

## Site Recording Checklist

- Desk based research complete.
- Remaining features or buildings identified.
- Landowner consent granted. Before conducting any field work landowner consent must be obtained.
- Tools and equipment obtained.
- Risk Assessment completed. Before conducting your site recording, you may like to undertake a risk assessment, particularly if you are taking a group of volunteers to a site.
- Practice setting up and using the HFL recording app.
- Field visit planned. Dates and times set and confirmed with the landowner.
- Site located and Grid Reference taken.
- Directions recorded.
- Site observations completed. Site Type identified and Site description completed.
- Site condition determined and recorded.
- Threats, if any, recorded.
- Site photographs, or Measured Survey, complete.
- Site files, Associated Sources or Associated People attached to record.
- Record submitted and visible on the HFL 'Map of Sites'.