

Operating Procedures and Standards

for Archaeology Services



Superintendence of Cultural Heritage



**Operating Procedures and Standards
for Archaeology Services**

**Superintendence of Cultural Heritage
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Contents

Chapter 1

1.1	Introduction	6
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Chapter 2

2.1	Legal Framework	8
2.1.1	Cultural Heritage Act 2002 (CAP 445)	8
2.1.2	Development Planning Act, 1992 (CAP 356)	9
2.1.3	Authority for Transport in Malta Act (Act XV of 2009) CAP 499	9
2.1.4	International Conventions	9

Chapter 3

3.1	Code of Ethics	11
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Chapter 4

4.1	Health and Safety	13
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Chapter 5

5.1	Operating Procedures	14
5.1.1	Archaeology monitoring	14
5.1.2	Archaeological excavation and post-excavation	17
5.1.3	Landscape Archaeological Survey	20
5.1.4	Research Assistance	21

Chapter 6

6.1	General Standards	22
6.2	Archaeology monitoring	23
6.3	Archaeological excavation and post-excavation	24
6.4	Landscape Archaeological Survey	25
6.5	Treatment of artefacts	24
6.6	Data Compilation	26
6.6.1	Preliminary Surveillance Exercise	26
6.6.2	Weekly Update	27
6.6.3	Notifications and Clearances Requests	27
6.6.4	Discovery Notification	28
6.6.5	Final data submission	28

6.7	Technical Specifications	31
	6.7.2.1 Written Data	31
	6.7.2.2 Drawings	32
	6.7.2.3 Photographic Data	32
	6.7.2.4 Digital Data	32
6.7.3	Material Culture	32
Chapter 7		
7.1	Disciplinary measures	34
7.2	Legal measures	34
Glossary		35
Appendices		39
Bibliography		60

Chapter 1

1.1 Introduction

The archaeological heritage is a non-renewable cultural and scientific resource of great significance. The examination of archaeological remains results in new data, which contributes to the enrichment of our country's history and its past societies.

The *Cultural Heritage Act* (CAP 445) states that archaeological heritage must be protected, and that archaeological remains are kept preserved *in situ*.

An archaeological study can often entail irreversible destruction of its own resource; therefore *archaeologists* must use the best scientific methods available for the study.

The safeguarding of cultural heritage should be ascertained by putting into practice the European Union *Precautionary Principle Approach*. This approach in the European context provides measures to avoid or lessen impacts in various fields such as the environment. In line with this approach, measures may include the necessity of *archaeological investigations* including *pre-development heritage assessments*, *archaeology monitoring*, *archaeological surveys* and *archaeological excavations*.

As stipulated in the *Cultural Heritage Act*, the *Superintendence of Cultural Heritage*, under the responsibility of the *Superintendent of Cultural Heritage*, functions as the regulating body endowed with fulfilling the duties of the State in the protection of the cultural heritage. Therefore *archaeology services* are regulated by the *Superintendence of Cultural Heritage*.

As part of the regulation of *archaeology services*, the *Superintendence of Cultural Heritage* is publishing this document entitled 'Operating Procedures and Standards for Archaeology Services'.

Chapter 2 provides the legal background established by local, European and international laws for the protection of cultural heritage.

Chapter 3 outlines the Code of Ethics measures which every *service provider* is to abide by.

Chapter 4 outlines Health and Safety measures which every *service provider* is to abide by.

Chapter 5 provides information on the provision of *archaeology services* and controls that *archaeology services* are undertaken in accordance with procedures established by the regulator.

Chapter 6 sets out the standards of *archaeology services*, including detailed technical specifications related to data collection and artefact treatment.

Chapter 7 provides information on the disciplinary and legal measures taken in cases that any persons act in contravention to the law and/or if they fail to comply with standards and terms of reference.

Chapter 2

2.1 Legal Framework

2.1.1 Cultural Heritage Act 2002 (CAP 445)

As stipulated at law, the *Superintendence of Cultural Heritage* functions as the regulating body endowed with fulfilling the duties of the State in the protection of the cultural heritage.

To this end, the *Superintendence of Cultural Heritage* ensures the protection of cultural heritage by authorizing and regulating excavations and their surveillance to ensure that the best scientific methods are adopted for adequate documentation. The *Cultural Heritage Act* also makes provision for keeping and archiving of documentation gathered in relation to the excavation and exploration of cultural property.

In fulfilling the State's duties, the *Superintendent of Cultural Heritage* is vested with special powers of the State, including the exclusive right to excavate. Such right to excavate includes the following main provisions, that:

‘All archaeological or paleontological excavations or explorations on land and at sea can only be made by the *Superintendent*, or with the written permission of the *Superintendent* and in accordance with any condition attached thereto.’

Any person who, even accidentally, discovers any object, site or building, to which this Act applies, must immediately inform the *Superintendent* and keep the object found *in situ*.

Every movable object forming part of the cultural heritage discovered in any location within the Maltese Islands, whether found during authorised or illegal excavations, or explorations or by accident in the course of any works or through any other manner shall belong to the State.

The person responsible for the excavation or exploration must give the *Superintendence of Cultural Heritage* all original records gathered in the progress of the excavation or exploration.

The *Superintendent of Cultural Heritage* is also empowered to issue suspension notices for any development or any other work which has an impact on cultural heritage and is carried out in contravention to the provisions of the *Cultural Heritage Act*. Under this Act suspension notices can also be issued to any person holding a licence to carry out archaeological excavations, who does not conform to one or more conditions

attached to such licence. All activity in connection with the development work or excavation shall be suspended on receiving a suspension notice.

2.1.2 Development Planning Act 1992 (CAP 356)

The *Development Planning Act* provides legal measures for the sustainable development of land use in the Maltese Islands. This Act provides measures, which enable planners to assess development applications in a manner that avoids or lessens the impacts upon the cultural heritage.

The Cultural Heritage Advisory Committee, within the *Malta Environment and Planning Authority (MEPA)*, provides 'professional and expert advice to the Authority on matters relating to the conservation of the cultural heritage in an integrated process'.

The Structure Plan and Local Plans are policies adopted by *MEPA* to improve development planning. These policies include measures for the conservation and preservation of natural and man-made resources.

MEPA has the authority to publish and upkeep lists of scheduled areas and sites of archaeological, architectural and paleontological importance which require *scheduling* for preservation. The *scheduling* mechanism facilitates planning.

2.1.3 Authority for Transport in Malta Act (Act XV of 2009) CAP 499

The *Malta Transport Authority (ADT)* under the Authority for Transport in Malta Act (Act XV of 2009) issues working permits for road works.

2.1.4 International Conventions

As stipulated in the *Cultural Heritage Act*, the proper use and protection of national cultural property shall also be in conformity with the provisions of international conventions ratified by the Government of Malta.

In this regard, Malta has signed and ratified four international conventions related to cultural heritage.

1. European Convention for the Protection of the Architectural Heritage of Europe, Granada 1985 (Granada Convention) Council of Europe Treaty Series no. 121

The Granada Convention includes measures to protect and supervise architectural heritage. It aims at developing conservation policies as well as restoration and maintenance programmes for architectural heritage. Also mentioned in the convention is the importance of dissemination of information among the public to bring awareness on the value of conservation of architectural heritage. The convention also encourages states to exchange information on conservation policies.

2. European Convention on the Protection of the Archaeological Heritage (Revised), Valletta 1992 (Valletta Convention) Council of Europe Treaty Series no. 143

The Valletta Convention, a revision of the 1969 convention, emphasises the scientific importance of archaeological heritage. This convention aims for the protection and *in situ* preservation of identified archaeological heritage as a source of the European collective memory and as a tool for historical and scientific study. This convention emphasises the necessity to record, by use of best methods, the archaeological heritage to avoid any loss of information.

3. UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage, Paris 1972

This convention aims at ensuring the identification, protection and conservation of the cultural heritage to future generations by the implementation of effective measures.

World Heritage Sites are promoted through their World Heritage status, and thus can benefit the tourism sector of any particular state. Malta's World Heritage Sites consist of:

- (1) the City of Valletta – urban context of architectural and historical significance (UNESCO 1980, Ref. 131)
- (2) the Hal Saflieni Hypogeum – archaeological context (UNESCO 1980, Ref. 130)
- (3) the Megalithic Temples, including the temple complexes of Ggantija, Hagar Qim, Mnajdra, Tarxien, Ta' Hagra, and Skorba – archaeological context (UNESCO 1980, Ref. 132bis)

4. UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expression, Paris 2005

The objective of the Paris Convention is to create an environment where diversity of cultural expressions can be affirmed and renewed for the benefit of all societies. The convention reaffirms the ties between culture, development and dialogue, and establishes an innovative platform for international cultural cooperation. The convention aims at encouraging countries to create conditions for cultures to flourish and to interact freely and to give recognition to the distinctive nature of cultural activities, goods and services. It also creates measures for international cooperation to ensure exchange of ideas and policies which encourage protection and promotion of the diversity of cultural expression.

Chapter 3

3.1 Code of Ethics

Service providers registered with the *Superintendence of Cultural Heritage* are duty-bound to abide by the following Code of Ethics.

- 3.1.1 A *service provider* is to adhere to high standards of ethical and responsible behaviour in the conduct of *archaeology services*.
- 3.1.2 A *service provider* shall conduct himself/herself in a manner which will not bring the profession of archaeology or the *Superintendence of Cultural Heritage* into disrepute.
- 3.1.3 *Service providers* shall not unjustifiably injure the reputation of another archaeologist through his/her actions.
- 3.1.4 Each *service provider* is responsible for self-development and for the development of his/her team members. Each person will develop his/her knowledge and skills by sharing information and experiencing opportunities to increase the standards in the profession of archaeology.
- 3.1.5 Each *service provider* shall give due regard to the welfare of team members, volunteers and trainees, with regards to all matters relating to engagement, career development, health and safety, terms and conditions of engagement and equality of opportunity.
- 3.1.6 The actions of each *service provider* must be governed by respect for, and knowledge of, the cultural property including its physical, historic, cultural, social, scientific, technical, religious and aesthetic context.
- 3.1.7 A *service provider* is to make every effort to achieve the highest possible standards, according to current knowledge, in every aspect of the profession. This profession includes, but is not limited to: *archaeology monitoring, archaeological excavation and post excavation, archaeological survey*, research assistance and training.
- 3.1.8 A *service provider* shall ensure that full documentation gathered during the conduct of *archaeology services* is prepared comprehensively. Documentation must be carried out as specified in the Standards and any other *Terms of Reference* issued by the *Superintendence of Cultural Heritage*.
- 3.1.9 Each *service provider* must recognise the limits of his/her skills and abilities, and of those working in his/her team. The *service provider* must limit his/her activity to work within the parameters of the *Terms of Reference* issued by the *Superintendence of Cultural Heritage*.

- 3.1.10 A *service provider* shall ensure that all work for which he/she is directly or indirectly responsible (by virtue of his/her position) are to be carried out in accordance with this Code of Ethics, the Standards and the *Terms of Reference* issued by the *Superintendence of Cultural Heritage*.
- 3.1.11 A *service provider* must declare conflict of interest if it exists. In such circumstance the *service provider* shall not accept the engagement of work.
- 3.1.12 Each *service provider* has an obligation to promote adherence to and understanding of the Code of Ethics.
- 3.1.13 *Service providers* have full and sole responsibility and liability for ensuring that any archaeology service provided is fully compliant with the 'Operating Procedures and Standards for Archaeology Services' and with specific *Terms of Reference*.

4.1 Health and Safety

Service providers registered with the *Superintendence of Cultural Heritage* are duty-bound to follow Health and Safety measures during site work.

