

Standard and guidance: appendices

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- Minor formatting changes made; some references added

***Please be aware this document is no longer being updated so some information may be out of date. It has been retained for reference purposes only**

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APPENDIX 1

Glossary

Appraisal

a rapid reconnaissance of site and records to identify (within the planning framework) whether a development proposal has a potential archaeological dimension requiring further clarification (ACAO 1993, 4)

or

a rapid reconnaissance of site and records to identify whether a particular project or study area has potential for further academically oriented research involving non-intrusive or intrusive methods.

Archive (finds)

the finds archive is composed of the material archive (all recovered and retained archaeological material), the documentary archive (all documentation relating to finds work, including catalogues, computer records, photographic negatives, transparencies, prints, radiographs, conservation records and correspondence) and an index. The finds archive forms part of the complete project archive.

Assessment

see **desk-based assessment** and **post-excavation assessment**.

Brief/project outline

an outline framework of the archaeological circumstances which have to be addressed, together with an indication of the scope of works that will be required. In Scotland the brief may be referred to as a project outline (see Historic Scotland 1996a, 2).

Client

the individual or organisation commissioning and funding the project.

Costed assessments

in Scotland, these provide the basis for at least provisional agreement and further contracts on the resources to be provided for further fieldwork or for post-excavation work.

Curator

a person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty, including for example County, District or Council archaeological officers, and the national bodies, Historic England, Historic Scotland, Cadw (Wales), Department of Environment, Northern Ireland and Manx Heritage.

Data standard

a specification of the content or organisation of recorded information used to promote retrieval of information, to assist in the specification of information gathering, and to enable the sharing of information between projects. Data standards may cover the content of the recorded information, or the indexing terminology to be used in the records, or both.

Data structure report

this report is required in Scotland and there is no precise equivalent elsewhere in the United Kingdom or Isle of Man. It consists of a narrative account of field interpretations and questions which may be answered by post-excavation analysis, supported by full lists of contexts, finds, samples and records (including plans, photographs and slides) (see Historic Scotland 1996a).

Desk-based assessment

an assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource. (see also *CIfA Standard and guidance for archaeological desk-based assessments*).

Environmental Impact Assessment (EIA)

a systematic analysis of the potential effects of a project on all aspects of the environment including cultural heritage, in order to inform the deciding agency involved in the decision-making process. In addition, this acquaints bodies with relevant environmental responsibilities and gives them the opportunity to comment before consent is given. EIA applies to projects having significant environmental effects as set out in Directive 85/337/EEC and as implemented in the United Kingdom and Isle of Man, which came into effect in July 1988.

Evaluation

a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate (see also *CIfA Standard and guidance for archaeological field evaluations*).

Fieldwork (finds)

fieldwork is the stage in the process of finds work which produces the finds assemblage; this can include the re-evaluation of old collections. Intrusive fieldwork is the process of removing finds from their context of deposition in antiquity; this includes excavation, field survey such as field-walking and discovery by members of the public.

Finds

the term 'finds' is taken to include all artefacts, building materials, industrial residues, environmental material, biological remains and decay products.

Planning archaeologist

see **curator**.

Post-excavation assessment

the process carried out after the completion of fieldwork in order to assess the potential for further analysis and publication. This involves the assessment of the findings (as represented in the site archive) against the original project design. It may result in the production of a post-excavation project design, which will incorporate any new research questions identified. Post-excavation assessment must result in the production of a report.

Post-excavation project design

see below and costed assessment (Historic Scotland 1996a, 11). The full project design for the post-excavation phase and publication of projects may not be possible until excavation is complete. The cost of this work will be broadly agreed on the basis of a costed assessment.

Project design

a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeologist or organisation undertaking the fieldwork, frequently in response to a brief/project outline or specification (Historic Scotland 1996a, 7). The project design may be updated following post-excavation assessment.

Project outline

see **brief**.

