

Signpost Survey Sheet

Surveyor Name:			
Email address:			
Survey Date:		Time:	

Photos: First we need a photo showing the **signpost in its setting**, including both the top and bottom of the pole. We then need square-on, close up photos of the **front and back of each sign** on the post.

How many photos did you take of this signpost?	
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If you didn't take any photos, please complete the form in full.

Signpost location:

Grid Reference (inc prefix letters) – 10 figures if possible, OR What3Words code or Lat & Long:						
What kind of post is it?	Metal	Wood	Plastic	Lamp post	Wall	Fence/gate

Sign Fingers: Start at the top or top left, then top right and on down the pole.

Finger	CROW No (if known)	Finger Material	Condition
		Cast Metal Wood Plastic	Excellent OK Needs Repair Missing <i>Excellent = as good as the day it went in!</i>
1		Cast Metal Wood Plastic	Excellent OK Needs Repair Missing
	Wording:		
2		Cast Metal Wood Plastic	Excellent OK Needs Repair Missing
	Wording:		
3		Cast Metal Wood Plastic	Excellent OK Needs Repair Missing
	Wording:		
4		Cast Metal Wood Plastic	Excellent OK Needs Repair Missing
	Wording:		

Notes: Does this signpost or any of its fingers need repairing? Is the pole wobbly? Any fingers pointing the wrong way? Anything else you'd like to report?

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Submission: Please help our data entry volunteers by attaching this form and your photos of this signpost to an email to surveys@scotways.com. **Please send one email per signpost.**

Note: ScotWays may use your reports and photos for any of our charitable objectives and for publicity purposes, indefinitely, and without attribution.

Which signposts?

We want to hear about all signs that bear our name (Scottish Rights of Way & Access Society).

We also aim to catalogue every signpost that shows the start or end of all the paths recorded in the Catalogue of Rights of Way (CROW) – many signs are installed by local authorities, community organisations and landowners. This will help us identify routes that would benefit from new signposting.

Registered volunteers can request web access to CROW, this will involve a 1-hour self-service training session to learn how to use the system. Or you can ask us for a list of locations to survey over the course of a few weeks – please let us know your preferred area, number of locations and how far away from roads you're happy to walk/cycle/ride. See scotways.com/signposting for more information and to register.



Scan or click to watch our 3-minute video about surveying signposts.

Surveying Guidance Notes

Safety first: please follow our Safer Surveying guidance (download from scotways.com/signposting). Only registered volunteers are covered by ScotWays' insurance.

Photos: A smartphone or basic digital camera is ideal and advanced photography skills are not required – just try to get the sign in focus and avoid very bright backlighting. First we need a photo showing the **signpost in its setting**, including both the top and bottom of the pole, even if the pole is actually a lamp post or similar. We then need square-on, close up photos of the **front and back of each sign on the post** (back photos show whether the sign is double-sided, and what kind of fixing it has).



Example photos showing setting of the signpost, and the back and front of one sign finger.

Location: We need an accurate location of the signpost itself. We'd much prefer this to be a GPS location taken from a smartphone or GPS unit as you stand beside the sign, in any of these formats:

NO 28175 76206	10-figure grid reference including prefix letters. Any smartphone can provide this but you'll need an app. We recommend OS Locate: download for free , open it and tap <i>About</i> then <i>Settings</i> and set <i>Grid Ref Format</i> to 10 Figures.
56.87167, -3.17991	Latitude & longitude from any GPS or map app, please give 5 decimal places.
bronze.canal.lengthen	What3Words code, copied carefully from the What3Words app.

Three different ways to express one location – all acceptable!

Condition: Give the post a shake to see if it's firmly in the ground and wiggle the finger to see if it is firmly attached to the pole, and pointing the right way. If it's dusty or dirty, a simple wipe with a damp microfibre cloth would be appreciated.

Tip: While surveying, please keep good records so that you can associate the photos with the correct locations, e.g. by recording the location along with the time to check against your camera's timestamps.

Thank you for helping ScotWays record, monitor and maintain our signposts!