- 4.1.1 Occupation Health and Safety measures should include measures to prevent physical and psychological occupational ill-health, injury or death at the work place.
- 4.1.2 All *archaeology services* should be undertaken in accordance with current local and European Health and Safety legislation. The local *Occupational Health and Safety Authority Act* recommends a number of measures that need to be taken by the *service provider* to prevent health and safety hazards.
- 4.1.3 It is the duty of the *service provider* to acquire information and training as is required to ensure health and safety for himself/herself and team members.
- 4.1.4 It is the duty of every worker to safeguard one's own health and safety, those of the persons working around him/her, and that of the general public.
- 4.1.5 Any persons working on a construction site and archaeological site must wear the appropriate safety equipment required by regulation.
- 4.1.6 A site where archaeological excavations are ongoing must be enclosed and made inaccessible to the general public.
- 4.1.7 It is the sole responsibility of each and every *service provider* to acquire relevant health and safety insurance.

Chapter 5

5.1 Operating Procedures

Archaeology services, including *archaeology monitoring*, *archaeological excavations* and *post-excavations*, *archaeological survey* and other related research are authorized by the *Superintendent of Cultural Heritage*.

Archaeology services may be required by the *Superintendence of Cultural Heritage*, other governmental departments and private individuals. The provision of *archaeology services* must comply with local legislation and *service providers* must have a VAT registration. Employees within Public Service or within Public Entities must ensure they have the necessary clearances from their employers to carry out such freelance work, in line with Article 7.4 of the Public Service Management Code.

These *archaeology services* are provided by qualified and competent persons included in a published list approved by the *Superintendence of Cultural Heritage*.

Inclusion on this list follows an annual public call for Expressions of Interest. Other expressions of interest received outside the *Superintendence of Cultural Heritage* yearly call will only be considered at the discretion of the *Superintendent of Cultural Heritage*. Selected persons will be included in the list of approved services providers. *Service providers* will be published on the *Superintendence of Cultural Heritage* website. Such registration will be valid for one year and has to be renewed every year.

Notwithstanding registration, *service providers* require *written authorisation* for every specific project for which they may be approved. *Written authorisation* will include project specific requirements and Terms of Reference.

All *service providers* are duty-bound to abide by the Laws of Malta and maintain the highest standards of ethics, confidentiality and technical standards.

Service providers may be suspended or removed from the list if they are found to have acted dishonestly, and with misconduct or gross negligence, or if they fail to comply with *terms of reference* and other conditions, or if they commit any act that contravenes the Laws of Malta.

5.1.1 Archaeology monitoring

Archaeology monitoring means the surveillance, by an archaeology monitor, of development works that might uncover, or have an impact on, cultural heritage remains. The monitoring of development works will ensure the safeguarding of any discovered cultural heritage remains.

Archaeology monitoring may be required in response to development occurring in archaeologically sensitive areas. Such monitoring will be a condition to approved

development permits granted by the *Malta Environmental and Planning Authority (MEPA)*, *Malta Transport Authority*, and any other permit issuing body.

Any costs incurred by *archaeology monitoring* services are to be covered by the developer.

The service of *archaeology monitoring* is to be provided exclusively by *service providers* to be referred to as *archaeology monitors*. For relevant information on the registration and approval of an archaeology monitor refer to section 5.1 of 'Operating Procedures and Standards for Archaeology Services'.

All *archaeology monitoring* projects must be monitored by an *archaeology monitor* specifically authorised by the *Superintendence of Cultural Heritage* to monitor the specific project. *Archaeology monitoring* is to be carried out in line with 'Operating Procedures and Standards for Archaeology Services', and follow specific *Terms of Reference* issued by the *Superintendence of Cultural Heritage*.

The purpose of *archaeology monitoring* is to identify any surviving archaeological remains and will require submission to the *Superintendence of Cultural Heritage* of data and artefacts (not found *in situ*) collected during *archaeology monitoring*.

In case of contraventions of the stipulated *Terms of Reference*, the *archaeology monitor* is empowered to stop works and immediately inform the *Superintendence of Cultural Heritage* for its appropriate actions.

In case of an archaeological discovery, the *archaeology monitor* is empowered to stop site works and immediately notify the *Superintendence of Cultural Heritage* in accordance with the *Cultural Heritage Act*. Such discovery may require an *archaeological excavation* to determine the site heritage value and adoption of appropriate measures for the *in situ* preservation of archaeological remains as instructed by the *Superintendence of Cultural Heritage*.

The procedures to be followed during *archaeology monitoring* are outlined below in articles 5.1.1.1 to 5.1.1.9. These procedures are outlined in a chart (See Appendix 2), which explains (i) the different stages of work requiring *archaeology monitoring*, (ii) the *archaeology monitor's* tasks during *archaeology monitoring* and (iii) the various documents and data to be compiled by the *archaeology monitor*.

5.1.1.1 In case of construction or physical development, architects on behalf of developers should inform the *Superintendence of Cultural Heritage* in writing at least two weeks prior to the intended start of works. This letter must include the following information:

- a) the name of the selected *archaeology monitor* (selected from the published list found on the *Superintendence of Cultural Heritage* website);
- b) a *programme of works* in sufficient detail for the work undertaken to be quantifiable, and including details on how it will be implemented and monitored;

- c) a *method statement* in sufficient detail including the description of works, methods of excavation and machinery to be used; and
- d) hard copies of permit with conditions, drawings of the approved works and drawings of the property “as existing”.

5.1.1.2 If necessary, a site inspection may be carried out by the *Superintendence of Cultural Heritage* prior to issue of *written authorisation* for start of works. The *Superintendence of Cultural Heritage* may call a site meeting with the architect and the selected *archaeology monitor*.

5.1.1.3 A written approval of the selected *archaeology monitor* and *Terms of Reference* will be issued by the *Superintendence of Cultural Heritage* following clarification of any outstanding issues.

5.1.1.4 The *archaeology monitor* must inspect a site prior to the start of works. A *preliminary surveillance exercise* must be submitted to the *Superintendence of Cultural Heritage* prior to start of works. In case of any unconsidered issues of cultural heritage impact, and other issues raised by the *archaeology monitor* in this preliminary exercise, no works are to start, prior to further instructions from the *Superintendence of Cultural Heritage*.

5.1.1.5 The *archaeology monitor* must keep the *Superintendence* continuously informed of his/her monitoring duties and submit *weekly updates* or otherwise as specifically instructed by the *Superintendence of Cultural Heritage*.

5.1.1.6 In case of archaeological discoveries, the *archaeology monitor* must call the *Superintendence of Cultural Heritage* instantly upon discovery and submit within one day detailed information about the *discovery*. Site works are to stop pending further instructions from the *Superintendence of Cultural Heritage*.

5.1.1.7 The *final data compilation* and any artefacts (not found *in situ*) collected during *archaeology monitoring* must be submitted to the *Superintendence of Cultural Heritage* within two weeks of the termination of monitored works, or as otherwise instructed by the *Superintendence of Cultural Heritage*. It is the responsibility of the *archaeology monitor* to respect the stipulated deadline of final submission to avoid any unnecessary delays in the continuation of site works.

5.1.1.8 If necessary, the *Superintendence of Cultural Heritage* will carry out a site inspection prior to the finalisation of the monitoring project.

5.1.1.9 Upon certifying that *archaeology monitoring* was completed to its satisfaction, the *Superintendence of Cultural Heritage* will issue:

- a) a certification letter to the *archaeology monitor* noting that archaeology monitoring was completed to the satisfaction of the *Superintendence* and that all data and artefacts collected were submitted in accordance to standards and specific *Terms of Reference*;

b) a letter to *MEPA* concerning the release of the bank guarantee in relation to archaeology monitoring will be issued if site works were archaeology monitored to the satisfaction of the *Superintendence of Cultural Heritage*.

The Superintendence will only be in a position to issue a certification letter to *MEPA* only following the submission of all final data by the *archaeology monitor*. In circumstances that a monitoring case has been completed for over two weeks and the *archaeology monitor* has failed to submit the data, the Superintendence will not be liable for delays in issuing its certification to *MEPA*.

5.1.1.10 Service providers must ensure timely responses to ensure better protection of cultural heritage assets, and also to avoid delays in statutory responses to *MEPA* and other constituted bodies. Service providers must also ensure the timely submission of high standard documentation and the timely implementation of monitoring measures so as to avoid unnecessary delays which may have a burden on contractors, developers or property owners. Such delays will be the responsibility of the individual service providers or of the service providing organisation to which they belong. The Superintendence of Cultural Heritage will not be liable for such delays caused by service providers.

In case of persistent delays or sub-standard submissions, the Superintendence will take disciplinary measures on service providers, including the striking off the list of approved archaeology monitors and archaeologists.

5.1.2 Archaeological excavation and post-excavation

An *archaeological excavation* means a scientific investigation which involves the identification, recording, and stratigraphic excavation of archaeological features, structures and/or deposits in accordance with standard archaeological methods and practices. An *archaeological excavation* will also include post-excavation work, involving the cleaning of artefacts, the creation of an excavation archive of catalogued records, illustrations and photography of archaeological objects and other works.

The principle of *archaeological excavation* applies *mutatis mutandi*, to any form of excavation including that for engineering and construction purposes.

Archaeological remains will require an *archaeological excavation* in order to record information and determine the archaeological heritage value of the archaeological site. An *archaeological excavation* will only be authorised if the *Superintendent of Cultural Heritage* considers this to be appropriate.

Any costs incurred by an *archaeological excavation and post-excavation* service are to be covered by the developer.

The service of an *archaeological excavation and post-excavation* is to be provided exclusively by *service providers* to be referred to as *archaeologists*. For relevant information on the registration and approval of *archaeologists* refer to section 5.1 of 'Operating Procedures and Standards for Archaeology Services'.

All *archaeological excavation* projects are to be carried out by *archaeologists* under the direction and the specific *Terms of Reference* of the *Superintendence of Cultural Heritage*. The *Superintendence of Cultural Heritage* may require a *site coordinator* and/or a *team of archaeologists* (registered with the *Superintendence*) to be engaged on a specific project. The role of the *site coordinator* is to organize the excavation works, liaise with the *Superintendence of Cultural Heritage*, and be responsible for the completion of the site archive.

The purpose of an *archaeological excavation* is to identify, excavate and document any archaeological remains discovered. This will result in the submission to the *Superintendence of Cultural Heritage* of a finalized site archive, including the original data, any finalized documents as specifically instructed by the *Superintendence* and all cultural material gathered during the *archaeological excavation*.

In case of contraventions of the stipulated *Terms of Reference*, the *archaeologist* is empowered to stop works and immediately inform the *Superintendence of Cultural Heritage* for its appropriate actions.

In case of an archaeological discovery, the *archaeologist* is empowered to stop site works and immediately notify the *Superintendence of Cultural Heritage* of such discoveries in accordance with the *Cultural Heritage Act*. Such discovery may require an *archaeological excavation* to determine the site heritage value and adoption of appropriate measures for the preservation *in situ* of archaeological remains as instructed by the *Superintendence of Cultural Heritage*.

The procedures to be followed during *archaeological excavation* are outlined below in articles 5.1.2.1 to 5.1.2.9. These procedures are outlined in a chart (See Appendix 2), which explains (i) the different stages of work requiring *archaeology monitoring*, (ii) the *archaeology monitor's* tasks during *archaeology monitoring* and (iii) the various documents and data to be compiled by the *archaeology monitor*.

5.1.2.1 In case of construction or physical development, architects on behalf of developers should inform the *Superintendence of Cultural Heritage* in writing at least two weeks prior to the intended start of works. This letter must include the name of the selected *archaeologist* (selected from the published list found on the *Superintendence of Cultural Heritage* website).

