Guidance Sheet No. 1: INSTRUCTIONS for TRIAL RECORDING PHASE

Aims:

- To visit the 20 designated panels and verify their location
- To record them thoroughly using recording forms and digital photography
- To capture stereo imagery for each panel
- To practice using all the equipment and the methodology
- To identify any problems or training needs
- To explore ways of working within the team

Team organisation

Each Team should already have identified to act Field Work Co-ordinator, Data Manager, and Equipment Manager. You may also want to consider other responsibilities in the field, or to divide up the tasks.

Remember that only one completed set of record forms is required for each panel, so that post-visit work may require passing the form around if different individuals need to work on drawings or expand on notes.

Before going into the field

(1) Decide as a team where you will base your survey and assess how much ground you think you will cover in the time available. Think about where the 20 panels are located:

- Are they closely grouped?
- How many could you visit in a single trip?
- Does anyone in your team live nearby?
- What is the terrain like?
- Where is parking/access to the moor?

Your Fieldwork Co-ordinator should take a lead with this process but will need input from everyone. Multiple site visits will be required to ensure that all the carvings in some areas are fully recorded, you may wish to plan these areas in blocks of time rather than individual site visits.

(2) Agree within your team when will be the most appropriate date, and time, and rendezvous point for your fieldwork. It is unlikely that all team members will be able to join in with all field visits, but if you can make sure that at least 4 team members are present on each visit.

(3) Agree on individual activities for the fieldwork. If different team members are going to be responsible for different tasks, such as photography and photogrammetry, try to make sure that all the task areas are covered when you make your field visit.

(4) Get prepared – check all the available information, including maps, drawings and photographs. Make sure you have all the relevant forms and guidance sheets.

(5) Check that there is a field kit available by contacting your Equipment Manager. Arrange to collect it and complete the kit check list. Make sure all batteries are fully charged. Pre-load GPS grid references.

(6) Email the CSI Team to let us know when you will be going into the field. It is also a courtesy to check with the landowner that this will be convenient. Note: Access to the areas included in the Trial Phase has been agreed with the land owners.

(7) Agree on who will act as the emergency contact. Complete the **Fieldwork Information Form, HS2,** as far as possible. Make sure that the emergency contact has a mobile phone number for at least one team member, and that they know where you are going, when you're expected back, what car you are driving and who to contact if there are any problems.

(8) Check the weather forecast the day before and take appropriate clothing or postpone your visit if the weather sounds too bad.

In the field

(1) Complete the Health and Safety checklist (HS3).

(2) Look around the area, familiarise yourself with the sites, the archaeology and the landscape as a whole before you think about using the recording form. Locate known rock art sites and archaeological monuments given in SMR or other records and on the map, think about the geology, the topography, and think about the how the landscape 'works'. It is a good idea to locate as many panels as you can in a particular area first, and take GPS readings on them. (Additional panels may be found subsequently in different lighting conditions or if vegetation changes).

(3) Familiarise yourself with the equipment. Please make sure that all team members have the opportunity to use all the pieces of equipment.

(3) Note down the grid references and elevations of all the sites you have identified using the map and/or GPS.

(4) Taking one rock art panel, go through the recording form together.

(5) Work out how you work best as a team with the recording form. Ideally, decisions should be agreed by the group (e.g. how many cup and rings are there?). It may be best for different team members to fill in different parts of the form, or you may prefer to fill in the form together.

(6) Confirm provisional roles for different team members: e.g. Field Recording, Photography, Photogrammetry.

(7) After this you may want to divide the team up and follow separate tasks (e.g. survey, recording, photography, taking field notes) so that everyone is occupied. Do try and swap around tasks so that everyone has a chance to try out different things.

(8) Use pencil for sketches in the field, or for notes, but remember they should be redrawn in black ink when you get home.

(9) If anyone is getting cold and miserable, they should go back to the car immediately with another Team member.

(10) Note any problems or comments about the recording form, the equipment or the field visit and report these back to us.

When you get home

(1) Clean and dry all equipment and return the field kit to the Equipment Manager who should check it against the kit list, and recharge the batteries. Please tell the CSI Team if anything is lost or broken.

(2) Complete the Fieldwork Information Form (one per visit) and send to the Project Manager.

(3) Record the hours you have spent (individually) on the project using the Participant Time Form

(4) Go through the recording forms while the day is still fresh in your mind to make sure they are legible and complete. If necessary, convert drawings from pencil to pen. It is best to try and do this either the same day or the next day with at least one other team member. Completed forms should be sent to the Data Manager.

(5) Download the photos from the camera onto a computer. It is best to do this as soon as possible while the information is still fresh in your mind. Make sure that the photo numbers and the numbers you have written on the recording form are the same for each panel – this is very important as it is our only link between the photo and the panel! Completed record forms and image files should be sent to the Data Manager.

(6) The Data Manager should update the Master Spreadsheet to indicate which panels have been located, recorded, and photographed.