**REGISTERED ORGANISATION APPLICATION FORM**

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Description automatically generated**

Published February 2025.

The Registration of Organisations scheme ensures that organisations follow the Chartered Institute for Archaeologists' (CIfA) *Code of Conduct*, and other CIfA regulations. The principles of the *Code of conduct* are upheld through the implementation of the Standards and guidance.

**How to complete this form**

The information provided will form the basis of your inspection report. It will help the inspection panel prepare for their visit. Refer to the [Registration of organisations: additional guidance](https://www.archaeologists.net/formsandguidance) while completing the form. Examples are given within the application form. They are there to guide you and are not set expectations.

Within this application form “project design” is used as a universal term for the document that sets out how the archaeological work will be conducted. This document may be called something different depending on the jurisdiction of the work.

If you would like a copy of your previous application form to assist, please get in touch with us to request a copy: [ellen.mcnamara@archaeologists.net](mailto:ellen.mcnamara@archaeologists.net)

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| **New organisations only**  In addition to submitting this application form, new organisations should also [register their organisation online](https://www.archaeologists.net/registered-organisation). There is also an application fee due. This is **£225** for small businesses, **£300** for turnover up to £1,000,000, **£375** for turnover over £1,000,000.  This may be paid by cheque made payable to “Chartered Institute for Archaeologists” or by BACS using Sort Code: 20-71-03 and Account no: 43944948. Please quote unique reference ‘RO APP’ if making a payment by BACS.  If you require an invoice to be sent, please provide a **purchase order number:** Click or tap here to enter text.  **Please note the application fee must be paid prior to the application being processed.** |

**Attachments**

Please submit any available supplementary information to help us process your application. The panel may request additional documents.

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| **Submit if available and applicable to the size and type of organisation**  *(The inspection can still go ahead if you do not have several of these documents.)* | **Provided** |
| 1. Copy of the signed record of the resolution passed by the governing body (only if not currently registered or if there have been significant governance changes since your last application) |  |
| 1. Organisational diagram (Organogram) |  |
| 1. Organisational skills audit and training plan [[1]](#endnote-2) (CPD Logs/minutes etc for micro ROs) |  |
| 1. Example of an individual training plan (redacted)[[2]](#endnote-3) (CPD Logs for micro ROs) |  |
| 1. Example of an appraisal (redacted) |  |
| 1. Quality system accreditation certificate (eg ISO: 9001) or Quality system documentation/procedures |  |
| 1. OHSAS 18001, ISO 45001, SSIP certification or equivalent, or H&S Policy and H&S manual/procedures |  |
| 1. Public benefit/community engagement/social value policy[[3]](#endnote-4) |  |
| 1. Example of a risk assessment |  |
| 1. List of grey literature reports (normally for the last two years) |  |
| 1. Details of organisation’s publication record |  |
| 1. Archive backlog deposition strategy and programme [[4]](#endnote-5) |  |
| 1. Example of a data management plan [[5]](#endnote-6) |  |
| 1. Example of a project-specific selection strategy [[6]](#endnote-7) |  |
| 1. Policy on environmental protection/carbon reduction [[7]](#endnote-8) |  |
| 1. Conflict of interest/ethical business policy |  |
| 1. Volunteer policy |  |
| 1. HR policies |  |
| 1. Staff handbook |  |
| 1. Business continuity plan/disaster recovery plan |  |
| 1. Investors in People certification |  |
| 1. Other (please list) |  |
| Click or tap here to enter text. | |

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| **If you have not provided the required documents for the inspection, please explain why or specify what you use instead.** |
| Click or tap here to enter text. |

**Checklist to be completed by all organisations**

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| **Name of organisation:** |
| Click or tap here to enter text. |

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| **Name of Responsible Post-holder (RPH)** |
| Click or tap here to enter text. |

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| **Name of Second RPH (SRPH)** |
| Click or tap here to enter text. |

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| **The Responsible Post-holder (RPH)** occupies the position which represents the highest level of specifically historic environment responsibility within the management structure of the organisation.[[8]](#endnote-9) If you are not this person, how does your role fit the responsibilities of RPH? |
| Click or tap here to enter text. |

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| **Organisation details** | **Yes** | **No** |
| Entirety of organisation being registered? |  |  |
| Part of a larger organisation? |  |  |
| Name of parent organisation, if applicable:  Click or tap here to enter text. | | |
| Address of parent organisation, if applicable:  Click or tap here to enter text. | | |
| Date/year organisation was established | Click or tap here to enter text. | |
| Date/year organisation was registered (became an RO) | Click or tap here to enter text. | |