5.1.2.2 In case of an archaeological discovery, the *Superintendence of Cultural Heritage* will inform the architect (on behalf of the developer) in writing, and may ask that an *archaeologist/s* is engaged. In the same letter, the *Terms of Reference* specific to the required *archaeological investigation* will be provided. The

architect on behalf of the developer should request the *Superintendence of Cultural Heritage* for its approval of the selected *responsible archaeologist/s*.

5.1.2.3 Following clarifications of any outstanding matters, a *written authorisation* approving the selected *archaeologist/s* will be issued by the *Superintendence of Cultural Heritage*.

5.1.2.4 A site meeting may be carried out by the *Superintendence of Cultural Heritage* prior and/or during an *archaeological excavation*.

5.1.2.5 The *Superintendence of Cultural Heritage* must be kept informed by the *responsible archaeologist* on a regular basis and submit a *weekly update* or as otherwise instructed by the *Superintendence of Cultural Heritage*.

5.1.2.6 On the termination day of an *archaeological excavation*, the *responsible archaeologist* must notify the *Superintendence of Cultural Heritage*. The last *weekly update* of the *archaeological excavation* must be submitted together with the notification of completion. The *responsible archaeologist* must within two days from termination of the *archaeological excavation* present to the *Superintendence of Cultural Heritage* all written, graphic and photographic data collected as taken on site and without any finalisations unless otherwise instructed by the *Superintendence*. The *Superintendence of Cultural Heritage* will need to certify that data gathered is to its satisfaction before the site is signed off for further works. In case that the data presented by the *archaeologist* is incomplete or is not up to the required archaeological standards, the *archaeologist* is obliged to revise his/her works. Therefore, it is the responsibility of the *archaeologist* to submit the data within a short period following the termination of an *archaeological investigation* to avoid any unnecessary delays in the continuation of site works.

5.1.2.7 The *Superintendence of Cultural Heritage* will issue instructions for the continuation of development works and/or for the preservation of the archaeological remains.

5.1.2.8 All archaeological data collected and all material including artefacts, environmental samples, masonry, and other materials collected must be submitted to the *Superintendence of Cultural Heritage* within one month from the end of the *archaeological excavation* or as otherwise instructed by the *Superintendence of Cultural Heritage*.

5.1.2.9 Service providers must ensure timely responses to ensure better protection of cultural heritage assets, and also to avoid delays in statutory responses to MEPA and other constituted bodies. Service providers must also ensure the timely submission of high standard documentation and the timely implementation of monitoring measures so as to avoid unnecessary delays which may have a burden on contractors, developers or property owners. Such delays will be the responsibility of the individual service providers or of the

service providing organisation to which they belong. The Superintendence of Cultural Heritage will not be liable for such delays caused by service providers.

In case of persistent delays or sub-standard submissions, the Superintendence will take disciplinary measures on service providers, including the striking off the list of approved archaeology monitors and archaeologists.

5.1.3 Landscape Archaeological Survey

A landscape *archaeological survey* is an intrusive or non-intrusive study of an archaeological landscape. The purpose of a landscape *archaeological survey* is to determine the potential for further archaeological studies in these areas. Since a *survey* is a form of exploration, it can only be authorised by the *Superintendent of Cultural Heritage*.

A landscape *archaeological survey* includes the documentation of any surface archaeological remains, as well as the collection of surface artefacts during archaeological field walking. A survey may have to be supported by desk-top research. The results of a landscape *archaeological survey* and artefacts collected will be submitted to the *Superintendence of Cultural Heritage*.

Any costs incurred in this service are to be covered by the developer.

The service of a landscape *archaeological survey* is to be provided exclusively by *service providers* to be referred to as *archaeologists*. For relevant information on the registration and approval of *archaeologists* refer to section 5.1 of 'Operating Procedures and Standards for Archaeology Services'.

All landscape *archaeological survey* projects are to be carried out by *archaeologists* under the direction and the specific *Terms of Reference* of the *Superintendence of Cultural Heritage*. The *Superintendence of Cultural Heritage* may require a *site coordinator* and/or a *team of archaeologists* (registered with the *Superintendence*) to be engaged for a specific project.

The *responsible archaeologist* must immediately notify to the *Superintendence of Cultural Heritage* any discoveries made in accordance with the *Cultural Heritage Act*.

The procedure outlined below must be followed in landscape *archaeological survey* projects:

5.1.3.1 In case of an *archaeology survey* related to a development project, the architect (on behalf of the developer) or the developer, should inform the *Superintendence of Cultural Heritage* in writing at least two weeks prior to the intended start of the landscape *archaeological survey*. This letter must include the name of the selected *archaeologist* (selected from the list published on the *Superintendence of Cultural Heritage* website).

- 5.1.3.2 Following clarifications of any outstanding matters, *written authorisation* approving the selected *archaeologist* will be issued by the *Superintendence of Cultural Heritage*.
- 5.1.3.3 A site meeting may be carried out by the *Superintendence of Cultural Heritage* prior and/or during the survey.
- 5.1.3.4 The *Superintendence of Cultural Heritage* must be kept informed by the *responsible archaeologist* on a regular basis and submit a *weekly update* or as otherwise instructed by the *Superintendence of Cultural Heritage*.
- 5.1.3.5 On the termination day of a landscape *archaeological survey*, the *responsible archaeologist* must notify the *Superintendence of Cultural Heritage*. All landscape archaeological survey data, of a written, graphic and photographic type, and any surface artefacts collected must be submitted to the *Superintendence of Cultural Heritage*.
- 5.1.3.6 Service providers must ensure timely responses to ensure better protection of cultural heritage assets, and also to avoid delays in statutory responses to MEPA and other constituted bodies. Service providers must also ensure the timely submission of high standard documentation and the timely implementation of monitoring measures so as to avoid unnecessary delays which may have a burden on contractors, developers or property owners. Such delays will be the responsibility of the individual service providers or of the service providing organisation to which they belong. The *Superintendence of Cultural Heritage* will not be liable for such delays caused by service providers.

In case of persistent delays or sub-standard submissions, the *Superintendence* will take disciplinary measures on service providers, including the striking off the list of approved archaeology monitors and archaeologists.

5.1.4 Research Assistance

Research assistance to the *Superintendence of Cultural Heritage* is sometimes required for the processing of archaeological remains and other cultural heritage materials. The *Superintendence of Cultural Heritage* contracts persons to carry out various types of archaeological research. These include research related to excavation and post-excavation, data cataloguing, scientific analysis on archaeological remains and other similar research.

When a research assistant is contracted, a contract is issued between the research assistant and *Superintendence of Cultural Heritage*. In the contract the role and tasks to be carried out by the research assistant are defined.

Chapter 6

All *archaeology services*, including *archaeology monitoring*, *archaeological excavation* and *post-excavation*, *archaeological survey* and other related research are to follow these standards and technical specifications. In addition, *service providers* are to comply with *Terms of Reference* issued by the *Superintendence of Cultural Heritage* for specific projects.

6.1 General standards

- 6.1.1 The *responsible archaeology monitor and/or archaeologist* has full and sole responsibility and liability for ensuring that any archaeology service provided is fully compliant with 'Operating Procedures and Standards for Archaeology Services' and with the specific *Terms of Reference*.
- 6.1.2 The *responsible archaeology monitor and/or archaeologist* must inform and receive written approval from the *Superintendence of Cultural Heritage* of the engagement of: (1) *archaeology monitors and/or archaeologists*, (2) trainee archaeologists, and (3) volunteers.
- 6.1.3 The *responsible archaeology monitor and/or archaeologist* must ensure that other approved *archaeology monitors and/or archaeologists*, trainee *archaeologists* and volunteers are: (1) correctly informed of the details of the project, and (2) are following standards and *Terms of Reference* issued by the *Superintendence of Cultural Heritage*.
- 6.1.4 The *responsible archaeology monitor and/or archaeologist* must compile the necessary information during all archaeology services projects onto appropriate data sheets. These data sheets, referred to as *Cultural Heritage Surveillance Data Sheets* - Document A, B and C are provided by the *Superintendence of Cultural Heritage*.
- 6.1.5 It is the duty of the *responsible archaeology monitor and/or archaeologist* to submit all documents, data and material culture generated from any archaeological service to the *Superintendence of Cultural Heritage*.
- 6.1.6 Service providers must ensure timely responses to ensure better protection of cultural heritage assets, and also to avoid delays in statutory responses to MEPA and other constituted bodies. Service providers must also ensure the timely submission of high standard documentation and the timely implementation of monitoring measures so as to avoid unnecessary delays which may have a burden on contractors, developers or property owners. Such delays will be the responsibility of the individual service providers or of the service providing organisation to which they belong. The *Superintendence of Cultural Heritage* will not be liable for such delays caused by service providers. In case of persistent delays or sub-standard submissions, the

Superintendence will take disciplinary measures on service providers, including the striking off the list of approved archaeology monitors and archaeologists.

6.2 Archaeology monitoring

- 6.2.1 *Archaeology monitoring* involves the surveillance of development works in archaeologically sensitive areas. These works are monitored by an *archaeology monitor* approved by the *Superintendence of Cultural Heritage*.
- 6.2.2 Development works in archaeologically sensitive areas that include the following works are to be monitored at all times:
- a) all excavation works from ground surface level to subsurface and deeper levels such as removal of existing foundations, foundation trenches, service trenches, soil, debris and other materials, and rock-cutting;
 - b) all works carried out near or within a building of historical importance.
- 6.2.3 The *archaeology monitor* must identify and safeguard any cultural heritage remains which may be discovered during such development works.
- 6.2.4 All archaeology monitored projects are to be assigned a specific intervention code by the *Superintendence of Cultural Heritage*.
- 6.2.5 In case of an archaeological discovery, the *archaeology monitor* is empowered to stop site works and immediately inform the *Superintendence of Cultural Heritage* of such discovery in accordance with the *Cultural Heritage Act*. Such discovery will require an *archaeological excavation* to determine the site heritage value and adoption of appropriate measures for the preservation *in situ* of archaeological remains as instructed by the *Superintendence of Cultural Heritage*.
- 6.2.6 In case of an archaeological discovery, the *archaeology monitor* is to immediately call the *Superintendence of Cultural Heritage* and submit within one day detailed information about the discovery.
- 6.2.7 The *archaeology monitor* is to carefully examine all excavated material to identify and retrieve any artefacts of cultural heritage significance found 'out of context'. The retrieval of 'out of context' artefacts require a site code. This site code is to be requested from the *Superintendence of Cultural Heritage* by the *archaeology monitor*.
- 6.2.8 All objects are the property of the State. *Archaeology monitors* are to deposit all artefacts collected at the *Superintendence of Cultural Heritage*.
- 6.2.9 All retrieved artefacts are to be cleaned and inked by the *archaeology monitor* and as specified by the *Superintendence of Cultural Heritage*.

6.2.10 Metadata, which includes lists of all data collected, is to be compiled as part of the monitoring archive.

6.2.11 Specifications for the *final data compilation* are outlined in section 6.6 of this document.

6.3 Archaeological excavation and post-excavation

6.3.1 An *archaeological excavation* will involve the identification, stratigraphic excavation and recording of all archaeological remains within the indicated area. The *archaeological excavation and post-excavation* should provide detailed information on the history and use of the site.

6.3.2 All *archaeological excavations* are to be assigned a specific site code by the *Superintendence of Cultural Heritage*. A site code is to be requested from the *Superintendence of Cultural Heritage* by the *archaeologist*.

6.3.3 The *archaeological excavation* will follow a specified methodology as directed by the *Superintendence of Cultural Heritage* in the *Terms of Reference*. The specified methodology is based on standard methods of excavation and other scientific methods.

