**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.