a clear date, time and location.
- ☐ Keep footage, still images, notes and later correspondence connected to the same record.
- ☐ Record direction of travel, road layout, weather and visible vehicles where relevant.

Preserve original media

- ☐ Keep original video and image files whenever possible.
- ☐ Use copies for cropping, annotation or sharing.
- ☐ Record file names or event numbers in written notes.
- ☐ Do not label an edited or forwarded file as an original.

Build a timeline

- ☐ What happened immediately before the event.
- ☐ The event itself.
- ☐ What happened immediately afterwards.
- ☐ Later reporting, insurer, employer or fleet actions.
- ☐ Record when information was added later from memory or another source.

Number plate reads

- ☐ Treat automated or visual plate reads as information to verify.
- ☐ Check the image/footage directly before relying on a plate string.
- ☐ Record uncertainty where characters are unclear.
- ☐ Do not infer vehicle ownership, driver identity or liability from a registration mark alone.

Provenance and access

- ☐ Record where each important file came from.
- ☐ Note whether it came from your device, a witness, passenger or later download.

- ☐ Keep access proportionate to the purpose of the record.
- ☐ For business use, follow applicable retention, security and data-protection requirements.

If sharing evidence

- ☐ Keep an untouched original.
- ☐ Share the minimum relevant material.
- ☐ Record who received the material and when.
- ☐ Use the reporting route requested by police, insurer, employer or other relevant organisation.

Use with the full guide

Road footage can contain personal data. Prioritise safety, verify machine-read information and check current police, insurer or data-protection requirements for your situation.

Guide: first-notification.com/guides/roadwatch/how-to-organise-road-incident-evidence/