6.3.4 All excavation works are to be carried out stratigraphically. Each stratum and Stratigraphic Unit is to be separately documented and excavated. All material culture retrieved during a stratigraphic excavation is to be packed separately and labelled appropriately to its stratum.

6.3.5 An *archaeological excavation* will involve adequate documentation including written, digital, graphic, and photographic formats, and any other formats as specified by the *Superintendence of Cultural Heritage*.

6.3.6 All drawings are to be geo-referenced and must include the mean sea levels of the archaeological remains and the topography of site.

6.3.7 The main data of the archaeological site is to be recorded onto appropriate data sheet provided by the *Superintendence of Cultural Heritage*. These data sheets include: Stratigraphic Unit Sheet, Environmental Sample Sheet, Skeleton Recording Sheet, Field Walking Sheet and Masonry Inventory Sheet, an example of which is shown in Appendix 3 of this document.

6.3.8 An *archaeological excavation* will also include post-excavation works including cleaning, inking and conservation of artefacts, illustrations and photography of artefacts, and the compilation of an excavation archive as specified by the *Superintendence of Cultural Heritage*.

6.3.9 Metadata, which includes lists of all data collected, is to be compiled as part of the excavation archive.

6.3.10 Specifications for the *final data compilation* are outlined in section 6.6 of this document.

6.4 Landscape Archaeological Survey

6.4.1 A landscape *archaeological survey* will involve a desk-top research and intrusive or non-intrusive field walking study of an archaeological landscape.

6.4.2 *Landscape archaeological surveys* are to be assigned a specific site code by the *Superintendence of Cultural Heritage*. A site code is to be requested from the *Superintendence of Cultural Heritage* by the *archaeologist*.

6.4.3 The landscape *archaeological survey* will follow a specified methodology as directed by the *Superintendence of Cultural Heritage* in the *Terms of Reference*. The specified methodology is based on standard methods of *archaeological surveying* and other scientific methods.

6.4.4 The collection of surface artefacts during archaeological field walking must be undertaken only if specifically authorised by the *Superintendence of Cultural Heritage*. All objects are the property of the State. *Archaeologists* are to deposit all artefacts collected at the *Superintendence of Cultural Heritage*.

6.4.5 A landscape *archaeological survey* will involve adequate documentation including written, digital, graphic, and photographic formats, and any other formats as specified by the *Superintendence of Cultural Heritage*.

6.4.6 Data identified is to be recorded onto appropriate data sheets (Field walking sheet) provided by the *Superintendence of Cultural Heritage*. An explanation on the compilation of a field walking sheet is provided by the *Superintendence of Cultural Heritage* in a separate manual entitled *Field Walking Sheet Explanatory Notes*, July 2012.

6.4.7 The *Superintendence of Cultural Heritage* may require certain data to be presented on a GIS platform and should include geo-referencing and other information as specified by the *Superintendence of Cultural Heritage*.

6.4.8 A landscape *archaeological survey* will also include post-excavation works including cleaning, inking and conservation of artefacts, illustrations and photography of artefacts, and the compilation of an excavation archive as specified by the *Superintendence of Cultural Heritage*.

6.4.9 Metadata, which includes lists of all data collected, is to be compiled as part of the survey archive.

6.4.10 Specifications for the *final data compilation* are outlined in section 6.6 of this document.

6.5 Treatment of artefacts

- 6.5.1 All artefacts should be treated according to accepted professional standards and in accordance to the following specifications (see Appendix 2). The *Superintendence of Cultural Heritage* will issue the extent of treatment for artefacts in specified instructions.

6.6 Data Compilation

The *archaeology monitor or archaeologist* is expected to compile *Cultural Heritage Surveillance Data Sheets* throughout ongoing projects of *archaeology monitoring, archaeological excavations and post-excavations, and archaeological survey* as explained below and in the procedure chart found in Appendix 2. An explanation on the compilation of these *Cultural Heritage Surveillance Data Sheets* is provided in Appendix 4.

Cultural Heritage Surveillance Data Sheets must be only sent to the *Superintendence of Cultural Heritage*. All *Cultural Heritage Surveillance Data Sheets* need to be signed by the responsible *archaeology monitor or archaeologist* as approved by the *Superintendence of Cultural Heritage*.

6.6.1 Preliminary Surveillance Exercise

- 6.6.1.1A *preliminary surveillance exercise* is the first document sent to the *Superintendence of Cultural Heritage* by the *archaeology monitor or archaeologist*. The *Preliminary Surveillance Exercise* is compiled of two types of the *Cultural Heritage Surveillance Data Sheets*, which are: a) Document A, used for the compilation of the desk-top research concerning known archaeological remains in the area of the site and b) Document B, used for noting down observations made during the first inspection of the *archaeology monitor* and *archaeologist*. This information is to be illustrated with images and other relevant documentation presented as attachments to the data sheet.

- 6.6.1.2The *archaeology monitor or archaeologist* must submit a *preliminary surveillance exercise* to inform the *Superintendence of Cultural Heritage* that an initial site inspection has been carried out prior to start of works. The *preliminary surveillance exercise* is to note any unconsidered issues of cultural heritage impact, and raise any other issues which are unclear to the *archaeology monitor or archaeologist*.

- 6.6.1.3The *archaeology monitor or archaeologist* is expected to submit this *preliminary surveillance exercise* ahead of the programmed date for start of works to provide sufficient time for the *Superintendence of Cultural Heritage* to ask any other clarifications and issue any additional instructions.

- 6.6.1.4It is important that emails related to the *Preliminary Surveillance Exercise* have the proper subject heading: SCH File No. – Site Address, Locality – Preliminary Surveillance Exercise.

6.6.2 Weekly Updates

6.6.2.1 In the course of works the *archaeology monitor* or *archaeologist* is to submit a *weekly update* to the *Superintendence of Cultural Heritage*.

6.6.2.2 The *weekly update* is expected to update the *Superintendence of Cultural Heritage* on ongoing works and site activity carried out during the week, and to state whether all works are being undertaken in accordance to the *Superintendence of Cultural Heritage* instructions. The relevant data sheet (*Cultural Heritage Surveillance Data Sheet – Document B*) is to be filled appropriately and images, plans, and any other relevant documentation useful to illustrate the proceedings of works are to be presented as attachments to the relevant surveillance data sheets.

6.6.2.3 The *archaeology monitor* or *archaeologist* is expected to submit the surveillance data sheet by the end of each week.

6.6.2.4 *Weekly updates* on ongoing *archaeology monitoring* and *archaeological excavations* are to be sent to the *Superintendence* latest by Tuesday 8:00am of the next week. The *Superintendence* will acknowledge receipt of *weekly updates* only if sent on time. The acknowledgment will also be copied to the architect/developer. No acknowledgment will be issued for any *weekly updates* which are sent past Tuesday 8:00am.

6.6.2.5 It is important that emails related to *weekly updates* have the proper subject heading:
SCH File No. – Site Address, Locality – Weekly Update.

6.6.3 Notifications and Clearances Requests

6.6.3.1 All requests for (i) clearance to continue works, (ii) notification of discoveries and (iii) notification of completion of works sent to the *Superintendence* by email are to have the proper subject headings:

SCH File No. – Site Address, Locality – Request for Clearance

OR

SCH File No. – Site Address, Locality – Notification of Discovery

OR

SCH File No. – Site Address, Locality – Notification of Completion of Works

6.6.4 Discovery Notification

6.6.4.1 The *archaeology monitor* or *archaeologist* is to inform the *Superintendence of Cultural Heritage* of cultural heritage remains discovered in the course of works.

6.6.4.2 The *relevant data sheet* (*Cultural Heritage Surveillance Data Sheet – Document B*) describing the cultural heritage remains uncovered is to be submitted in a manner which clearly illustrates the type of discovery, by means of cross references to images, plans, and any other relevant documentation.

6.6.4.3 The *archaeology monitor or archaeologist* is expected to contact the *Superintendence of Cultural Heritage* immediately upon discovery and submit the relevant data within one day of discovery. The *Superintendence of Cultural Heritage* will issue further instructions.

6.6.4.4 It is important that emails related to discoveries have the proper subject heading:
SCH File No. – Site Address, Locality – Discoveries.

6.6.5 Final Data Submission

The final submission of surveillance data and archaeological documentation compiled during *archaeology monitoring*, *archaeological excavations* and *archaeological survey* must follow the below technical specifications.

6.6.5.1 Final Data Submission for Archaeology monitoring

6.6.5.1.1 Surveillance Data – Printed format

The following *Cultural Heritage Surveillance Data Sheets* are required at submission stage:

- i. Surveillance Data Sheet (Document C)
- ii. Superintendence Terms of Reference/s, archaeology monitor's approval and any other correspondence from the Superintendence
- iii. Preliminary Surveillance Exercise (Document A and B)
- iv. Weekly Updates and Discovery/ies Data (Document/s B)

The above listed data is to be organised in the unbound specified order and submitted as two copies printed in colour, unless otherwise stated by the *Superintendence of Cultural Heritage*.

6.6.5.1.2 Surveillance Data – Digital format

Data is to be deposited at the *Superintendence of Cultural Heritage* on a CD or DVD. Digital data is to be organised in the below specified order and two copies of the CD or DVD are to be submitted. All data collected is to be of a high definition and produced to publishable standard.

The following digital data is required at submission stage:

- i. Documents including the development permit, approved development drawings, method statement, programme of works, the Superintendence Terms of Reference, the approval of the *archaeology monitor*, and any other correspondences with the Superintendence. This first folder is to be named "1. Documents".

ii. *Cultural Heritage Surveillance Data Sheets* (i, iii & iv) with their respective attachments. These are to be saved in one folder named "2. Surveillance Data Sheets". Attachments to the specific sheet are to be appended in one document and saved in PDF format.

iii. Digital Photographic Record saved in a separate folder named "3. Digital Photographic Record". Photos shall be saved in sub-folders, which subfolders are to have the date of surveillance as their name.

6.6.5.2 Final Data Submission for Archaeological Excavations and Archaeological Surveys

6.6.5.2.1 Surveillance Data – Printed format

The following Cultural Heritage Surveillance Data Sheets are required at submission stage:

- i. Surveillance Data Sheet (Document C)
- ii. Superintendence Terms of Reference/s, archaeology monitor's approval and any other correspondence from the Superintendence
- iii. Preliminary Surveillance Exercise (Document A and B)
- iv. Weekly Updates and Discovery/ies Data (Document/s B)

In case of *archaeological excavations* and *archaeological survey*, the last weekly update is to include as attachments to the document an archaeological remains description, registers and a general site plan of all archaeological remains found.

The above listed data is to be organised in the unbound specified order and submitted as two copies printed in colour, unless otherwise stated by the *Superintendence of Cultural Heritage*.

6.6.5.2.2 Site Archive (Archaeological Documentation)

The below listed data is to be submitted in the formats as specified in bold hereunder and are to be submitted to the Superintendence unbound. The extent of finalization of archaeological documentation will be specified case by case as directed by the Superintendence.

