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Bat survey review and evidence handover

Checklist 03 | 16 November 2026 | Version 1.0

Preserve originals, review the evidence and state what the findings can support before handing over.

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
Secure the original evidence Inventory source files, notes, maps and configurations. Verify transfer and backup; preserve originals separately from working copies.	
Reconcile times and identifiers Link station, feature, device and file IDs. Document clock corrections and unresolved drift without overwriting original timestamps.	
Review footage promptly Record reviewer, dates, software and review method. Explain how footage and audio were checked and how missed-event risks were addressed.	
Resolve labels against evidence Keep automated classifications as provisional. Record manual decisions, confidence, unresolved identifications and the basis for changes.	
Audit usable effort Retain failed sessions and interruptions. Separate zero detections from missing or unusable evidence; state inclusion rules and denominators.	
Review coverage and inference Identify blind spots, weather, access and equipment limitations. Explain consequences for each question and decide whether further evidence is needed.	
Check the report and drawings Cross-check counts, feature references, plan revisions, methods and conclusions. Name the checker and record changes and outstanding actions.	
Agree a traceable handover Record recipients, files, versions, restrictions, backup and retention review arrangements. Confirm receipt and keep the decision trail with the data.	

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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Review and handover record

Project and survey ID	Date and lead ecologist

Evidence inventory and provenance

Survey, feature and device IDs; source filenames; transfer verification; original storage; backup; processing history; time corrections.

Review method and decisions

Reviewer/date; software/version; coverage of review; event/file reference; provisional and final label; evidence, confidence and unresolved issues.

Effort and inference decision

Valid intervals; failures; inclusion rule; counts/denominators; limitations; consequence for the survey question; further work and reasons.

Report check and handover

Report/plan version; checker; recipients; included files and formats; sensitivity restrictions; secure transfer; receipt confirmation.

Retention and responsibility

Data owner/custodian; storage and backup; agreed retention period and basis; review date; disposal authorisation; unresolved actions.

Method references: BCT amendments issued March 2024; CIEEM Metadata Standards; CIEEM Guidelines for Ecological Report Writing; BCT fourth edition questions and answers March 2024. Links are clickable in the PDF.

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