

Record B (Supplementary record)

Record B is intended for documentation of research in the caves that are already registered. However, if a cave is very poorly documented, but you re-explored it, it is advisable to fill in a complete Record A.

Fill in Record B only if you provide some new information for the reader. This doesn't have to be details of a new passage. For instance, a short report on cave animals is worth documenting, and can be of great value to biologists. Systematic survey or other ongoing work in the cave should by choice be reported only periodically, not after each visit. Invalid records with the text »*Visit to the cave*« will be rejected.

Record B has three parts: the basic data about the visitor (similar to Record A), a form with boxes for quick reference, and a blank space for a description of activities and results. Supplements can be added to Record B, depending on the work done: cave survey (Record E), cartographic data (Record C), photographs (Record F), table of measurements (Record G) and a report on cave condition (Record H). If reporting new passages the cave survey is mandatory; other supplements should be provided if necessary.

Registry number

Record B is used mainly for documenting research in a previously registered cave, so in most cases the registry number will be known. If you are not sure about the cave's identity, then it is better to leave this field empty (or complete it in pencil). Any hypothesis or discussion about the possible identity can be provided in the Description of activities and results field.

Only check The cave is not registered if you are positive that the cave is not registered.

Document designation (Leave blank!)

Leave it blank as it will be entered by the Cave Registry.

Record number

For your internal identification of records.

Date of visit

Insert the date of the exploration. If there was more than one visit, write the interval (e.g. 26. 8. – 18. 9. 2003). If the precise date is not known, insert the most probable date.

Date of record

Insert the date that the record was completed.

Cave name

As in most cases Record B is used for previously registered caves, just copy the cave name here. If you think the cave is not registered, insert a name of your own. See the Recommendation of cave name choice section for guidelines on choosing appropriate cave names.

Organization

Insert the name of the club, society or institute that explored the cave. If the work is a collaboration between several organizations, you can include all of them, but the first should be the one the person mentioned in Author belongs to. If you explored the cave on your own, outside any organization, then leave the field empty.

Author

Enter the author name and surname; the author should also sign at the bottom of the page.

Participants

List the people who participated in the research, if possible with full first names and surnames. If the participants belong to different societies, add the related society names in brackets.

Boxes, upper part

This field is intended to allow the reader a quick guide to the content of the record. If somebody is interested in, say, air currents in the cave, they will look whether the box for meteorological data is checked. In Word you can check the box by a right-click on it and selection of Properties|checked. Below, in the Description of activities and results field, describe the details of your work.

The first column of boxes is designed for noting research of the cave's form and its surroundings.

cave location search: Mainly for noting an unsuccessful search for the cave entrance. Note below where you searched for the cave, so that others will know where not to look for it.

cave area examination: Meant for noting searches for additional caves or draughting holes around the cave entrance. Even if nothing was found it is worth mentioning.

cave exploration: For noting routine re-exploration of the cave, looking for any new parts. If a new passage was found, describe it precisely and include a cave survey. Pay attention to the point where you join the new part to the old. If there are any polygon points on the old cave survey, use them as reference. If nothing new was found, note that too.

digging, widening tight sections: Describe where you were trying to get through. Pay attention to the point where you join the new part to the old. If there are any polygon points on the old cave survey, use them as reference. Note if the digging was not successful, e.g. »*We managed to widen a tight section at point No.23, but after 2m it closes down to a 5cm joint*«.

advanced climbing or crossing: This box is dedicated to noting inspections of less accessible parts of the cave: chimney climbs, traverses over pits, hardly accessible passages, etc. Make sure also to note unsuccessful work, e.g. a dead-end of a chimney.

diving, siphon emptying: Use this box to highlight any kind of research in the water, including free-diving, digging canals, emptying siphons...

The second column of boxes is designed for noting documentation of basic data on the cave.

coordinates determined: The correction of cave coordinates is extremely important work. Write the corrected coordinates below. Verification of coordinates can also be mentioned.

cave measurement: Measurement of the cave or part of it is noted here. Details of other supplementary work can also be given, like depth verification with altimeter. In most cases measuring is followed by drawing, to produce a cave survey (see next box).

cave survey: Checking this box tells that there is a survey added to the Record B. In most cases it is based on measurement (preceding box). If no measurements are available, a sketch may be given (but this should be only in exceptional cases).

photography, filming: Check this box if you took photos or made films in the cave. A picture or two can be added as a supplement (Record F).

information from oral sources: If you heard a story of any kind about the cave, check this box and note the story below.

references: Provide onward references to books or articles about the cave.

The third column of boxes has identical captions to those on the third page of Record A (see Record A for more detailed explanation).

geological data: Data on the rocks in the cave;

hydrological data: Data on water in the cave;

meteorological data: Data on air currents and ice, etc, in the cave;

biological data: Data on animals in the cave;

archaeological data: Data on traces of past human presence in the cave;

environmental data: Data on pollution and current human impacts on the cave; it is recommended to submit a separate Record H.

The fourth column is dedicated to non-research work in the cave.

guided excursion: This is usually intended for the guide to fill in, but not for every visit. The guide may write one record as an overview of the guided tours made during the past year. Caving school exercises can also be included.

cleaning: Report on cleaning the cave of human-related objects (litter, spent calcium carbide, etc) ; it is recommended to submit a separate Record H.

construction: Report on any major works in the cave, not connected to exploration or cleaning, e.g. footpath or electrical lightning repair in tourist caves, stabilization of dangerous rocks, etc.

accident: If an accident happened, describe it briefly to warn the reader where to take care.

rescue drill: Report on the cave rescue drill.

other: If your contribution does not fit into any of the boxes described above, check this box, add a few words of explanation and explain in detail below.

Boxes, central part

These boxes are meant for a rough classification of the cave's condition. In most cases none of the boxes will be checked. If necessary, check one (or more) of them and describe the situation and whereabouts in detail in the Description of activities and results section.

heavily polluted: There is a substantial quantity of litter in the cave, which should be described below. Do not check this box if there are only isolated items, like one tin can, a small chunk of calcium carbide, etc. It is recommended to submit a separate Record H.

heavily or recently damaged: The cave is heavily damaged due to human impact. Describe the circumstances below: broken dripstones, graffiti, waste water, etc. Recently damaged means within a matter of a year or so. It is recommended to submit a separate Record H.

locked: The cave is locked and has a guardian. If possible, write the guardian's name or contact address.

inaccessible: A visit is not possible, though it might be accessible sometimes in the future. Describe the circumstances below: partly buried; entrance from a building; lies in a restricted area, etc.

destroyed: The cave no longer exists. Describe below what happened to it: walled in; completely buried; removed (quarry, motorway, etc).

Boxes, bottom part

Based on this record we suggest that the basic data on the cave should be changed: Check this box if you suggest changing any of the following data: cave identity (ambiguous registry numbers, etc.); cave name; coordinates; length and depth. Write the new data below.

Description of activities and results

Describe what you found in the cave or relating to the cave. Summarize the text touched upon in the boxes above. If there is much to be written, insert subtitles to make the data more intelligible. If there is not enough space, write *Continued on back of this page*, and continue the description on the reverse side of the paper. If even this is not enough, write *Continued on separate page*, and continue on a sheet of its own. In this case do not forget to write the cave name, your name, organization and date at the top of the page.

(signature)

Signature of the author of the record, whose name is supplied in Author.