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| **Resolution:** please refer to the Registration for organisations: additional guidance for applying organisations 3.2[[9]](#endnote-10) |
| *All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists.* |
| What is the name of the governing body or board which has passed the resolution?  Click or tap here to enter text. |
| Date on which resolution was passed  Click or tap here to enter text. |

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| **Does your organisation have the following insurance cover?** | **Yes** | **No** |
| Professional indemnity (*a requirement*) |  |  |
| Does your organisation hold other insurance policies to ensure there is adequate cover for any persons or property which may be affected by your archaeological activities? |  |  |

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| **Location of offices (not full address) and number of staff employed in each** |
| Main office and number of staff  Click or tap here to enter text. |
| Other offices and number of staff  Click or tap here to enter text. |

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| **Type of organisation (tick all that apply)** | |
| Local authority |  |
| Registered charity |  |
| Educational institute |  |
| Sole trader |  |
| Limited company |  |
| Plc |  |
| Llp |  |
| Other partnership |  |
| Cooperative |  |
| Other (please specify)  Click or tap here to enter text. | |

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| **Geographical areas covered** | |
| All UK |  |
| Scotland |  |
| Wales |  |
| Northern Ireland |  |
| England: |  |
| North West (inc Isle of Man) |  |
| North East |  |
| Yorkshire & The Humber |  |
| East Midlands |  |
| West Midlands |  |
| East of England |  |
| South East (inc London, Isle of Wight) |  |
| South West (inc Isles of Scilly) |  |
| The Channel Islands |  |
| Elsewhere in Europe |  |
| Elsewhere in the World |  |

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| **Services your organisation has offered in the last three years** | | |
| **Stewardship** | **In-house** | **Bought-in** |
| Historic environment advice to/on behalf of national and local government on policy, strategy and development control |  |  |
| Maintenance of Historic Environment Records/National Monument Records |  |  |
| **Consultancy** | **In-house** | **Bought-in** |
| Provision of commercial historic environment advice to developers, public inquiries |  |  |
| Design of investigations, procurement of services, contract management and monitoring |  |  |
| Conservation management plans |  |  |
| Environmental impact assessments, desk-based assessments, documentary research |  |  |
| **Fieldwork and post-fieldwork services** | **In-house** | **Bought-in** |
| Measured and topographical survey |  |  |
| Building analysis and recording |  |  |
| Geophysical survey |  |  |
| Characterisation and appraisals |  |  |
| Field evaluation |  |  |
| Excavation |  |  |
| Watching briefs |  |  |
| Maritime archaeology |  |  |
| Analysis of artefacts, industrial residues, environmental material and human remains |  |  |
| Object conservation |  |  |
| **Education and outreach** | **In-house** | **Bought-in** |
| Teaching and training |  |  |
| University-based research |  |  |
| Public outreach, participation and events |  |  |
| Interpretation and displays |  |  |
| Collections and archive curation |  |  |

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| Please list the number of staff your organisation employs in historic environment roles. How many are CIfA-accredited at each grade? If your organisation does not employ staff, please answer these questions where relevant to yourself.  ***A reduced registration subscription rate i****s offered to those with a higher percentage of individual CIfA accreditation* | | | | | | | |
| **Organisation grades, roles or post titles** | **Total** | **MCIfA** | **ACIfA** | **PCIfA** | **Affiliate** | **Student** | **Other professional accreditation** |
| Responsible Post-holder(s) |  |  |  |  |  |  |  |
| Click or tap here to enter text. |  |  |  |  |  |  |  |
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| All historic environment staff (total of above) |  |  |  |  |  |  |  |
| Non-historic environment staff |  |  |  |  |  |  |  |

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| **Does your organisation pay CIfA subscription fees for all staff working in the historic environment?** | | | | |
| For all | 100% | 50% | Other | No |
| For some | 100% | 50% | Other | No |

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| **Hoes your organisation promote professionalism?** | **Yes** | **No** | **Sometimes** |
| Allow time to complete CIfA application/upgrade |  |  |  |
| Use CIfA logo |  |  |  |
| Use CIfA post nominals |  |  |  |
| Sponsor staff attendance at conference |  |  |  |
| Allow staff time for CIfA activities |  |  |  |
| CIfA accreditation required/desired in job adverts |  |  |  |
| CIfA accreditation required for progression |  |  |  |
| Discuss CIfA competencies in appraisal |  |  |  |
| Discuss CIfA accreditation at appraisal |  |  |  |
| Set CIfA accreditation as appraisal objective |  |  |  |
| CIfA accreditation rewarded (eg bonus, salary uplift etc) |  |  |  |

