

Petroleum Evidence Preservation Checklist

A practical, printable guide for preserving useful information before submitting a petroleum-industry concern.

PURPOSE Help consumers, employees, fleets and businesses preserve documents, digital records, observations and other information in a way that supports responsible assessment.

Important: Do not trespass, enter restricted areas, access systems without authority, intercept communications, confront suspected offenders or collect fuel samples where doing so is unsafe or unlawful.

1. Start with safety and lawfulness

- ☐ Move away from any immediate fire, vapour, spill, traffic or criminal risk.
- ☐ Use emergency or law-enforcement channels first if anyone is in immediate danger or a crime is in progress.
- ☐ Preserve only information you lawfully possess or can lawfully observe.
- ☐ Do not alter, recreate or stage evidence to make it appear stronger.

2. Create a contemporaneous incident record

Record the basics

- ☐ Date and time
- ☐ Exact location
- ☐ People / businesses involved
- ☐ Vehicle, tanker, pump, tank or depot identifiers

Record the context

- ☐ What you directly observed
- ☐ What was said or represented
- ☐ How you became aware of it
- ☐ What is fact vs what is inference

3. Preserve documents and digital evidence

- ☐ Keep original invoices, receipts, delivery notes, licences, laboratory reports, messages and emails.
- ☐ Keep original photographs, videos, CCTV exports, route data and tracking exports where lawfully available.
- ☐ Preserve filenames, dates, timestamps and available metadata.
- ☐ Make a working copy if annotations are necessary; keep the original unchanged.
- ☐ Record who obtained, copied, transferred or handled important evidence and when.

PRINTABLE CHECKLIST

Evidence handling log

Use this page as a simple record of what you preserved and who handled it. Add additional pages if needed.

Item / file	Source	Date & time	Handled by	Notes

4. Fuel samples and testing

- [] Do not collect a sample unless you are authorised, competent and able to do so safely.
- [] Use appropriate containers, labels, seals and documented sampling procedures where testing is justified.
- [] Record sample point, product, date/time, sampler, container identifier and transfers.
- [] Use an appropriately competent laboratory where analytical testing is required.
- [] Treat a test result as one part of the evidence; interpret it with source, sampling and chain-of-custody information.

5. Before submitting a report

- [] Prepare a short chronology in date order.
- [] Separate direct observations from assumptions and conclusions.
- [] Identify the most important supporting documents.
- [] Do not publish accusations or circulate sensitive evidence unnecessarily.
- [] Keep the secure portal access code private after submission.

Next steps

Use the online resource

reportfuel.com/petroleum-evidence-preservation-checklist/

Scan the QR code for the current online version and future updates.



Related: [Safe Reporting Guide](#) | [How to Preserve Fuel Evidence](#)

Reporting concern? [Use the secure Report Fuel reporting channel](#). Do not email incident evidence or secure access codes.

Disclaimer: This resource provides general educational guidance only and does not replace legal, regulatory, technical, laboratory, safety or emergency advice. Information should be assessed in context and verified where appropriate.