The following archaeological documentation is required:

- a. Archaeological Remains Description – a concise description of the archaeological remains investigated with cross references to the main documentation. Cross referencing should only refer to the respective number of the documentation as listed in the respective registers. No reproductions, in figures or plates of any of the documentation are required as attachments to this description. **(Format: Digital & Print out)**

- b. Registers – listing all documentation gathered on registers created in one excel workbook as explained in table below. **(Format: Digital & Print out)**

Register (Name of Excel Datasheet)	Register Information (Excel Datasheets fields)
Context Sheets Register	SU No.; SU Type; Area/Trench No.; Description; Comments
Environmental Sample Sheets Register	SU No.; Sample No.; Sample Volume; Sample taken date; Soil/Sediment Description; Comments
Skeleton Recording Sheets Register	Skeleton No.; Area/Trench No.; Description; Comments
Drawings Register	Drawing No.; Drawing Type; Drawing Date; Description; Comments
Photos Register	Photo No. (Photo numbers are to be in the following formats e.g. RBT2009_No.); SU No's; Area/Trench No's; Description; Comments

- c. Site Notebook. **(Format: Original)**
- d. Archaeological Data Sheets including: Stratigraphic Unit Sheets (SU's), Environmental Sample Sheets, Skeleton Recording Sheets, Field Walking Sheet and Masonry Inventory Sheet. **(Format: Original)**
- e. Drawings including: plans (general and detailed plans), sections and elevations. **(Format: Original, Scan, Digitized & Print out)**
- f. Photos, including general shots of the excavation/documentation during works, general shots of the site and detailed images of archaeological remains. (Format: Digital)

6.6.5.2.3 Surveillance Data – Digital format

Data is to be deposited at the *Superintendence of Cultural Heritage* on a CD or DVD. Digital data is to be organised in the below specified order and two copies of the CD or DVD are to be submitted. All data collected is to be of a high definition and produced to publishable standard.

The following digital data is required at submission stage:

- i. Documents including the development permit, approved development drawings, method statement, programme of works, the Superintendence Terms of Reference, the approval of the archaeologist, and any other correspondences with the Superintendence. This first folder is to be named "1. Documents".

- ii. **Cultural Heritage Surveillance Data Sheets** (i, iii & iv) with their respective attachments. These are to be saved in one folder named "2. Surveillance Data Sheets". Attachments to the specific sheet are to be appended in one document and saved in PDF format.
- iii. Digital Photographic Record saved in a separate folder named "3. Digital Photographic Record". Photos shall be saved in sub-folders, which subfolders are to have the date of surveillance as their name.
- iv. Archaeological Documentation is to be saved in another folder named "4. Archaeological Documentation". Any digital documentation listed above (a. to f.) is to be organised in sub-folders, which sub-folders are to be labelled: "a. Archaeological Remains Description", "b. Registers", "c. Site Notebook", "d. Data Sheets", "e. Drawings", "f. Photos".

6.7 Technical Specifications

All data and archaeological material are to be handed to the *Superintendence of Cultural Heritage* according to these specifications. In addition, *service providers* are to comply with *Terms of Reference* issued by the *Superintendence of Cultural Heritage* for specific projects.

All *service providers* are to procure their own tools, stationeries and other materials necessary to complete the required services. The *Superintendence of Cultural Heritage* will only provide data sheets, plastic crates and any other conservation material.

6.7.1 Written Data

6.7.1.1 All written data including site notebook and data sheets (Appendix 3: stratigraphic unit sheets, environmental sample sheet, skeleton recording sheet, field walking sheet and masonry inventory sheet) are to be kept as per archaeological standards.

6.7.1.2 A site notebook is to be kept for every *archaeology excavation* and *archaeological survey*. A yearly site notebook is to be kept for every project of *archaeology monitoring*.

6.7.1.3 All written data retrieved during all *archaeology services* are to be submitted to the *Superintendence of Cultural Heritage* in: a) the original format and b) the digital format.

6.7.2 Drawings

6.7.2.1 All drawings including plans, sections and elevations are to be drawn at scales of 1:20 and 1:10 as per archaeological standards, unless otherwise instructed by the *Superintendence of Cultural Heritage*.

6.7.2.2 All drawings are to include all the relevant details including: site code, date, initials, scale, drawing number, description, and north point.

6.7.2.3 All drawings retrieved during all *archaeology services* are to be submitted to the *Superintendence of Cultural Heritage* in: a) the original format, b) the digital format and c) two hard copies.

6.7.3 Photographic Data

6.7.3.1 All photographic data retrieved during all *archaeology services* are to be submitted to the *Superintendence of Cultural Heritage* in digital format.

6.7.3.2 All photographic data is to include all the relevant details including intervention/site code, date and description.

6.7.4 Digital Data

6.7.4.1 All digital data is to be produced as follows:

- Drawings: scanned copies in not less than 300 dpi and in JPEG format;
- Photographic data: not less than 4MB and in JPEG format;
- Written data: a) site notebook in not less than 300 dpi and in PDF format; b) data sheets in not less than 300 dpi and in JPEG format.

6.7.5 Material Culture

All material culture collected is to be deposited at the *Superintendence of Cultural Heritage* according to the following specifications:

6.7.5.1 All artefacts must be cleaned and inked prior to deposition at the *Superintendence of Cultural Heritage* as specified in the *Terms of Reference*. All artefacts are to be treated as outlined in section 6.5 and Appendix 2 of 'Operating Procedures and Standards for Archaeology Services'.

6.7.5.2 All artefacts must be packed in heavy duty thick plastic bags. All plastic bags must be tightly sealed by means of plastic covered steel wire tie-ups and must include two labels, one placed inside and another tied with the tie-up.

6.7.5.3 All artefacts must be labelled clearly and appropriately on plastic labels and by means of a permanent marker. All the relevant details including intervention/site code, coordinates, grid number, date, initials, description, stratigraphic unit number, and small find number are to be written on the labels.

6.7.5.4 All artefacts must be stored in plastic crates and have all the relevant details including intervention/site code, date, initials, and description written clearly on sticky labels. Artefacts collected from different excavation and survey projects are to be stored in different plastic crates.

7.1 Disciplinary measures

- 7.1.1 All *service providers* are duty bound to adhere to the Laws of Malta and maintain the highest standards of ethics, confidentiality and technical standards.
- 7.1.2 *Service providers* suspected of having acted in breach of 'Operating Procedures and Standards for Archaeology Services', the *Superintendence of Cultural Heritage Terms of Reference* and/or the Code of Ethics will be investigated by the *Superintendence of Cultural Heritage*.
- 7.1.3 The findings of the investigation will be put on the permanent records of the *Superintendence of Cultural Heritage*.
- 7.1.4 *Service providers* may be suspended or removed from the list if they are found to: (i) have acted dishonestly, and with misconduct or gross negligence, (ii) or if they fail to comply with any stipulations set by the *Superintendence of Cultural Heritage*, (iii) or if they commit any act that contravenes the Laws of Malta, (iv) or if they persist in unwarranted delays.
- 7.1.5 The *Superintendence of Cultural Heritage* reserves the right to take further legal measures as may be necessary.

7.2 Legal Provisions

- 7.2.1 All persons must take cognizance of the Laws of Malta and those which relate to cultural heritage, Planning and Development, Environmental Protection, and laws which may have a bearing on their field of activities.
- 7.2.2 Any persons, including *service providers*, who contravene the *Cultural Heritage Act* are guilty of an offence against this Act and shall be liable to legal consequences.
- 7.2.3 Contraventions to this Act include any illegality such as actions performed by persons who:
- 'willfully, or through negligence, unskillfulness, or non-observance of regulations causes damage to or destroys any cultural property';
 - 'carries out any activity or does any act in contravention of the provisions of this Act or of any regulation made thereunder or of the conditions of any license or permit issued under this Act, or fails to do anything which is required to do under this Act, regulation or license';
 - 'fails to abide with any suspension notice'.

Glossary

Archaeologist: a person approved by the Superintendent of Cultural Heritage who is authorized to excavate an archaeological site. The role of the archaeologist is to identify, excavate stratigraphically and record archaeological remains.

Archaeological investigation: archaeology monitoring, archaeological excavations and post-excavations and archaeological surveys.

Archaeological excavation: a scientific investigation, which involves the identification, recording and stratigraphic excavation of archaeological features, structures and/or deposits in accordance with standard archaeological methods and practices.

Archaeology monitoring: the surveillance of development works in archaeologically sensitive areas. The monitoring of development works will ensure the safeguarding of any uncovered cultural heritage remains.

Archaeological post-excavation: part of an archaeological excavation, which involves the cleaning of artefacts, the creation of an excavation archive of catalogued records, illustrations and photography of archaeological objects, and other scientific studies.

Archaeology monitor: a person approved by the Superintendent of Cultural Heritage who is authorized to monitor development works (archaeology monitoring). The role of an archaeology monitor is to identify and safeguard cultural heritage remains which may be discovered during works.

Archaeology service: the provision of services in relation to archaeology monitoring, archaeological excavation and post-excavation, archaeological survey, and research assistance by persons registered with the Superintendence of Cultural Heritage.

Cultural Heritage Act: enacted in 2002; makes provision for the superintendence, conservation and management of cultural heritage in Malta.

Cultural Heritage Surveillance Data Sheets: refer to three different documents, Doc. A, B and C. Document A, accommodates known cultural heritage data identified in the surrounding area of a site under development. Whilst, Document B is an update log which accommodates information on advancements of development works under archaeology monitoring or archaeological excavation or archaeological survey and also serve as a notification document in case of an archaeological discovery. Document C is a certification letter given to the archaeology monitor or archaeologist confirming that the archaeology monitoring, archaeological excavation or archaeological survey was completed at the Superintendence satisfaction.

Development Planning Act: enacted in 1992; makes provision for the planning and management of development in Malta.

Discovery notification: a notification submitted to the Superintendence of Cultural Heritage by the archaeology monitor or archaeologist, in which any cultural heritage remains discovered are described.

Final data compilation: the finalisation and compilation according to archaeological standards and procedures of all data gathered by the archaeology monitor or archaeologist for submission to the Superintendence of Cultural Heritage.

Landscape archaeological survey: an intrusive or non-intrusive study of an archaeological landscape, which involves desk-top research, the documentation of any surface archaeological remains and the collection of surface artefacts during archaeological field walking.

Malta Environment Planning Authority (MEPA): the authority responsible for the promotion and control of sustainable development in Malta, as defined in the Development Planning Act.

Malta Transport Authority: the authority responsible for the development of transport and the management of road works in Malta, as defined in the Authority for Transport in Malta Act.

Method Statement: a statement prepared by the architect and/or contractor providing a sufficient detailed description of site works and methods of excavation, as well as details of any machinery to be used for excavation and rock-cutting.

Occupational Health and Safety Act: enacted in 2000; makes provision for the establishment of an authority to regulate functions regarding resources relating to occupational health and safety, as defined in the Occupational Health and Safety Authority Act.

Polluter Pays Principle: is a concept of environmental policy which states that polluters should always pay the costs of the pollution they cause through their activities. Polluters are expected to avoid, contain and clean up any pollution caused and bear costs of prevention measures through means of restoring and making reparation (including compensatory damages and compensatory restoration) to the environment damaged. Such principle is applied by authorities through the imposition of conditions on any approval necessary to carry out pollution works.

Precautionary Principle Approach: an approach adopted by the European Union which provides measures to avoid or lessen impacts in various fields such as the environment. This approach can be adopted for cultural heritage.

Pre-development heritage assessment: a desk-top research assessment informing on cultural heritage known within a site or an area earmarked for development.

Preliminary Surveillance Exercise: a document submitted to the Superintendence of Cultural Heritage by the archaeology monitor or archaeologist prior to the start of works. This document describes any unconsidered issues on cultural heritage, any clarifications required from the Superintendence of Cultural Heritage, the developer, and other parties, and background research on cultural heritage considerations in the area.

Programme of works: a timeframe during which works are to be carried out. The programme of works should include commencement and termination dates and should reflect different phases of works.

Weekly Update: a document which updates the Superintendence of Cultural Heritage on ongoing development works and archaeology projects. This document is to be submitted by the archaeology monitor or archaeologist at least once a week.