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| **Any other comments about promoting professionalism, accreditation and registration** |
| Click or tap here to enter text. |

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| **Training** | **Yes** | **No** |
| Does your organisation have a training budget |  |  |
| Is this training budget under your organisation’s direct control |  |  |
| Does your organisation use/accept the BAJR Skills Passport |  |  |
| Do you provide Continued Professional Development logs (CPD) |  |  |
| Do you provide Personal Development Plan templates (PDP) |  |  |
| Does your organisation have any staff who are career entrants |  |  |
| If yes, does your organisation offer a structured training programme for career entry level staff |  |  |
| Is your organisation’s training programme accredited by CIfA |  |  |
| If yes, how many trainees do you currently have  Click or tap here to enter text. | | |
| What was the average number of training days per member of staff over the last year  In job Click or tap here to enter text. days  Off job Click or tap here to enter text. days | | |

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| **How are volunteers supported?** | **Yes** | **No** | **Some** |
| 1. Provided with a plan of training and development 2. Provided with a written record of archaeological skills 3. Provided with a written record of employability (or other soft) skills 4. Paid out of pocket expenses 5. Provided with additional tangible rewards eg shopping vouchers 6. Other   Click or tap here to enter text. |  |  |  |

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| **Health and Safety** (Please provide details) | **Yes** | **No** |
| Organisational Health and Safety accreditation  Click or tap here to enter text. |  |  |
| Organisational Environmental Accreditation  Click or tap here to enter text. |  |  |
| External Health and Safety adviser  Click or tap here to enter text. |  |  |
| In-house Health and Safety adviser/competent person  Click or tap here to enter text. |  |  |
| Staff Health and Safety qualifications  Click or tap here to enter text. |  |  |
| Trained First Aider ratio Click or tap here to enter text. | | |
| RIDDOR Accidents Click or tap here to enter text. | | |

**Organisation activities and practice**

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| **All organisations - organisation activities and practices** |
| **Please provide an overview of your organisation's key activities and projects over the past three years, highlighting the scale and impact of the work undertaken. This may include contributions to committees and working parties, public engagement efforts, monument care, and relevant research. You are welcome to include a copy of your annual report or provide a link to a relevant website in addition to completing this section.**  Click or tap here to enter text. |

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| **New organisation** |
| **Please state why becoming a Registered Organisation is important to your organisation.**  Click or tap here to enter text. |

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| **Current Registered Organisation** |
| **How did you address any registration recommendations and conditions made at or since your last registration? *(These are detailed in your most recent letter of registration and inspection report. Please get in touch if you need copies.)***  Click or tap here to enter text. |
| **Please describe any major changes in the organisation’s role or activities since the previous inspection.**  Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Quality assurance**

*See the* [*Standards and guidance*](https://www.archaeologists.net/codes/cifa)*.*

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| **If you have an accredited quality management system like ISO 9001, briefly summarise how it is implemented. If not, please explain how the stages of your quality management system are applied to ensure that your work meets the required standards.** |
| Click or tap here to enter text. |

*< Examples*

* define goals, objectives, and compliance with relevant heritage protection laws and regulations
* develop and implement standard operating procedures (SOPs) for archaeological assessments, surveys, monitoring, and reporting
* ensure staff are fully trained, accredited, and knowledgeable about archaeological practices and regulations
* allocate sufficient resources, including funding, equipment, and experienced personnel
* conduct regular site audits, inspections, and quality checks throughout key project stages
* identify potential risks (eg to sites or findings) and implement strategies to mitigate them
* maintain detailed records of all work, including findings, methodologies, and decisions made
* engage clients, stakeholders, and local communities in decision-making and provide feedback mechanisms
* monitor project progress, ensure adherence to timelines, and adjust plans as required
* regularly review and improve quality management processes and outcomes to incorporate feedback and lessons learned, in line with industry standards

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Public benefit**

*See* [*Delivering public benefit from archaeology*](https://www.archaeologists.net/profession/publicbenefit)*.*

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| **Does your organisation use the** [**Toolkit for Public Engagement**](https://www.archaeologists.net/toolkits)? | **Yes** | **No** | **NA** |

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| **How do you promote and secure public benefit with stakeholders on your projects?** |
| Click or tap here to enter text. |

# *< Examples*

* involve stakeholders early in project planning
* collaborate with local authorities, schools, heritage organisations, and community groups
* emphasise legal, ethical, and public value aspects of archaeological work
* regularly communicate project goals, progress, and benefits to stakeholders

