Emergence survey recording pack

Original sample recording form | Version 2.0 review | 16 November 2026

Project and visit

Project / visit: _____ Record / continuation reference: _____

Sample recording aid for competent ecologists. Select the method and effort for the site; completion is not approval of works. Do not treat an uninspected area as a negative result.

Project reference

Survey / visit ID

Site name and address

Grid reference / coordinates and system

Visit date

Start / finish; timezone and UTC offset

Record local times and the applicable UTC offset; keep clock corrections separate.

Completed by: name and organisation

Role / competence / supervisor

Relevant licence and authorisation

Drawing / plan reference and revision

Number, holder, activity and conditions, or explain why not applicable.

Survey question and proposed works

Permissions, safety / biosecurity plan and access limits

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Survey control and coverage

Project / visit: _____ Record / continuation reference: _____

Lead ecologist / contact arrangements

Survey method and guidance / edition

Sunset reference time / source / location

Planned start / finish and rationale

Actual start / finish and interruptions

Station / feature plan and revision

Target features and coverage objective

Coverage, obstructions and changes

Describe intended and actual views, blind spots and any station change with times.

Team roles, permissions and communications

Conditions / readiness decision and reasons

Station, equipment and clocks

Project / visit: _____ Record / continuation reference: _____

Add every attended and unattended station. Equipment does not establish adequate coverage by itself.

Station ID

Station type

Options: Person, Camera only, Person and camera.

Observer / operator and role

Target building / tree / feature IDs

Camera / detector / microphone IDs and models

Settings and configuration reference

Frame/sample rate, gain, triggers, lens/focus and illumination as applicable; retain source configuration.

Position, height, direction and viewing limits

Start clock check: device / reference / offset

Use device minus reference; record timezone and reference source.

End clock check: device / reference / offset

Clock reference source and any changes

Test recording / coverage image reference

Coverage limits, faults and station changes

Continuation: duplicate this page as needed. Keep project / visit and record IDs on every copy.

Conditions and effort changes

Project / visit: _____ Record / continuation reference: _____

Add start/end records and changes as needed. Keep missing or unusable effort distinct from a zero detection.

Observation time / timezone

Affected station(s)

Temperature and units

Wind speed / scale, direction

Precipitation / visibility / light

Measurement source and location

Other conditions / change and lead decision

Humidity may be recorded where relevant; this template does not impose a universal humidity requirement.

Downtime start

Downtime end

Cause, affected evidence and consequence

Continuation: duplicate this page as needed. Keep project / visit and record IDs on every copy.

Observer event record

Project / visit: _____ Record / continuation reference: _____

Add each relevant event. A pass or recording is not a count of unique bats. Keep potential emergence distinct from a confirmed feature exit.

Event ID

Station ID / observer

Original observed time / timezone

Include seconds if available; retain original device time.

Building / tree / feature ID

Provisional species / group / unknown

Count or estimate

Leave unknown distinct from zero; preserve ranges and uncertainty.

Count unit

Options: Individual bats observed, Events, Passes, Unresolved / other.

Detection method

Options: Visual, Acoustic, Video / NVA, Combined, Other / unknown.

Observed behaviour / interpretation

Options: Pass, Apparent foraging, Commuting interpretation, Close / circling, Possible emergence, Re-entry, Heard, not seen, Other / unknown.

Direction / path ID

Audio / video file and file time

Observer confidence

Options: Uncertain, Provisional, Supported by stated evidence.

Original observation and limits

Describe what was seen/heard; an automated species label remains provisional.

Later review: outcome, evidence, reviewer and date

Do not overwrite the original observation to record a review decision.

Post-survey evidence and handover

Project / visit: _____ Record / continuation reference: _____

Reviewer / date / organisation

Source file inventory and storage reference

Transfer / backup verification

Review software / version / settings

Review coverage and method

Review progress, skipped or unreadable segments, time corrections and unresolved events.

Reviewed findings and feature links

Separate original labels, reviewed outcomes and unresolved evidence.

Usable effort, limitations and implication

Further work and rationale

Report / figure revision and checker

Handover recipient / date / receipt

Custodian, retention basis and access controls

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Instructions for this form

Project / visit: _____ Record / continuation reference: _____

1. The lead surveyor sets the survey question, methods, timing, station coverage and weather decision for the project. This form does not prescribe a universal programme.

2. Record every observer/camera station, target feature, equipment settings, reference clock and start/end clock checks. Keep coverage photos and note blind spots.

3. Use Quick observer recording during the survey for direction arrows, species codes and optional ten-minute activity tallies. Retain the same project, visit and station IDs.

4. Record exact-time possible/confirmed emergence and re-entry events separately, with feature, count unit, direction, confidence and evidence references. Ten-minute totals do not replace these events.

5. Record conditions, interruptions and unusable effort. Keep no effort, an unchecked blank and a genuine zero detection distinct.

6. Keep original observations and automated labels separate from reviewed outcomes. Record reviewer, date, source files and any unresolved evidence.

7. Check file transfer/backups and handover; save the editable record and inspect a reopened copy. Do not add overlapping station counts as unique bats without reconciliation.

Use the companion Quick observer sheet for direction arrows, species codes, ten-minute activity tallies and exact-time exit/entry events. This detailed pack supplies team control, equipment, conditions and later review.

Using and sharing this sample form

Project / visit: _____ Record / continuation reference: _____

A coordinated control, station, observation and post-survey review record.

Use the digital version for expandable records, long notes and data exports. PDF entry fields are interactive but have fixed visible space: check every completed page before sharing. Extra text may scroll inside a PDF field rather than print. Use a linked continuation page instead of hiding notes.

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Sources inform the original ACP prompts. This template does not reproduce BCT tables, imply BCT endorsement, replace competence or prescribe a universal survey programme. Record guidance/version and the rationale used for your project.

1. Collins (ed.), 2023. BCT Bat Surveys for Professional Ecologists, fourth edition; amended March 2024. Relevant chapters: buildings 5, trees 6, emergence 7 and data analysis 11.

Open source 1

2. BCT amendments and questions/answers, March 2024. Read the guidance in context; this is original ACP form wording, not a reproduced BCT table.

Open source 2

3. Natural England: bat protection, surveys and licences (England). Check the relevant regulator for other nations.

Open source 3