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Bat survey equipment and field records

Checklist 02 | 16 November 2026 | Version 1.0

Connect each observation to its feature, device, time, conditions and usable recording effort.

Project and survey ID	Date and lead ecologist

Mark D = done, N = not applicable, or O = open. Add evidence and actions on the record page; explain N and O.

Check and evidence to retain	D / N / O
Confirm the brief on arrival Record survey ID, date, team and drawing revision. Note any change to the site, works, access or planned coverage.	
Identify every device Record camera, detector, microphone and memory-card IDs, model and relevant settings. Retain photographs or exported configurations.	
Check clocks against one reference Record timezone and UTC offset, reference source and device minus reference time at the start and end. Keep original timestamps.	
Test the intended coverage Check focus, field of view, near-infrared illumination where used and obstruction at relevant features. Record test evidence and any gaps.	
Confirm recording and detectability Check audio/video files, microphone condition, levels and storage. Record settings and test results; a test does not prove all bats will be detected.	
Log conditions and changes Record relevant weather with units, observation times and source/location. Note visibility, lighting and their effect on the survey.	
Keep observations and interruptions Log feature, time, direction and evidence separately from interpretation. Record device stoppages, changes, occlusions and missed intervals.	
Close the session deliberately Record end times and final clock checks. Confirm files exist, capture unresolved issues and notify the lead about gaps requiring a decision.	

Original ACP recording aids for competent ecologists. Adapt them to the survey question, current guidance, licence conditions and site risk assessment. They do not prescribe survey effort or establish competence, legal compliance or absence of bats.

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Field evidence record

Project and survey ID	Date and lead ecologist

Station and equipment

Survey ID; station/feature; device and microphone IDs; model; settings/configuration file; position, bearing and height; coverage photograph reference.

Clock checks

Timezone and UTC offset; reference source; start/end reference time and device time; device minus reference offset; any clock change or drift.

Conditions and usable effort

Planned and actual start/end; weather times, units, source and location; visibility and lighting; downtime intervals, causes and affected features.

Observations and evidence links

Event ID; original device time; feature; direction/behaviour; audio/video filename and clip offset; observer; provisional interpretation and uncertainty.

End of visit handover

Files present; backup status; final checks; missing evidence; person notified; next action. Continue on a linked event log where needed.

Method references: BCT survey guidelines fourth edition; BCT amendments issued March 2024; BCT night vision aids technical guide; BCT fourth edition questions and answers March 2024. Links are clickable in the PDF.

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