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| **What are the stated objectives and intended outcomes of your public benefit work?** |
| Click or tap here to enter text. |

# *< Examples*

Engage the public with their local and national heritage

* host workshops, open days, and events to educate and involve the public
* use digital tools like apps and VR for interactive learning
* partner with schools, museums, and cultural groups for outreach programs
* encourage public participation through talks, tours, and volunteering

Use heritage as a platform to create social value (eg procurement, wellbeing etc)

* embed local employment, apprenticeships, and inclusive practices in procurement
* promote mental health and community well-being through heritage-linked initiatives
* foster community identity with intergenerational and collaborative projects

Change public perception of archaeology as key to securing its future

* use social media, publications, and documentaries to highlight archaeology's relevance
* include diverse narratives to make heritage more inclusive and engaging

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| **How do you evaluate your public benefit work?** |
| Click or tap here to enter text. |

# *< Examples*

* track attendance, participation, and engagement metrics
* gather feedback through surveys and testimonials to assess impact
* review long-term social and economic benefits, such as tourism and community well-being

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Volunteers**

*See* [*the policy statement*](https://www.archaeologists.net/codes/cifa) *on the use of volunteers.*

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| **Describe your work with volunteers** |
| Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Conflicts of interest and ethical issues**

*See* [*Resources for professional ethics*](https://www.archaeologists.net/membership/ethics)

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| **What ethical issues might affect your organisation and the work you do? How do you use the CIfA *Code of Conduct*, Standards and guidance, and policies to manage these issues?** |
| Click or tap here to enter text. |

# *< Examples*

* consider the needs of local communities and stakeholders alongside client requirements
* involve communities in decisions and foster strong, inclusive relationships
* share findings widely to benefit both the public and academic sectors
* report findings impartially and keep research free from external pressures
* commit to thorough, professional work without cutting corners, and employ experienced staff
* use proper excavation techniques, maintain detailed documentation, and ensure findings are archived
* prioritise the preservation of archaeological sites, respecting their historical and cultural significance
* minimise environmental impact, especially in sensitive areas
* handle human remains with dignity and adhere to legal and cultural protocols
* conduct risk assessments, provide proper training, and maintain high safety standards
* communicate clearly with all stakeholders to align priorities and avoid disputes
* publish results promptly, ensuring findings are accessible for future research and the public

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Training and development**

Sole traders can provide a CPD log instead of answering the following questions.

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| **What methods other than appraisals does your organisation use to identify skills and competencies, and training needs for the organisation as a whole?** |
| Click or tap here to enter text. |

# *< Examples*

* identify skill gaps by comparing industry standards, consulting leaders, and tracking emerging trends
* use external experts, performance data, and employee feedback to assess training needs
* develop a framework and training plans that align with future goals and workforce requirements
* analyse performance and exit feedback to refine training and address skill shortages

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| **Are there any staff who don’t have personal development and performance reviews (appraisals)? Who is not included? What are the reasons for this?** |
| Click or tap here to enter text. |

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| **What methods does your organisation use to ensure that staff are being appropriately trained and developing competence?** |
| Click or tap here to enter text. |

# *< Examples*

* assess technical skills using frameworks, set personalised goals, and track career progress
* provide regular feedback, training sessions, mentorship, and opportunities to develop new skills
* identify employees with leadership or specialist potential and support their career growth

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| **Please provide a summary of the type of training and development opportunities which your organisation has provided to its staff during the past three years. (eg health and safety, technical, professional, specialist etc)** |
| Click or tap here to enter text. |

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| **If your organisation offers a structured training programme for entry-level staff, employees transferring between roles, or those moving up that is not accredited by CIfA, please provide details.** |
| Click or tap here to enter text. |

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| **If your organisation does not have a structured training programme for entry-level staff, employees transferring between roles, or those moving up, how do you help them develop the necessary skills and competencies?** |
| Click or tap here to enter text. |

# *< Examples*

* provide hands-on learning, mentorship, and opportunities to work with different teams
* offer access to online courses, external training, and certifications for development
* hold regular feedback sessions and meetings to discuss progress and support needs
* run targeted training sessions and outline clear career paths for growth

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| **How does your organisation encourage individuals to take responsibility for their own CPD and support them in achieving what is on their personal development plans?** |
| Click or tap here to enter text. |

# *< Examples*

* foster a culture where learning and self-improvement are valued, integrating CPD into performance reviews
* support personalised plans with development budgets and time for learning, and regularly review progress with constructive feedback
* encourage employees to share CPD experiences, act as ambassadors, and recognise achievements by showcasing success stories
* provide diverse opportunities like online courses, workshops, and mentoring, while aligning goals with real work projects

