

Evidence Collection Format

Accident Investigation Report

1. Incident Details

Date & Time of Incident	_____
Location	_____
Name(s) of Injured/Involved	_____
Reported By	_____

2. Evidence Collected

Evidence No.	Description	Collected By	Date/Time	Location Found	Condition
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

3. Photographic Evidence

Photo No.	Description	Taken By	Date/Time	Location
1	_____	_____	_____	_____
2	_____	_____	_____	_____

4. Witness Statements

Name	Contact	Summary of Statement	Date
_____	_____	_____	_____
_____	_____	_____	_____

5. Additional Notes/Observations

Important Notes:

- Preserve the integrity of all evidence; document any handling or movement.
- Ensure evidence collection is systematic and thorough to support investigation findings.
- Record exact locations and conditions of evidence when found.
- Confidentiality must be maintained for sensitive information and witness statements.
- Date and sign all entries as soon as possible after evidence is collected.