**Name of RO** Click or tap here to enter text. **Location** 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 as fully as possible, but please note that it is a non-exclusive list for guidance only.*

**Office**

Appropriate equipment for work function

Sufficient individual desk/workspace and areas for storage

Information about CIfA eg posters, leaflets, copy of TA etc

**Archive**

Well organised

Appropriate finds storage/packaging (eg silica gel etc)

Prepared and stored to the correct specifications

Temperature controlled area for environmental storage

A record of what is held

Dedicated staff to the role

Communication with the site regarding:

sampling strategies

preparation of the archive on site

Finds retrieval and conservation

If sample and artefact processing is being undertaken on site, do they know if the facilities are adequate?

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

Is the finds/environmental processing area well ordered, and tidy

Does the finds/environmental processing area have the appropriate space and equipment

Appropriate facilities and environment for short term storage of finds and samples

Appropriate facilities for processing finds/environmental materials’

**Tool store**

Tools and PPE stored appropriately

System of reporting faults/damage/repairs/shortages

Named individual in charge of the tool store

**Health, Safety and welfare** (general impression. Not a H&S inspection)

Clean and tidy eg no trip hazards, potential for near misses etc

Adequately equipped and maintained welfare areas

Separate mess area seating/ quiet room

Changing area/drying room

Lockers

Access to appropriate PPE

Staff able to locate H&S information and accident book, fire safety information

Mental health first aider/advocate/champion, or point of contact

Office first aider/first aid kit

Comfortable temperature or the facility to regulate the temperature

**Brief summary:**

Click or tap here to enter text.