**Archaeological evaluation, excavation, monitoring and recording**

*This section must be completed by all organisations engaged in historic environment work.*

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| **Does your organisation use the Toolkits[[10]](#endnote-11) and/or have the following policies and guidelines** | **Yes** | **No** | **NA** |
| Toolkit for managing digital data |  |  |  |
| Toolkit for recording archaeological materials |  |  |  |
| Toolkit for selecting archaeological archives |  |  |  |
| Toolkit for finds: pottery |  |  |  |
| Toolkit for finds reporting: roman coinage |  |  |  |
| Research manual or guidance |  |  |  |
| Site recording manual |  |  |  |
| Building recording manual |  |  |  |
| Geophysics manual |  |  |  |
| Pro forma recording system |  |  |  |
| Finds recording manual |  |  |  |
| Pro forma finds recording system |  |  |  |
| Environmental recording manual |  |  |  |
| Pro forma environmental recording system |  |  |  |
| Selection strategy implementation policy |  |  |  |
| Policy for publication and dissemination |  |  |  |
| Policy on security copies |  |  |  |
| Guidelines for report preparation |  |  |  |
| Preparation and deposition of physical, documentary, digital archives |  |  |  |
| Ensuring ownership of finds for receiving organisations |  |  |  |
| Handling of human remains |  |  |  |
| Storage of material, including environmental |  |  |  |
| Storage of digital material |  |  |  |
| **Other policies, guidelines, or manuals (please specify)**  Click or tap here to enter text. | | | |
| If you undertake research into the historic environment and ticked “no” to any of the above, what do you use instead?  Click or tap here to enter text. | | | |

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| **Preparation and curation** |
| **What dedicated staff does your organisation have for the use, storage, and curation of finds and/or data?**  Click or tap here to enter text.  **What dedicated facilities and provisions does your organisation have for the use, storage, and curation of finds and/or data?**  Click or tap here to enter text.  **Is the archive made accessible to the public/researchers if enquired about whilst under your curation/care? Yes  No**  **Or provide further details**  Click or tap here to enter text. |

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| **Project archives[[11]](#endnote-12) and finds assemblages that have not been deposited within 5 years of the completion of the fieldwork** |
| **How many have not been deposited in a museum or other recognised repository?**  Click or tap here to enter text.  **How many have not been deposited in a trusted digital repository[[12]](#endnote-13)?**  Click or tap here to enter text.  **How many of these have not been deposited due to factors beyond your organisation’s control, for example, the lack of a receiving museum?**  Click or tap here to enter text.  **If any** **project archives and finds assemblages have not been deposited for other reasons, please explain why.**  Click or tap here to enter text.  **What steps is your organisation taking to ensure all remaining physical and digital archives are deposited?**  Click or tap here to enter text. |

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| **Projects completed over five years ago that remain unpublished. (This applies where publication was appropriate based on the significance of the findings or the requirements of the brief)** |
| **How many remain unpublished?**  Click or tap here to enter text.  **If one or more, why?**  Click or tap here to enter text.  **What are your current plans for publishing material from unpublished fieldwork?**  Click or tap here to enter text. |

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| **Document Archive** |
| **If your organisation does NOT use OASIS please explain why.**  Click or tap here to enter text.  **If reports are NOT deposited with the relevant Historic Environment Record please explain why.**  Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Archaeological evaluation, excavation, monitoring and recording**

*This section must be completed by all organisations engaged in historic environment work.*

See the relevant [CIfA Standards and guidance.](https://www.archaeologists.net/codes/cifa)

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| **Does your organisation use the Toolkits[[13]](#endnote-14) and/or have the following policies and guidelines** | **Yes** | **No** | **NA** |
| Toolkit for finds: pottery |  |  |  |
| Toolkit for specialist reporting |  |  |  |
| Toolkit for finds reporting: roman coinage |  |  |  |
| Toolkit for recording archaeological materials |  |  |  |
| Toolkit for selecting archaeological archives |  |  |  |
| Toolkit for managing digital data |  |  |  |
| Toolkit for public engagement |  |  |  |
| Research manual or guidance |  |  |  |
| Site recording manual |  |  |  |
| Building recording manual |  |  |  |
| Geophysics manual |  |  |  |
| Pro forma recording system |  |  |  |
| Finds recording manual |  |  |  |
| Pro forma finds recording system |  |  |  |
| Environmental recording manual |  |  |  |
| Pro forma environmental recording system |  |  |  |
| Selection strategy implementation policy |  |  |  |
| Policy for publication and dissemination |  |  |  |
| Policy on security copies |  |  |  |
| Guidelines for report preparation |  |  |  |
| Preparation and deposition of physical, documentary, digital archives |  |  |  |
| Ensuring ownership of finds for receiving organisations |  |  |  |
| Handling of human remains |  |  |  |
| Storage of material, including environmental |  |  |  |
| Storage of digital material |  |  |  |
| **Other policies, guidelines, or manuals (please specify)**  Click or tap here to enter text. | | | |
| If you undertake research into the historic environment and ticked “no” to any of the above, what do you use instead?  Click or tap here to enter text. | | | |