Publication plan/synopsis

a description of the final report and publication outlet, if known, which should include a contents list, with an estimate of word counts and numbers of illustrations for each section identified in the contents list. It should identify where foldouts are desired and where colour may be needed (Historic Scotland 1996a, 11).

Qualified staff (finds)

trained archaeological personnel who would normally be members of ClfA or equivalent bodies with relevant skills, knowledge and understanding.

Specialist (finds)

this includes all finds co-ordinators, artefact specialists, technology specialists, environmental archaeologists, conservators, archaeological scientists and museum curators.

Specification

a written schedule of works required for a particular project (by a curator, planning archaeologist or client) set out in sufficient detail to be quantifiable, implemented and

monitored. Normally prepared by or agreed with the relevant curator (Historic Scotland 1996a, 2–6).

APPENDIX 2

Preparation of specification

The specification should contain, as a minimum, the following elements:

- a. non-technical summary (intelligible to the lay reader)
- b. site location and description (NGR, size, geology, land use, topography, physical constraints)
- c. planning background (proposal details, planning policies, other environmental matters, Scheduled Monument constraints, Protected Wrecks, etc)
- d. archaeological and historical background (including plan or NGR, site status)
- e. purpose/aims of fieldwork (clearly stated in both general and specific terms)
- f. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques)
- g. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation)
- h. report preparation, contents and distribution
- i. legislative requirements
- j. copyright
- k. archive deposition (including finds ownership, recipient museum)
- l. publication and dissemination
- m. timetable, if appropriate
- n. staffing (in general terms only) eg the site director should be a full member of the Chartered Institute of Field Archaeologists, but not the entire staff
- o. Health and Safety statement
- p. monitoring procedures required by the curator, including any charges

APPENDIX 3

Contents of project design

The project design should contain the following elements:

- a. non-technical summary (intelligible to the lay reader)
- b. site location including map(s) and description (NGR, size, geology, land use, topography, physical constraints)
- c. context of the project: planning background, planning policies, other environmental matters, relevant legislation, details of proposed development if relevant
- d. geological and topographical background
- e. archaeological and historical background (including built, landscape and technical, plan or NGR, site status)
- f. aims of fieldwork (clearly stated in both general and specific terms)
- g. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques, and any measures for the conservation/reburial of surviving deposits)
- h. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation, analyses)
- i. report preparation, contents
- j. copyright
- k. archive deposition (including finds ownership, recipient museum/repository)
- l. publication and dissemination proposals, at the analysis stage to include publication plan or synopsis
- m. timetable
- n. staffing
- o. Health and Safety policies and implementation, including risk assessment
- p. Insurances
- q. monitoring procedures (internal, curatorial, contractual)
- r. costs and timetable

A contracting archaeologist responding to a tender with a specification may refer to these elements if defined in a brief/project outline or specification set by curator or client, rather than repeat them in a project design.

APPENDIX 4

Post-excavation project design

The post-excavation project design should be a written document. In English Heritage (1991) this is referred to as an updated project design and under other systems, requirements are similar. It should be a written document which includes:

1. the methodology used to answer each research aim
 - I. detailed methodologies for each type of data
 - II. non-analytical procedures, eg proposals for disposal/retention and for archive deposition
2. preliminary publication synopsis or plan
 - I. the proposed publication outlet(s)
 - II. a chapter by chapter breakdown of the report, supported by estimates of word counts and figure lists
 - III. how it is intended to integrate specialist reports and to cross-refer between different parts of the text
3. resource requirements and timetable

It may be helpful to include or append a copy of all or part of the original project design, for ease of reference.

APPENDIX 5

Copyright

Under the Copyright, Designs and Patents Act 1988 the organisation or person undertaking field and reporting work retains the copyright to the written and graphic material, unless this has been varied in the contracts for the work. This position should be made clear to all relevant parties at the outset of work.

The circumstances under which other parties can use the report or records should be made clear at the inception of the project. For example, one of these clauses could be incorporated into the specification or project design:

The ...[name of organisation carrying out work]... shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence

to the client for the use of such documents by the client in all matters directly relating to the project as described in the project design/specification

or

The ...[name of organisation]... will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).