Responsible archaeologist: a person registered with the Superintendence of Cultural Heritage who provides archaeological excavation and post-excavation and archaeological survey services, and who is responsible to organise an archaeological excavation, liaise with the Superintendence of Cultural Heritage and be responsible for the completion of the site archive.

Responsible archaeology monitor: a person registered with the Superintendence of Cultural Heritage who provides archaeology monitoring services, and who is responsible to organise archaeology monitoring, liaise with the Superintendence of Cultural Heritage and be responsible for the completion of the site archive.

Scheduling: a planning procedure intended to identify buildings, sites or other assets having cultural heritage or natural value. These identified areas or assets are listed as protected areas and assets to prevent any damage or demolition works occurring to them.

Service provider: a person registered with the Superintendence of Cultural Heritage who provides archaeology services.

Site coordinator: a person approved by the Superintendent of Cultural Heritage who is responsible to organize an archaeological excavation, liaise with the Superintendence of Cultural Heritage, and be responsible for the completion of the site archive.

Superintendence of Cultural Heritage: the legal entity with the mission to fulfill the duties of the State in ensuring the protection and accessibility of cultural heritage, as defined in the Cultural Heritage Act.

Superintendent of Cultural Heritage: the appointed person who is responsible for and manages the functions the Superintendence of Cultural Heritage as defined in the Cultural Heritage Act.

Stratigraphic Unit (SU): a separate identifiable context of a deposit, cut, fill or structure which their superimposition forms an archaeological stratification.

Team of archaeologists: a group of archaeologists approved by the Superintendence of Cultural Heritage to work on a specific archaeological project.

Terms of Reference: specifications under which an authorised excavation or exploration is to be carried out.

Termination Date of Services: the day during which service providers complete a monitoring works, an archaeological excavation or a landscape archaeological survey, and which date is to be communicated to the Superintendence.

Written authorisation: a letter granting permission by the Superintendent of Cultural Heritage for an archaeological or paleontological excavation or exploration, in accordance to specific terms of reference.

Appendices

Appendix 1 - List of legislations, conventions and policies

Appendix 2 - Archaeological Services Procedure Chart

Appendix 3 - Treatment of Artefacts

Appendix 4 - Data Sheets: Stratigraphic Unit Sheet, Environmental Sample Sheet, Skeleton Recording Sheet, Masonry Inventory Sheet and Field Walking Sheet

Appendix 5 - Cultural Heritage Surveillance Data Sheets: Document A, B and C (Guidance Notes)

Appendix 1 - List of legislations, conventions and policies

Legislations

Authority for Transport in Malta Act XV of 2009 (CAP 499)

- <http://www.dca.gov.mt/Page.aspx?pageid=657&lid=1>
- <http://www.gov.mt/frame.asp?l=1&url=http://www.justiceservices.gov.mt/lom.aspx?pageid=27&mode=chrono>

Cultural Heritage Act 2002 (CAP 445)

- <http://www.gov.mt/frame.asp?l=1&url=http://www.justiceservices.gov.mt/lom.aspx?pageid=27&mode=chrono>

Development Planning Act 1992 (CAP 356)

- <http://www.gov.mt/frame.asp?l=1&url=http://www.justiceservices.gov.mt/lom.aspx?pageid=27&mode=chrono>

Occupational Health and Safety Authority Act 2000 (CAP 424)

- <http://www.gov.mt/frame.asp?l=1&url=http://www.justiceservices.gov.mt/lom.aspx?pageid=27&mode=chrono>

Conventions

European Convention for the Protection of the Architectural Heritage of Europe, Granada 1985 (Granada Convention) Council of Europe Treaty Series no. 121

- <http://conventions.coe.int/Treaty/en/Treaties/Html/121.htm>
- http://www.coe.int/t/dg4/cultureheritage/heritage/Archeologie/default_en.asp

European Convention on the Protection of the Archaeological Heritage (Revised), Valletta 1992 (Valletta Convention) Council of Europe Treaty Series no. 143

- http://www.coe.int/t/dg4/cultureheritage/heritage/Archeologie/default_en.asp
- <http://conventions.coe.int/Treaty/en/Treaties/Html/143.htm>

UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage, Paris 1972

- http://portal.unesco.org/en/ev.php-URL_ID=13055&URL_DO=DO_TOPIC&URL_SECTION=201.html

UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expression, Paris 2005

- http://portal.unesco.org/en/ev.php-URL_ID=31038&URL_DO=DO_TOPIC&URL_SECTION=201.html

Policies

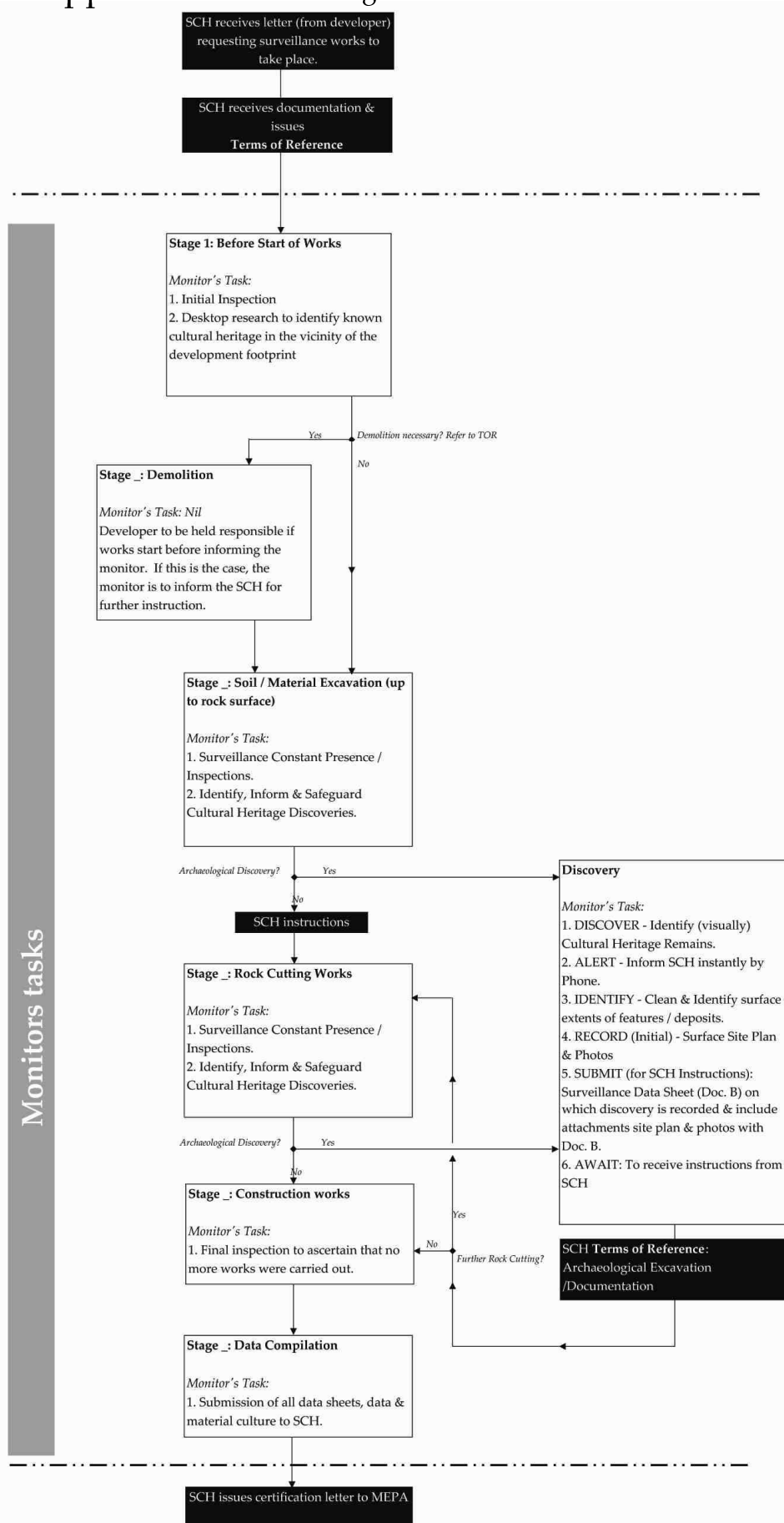
Local Plans (Central Malta Local Plan (2006), Gozo and Comino Local Plan (2006), Grand Harbour Local Plan (2002), Marsaxlokk Bay Local Plan (1995), North West Local Plan (2006), North Harbour Local Plan (2006), South Malta Local Plan (2006))

- <http://www.mepa.org.mt/LPLegislationPolicyDocs?topic=none&doctype=Local%20Plans%20&doctypeid=1&docname=none&sc=1>

Structural Plan for the Maltese Islands (1990)

- <http://www.mepa.org.mt/lpg-structureplan>

Appendix 2: Archaeological Services Procedure Chart



Surveillance Data Sheets Requirements (according to Stages):

Stage 1: Before Start of Works
Preliminary Surveillance Exercise consisting of:
1. Doc. A - Desktop Research
2. Doc. B - Site inspection
3. Attachments (Site Inspection Photos & Heritage Remains Plan) for Doc. A & B

Stage 1: Demolition
No Documents

Stage 2: Soil/Material Excavation (up to rock surface)
1. Doc. B per week
2. Attachments (Photos) for Doc. B. In case of discovery also include Photos & Plan of remains

Stage 2: Rock-Cutting Works
1. Doc. B per week
2. Attachments (Photos) for Doc. B. In case of discovery also include Photos & Plan of remains



Stage 2: Construction
1. Doc. B - Site inspection
2. Attachments (Inspection Photos) for Doc. B

Stage 2: Data Compilation
1. Doc. C: Completeness Checklist
2. Attachments of all Surveillance Data Sheets (Doc A & B)
3. Data and Material Culture

Appendix 3 – Treatment of artefacts

Type of Material		Treatment	Packaging
Inorganic Materials	Ceramic/Stone/Wall plaster/CBM	If delicate, flaky, painted or crumbly do not clean.	Allow to dry and then pack in a plastic bag once dry.
	Glass	Do not clean.	Cushion well in a box.
	Metal from dry sites	Do not clean.	Pack in a punched plastic bag and then place in a box containing silica gel. If fragile wrap the metal object in acid-free tissue paper and then place in the bag and box.
	Metal from wet sites	Do not clean.	Allow to dry then pack as above.
Organic Materials	Flint, Chert, Obsidian	Can be washed delicately.	Allow to dry and then pack in a plastic bag.
	Antler, Horn, Ivory, Worked bone	Do not clean. Make sure that damp or wet objects do not dry out while stored on site.	Pack in a plastic bag (if item is humid or wet allow for ventilation in the bag).
	Fibre, Leather, Unfired Pottery, Wood	Do not clean. Keep damp or wet if found in this condition.	Pack in a plastic bag and then place in a box containing silica gel. If fragile wrap the material in acid-free tissue paper and then place in the bag and box.
	Charcoal	Do not clean and do not touch with bare hands.	Pack in foil and then in a plastic bag.
	Animal and Human Bone from dry sites	Can be cleaned (not washed) using a small brush.	Pack in a plastic bag. Acid free tissue papers should be used to wrap the bone if it seems fragile, but not if the bone is humid.
	Animal and Human Bone from wet sites	Can be washed gently using a small brush but unless delicate, flaky or crumbly.	Allow to dry and then pack in a plastic bag.
	Shell	Can be washed gently using a small brush but unless delicate, flaky or crumbly.	Allow to dry and then pack in a plastic bag.
Combination	Combination of organic and inorganic material	Treat as organic materials.	Treat as for organic material.