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| **What dedicated staff, facilities and provisions does your organisation have for the use, storage, and curation of finds, environmental samples and/or data?** |
| Click or tap here to enter text. |

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| **Is the archive made accessible to the public/researchers if enquired about whilst under your curation/care?**  **Yes ☐ No ☐** |
| **Or provide further details**  Click or tap here to enter text. |

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| **How many project archives[[14]](#endnote-15) and finds assemblages have not been deposited** **in a museum or other recognised repository within 5 years of the completion of the fieldwork?** |
| Click or tap here to enter text. |

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| **How many project archives and finds assemblages have not been deposited in a trusted digital repository[[15]](#endnote-16) within 5 years of the completion of the fieldwork?** |
| Click or tap here to enter text. |

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| **How many of these have not been deposited due to factors beyond your organisation’s control, for example, the lack of a receiving museum?** |
| Click or tap here to enter text. |

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| **If any** **project archives and finds assemblages have not been deposited within five years for any other reasons, please explain why.** |
| Click or tap here to enter text. |

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| **What steps is your organisation taking to ensure all outstanding physical and digital archives will be deposited?** |
| Click or tap here to enter text. |

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| **How many projects completed over 5 years ago remain unpublished? (This applies where publication was appropriate based on the significance of the findings or the requirements of the brief.)** |
| Click or tap here to enter text. |

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| **If one or more projects completed over 5 years ago remain unpublished, please explain why.** |
| Click or tap here to enter text. |

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| **What are your current plans for publishing material from unpublished fieldwork?** |
| Click or tap here to enter text. |

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| **If your organisation does NOT use OASIS please explain why.** |
| Click or tap here to enter text. |

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| **If reports are NOT deposited with the relevant Historic Environment Record please explain why.** |
| Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Commissioning work or providing consultancy advice on archaeology and the historic environment[[16]](#endnote-17)**

This section is to be completed by consultancies, and all organisations that provide historic environment advice to clients or procure historic environment services on their behalf.

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| **Do you manage tenders for historic environment work? Yes ☐ No ☐ If yes, please explain your procedures for seeking, selecting and awarding tenders** |
| Click or tap here to enter text. |

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| **If your organisation specifies or procures historic environment services, does it require or recommend that they be provided by CIfA-accredited professionals or Registered Organisations? Require  Recommend** |
| **If neither, please give reasons**  Click or tap here to enter text. |

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| **If your organisation sources historic environment services from providers who are not CIfA-registered or accredited, what procedures do you have in place to ensure they are competent and that the work meets the required quality and purpose?** |
| Click or tap here to enter text. |

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| **If the project design is not approved in advance by the relevant historic environment advisor or regulator, please explain why. In what circumstances do you consider approval to be unnecessary?** |
| Click or tap here to enter text. |

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| **How does your organisation ensure that its advice is clear, compliant, impartial, well-informed, robust, and proportionate to a well-researched assessment of the heritage assets' known or potential significance?** |
| Click or tap here to enter text. |

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| **How does your organisation ensure commissioners are aware of the costs, risks and benefits associated with a range of courses of action and understand and comply with ethical, legal and policy requirements?** |
| Click or tap here to enter text. |

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| **How is the delivery of post-excavation assessment, analysis, and publication monitored to ensure it meets the agreed project design, particularly when the service is not provided by CIfA-accredited professionals or Registered Organisations?** |
| Click or tap here to enter text. |

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| **If there are delays in delivery of analysis and publication phases how does your organisation address this?** |
| Click or tap here to enter text. |

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| **How does your organisation track the deposition of physical and digital archives in line with the requirements of the agreed project design?** |
| Click or tap here to enter text. |

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| **If there are delays in the deposition of physical and digital archives how does your organisation address this?** |
| Click or tap here to enter text. |

