**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.*

**Site set-up and paperwork**

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

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

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

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

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

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*

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

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

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

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

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?

**Survey**

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

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?

**Excavation**

Is the site clean, organised and well-run?

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

Has machining been carried out to an appropriate degree?

Are appropriate tools being used?

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

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

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

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

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

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

**Recording and drawing**

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

Is a matrix being compiled on site and available?

Are they being checked on site by the supervisor?

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

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

Are photographs being taken as specified in the WSI?

**Monitoring**

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

How are issues raised during monitoring visits addressed?

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

**Staff development**

Is on-site training provided where appropriate?

Is it planned and logged?

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

Do staff have appraisals and encouraged to record CPD?

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

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

Are the site staff aware of this programme?

Is there an adequate level of supervision by experienced staff?

**Outreach and post-excavation**

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

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

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

Are plans in place for archiving?

**Brief summary:**

Click or tap here to enter text.