

A dark, monochromatic photograph of a modern building's interior, showing a complex network of dark metal beams and a ceiling with a grid of slats. The lighting is dramatic, with strong shadows and highlights.

# ASSAP Investigation Report

STRICTLY CONFIDENTIAL

Case ID Number:

Author of report:

Date of Investigation:

Date report completed:

Investigators present:

Association for the Scientific Study of Anomalous Phenomena (ASSAP)  
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## Section 1 – Preliminary Information

### Section 1.1 How the report originated

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** Information available prior to investigation including discovery of the case and any principal witnesses. Depending on the type of investigation being undertaken may include contact with witnesses (eg telephone calls, emails, etc) information from media sources, historical data, direct  
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*Ethical checklist (please append to report):*

1. Statement of confidentiality
2. Statement of data protection

## Section 1.2 Interviews and transcripts

Digital recordings (wherever possible) of any interviews with witnesses or other individuals with knowledge pertinent to the investigation.

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** Suggested interview technique:

1. Encourage the witness / interviewee to give as much detail as possible in their own words.
2. Summarise the main details back to the witness / interviewee for confirmation.
3. Ask open ended questions to elicit more detail or clarify certain points. Try to avoid closed or leading questions.
4. Encourage the witness / interviewee to give their personal opinion noting any belief systems which may be evident.
5. In the case of a witness to an event probe for any previous experiences of a similar nature.

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**Important** Where an incident has been directly experienced it is most important to record as much detail as possible from the principal witness / witnesses. This information should be obtained with as little input from the investigator as possible until the witness has told their story to their own satisfaction. A digital file of the full interview(s) should be appended to the report. As a minimum please provide a summary of the main points but ideally full typed transcripts should also be produced. *(Delete box in client copy)*

*Ethical checklist (please append to report as appropriate):*

1. Statement of vulnerable persons and / or child protection policy
2. Public Liability Insurance (eg through ASSAP NICs)
3. Signed agreement between client and investigator detailing expectation and confidentiality agreements

## Section 1.3 Location survey or artifact analysis

*(Type your report here. Expand box or continue onto another page as necessary)*

### ! Notes

- Provide as much location detail as possible. Depending on the investigation this could include digital photographs, maps, drawings, measurements etc. Where appropriate, note any details which may be pertinent to the investigation at the time of the incident. For example, this could include weather conditions etc. Depending on the type of investigation being undertaken this may also include historical data and any details of previous incidents.
- Alternatively, it may be that the case involves, for example, an artifact such as a photograph which requires further expert analysis. In this instance a full report of the expert analysis should be appended.

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*Ethical checklist (please append to report as appropriate):*

1. Risk assessments

## Section 1.4 Information summary

*(Type your report here. Expand box or continue onto another page as necessary)*

### ! Notes

Using the information gathered in 1 to 3 above provide a full report of the subject of the investigation. This should be an objective report from the information gathered with no attempt made at this stage to analyse the data or reach conclusions.

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## Section 1.5 Justification to investigate further

*(Type your report here. Expand box or continue onto another page as necessary)*

### ! Notes

- Consider whether a property requires a 'team' investigation, in most cases this is not appropriate. If this method is selected justifications should be provided.
- Not all cases will require any further investigation, you should justify why a case needs to be followed up. You may be satisfied that sufficient information has already been obtained to reach a satisfactory conclusion. For example, expert analysis of photographic evidence from witnesses may be sufficient to effectively explain the case.

In these instances simply state the justifications for moving directly on to the analysis and conclusions section of the report.

- Some cases will benefit from further investigation of the location. For example, you may wish to try and emulate as closely as possible the time and conditions of the original event in order to explore possible explanations.
- Taken a stage further you may also wish to formulate a hypothesis, and subsequently test this on site.

In these instances provide a justification for your choice of further action before moving on to the investigation section.

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*Ethical checklist for further investigations (please append to report as appropriate):*

1. Considered whether taking any action is justified or unjustified
2. Considered whether a 'team' approach is justified or unjustified

## Section 2 – The Investigation

### 2.1 Hypothesis Development

*(Type your report here. Expand box or continue onto another page as necessary)*

#### ! Notes

- Based on any information that you have gathered in Section 1 of this report, in your own words and thoughts, please provide details as to what the most possible and feasible explanation (your hypothesis) could be that surrounds the incident.
- Also include any discrepancies that you may have noticed during the interview process.
- This will also form the aims of the premeditated investigation.

*For example: The principal witness may have stated that everyday between 2pm and 4pm that a certain object in their house moves slightly. If this is the case, please conduct research into environmental factors and location. What they could be experiencing may simply be due to vibration caused by roadwork's, low flying aeroplanes if location is on the flight path etc.*

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### 2.1 Hypothesis Development

*(Type your report here. Expand box or continue onto another page as necessary)*

! You may want to include some of the following ideas:

- Testing out any hypothesis developed in 2.1 (above)
- Whether it is your intention or not, to use participant observation e.g. where a percipient investigator has no prior knowledge of the original incident/s.
- To establish why the incident/s is/are occurring.
- To examine theories behind the reported phenomena.
- To develop an extraneous factor survey in active and control rooms.