Appendix 4 – Data Sheets

			
Site Location / Grid Refs.		Site Code:	Area:
Plans:		Video:	Sections:
Deposits:		Cuts:	
1. Compaction		1. Shape in Plan	
2. Colour		2. Corners	
3. Thickness & Extent		3. Dimensions / Depth	
4. Method		4. Break of Slope Top	
5. Condition of Deposit / Surface		5. Sides	
6. Definition of Boundaries		6. Break of Slope Base	
		7. Base	
		8. Orientation	
		9. Inclination of Axis	
		10. Truncated	
		11. Fills	
Other Comments:			
PTO			
Geological Components: Sand / Silt / Clay / Rock		Cultural inclusions:	Organic inclusions:
Stratigraphic Matrix		Cultural Material Collected:	
		Sample Nos: Soil/Biological/Sieving	
SAME AS	WITHIN	Inventorised items:	
COVERED BY	COVERS		
CUT BY	CUTS		
FILLED BY	FILL OF		
BUTTED BY	BUTTS		

Notes / Comments		S.U. No.	
Site Code:		Scale:	
+	+	+	+
+	+	+	+
Interpretation:			
Discussion:			
S.U. same as:			
Suggested Period:		Suggested Date:	
Post-Excavation Comments			
Data filled in by:		Data checked by:	
Date: $\frac{\text{---}}{\text{d}} / \frac{\text{---}}{\text{m}} / \frac{\text{---}}{\text{y}}$		Date: $\frac{\text{---}}{\text{d}} / \frac{\text{---}}{\text{m}} / \frac{\text{---}}{\text{y}}$	



Data Capture on Site		Site Code	Stratigraphic Unit	Sample no.	Area / Grid square
SU					
Provisional period or date (if known):					
Condition of deposit:		waterlogged	moist	dry	
Any contamination? eg		root action	mixture with overburden		
describe other:					
Sample volume (one sample tub = 10 litres):					
Sample size as proportion of entire context (tick)					
< 5%	5 - 20%	20 - 40%	40 - 60%	60 - 80%	80 - 100%
Soil / sediment description:					
1. Compaction					
2. Colour					
3. Composition					
4. Inclusions - Indicate whether artifactual, biological or geological, and occa / mod / freq					
5. Other comments					
Stratigraphic matrix					
NB transfer sample ASAP					
Specific questions about the sample (what do you want to know about the deposit?)					
eg: What biological remains are present?					
What are the characteristics of this assemblage?					
What was the function of the feature?					
What were the local environmental conditions like?					
Was it waterlogged?					
Are any subsamples required from this sample					
radiocarbon	control sediment	parasites	insects	yes	no
diatoms	other (specify)				pollen
Any related sample numbers eg		multi-sampled contexts	columns of samples		
(in latter case give sample dimensions):					
Sample taken by / date		Checked by / date			



ENVIRONMENTAL SAMPLE SHEET

For Laboratory use only		Site Code	SU	Sample no.
Method (tick)	sieve size (tick or give alternative)			
Flotation	1.0 + 0.25mm			
Course bulk sieve	6.0 - 8.0mm			
Fine sieve	0.25mm			
Flot present?	Subsample retained? (size)			
Sieved by / date	Sorted by / date			
RESIDUE DESCRIPTION				
volume before sorting:				
description of residue composition before sorting:				
constituent (tick)	abundance	diversity	comment	transferred for post-exc?
charred grain				yes no to whom
charred seeds				
charred wood				
charred other				
waterlogged seeds / fruit				
waterlogged wood				
waterlogged other				
mineralized grain				
mineralized seeds				
mineralized wood				
mineralized other				
bones : large mammal				
bones : small mammal				
bones : fish				
bones : bird				
bones : rep / amph				
molluscs : marine				
molluscs : freshwater				
molluscs : terrestrial				
eggshell				
insects				
other (specify)				
ARTEFACTUAL MATERIAL				
constituent	abundance	constituent	abundance	transferred to Finds on (date):
				constituent abundance

[illegible]

[illegible]

Tract No.		Sketch & Photos	
Sketch of tract: (show tract boundaries, passes, North point, and other significant features)			
Description of tract:			
Photo Information:			
Taken by:		Date:	
Field overview Photo No.:			
Additional Photos (walls, features):			
Feature/Wall No.	Photo No.	Feature/Wall No.	Photo No.
Photo disclaimer: example Photo no.: QRS 2011_A1_1 (for tracts); QRS 2011_F1_1 (for features); QRS 2011_W1_1 (for walls); and the last number is the actual photo number			
Comments:			
		Page 4	

	SOVRINTENDENZA TAL-PATRIMONJU KULTURALI SUPERINTENDENCE OF CULTURAL HERITAGE													
SCH File No: _____		SCH Intervention Code: M / _____												
Site Code: / _____		Artefact I.D: _____												
Photo 1 <div style="border: 1px solid black; height: 250px; margin-top: 5px;"></div>	Photo 2 <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>													
Photo 3 <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Size:</td> <td style="width: 30%;">Length: _____</td> <td style="width: 30%;">Breadth: _____</td> <td style="width: 25%;">Height: _____</td> </tr> </table>			Size:	Length: _____	Breadth: _____	Height: _____								
Size:	Length: _____	Breadth: _____	Height: _____											
<table style="width: 100%;"> <tr> <td style="width: 50%;"> Sculpted: <input type="checkbox"/> </td> <td style="width: 50%;"> Plaster/ Mortar: <input type="checkbox"/> </td> </tr> </table>			Sculpted: <input type="checkbox"/>	Plaster/ Mortar: <input type="checkbox"/>										
Sculpted: <input type="checkbox"/>	Plaster/ Mortar: <input type="checkbox"/>													
Other features: _____ _____ _____ _____														
Description: _____ _____ _____ _____														
<table style="width: 100%;"> <tr> <td style="width: 70%;">Storage Location:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Date:</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Date:</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>			Storage Location:	Date:	_____	_____	_____	Date:	_____	_____	_____	Date:	_____	_____
Storage Location:	Date:													
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Data filled in by:</td> <td style="width: 20%;">Date:</td> <td style="width: 25%;">Data checked by:</td> <td style="width: 30%;">Date:</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>			Data filled in by:	Date:	Data checked by:	Date:	_____	_____	_____	_____				
Data filled in by:	Date:	Data checked by:	Date:											
_____	_____	_____	_____											

Appendix 5 – Cultural Heritage Surveillance Data Sheets: Document A, B and C (Guidance Notes)

CULTURAL HERITAGE SURVEILLANCE DATA SHEETS (DOC. A)

Guidance Note



The following guidance notes were developed to:

- facilitate understanding of the various sections of the template;
- define the acronyms used; and
- guide users on the information that requires to be inputted.

The guidance note follows the same structure as the original template that is to be used. This permits cross-referencing with the actual document whilst increasing clarity.

Sheet Number

1

Site Address

Site at, Triq il-Preistorja, Birkirkara

Superintendence File

SCH 0 1 2 3 / 2 0 1 2

1.

MEPA Permit

PA 0 1 2 3 4 / 1 2

N/A

☐

Transport Malta Permit

/

N/A

☒

2.

Intervention Code

M 0 1 2 / 1 2

Comment [SCH1]:

Insert a sheet number for every new sheet opened in sequential order irrespective of 'intervention stage'

Comment [SCH2]:

Insert site address as specified in the Terms of Reference (ToR) issued by Superintendence of Cultural Heritage

Comment [SCH3]:

Insert SCH file number as specified in ToR. If file number contains less than 4 numbers place '0's in front of file number. 'SCH' refers to Superintendence of Cultural Heritage

Comment [SCH4]:

Insert MEPA permit number as specified in ToR. If permit number contains less than 5 numbers place '0's in front of permit number. 'PA' refers to 'Planning Application'

Comment [SCH5]:

Not Applicable – only tick this box if there is no MEPA permit

Comment [SCH6]:

Insert Transport Malta permit number as specified in ToR. If reference contains less than 5 numbers place '0's in front of reference number. Do not forget to include the letters preceding the number as these form part of the permit number

Comment [SCH7]:

Not Applicable - Only tick this box if there is no Transport Malta permit

Comment [SCH8]:

Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

3.	Archaeologist/Name	<input type="text" value="Mr/Ms/Dr Name Surname"/>	Comment [SCH9]: Insert Title, Name and Surname of the (lead) approved archaeologist by SCH to monitoring works on this site										
	Superintendence Terms of Reference	<input type="text" value="15/09/2012"/>	Comment [SCH10]: Insert date of Terms of Reference										
	What is the scope of the intervention being carried out?	<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Archaeological <input checked="" type="checkbox"/></td> <td style="width: 20%;"><input checked="" type="checkbox"/> Surveillance</td> </tr> <tr> <td>Architectural <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Historical <input type="checkbox"/></td> <td><input type="checkbox"/> Investigation</td> </tr> <tr> <td>Geological <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Palaeontological <input type="checkbox"/></td> <td></td> </tr> </table>	Archaeological <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Surveillance	Architectural <input type="checkbox"/>		Historical <input type="checkbox"/>	<input type="checkbox"/> Investigation	Geological <input type="checkbox"/>		Palaeontological <input type="checkbox"/>		Intervention Type Comment [SCH12]: Tick ONLY one check-box with the type of intervention to be carried out. This is indicated in the ToR next to the relevant stage section Comment [SCH11]: Tick those check-boxes that describe the scope of the intervention being carried out. This information is provided in the ToR
Archaeological <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Surveillance												
Architectural <input type="checkbox"/>													
Historical <input type="checkbox"/>	<input type="checkbox"/> Investigation												
Geological <input type="checkbox"/>													
Palaeontological <input type="checkbox"/>													
	Intervention Stage	<input type="text" value="Stage 1 Before start of works"/>	Comment [SCH13]: Insert Intervention stage as detailed in ToR and respective type of work using drop-down menu provided										

4.	Site Plan of Area of Study		Comment [SCH14]: Insert reference code and exact attachment title as shown on attachment (i.e. site plan of area of study)				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Doc. Ref.</th> <th style="width: 90%;">Attachment Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Site plan of known archaeological remains as shown in section 6 below</td> </tr> </tbody> </table>	Doc. Ref.	Attachment Title	1	Site plan of known archaeological remains as shown in section 6 below		
Doc. Ref.	Attachment Title						
1	Site plan of known archaeological remains as shown in section 6 below						
	Checklist for Site Plan		Comment [SCH15]: Checklist to ensure completion of site plan being presented to SCH. All checkboxes must be ticked before feedback is submitted				
	Development Site – show development site on plan	<input checked="" type="checkbox"/>					
	Area of Study – show area of study surrounding development site	<input checked="" type="checkbox"/>					
	Known Heritage Sites – show on plan: a) sites listed in 5 AND b) write number assigned to each site	<input checked="" type="checkbox"/>					
	North point	<input checked="" type="checkbox"/>					
	Site plan details which includes: Title, Intervention Code, Name of archaeologist	<input checked="" type="checkbox"/>					
	Legend	<input checked="" type="checkbox"/>					

Comment [SCH16]:
Every row represents a different site as listed on the site plan of area of study (see section 4 above). The site number inserted here must coincide with the site number given on site plan of area of study. All fields in each row are to be completed as they are specific for each site.