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| **How many fieldwork projects commissioned by your organisation, where work was completed five or more years ago, remain unpublished? (Note: This applies where publication was deemed appropriate due to the significance of the findings or the requirements of the brief.)** |
| Click or tap here to enter text. |

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| **How many fieldwork projects commissioned by your organisation, where work was completed five or more years ago, have not resulted in a grey literature report?** |
| Click or tap here to enter text. |

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| **How many archives from fieldwork projects commissioned by your organisation, where work was completed five or more years ago, have not been deposited in a museum or other recognised repository?** |
| Click or tap here to enter text. |

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| **How many archives from fieldwork projects commissioned by your organisation, where work was completed five or more years ago, have not been deposited in a recognised digital repository?[[17]](#endnote-18)** |
| Click or tap here to enter text. |

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| **If one or more, explain why and outline the current plans for ensuring material from unpublished fieldwork is brought to publication and archive deposition?** |
| Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Stewardship/archaeological advice by historic environment services[[18]](#endnote-19)**

This section is to be completed by all organisations that provide archaeological advice to national or local government bodies responsible for implementing planning and heritage consent processes.

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| **Does your organisation have the following? (*Please make available on request*)** | **Yes** | **No** | **NA** |
| HER users’ manual and/or data standard |  |  |  |
| HER data audits |  |  |  |
| Policy on access and charging for HERs |  |  |  |
| HER Disaster Plan (compulsory for organisations with an HER) |  |  |  |
| Procedures for maintaining records of advice given and monitoring outcomes |  |  |  |
| Guidelines for the preparation of briefs or specifications |  |  |  |
| Guidelines for monitoring and compliance with standards |  |  |  |
| Management advice and advice on agri-environment schemes |  |  |  |
| Input to Local Development Frameworks and Regional Spatial Strategy policies, and other statutory and national policies (eg AONB, forestry, utilities) |  |  |  |
| Policy on using regional research frameworks, where they exist |  |  |  |
| Other policies, guidelines, or manuals (please specify)  Click or tap here to enter text. |  |  |  |
| **If your organisation does not have one or more of the above, please explain why.**  Click or tap here to enter text. | | | |

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| **If your organisation specifies/requires work, does it require/recommend that the work is done by CIfA Registered Organisations? Require  Recommend** |
| **If neither, please give reasons**  Click or tap here to enter text. |

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| **Does your organisation ensure that project designs [[19]](#endnote-20)comply with the relevant CIfA Standards and guidance? *(Project design is used as a universal term for the document that sets out how the archaeological work will be conducted. This document may be called something different depending on the jurisdiction of the work)***  **Yes ☐ No ☐** |

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| **If yes, what steps does your organisation take to address project designs that don’t meet CIfA Standards and guidance?** |
| Click or tap here to enter text. |

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| **If your organisation monitors historic environment work,** **how does it ensure that the work undertaken is of appropriate quality / fit for purpose?** |
| Click or tap here to enter text. |

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| **If your organisation monitors historic environment work,** **how does it address issues where the work has not been undertaken to the agreed project design or is not fit for purpose?** |
| Click or tap here to enter text. |

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| **When your organisation gives advice to a planning authority, how does it ensure that it complies with national and local guidance?** |
| Click or tap here to enter text. |

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| **What measures does your organisation have in place to manage consistency in advice responses and monitoring?** |
| Click or tap here to enter text. |

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| **When your organisation gives advice how does it review its effectiveness?** |
| Click or tap here to enter text. |

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| **If your organisation includes an SMR or HER, has it been subject to an HER data audit?**  **Yes ☐ No ☐** |

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| **If not, is there a programme of work in place to achieve this?**  **Yes ☐ No ☐** |

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| **If it has been subject to an HER data audit, what were the recommendations and how are they being implemented?** |
| Click or tap here to enter text. |

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| **How does your organisation ensure public access to the HER or information about the historic environment?** |
| Click or tap here to enter text. |

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| **How does your organisation require opportunities for public participation and engagement to be incorporated into project designs or projects?** |
| Click or tap here to enter text. |

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| **How does your organisation monitor the delivery of post-excavation assessment, analysis and publication to fulfil the agreed project design?** |
| Click or tap here to enter text. |

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| **If there are delays in delivery of analysis and publication phases how does your organisation address this?** |
| Click or tap here to enter text. |

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| **How does your organisation track the deposition of physical and digital archives in line with the requirements of the agreed project design?** |
| Click or tap here to enter text. |

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| **If there are delays in the deposition of physical and digital archives how does your organisation address this?** |
| Click or tap here to enter text. |

# **Additional inspection notes** (*for the use of the inspection panel*)

# Click or tap here to enter text.

**Declaration**

Please refer to the [Regulations for registration of organisations](https://www.archaeologists.net/codes/cifa).