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## 2.3. Investigation methodology

### ! Notes

It is vital that you make attempts to match conditions as close as possible to the witness's original experiences for environmental authenticity. For example, the witness may see a shadow on the staircase at 6pm in low light conditions. If this is the case, please do your best to recreate alike conditions at the time of day etc. Similarly, if the time of the experience was on a bright afternoon, your investigation should mimic these conditions.

Avoid using all methods and equipment, unless fully justified in your investigation aims, as this can be construed as 'paranormal fishing.' Justification must be provided for use of each item of equipment. The justification, for example, that 'some people feel EMF meters have something to do with ghosts' is not an acceptable justification.

### Important

It is not advised that the following methods should be used during an investigation e.g. EVP, mediums; psychics; Ouija boards; table tipping; exorcists; psychic drawing etc. The only exception to this is if the aforementioned non-scientific methods are the focus of the investigation.

No equipment should be moved during the investigation unless malfunction occurs.

Synchronise watches and computer and recording equipment, and allocate roles to all investigators. Code of conduct for participants to sign should dictate behaviour standards.

### Suggested methods:

1. Extraneous survey in active and controlled environments.
2. You may wish to carry out participant observations. Percipients' awareness of any occurrences should be recorded.
3. CCTV coverage of active and control rooms.
4. Baseline readings recorded.

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*Please state all methods and equipment to be used during the vigil and the location of areas of study:*

*(Type your report here. Expand box or continue onto another page as necessary)*

*Ethical checklist for further investigations (please append to report as appropriate):*

1. Full statement of your methods provided to client in advance
2. Code of conduct used

## 2.4. Extraneous factor survey

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** This should be carried out in ALL rooms of the location in which the phenomenon has been reported together with the control room(s). It is advisable that check sheets are prepared prior to the investigation, as they will need to be tailor-made for each individual location. You may wish to include the following:

- Digital photographs/film footage taken prior to the investigation
- Baseline readings
- How the rooms are decorated
- If there are any broken window panes or other objects that can cause a draught
- What heating method is used
- If there any imposing features included within the location
- Illustrate the context of the area/location, e.g. is it next to a graveyard or powerline?
- Sketches of the rooms (where possible please scan original drawings)
- Areas of 'normal' cold/hot spots
- Whether or not pets or pests reside in the location
- If there are any loose floorboards, squeaky doors etc.

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## 2.5. Investigation report

*Please supply details of investigators present and their roles:*

*(Type your report here. Expand box or continue onto another page as necessary)*

*Provide a detailed chronological report of the investigation. Please use the 24 hour clock format. Include all sensory/emotional experiences which could include: sounds, smells, sightings, feelings etc. It may be helpful to complete this in a tabular format.*

*(Type your report here. Expand box or continue onto another page as necessary)*

*N.B. Any visual and/or audible evidence obtained during the investigation - please append to report as appropriate.*

## 2.6. Perceptions survey (if applicable)

Should you choose to use participant observation, it is paramount that details of the witnesses' reports are not disclosed to the chosen percipient investigators.

*If percipients are used, please provide details of their experiences:*

*(Type your report here. Expand box or continue onto another page as necessary)*

## 2.7. Technical report

Provide details of equipment readings, for example datalogger graphs and tables.

*(Type your report here. Expand box or continue onto another page as necessary)*

## 2.8. Debriefing and Improvements

At the end of the investigation, it is necessary that a debriefing session is held in order to record any comments or remarks pertaining to the investigation. The following can include further thoughts to record following analysis and reflection.

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** *It should include:*

- Problems that occurred during the investigation
  - Assessment that all concerned are in the same psychological state as at the start of the process
  - Ensure contact details of investigators are held by clients and participants
  - Whether or not anyone felt that the investigation was compromised in any way. Including any ethical issues arising.
  - Opportunity for a discussion of any experiences.
  - If anything could have been improved upon etc:
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## Section 3. Analysis of evidence

### 3.1. Analysis of evidence gathered during investigation

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** Make a consideration of possible options to explain the case – referring back to your hypotheses and focuses on original client reports. Explore the relative advantages and limitations of each. Refer to any expert opinions obtained during the case e.g. photographic analysis. Hypotheses should only be rejected (e.g. paranormal conclusions drawn) in discussion with the NIC(s).  
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### 3.2. Conclusions & recommendations

*(Type your report here. Expand box or continue onto another page as necessary)*

**!** Draw conclusions on a logical and scientific basis unless there is insufficient data to do so. Where appropriate make recommendations for further action / investigation.  
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## Section 4. Summary for Publication

*(Type your report here. Expand box or continue onto another page as necessary)*

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**!** As a charity ASSAP must investigate for the benefit of mankind. This is only possible by producing Case Summaries that are available to the public. Some notes on this process:

- Mandatory for all ASSAP cases
- This will be published in Anomaly, so there should be no identifying details
- Spelling and grammar should be appropriate and ready for publication
- The focus should be on what investigators learned from conducting this case
- Simple cases may only require a 500 word (one page) summary, there is no upper limit for more noteworthy cases

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