**Name of RO** Click or tap here to enter text. **Site** Click or tap here to enter text.

**Signature:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

*Please fill this out, where appropriate, as fully as possible, but please note that it is a non-exclusive list for guidance only. Tick the boxes or add notes where necessary.*

**Site set-up and paperwork**

**WSI** available on site and read by site staff?

Click or tap here to enter text.

Copy of **DBA** or other background information available on site?

Click or tap here to enter text.

Recording/Excavation/Sampling **manuals** available on site?

Click or tap here to enter text.

Adequate supply of **recording material** and other supplies (including sampling bags, basic conservation equipment, tags, etc)

Click or tap here to enter text.

**Risk Assessment** and Health & safety (H&S) documentation available on site and read by site staff/evidence of site induction?

Click or tap here to enter text.

Are appropriate **H&S measures** being taken (a nominated first-aider, a first-aid kit, directions to nearest hospital, PPE as necessary, fencing of excavations etc)? *If anything is remiss, check risk assessment again*

Click or tap here to enter text.

Are there appropriate procedures to respond to changing site H&S conditions and brief staff (eg **toolbox talks**)?

Click or tap here to enter text.

Have staff been provided with **training** to cover all risks highlighted (ie asbestos awareness etc)?

Click or tap here to enter text.

Are the **excavation staff** aware of the purpose of the fieldwork and research objectives, and engaged?

Click or tap here to enter text.

Are there appropriate **welfare facilities**, storage and mess areas?

Click or tap here to enter text.

Were staff expected to **travel** long distances to attend site? Were drivers given a rest period after their journey? Was **accommodation** and subsistence payment provided?

Click or tap here to enter text.

**Survey**

Is there an appropriate method of survey being employed with reference to Ordnance Survey National Grid (OSGB) or similar?

Click or tap here to enter text.

Is there a dedicated survey team? If so, how often are they on site? If not are site staff competent in the use of adopted survey equipment/method?

Click or tap here to enter text.

**Excavation**

Is the site clean, organised and well-run?

Click or tap here to enter text.

Is the area under investigation that stated in the WSI? If not, have changes been appropriately documented and notification made?

Click or tap here to enter text.

Has machining been carried out to an appropriate degree?

Click or tap here to enter text.

Are appropriate tools being used?

Click or tap here to enter text.

Are there appropriate resources allocated to the site (staff, equipment, timeframe etc)?

Click or tap here to enter text.

Is the excavation strategy appropriate and is the site sequence understood at present?

Click or tap here to enter text.

Is the excavation being undertaken to good practice in accordance with CIfA and other relevant standards and guidance, with the stated methods being used regarding:

Excavation techniques

Sampling strategies

Finds retrieval and conservation

Click or tap here to enter text.

Are appropriate specialists being asked to visit the site for advice or for information?

Click or tap here to enter text.

Are the spoil heaps checked (for finds and stability) by suitably trained and experienced people?

Click or tap here to enter text.

If there are human remains are there copies of the appropriate licence available and are the relevant conditions being complied with?

Click or tap here to enter text.

**Recording and drawing**

Are record sheets being filled in on site, and by the excavator?

Click or tap here to enter text.

Is a matrix being compiled on site and available?

Click or tap here to enter text.

Are they being checked on site by the supervisor?

Click or tap here to enter text.

Are the record sheets complete with references to samples, finds, and photographs and plan/section drawings?

Click or tap here to enter text.

Are drawings being undertaken to an appropriate scale, of relevant features and with the correct notations?

Click or tap here to enter text.

Are photographs being taken as specified in the WSI?

Click or tap here to enter text.

**Monitoring**

Are monitoring visits being undertaken by the curator? How are these documented?

Click or tap here to enter text.

How are issues raised during monitoring visits addressed?

Click or tap here to enter text.

How are other stakeholders (eg clients, consultants, Principal Contractor) involved?

Click or tap here to enter text.

**Staff development**

Is on-site training provided where appropriate?

Is it planned and logged?

Click or tap here to enter text.

Is there someone suitably trained and experienced to provide the on-site training?

Click or tap here to enter text.

Do staff have appraisals and encouraged to record CPD?

Click or tap here to enter text.

How many staff are members of CIfA and, if not, are they aware of CIfA and can find out more?

Click or tap here to enter text.

Is there a structured training programme for trainee, temporary or volunteer site staff?

Click or tap here to enter text.

Are the site staff aware of this programme?

Click or tap here to enter text.

Is there an adequate level of supervision by experienced staff?

Click or tap here to enter text.

**Outreach and post-excavation**

If there are any opportunities for public engagement, are these being utilised?

Click or tap here to enter text.

If sample and artefact processing is being undertaken on site are the facilities adequate?

Click or tap here to enter text.

Are finds, samples and records being regularly transferred to the office/permanent storage?

Click or tap here to enter text.

Are plans in place for archiving?

Click or tap here to enter text.

**Brief summary:**

Click or tap here to enter text.