

## Scottish Independence Referendum – 18 September 2014

### Instructions and checklist for polling station inspectors

Polling station inspectors play an important role in the effective management of the poll and should be able to deal with queries and problems arising at the polling station on polling day. Polling station inspectors must ensure that all of their assigned polling stations are properly set up, fully equipped and accessible to all voters.

Polling station inspectors act as trouble-shooters throughout polling day and work with presiding officers and other polling station staff to identify and deal with any problems arising (for example any queues building up, especially close to the close of poll).

They should receive the same training as polling station staff and should be instructed to read the Chief Counting Officer's polling station handbook and quick guide thoroughly.

For the initial visits, the polling station inspector should aim to visit all the allocated polling places **as quickly as possible** dealing with as many of the key issues listed on the checklist as appropriate and re-assuring the referendum office that all stations have opened on time at 7am and are operating effectively.

Subsequent visits should be made throughout the day to finalise the outstanding items on the checklist. Polling station visits can also be used to check that all the notices remain properly displayed throughout the day, to deliver any missing or additional equipment required, to answer any questions that polling station staff may have and to help resolve any problems that have arisen in the polling places assigned to them.

The collection of postal votes as directed by the Counting Officer is a task that must be conducted with care making sure that all those collected are properly and accurately logged. At no time should these postal votes be left in a vehicle while the polling station inspector visits the polling stations.

Each polling station inspector should receive the following:

- a mobile phone (if required)
- an ID badge clearly showing their name as a representative of the Counting Officer
- a label for the car windscreen with appropriate identification
- a map of the area identifying the location of all of the polling places allocated to the inspector
- the names of all polling station staff and a contact number for each of the Presiding Officers
- a contact list of all of the key holders for the polling places in the allocated area (it may also be useful to have the contact number of a locksmith in case a lock is jammed)

- a copy of the emergency contact list including contact details for the police
- a ballot box with spare seals
- a sundries box
- a copy of the polling list for each polling station on their list
- a wallet/packet with a sealing mechanism to collect returned postal votes, along with a log for recording number of postal votes removed, the time of collection and details of the person who collected them
- spare polling stationery, including additional signage
- a polling place/station checklist to be completed for each polling place
- a copy of [the Guidance for campaigners and agents on the conduct of tellers](#), spare copies of the Dos and Don'ts for tellers (amended with local arrangements) to hand out to any tellers present, if required; and
- any other relevant local instructions

The polling station inspector may be involved in liaising with the referendum office in relation to clerical errors on the polling list and emergency proxy applications. In these instances, the referendum office will advise on the procedures to be followed.

The completion of the attached list will produce a useful document which can be used to support the review of polling places as part of the evaluation of the poll, and so all completed checklists should be retained and provided to the referendum office for this purpose.

**Scottish Independence Referendum – 18 September 2014**  
**Checklist for polling station inspectors**

<b>Polling place name and address</b>	
<b>Polling station number(s)</b>	
<b>Presiding Officer name (*)</b>	
<b>Presiding Officer mobile number</b>	

(\*) *If multi station – name of supervising Presiding Officer*

<b>Polling place assessment</b>	<b>(√)</b>	<b>Comments</b>
<b>Parking facilities</b>		
Adequate		
Reserved/signed for disabled voters		
Conveniently located for voters		
<b>Pathways &amp; external areas</b>		
Level throughout		
Non-slip		
Well maintained (no obstructions)		
Well-lit		
Official signs displayed in suitable places		
<b>Entrance</b>		
Level or securely ramped with handrail		
Adequate door width or alternative entrance for powered wheelchairs		
All entrances signed to assist voters		
Space for tellers		
Guidance for voters notice displayed at entrance or inside the building?		

<b>Inside the building</b>		
Level throughout		
Non-slip		
Adequate corridor access		
Adequate lighting		
<b>Inside polling station</b>		
Does the layout assist the flow for voting? Check that there are no obstructions, including at a low level.		
Does the layout help maintain the security of the ballot box and secrecy of the vote?		
Is the lighting adequate?		
Are the polling booths well-lit, but out of direct sunlight?		
Is the furniture appropriate?		
Is there a low-level voting booth?		
Is the ballot box accessible?		
Is the posting slot visible?		
Is there seating available for elderly voters or voters with mobility problems? Check ballot box is not positioned so that blind or partially sighted people could walk into it.		
Are the notices visible? Guidance for voters (inside polling booths and inside and outside polling stations) Instructions for voters		
Are the instructions in alternative languages clearly available?		
Are the large-print ballot paper and the hand-held sample ballot paper visible?		
Is the tactile template clearly available and do staff know how to use it?		
<b>General observations</b>	(√)	<b>Comments</b>
Polling station opened on time?		
Staff clearly identified (name badges worn)?		
Polling station staff helpful and friendly?		

Staff dealing competently with marking the polling list and the CNL?		
Staff dealing competently with issuing the ballot paper?		
Ballot box sealed?		
All stationery accounted for?		
Clear understanding about postal votes (how to deal with those handed into the polling station and a clear understanding of who is entitled to receive a tendered ballot paper and at what time)?		
Clear understanding about completion of ballot paper account?		
Are polling agents able to observe and hear but not obstructing the voting process?		
Guidance material and handbooks available for reference purposes?		
Tellers aware of the code of conduct and other instructions?		
Presiding Officer aware of transportation and handover arrangements for ballot box and materials at close of poll?		

<b>Comments or feedback from Presiding Officer / Poll Clerk:</b>

**Polling station inspector's comments on first visit: (time of visit \_\_\_\_\_)**

**Polling station inspector's comments on second visit: (time of visit \_\_\_\_\_)**

**Polling station inspector's comments on third visit: (time of visit \_\_\_\_\_)**

**Polling station inspector's comments on fourth visit: (time of visit \_\_\_\_\_)**