As Responsible Post-holder(s) for the organisation I/we confirm our wish to be registered with CIfA. I/we have read and agree to abide by the terms and conditions of Registration. I/we also reaffirm my/our agreement to adhere to CIfA's *Code of conduct* and regulations.

I/we understand that the provision of false information in relation to the Registered Organisations scheme may lead to immediate removal from the Register.

I/we have completed the relevant sections of the application form for our organisation’s activities and services.

I/we understand that in applying for registration with CIfA's Registered Organisation scheme, the scheme operates on the basis of peer review and I/we will abide fully with the decisions of the Registration Committee (Organisations) (or its nominated representatives in the form of a sub-committee or panel).

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If there is more than one Responsible Post-holder in the organisation, all the Post-holders should sign. (All Responsible Post-Holders must be professionally accredited at MCIfA)

1. **Training plan:** We expect Registered Organisations to contribute to helping staff achieve their objectives. All Organisations are expected to have and maintain an organisation level training plan in addition to training plans for individuals A guide to developing a training plan can be found here <https://www.archaeologists.net/trainingtoolkit>. As part of your organisation’s application, you will have provided the organisation skills audit and training plan relevant to its historic environment staff. For large organisations this will be a training plan which focuses on the part of the organisation being registered and specifically historic environment and other skills. [↑](#endnote-ref-2)
2. [The use of training posts on archaeological projects](https://www.archaeologists.net/sites/default/files/Policy%20statements%20revised%20February%202024_0.pdf)The minimum level of competence to be expected of any practising archaeologist shall be equivalent to that required for Practitioner (PCIfA) accreditation of the Chartered Institute for Archaeologists. Any employee who has not reached PCIfA level competence should be working within a structured training programme designed to develop their skills and competence to PCIfA level.

   Note: Registered Organisations are already expected to have in place a training plan for the organisation. The plan should explain how career entrants will be supported to develop the skills and competence required to gain Practitioner accreditation of CIfA. [↑](#endnote-ref-3)
3. <https://www.archaeologists.net/profession/publicbenefit> [↑](#endnote-ref-4)
4. The **archive strategy** and programme should be comprised of two stages

   * identification of the nature and status of archives to be deposited *eg an archive spreadsheet or list of key data*
   * development of a deliverable, prioritised programme for deposition. *Eg additional columns on the spreadsheet or a written programme*

   Guidance: Archive strategy and example Archives List <https://www.archaeologists.net/members/downloadpapers> (You will need to be logged in) [↑](#endnote-ref-5)
5. <https://www.archaeologists.net/digdigital> [↑](#endnote-ref-6)
6. <https://www.archaeologists.net/selection-toolkit> [↑](#endnote-ref-7)
7. https://www.archaeologists.net/practices/archaeologists-and-climate-change [↑](#endnote-ref-8)
8. Regulations for the registration of organisations 2.2 [↑](#endnote-ref-9)
9. <https://www.archaeolgists.net/formsandguidance> [↑](#endnote-ref-10)
10. <https://www.archaeologists.net/toolkits> [↑](#endnote-ref-11)
11. [Archive Deposition Strategy and Programme](https://www.archaeologists.net/sites/default/files/Archive%20Deposition%20Strategy%20and%20Programme%20Notes_v6.pdf)/[Example Archives List](https://www.archaeologists.net/sites/default/files/Copy%20of%20Example%20archives%20list.xlsx) [↑](#endnote-ref-12)
12. Eg ADS [↑](#endnote-ref-13)
13. <https://www.archaeologists.net/toolkits> [↑](#endnote-ref-14)
14. Archive Deposition Strategy and Programme/Example Archives List [↑](#endnote-ref-15)
15. Eg ADS [↑](#endnote-ref-16)
16. Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment/Standard and guidance for stewardship for the historic environment [↑](#endnote-ref-17)
17. ADS for example, has been awarded the Data Seal of Approval and its replacement the CoreTrustSeal, is a regular member of the World Data System (WDS), and holds the WDS Certification of Trustworthy Digital Repository. [↑](#endnote-ref-18)
18. Standard and guidance for stewardship for the historic environment/Standard and guidance for archaeological advice by historic environment services [↑](#endnote-ref-19)
19. Project design is used as a universal term for the document that sets out how the archaeological work will be conducted. This document may be called something different depending on the jurisdiction of the work eg WSI, Programme of Works etc [↑](#endnote-ref-20)