**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 clean, serviceable and 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.