**SURVEY LOGISTICS CHECKLIST**

Well-organized logistics makes conducting surveys much easier. This checklist helps you to ensure that no important logistics aspect of your survey was forgotten.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** | **NO** | **N/A** |
| 1 | Did you make a plan of how many vehicles (and people) will need to go where? | Y | N | N/A |
| 2 | Did you book the required vehicles? | Y | N | N/A |
| 3 | Do the drivers know when and where exactly they are expected to go? | Y | N | N/A |
| 4 | Do all vehicles have a spare tyre and enough fuel? | Y | N | N/A |
| 5 | Did a responsible person confirm that the security situation allows the survey teams to work in the target areas? | Y | N | N/A |
| 6 | If accommodation is required, was is booked for all the people who need it? | Y | N | N/A |
| 7 | Do all team members take lunch with them/ is there a place to go for lunch? | Y | N | N/A |
| 8 | Does everyone know who her/his team members are? | Y | N | N/A |
| 9 | Do all team members have their colleagues’ (esp. supervisor and driver) phone numbers? | Y | N | N/A |
| 10 | Do all teams have contact details of the field-based contact person(s)? | Y | N | N/A |
| 11 | Do all teams know where and when they will meet the field-based contact person? | Y | N | N/A |
| 12 | Do all teams members have their mobile phones charged and with sufficient credit? | Y | N | N/A |
| 13 | Do all teams members have water, pens, writing pads, folders and questionnaires/ tablets? | Y | N | N/A |
| 14 | If tables are used, are they 100% charged? | Y | N | N/A |
| 15 | If tablets need to be re-charged during the day or night, do the responsible people know where they can do so? | Y | N | N/A |
| 16 | Do all team members have the required survey equipment and materials? (such as GPS device, weighing scales, photos of the meals the survey asks about, etc.) | Y | N | N/A |
| 17 | If the survey provides its respondents with any incentives, do all teams carry these to the field? |  |  |  |
| 18 | If a special place for data collection (e.g. weighing children) is required, was is arranged? | Y | N | N/A |

**> Would you like this checklist to be available in a different language?** [**Get in touch with us**](https://www.indikit.net/contact-us)**!**

**> Do you think that something is missing?** [**Let us know**](https://www.indikit.net/contact-us)**!**

Published by: **People in Need (2017)** | Author: Petr Schmied | indikit@peopleinneed.cz | www.indikit.cz