In the last instance a further letter actually granting copyright needs to be sent to the client.

The proposals for distribution of the report must be made clear to all parties at the outset of the project.

APPENDIX 6

Selected bibliography (including references specifically associated with the Standard and guidance documents for forensic archaeology, archives and nautical recording)

Acts, Statutory Instruments, Orders, etc

Access to Environmental Information Regulations (Northern Ireland) 1993
Acquisition of Land Act 1981
Ancient Monuments Act 1931
Ancient Monuments and Archaeological Areas Act 1979
Ancient Monuments (Class Consents) Order 1994 (S.I. No. 1381)
Ancient Monuments (Class Consents) (Scotland) Order 1996 (S.I. No. 150)
Ancient Monuments Consolidation and Amendment Act 1913
Ancient Monuments (Northern Ireland) Act 1925
Ancient Monuments (Northern Ireland) Act 1937
Ancient Monuments Protection Act 1882
Ancient Monuments Protection Act 1900
Agriculture Act 1986
British Coal Staff Superannuation Scheme (Modification) Regulations 1994 (S.I. No. 2576)
Burial Act 1857
Coal Industry Act 1994
Coal Industry Nationalisation Act 1946
Coal Mining Subsidence Act 1991
Coastal Protection Act 1949
Coast Protection Act 1949
Compulsory Purchase Act 1965
Continental Shelf Act 1964
Construction (Design and Management) Regulations 1994 (S.I. No. 3140)
Copyright, Designs and Patents Act 1988
Coroners Act 1988
Council Directive (No. 17/11/EC)
Council Directive (No. 97/11/EC)
Countryside Act 1968
Crown Estate Act 1961
Data Protection Act 1984
Disabled Persons (Employment) Act 1944, 1958

Disused Burial Grounds Act 1884
Disused Burial Grounds (Amendment) Act 1981
Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994 (S.I. No. 2576)
EEC (European Economic Community) 1985: Council Directive of 27 June 1985 on the Assessment of the Effects of Certain Public and Private Projects on the Environment (85/337/EEC)
Electricity Act 1989
Environment Act 1995
Equal Pay Act 1970
Forestry Act 1967
Gas Act 1986
Highways Act 1980
Highways (Assessment of Environmental Effects) Regulations 1988 (S.I. No. 1241)
Historic Buildings and Ancient Monuments Act 1953
Historic Monuments Act (Northern Ireland) 1971
Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 (S.I. No. 1625)
Land Compensation Act 1961
Land Drainage Act 1991
Local Government Act 1972
Local Government Access to Information (Variation) Order 1992 (S.I. No. 2051)
Local Government and Planning (Scotland) Act 1982
Local Government (Scotland) Act 1973
Manx Museum and National Trust Act 1959
Mines (Working Facilities and Support) Act 1966
Merchant Shipping Act 1894
Merchant Shipping Act 1906
Merchant Shipping Act 1995
Merchant Shipping (Salvage and Pollution) Act 1994
National Heritage Act 1983
National Heritage Act 1983
National Museum of Antiquities of Scotland Act 1954
National Parks and Access to the Countryside Act 1949
New Towns Act 1981
Planning (Listed Buildings and Conservation Areas) Act 1990
Planning and Compensation Act 1991
Planning (Northern Ireland) Order 1972
Planning (Northern Ireland) Order 1991
Planning (General Development) (Northern Ireland) Order 1993
Powers of Criminal Courts Act 1973
Protection of Military Remains Act 1986
Protection of Wrecks Act 1973
Race Relations Act 1976
Roads (Scotland) Act 1984
Sex Discrimination Act 1975, 1986
Supreme Court Act 1981
Telecommunications Act 1984
Territorial Sea Act 1987
Theft Act 1968
Town and Country Planning Act 1947
Town and Country Planning Act 1990
Town and Country Planning (Applications) Regulations 1988 (S.I. No. 1812) (Article 4)

