

Signpost Survey Sheet

About You	
Surveyor Name:	
Preferred Contact Details:	
Are you a ScotWays member?	

About the sign					
Grid Reference (inc the letters):		ScotWays No.			
Survey Date:					
	Cast metal	Metal	Wood	plastic	Other
The post is made of					
The sign is made of					
Condition:	Excellent	OK	Needs repair	Missing	
Wording:					
Pointing	<- Left	Right ->	Double-sided <->		
Notes					

Photos	
Did you take any?	
Have you enclosed/attached them?	
How many have you sent?	

Return details:

Preferred – Email: volunteer@scotways.com (form and pictures)

Alternative – Mail: Field Officer, ScotWays, 24 Annandale St, Edinburgh, EH7 4AN

For Office Use only			
Date Received		Date Added to CROW:	

Signpost Survey Sheet

Completion Guidance Notes:

Learn How to Survey a Sign

If you have not surveyed a sign for us before, you can learn how to do it in this short video <https://youtu.be/TsS09UGTDNw>.

About You

Tell us who you are and how we can get in touch with you, whether by email or telephone. please tell us if you are a Scotways member.

About the Sign

Grid Reference: A six-figure grid reference minimum with grid letters. E.g. NX 091 345

ScotWays Number: We number all our signs. If you know what number this one is, please add it to the form.

Survey Date: What date did you see the sign?

Material: Most of our signs and posts are made of metal, but we do have wooden ones, and some wooden ones that have a plastic plate insert. What is this one made of?

Condition: We record our signs as:

Excellent: It's as good as the day it went in.

OK: There are signs or wear, it's still pointing the right way and is legible.

Needs repair: From falling over, to loose fingers, pointing the wrong way or being illegible.

Tell us what the problem is in the notes.

Missing: What sign? We've sent you to a point where our records show a sign and when you get there you find it has gone.

Check our sign by shaking the pole to see if it's firmly in the ground and wiggle the finger to see if it is firmly attached to the pole.

Wording: This is really important if you don't have any pictures to send us. What does the sign say?

Pointing: As you stand facing the sign, does the arrow point left, right or is it double-sided?

Notes: Anything else you would like to tell us?

Photos

We love photos of our signs. If we can visualise them, it is easier to understand what repairs may be needed. Ideally, we need three photos per signpost, one of each side of the actual sign finger so that we can read any wording and one that shows us where the sign is in relation to the area around it. Please title the photo files grid reference your name and a sequential number e.g. SH907845RB1

Returning

Where possible, please email the form and photos. It makes it easier for us to handle them! If your photos are big, you might need to use a service such as WeTransfer to send them to us. Contact details are below.