ACP
CONSULTANTS

Quick observer setup and sketch

Original ACP sample | Review 1.0 | 16 November 2026 | Not a survey prescription

Project / visit: _____ Station: _____ Date: _____ Sheet / continuation: _____

Project / site

Visit and station

Observer / organisation

Survey date / timezone / UTC offset

Actual start and finish

Sunset time and source

Equipment / settings / control-sheet reference

Viewpoint photos / target features

Start / end conditions and measurement units

Draw the elevation / plan, observer position, feature IDs and travel arrows.

Schematic - not to scale. State which way is north; do not assume page-up is north.

Direction reference

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How north / orientation was checked

Coverage, interruption and limitation notes

Use page 2 for optional interval activity counts and page 3 for exact-time exits/entries. Use the separate control/review pack for full team and evidence handover.

Ten-minute activity tally

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Project / visit: _____ Station: _____ Date: _____ Sheet / continuation: _____

One row per species/group, behaviour, detection method, count unit and direction. Enter each interval boundary. Duplicate for further boxes.

Taxon	Act.	Detect.	Unit	Direction	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Notes / reference
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							
--	--	--	--	--							

Coverage for each box (C complete / P partial / N no effort / U unchecked):

Blank = not entered. Zero = assessed with none detected. Record missing/partial effort and downtime; passes/events are not unique bats. Exits/entries go on page 3.

On paper, circle the travel arrow or write the direction code. Group tally marks in fives, then total. Do not combine interval and exact-event totals as independent bat counts.

Exact-time emergence and re-entry events

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Record every relevant possible/confirmed exit or entry, including seconds where available. Use PE / E / PR / RE. Retain uncertainty and original evidence.

Event ID	Time / day	Taxon	Count*	Act.	Detect.	Direction	Feature	File / time ref.	Notes / confidence
		--		--	--				
		--		--	--				
		--		--	--				
		--		--	--				
		--		--	--				
		--		--	--				
		--		--	--				
		--		--	--				

*** Count unit (state individuals observed / estimate / events / unresolved):**

Original observations stay intact. Add later review, reviewer/date and evidence links in the detailed review record. Do not assume overlapping station counts are different bats.

Species codes and field key

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ACP shorthand v1.0 - all 18 species plus group/unknown options. These are ACP labels, not official BCT or detector codes.

CP	Common pipistrelle	**NAT**	Natterer's bat
SP	Soprano pipistrelle	**WB**	Whiskered bat
NP	Nathusius' pipistrelle	**RB**	Brandt's bat
NO	Noctule	**AB**	Alcathoe bat
LE	Leisler's bat	**BE**	Bechstein's bat
SE	Serotine	**BB**	Barbastelle
BLE	Brown long-eared bat	**GM**	Greater mouse-eared bat
GLE	Grey long-eared bat	**LH**	Lesser horseshoe bat
DB	Daubenton's bat	**GH**	Greater horseshoe bat

Groups: PI Pipistrellus | MY Myotis | PL Plecotus | NY Nyctalus | UN unknown bat.

P - Pass

DP - Distant pass

F - Apparent foraging

C - Commuting interpretation

CIR - Close or circling

SI - Social interaction / calls

UNK - Unclear / other

PE - Possible emergence

E - Confirmed emergence

PR - Possible re-entry

RE - Confirmed re-entry

Detection: V visual | A acoustic / heard not seen | VA visual + acoustic | NVA video/night vision | U unknown.

Directions mean travel towards an arrow. Confirm north for compass bearings. Otherwise label page-relative direction. Quiet calls do not alone prove distance; automated labels do not confirm species.

Instructions for using the observer sheets

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Project / visit: _____ Station: _____ Date: _____ Sheet / continuation: _____

1. Read the lead surveyor briefing and detailed control pack. Enter project, survey date, visit, station, observer, timezone/UTC offset and the actual recording start.

2. Choose the number of ten-minute boxes needed for your recording period. This is a recording interval, not a recommended survey duration. Bin labels are start inclusive and end exclusive: 21:10 belongs to 21:10-21:20, not 21:00-21:10.

3. Add a tally row for one species/group, behaviour, detection method, direction and counting unit. Use another row if these change. Select UN or a justified group when species is uncertain; short codes are ACP labels, not automatic identification.

4. Tap +1 or +5 in the appropriate box, or type a checked total. Use Undo for an accidental edit. A number of passes or observations is not a count of unique bats.

5. Mark each interval as complete, partial or no effort and record downtime. Blank means not entered; enter zero only where you assessed the interval and detected none. Do not turn missing effort into zero.

6. Select a direction arrow or draw a route on the sketch. Arrows mean travel towards that direction. In page mode, up means the top of the drawing. Use compass mode only after confirming north; use Unknown or Mixed when appropriate.

7. Log possible/confirmed emergence and re-entry individually in the exact-time event table. Include count/estimate, feature, confidence and original file/time reference. Do not hide these events in interval tallies or add overlapping totals together.

8. Draw a schematic elevation or plan and label features/positions. Sketches are not to scale; a drawn arrow is not a reconstructed trajectory. The full drawing tool supports more detailed buildings, stations and views.

9. Save the editable JSON regularly, reopen it and inspect the record. Export tallies and events as separate CSV files. Print/PDF output includes your entries; print blank sheets for handwriting or fill the supplied PDF.

10. After the survey, preserve recordings and original field observations. Add the later review outcome separately and hand over to the named lead.

Read alongside the full control/review pack and the resource-specific digital instructions. Sources: BCT UK species list and professional survey guidelines, fourth edition (amended March 2024). These forms are not BCT-endorsed.

Free to complete, add project recording boxes, save, print and include in reports with ACP credit/version/source retained. The actual surveyor is responsible for findings; use does not imply ACP review. Third-party guidance is excluded.

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BCT species list BCT survey guidance