Town and Country Planning (Assessment of Environmental Effects) Regulations 1988 S.I. No. 1199)
Town and Country Planning (Assessment of Environmental Effects) (Amendment) Regulations 1992 (S.I. No. 1494)
Town and Country Planning (Development Plan) Regulations 1991 (S.I. No. 2794)
Town and Country Planning (Environmental Assessment and Permitted Development) Regulations 1995 (S.I. No. 417)
Town and Country Planning (Environmental Assessment) (Scotland) Regulations 1988
Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995 (S.I. No. 2258)
Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (S.I. 1999 No. 293)
Town and Country Planning General Development (Amendment) (No.2) Order 1985
Town and Country Planning General Development Order 1988 (S.I. No. 1813) (Article 18(1))
Town and Country Planning (General Development Procedure) Order 1995 (S.I. No. 419)
Town and Country Planning (General Development Procedure) (Scotland) Order 1992
Town and Country Planning (General Permitted Development) Order 1995 (S.I. No. 418)
Town and Country Planning (Scotland) Act 1972
Town and Country Planning (Scotland) Act 1997
Transport Act 1947
Transport Act 1962
Transport and Works Act 1991
Transport and Works Applications (Listed Buildings, Conservation Areas and Ancient Monument Procedure) Regulations 1992 (S.I. No. 3138)
Treasure Act 1996
Tribunals and Inquiries Act 1992
Water Act 1973
Water Act 1989
Water Consolidation (Consequential Provisions) Act 1991
Water Industry Act 1991
Water Resources Act 1991
Wildlife and Countryside Act 1981 (section 48)
Department of the Environment Circulars 22/84;
Department of the Environment & Department of National Heritage 1992

Department of Environment Circulars

18/84 Crown Land and Crown Development
1/85 The Use of Conditions in Planning Permissions
18/86 Planning Appeals Decided by Written Representation
8/87 Historic Buildings and Conservation Areas – Policy and Procedures
16/87 Scottish Development Department Planning Circular
10/88 Town and Country Planning (Inquiries Procedure) Rules
1988 Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) Rules 1988
13/88 Scottish Development Department Planning Circular
15/88 Town and Country Planning (Assessment of Environmental Effects) Regulations 1988
13/90 Scottish Development Department Circular
16/91 Planning and Compensation Act 1991: Planning Obligations
19/92 Town and Country Planning General Regulations 1992; Town and Country Planning (Development Plans and Consultation) Directions 1992
20/92 Responsibilities for Conservation Policy and Casework

24/92 Good Practice at Planning Inquiries
8/93 Awards of Costs incurred in Planning and Other (Including Compulsory Purchase Order) Proceedings
3/95 Permitted Development and Environmental Assessment
9/95 General Development Order Consolidation 1995
11/95 The Use of Conditions in Planning Permissions
13/95 Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995
Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 – SI 1999 No 293

Planning Policy Guidance Notes

PPG 1 General policy and principles (1992)
PPG 7 The countryside and the rural economy (1992)
PPG 12 Development plans and regional planning guidance (1992)
PPG 15 Planning and the historic environment (1994)
PPG 16 Archaeology and planning (1990)
PPG 20 Coastal planning (1992)

Department of Transport (Marine Directorate) 1986 Historic Wrecks Guidance Note

Development Control Advice Note 10 Department of the Environment for Northern Ireland Environmental Impact Assessment

NPPG 5 Scottish Office Environment Department 1994 National Planning Policy Guideline 5 Archaeology and planning

NPPG 18 Scottish Office 1999 National Planning Policy Guideline 18 Planning and the historic environment

PAN 42 Scottish Office Environment Department 1994 Archaeology: the planning process and Scheduled Monument procedures

PPS 6 Department of the Environment for Northern Ireland 1999 Planning, Archaeology and the Built Heritage

Welsh Office Circulars

Welsh Office 1996 Planning and the historic environment: archaeology (circular 60/96)

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Personal Protective Equipment at Work Regulations 1992, Guidance on Regulations L25 H&S Commission, HMSO

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APPENDIX 7

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