Comment [SCH17]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers

5. List of Known Cultural Heritage Sites									
Site No.	Site Address		Coordinates	Period	Site Function	Site Type		MEPA Scheduling	
	Site Name / No. / Street	Locality				Rock-Cut	Tomb		
1	Skorba Temples	Marsa	14.377734° 35.920829° E N	Prehistory	Funerary		Tomb	Architectural - Grade 1	
2	World War II Shelter	Marsa	14.376097° 35.920938° E N	Classical	Agricultural	Isolated Feature	Agricultural Trenches	Not scheduled	
3	Tombs	Marsa	14.376139° 35.920006° E N	Modern	Domestic	Structural Unit	Townhouse	Architectural - Grade 2	
			E N	-	-	-		-	
			E N	-	-	-		-	
			E N	-	-	-		-	
			E N	-	-	-		-	
			E N	-	-	-		-	
			E N	-	-	-		-	
			F N	-	-	-		-	

6. General Notes / Remarks

Comment [SCH18]:
Should there be any general notes/remarks that could not be included in the other sections but that are considered relevant, these are to be inserted here

7. Sources

Comment [SCH19]:
Since this stage entails a desk-research the sources used are to be quoted and included following the structure presented by the table

Author Surname	Initials	Year	Source Title	Publisher Information	
				Place/City	Name
Trump	David	1966	Skorba - <i>Excavations carried out on behalf of the National Museum of Malta, 1962-4</i>	London	Society of Antiquaries
		1961	<i>Museum Annual Report (M.A.R.)</i>	Malta	

Comment [SCH20]:
This is automatically generated by the template

Comment [SCH21]:
This is automatically generated by the template

Comment [SCH23]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

Comment [SCH22]:
After printing the document and checking for errors, the archaeologist approved by SCH to carry out the works is to sign the sheet and return it to SCH complete together with the respective attachments

Declaration

I declare that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief, and that I am not withholding any information that may result in an incorrect interpretation of the facts. I further declare that I have no connection whatsoever with the applicant or with the development being monitored that may be considered as constituting a conflict of interest.

Name in BLOCK letters

Submission Date

Signature

I.D. Number

Sheet Number

1

Comment [SCH24]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers

CULTURAL HERITAGE SURVEILLANCE DATA SHEETS (DOC. B)

Guidance Note



The following guidance notes were developed to:

- facilitate understanding of the various sections of the template;
- define the acronyms used; and
- guide users on the information that requires to be inputted.

The guidance note follows the same structure as the original template that is to be used. This permits cross-referencing with the actual document whilst increasing clarity.

Sheet Number

7

Site Address

Site at, Triq il-Preistorja, Birkirkara

Superintendence File

SCH 0 1 2 3 / 2 0 1 2

MEPA Permit

PA 0 1 2 3 4 / 1 2

N/A

Transport Malta Permit

/

N/A

Comment [SCH25]:

Insert a sheet number for every new sheet opened in sequential order irrespective of 'intervention stage'

Comment [SCH26]:

Insert site address as specified in the Terms of Reference (ToR) issued by Superintendence of Cultural Heritage

Comment [SCH27]:

Insert SCH file number as specified in ToR. If file number contains less than 4 numbers place '0's in front of file number. 'SCH' refers to Superintendence of Cultural Heritage

Comment [SCH28]:

Insert MEPA permit number as specified in ToR. If permit number contains less than 5 numbers place '0's in front of permit number. 'PA' refers to 'Planning Application'

Comment [SCH29]:

Not Applicable – only tick this box if there is no MEPA permit

Comment [SCH30]:

Insert Transport Malta permit number as specified in ToR. If reference contains less than 5 numbers place '0's in front of reference number. Do not forget to include the letters preceding the number as these form part of the permit number

Comment [SCH31]:

Not Applicable - Only tick this box if there is no Transport Malta permit

1.

2.

Intervention Code

M 0 1 2 / 1 2

Comment [SCH32]:

Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

Site Code

X Y Z / 2 0 1 2

N/A

Comment [SCH33]:

Insert code that is specific to the site. This applies to archaeological sites after a discovery is made. The Site Code is a reference issued by SCH and will be detailed in the ToR

Archaeologist/Name

Mr/Ms/Dr Name Surname

Comment [SCH34]:

Not Applicable - Only tick this box if there is no Transport Malta permit

Comment [SCH35]:

Insert Title, Name and Surname of the (lead) approved archaeologist by SCH to monitoring works on this site

Superintendence

15/09/2012

Terms of Reference

Comment [SCH36]:

Insert Terms of Reference title as detailed in ToR issued by SCH

What is the scope of the intervention being carried out?

Archaeological ☒
Architectural ☐
Historical ☐
Geological ☐
Palaeontological ☐

☒ Surveillance

☐ Investigation

Intervention Type

Comment [SCH38]:

Tick ONLY one check-box with the type of intervention to be carried out. This is indicated in the ToR next to the relevant stage section

Comment [SCH37]:

Tick those check-boxes that describe the scope of the intervention being carried out. This information is provided in the ToR

Intervention Stage

Stage 2

Soil/Material Excavation (up to rock surface)

Comment [SCH39]:

Insert Intervention stage as detailed in ToR and respective type of work using drop-down menu provided

Intervention Frequency

Inspection ☐

☒ Constant Presence

Comment [SCH40]:

Insert Intervention frequency as detailed in ToR by ticking the correct checkbox next to the relevant stage section

3.

4.	Description of Works (Record of Daily Activities) (Other Comments to be inserted in Box 6 - 'General Notes')	Discoveries
<i>N.B. This table accommodates 5 monitoring interventions (5 constant presence or 5 inspections – as the case may be). Once the 5 rows below are completed a new sheet needs to be drawn up for the next set of interventions.</i>		
Date	08/10/2012	Has a discovery been made? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (If YES fill Box 5)
Time IN	Time OUT	
08:00	16:30	
Date	09/10/2012	Has a discovery been made? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> (If YES fill Box 5)
Time IN	Time OUT	
08:00	13:15	
Date		Has a discovery been made? Y <input type="checkbox"/> N <input type="checkbox"/> (If YES fill Box 5)
Time IN	Time OUT	
Date		Has a discovery been made? Y <input type="checkbox"/> N <input type="checkbox"/> (If YES fill Box 5)
Time IN	Time OUT	
Date		Has a discovery been made? Y <input type="checkbox"/> N <input type="checkbox"/> (If YES fill Box 5)
Time IN	Time OUT	

5.	Discovery(ies) Description Two rock-cut features were uncovered. These features were found scattered across the site as shown on the attached plan. Feature 1: A rectangular rock-cut feature resembling a shaft of a possible Classical tomb. It measures 1.50m by 2m. Some pottery sherds were found on surface of fill contained in feature 1. Feature 2-6: Five small rock-cut features of a rectangular shape were found. Feature 7-8: Two other small rock-cut features of a circular shape were found next to feature 1.	Comment [SCH45]: Insert a brief but clear description of discovery(ies) made during the course of the interventions mentioned in section 4 above
-----------	--	--

6. General Notes / Remarks

Comment [SCH46]:
Should there be any general notes/remarks that could not be included in the other sections but that are considered relevant, these are to be inserted here

7. Attachments

Comment [SCH47]:
List the document reference code, exact title as given to attachment to be enclosed with feedback, and the date of the attachment. The choice for the document reference is arbitrary. The tool supports up to a total of 8 alphanumeric characters

Comment [SCH48]:
This is automatically generated by the template

Comment [SCH49]:
This is automatically generated by the template

Comment [SCH51]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

Comment [SCH50]:
After printing the document and checking for errors, the archaeologist approved by SCH to carry out the works is to sign the sheet and return it to SCH complete together with the respective attachments

Comment [SCH52]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers

Declaration

I declare that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief, and that I am not withholding any information that may result in an incorrect interpretation of the facts. I further declare that I have no connection whatsoever with the applicant or with the development being monitored that may be considered as constituting a conflict of interest.

Name in BLOCK letters

Submission Date

I.D. Number

Signature

Sheet Number

CULTURAL HERITAGE SURVEILLANCE DATA SHEETS (DOC. C)

Guidance Note



The following guidance notes were developed to:

- facilitate understanding of the various sections of the template;
- define the acronyms used; and
- guide users on the information that requires to be inputted.

The guidance note follows the same structure as the original template that is to be used. This permits cross-referencing with the actual document whilst increasing clarity.

1. Site Address

Site at, Triq il-Preistorja, Birkirkara

Comment [SCH53]:

Insert site address as detailed in the Terms of Reference (ToR) issued by the Superintendence of Cultural Heritage.

Superintendence File

SCH 0 1 2 3 / 2 0 1 2

Comment [SCH54]:

Insert SCH file number as specified in ToR. If file number contains less than 4 numbers place '0's in front of file number. 'SCH' refers to Superintendence of Cultural Heritage

MEPA Permit

PA 0 1 2 3 4 / 1 2

N/A ☐

Comment [SCH55]:

Insert MEPA reference as detailed in ToR. If reference contains less than 5 numbers place '0's in front of reference number. 'PA' refers to 'Planning Application'

Comment [SCH56]:

Not Applicable – only tick this box if there is no MEPA permit

Transport Malta Permit

/

N/A ☒

Comment [SCH57]:

Insert MEPA permit number as specified in ToR. If [ermit number contains less than 5 numbers place '0's in front of permit number. 'PA' refers to 'Planning Application'

Comment [SCH58]:

Not Applicable - Only tick this box if there is no Transport Malta permit

2. Intervention Code

M 0 1 2 / 1 2

Comment [SCH59]:

Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

Site Code X Y Z / 2 0 1 2

N/A ☐

Comment [SCH60]:
Insert code that is specific to the site. This applies to archaeological sites after a discovery is made. The Site Code is a reference issued by SCH and will be detailed in the ToR

Superintendence Terms of Reference 15/09/2012

Comment [SCH61]:
Not Applicable - Only tick this box if there is no Site Code

Archaeologist/Name Mr/Ms/Dr Name Surname

Comment [SCH62]:
Insert Terms of Reference title as detailed in ToR issued by SCH

3.	Data Compilation			
	Stage Number	Stage Description	Sheet Numbers	Totals
	1	Before start of works	1-6	6
	2	Soil/Material Excavation (up to rock surface)	7,10-12	4
	3	Archaeological investigation/excavation	8-9	2
	4	Rock-cutting Works	13	1
		Select type of work		
		Select type of work		
				13

Comment [SCH63]:
Insert Title, Name and Surname of the (lead) archaeologist approved by SCH to carry out works on this site

Comment [GoM64]: See Comments on Section 3 underneath

Comment [SCH65]:
This value is automatically generated

COMMENTS ON SECTION 3.	Insert stage number as detailed in the ToR issued by the SCH. All stage numbers must be included in sequential order	Insert the respective stage description	Insert sheet numbers relating to the same stage description in sequential order placing a comma ',' between numbers or a hyphen '-' to indicate a range of values. Refer to all DOC A and DOC B sheets compiled relating to this intervention	Insert total number of sheets relating to the respective stage

Comment [SCH66]:
This is automatically generated by the template

Comment [SCH67]:
This is automatically generated by the template

Comment [SCH69]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

Comment [SCH68]:
After printing the document and checking for errors, the archaeologist approved by SCH to carry out the works is to sign the sheet and return it to SCH complete together with the respective attachments

Declaration

I declare that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief, and that I am not withholding any information that may result in an incorrect interpretation of the facts. I also declare that all material culture collected was deposited, and that no material culture remains in my possession. I further declare that I have no connection whatsoever with the applicant or with the development being monitored that may be considered as constituting a conflict of interest.

Name in BLOCK letters MR/MS/DR NAME SURNAME

Submission Date 2/27/2013

Signature

I.D. Number

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4. Were the Terms of Reference adhered to? Y ☐ ☐ N
- Was the recognised standard met? Y ☐ ☐ N
- Was data, material cultural, archaeological remains and objects collected deposited? Y ☐ ☐ N

Comment [SCH70]:

Do not complete this section.
This section shall be completed
by the SCH on receipt of the
required documentation

Remarks

Stamp

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Notes
