

## West of Scotland Archaeology Service

### Standard Conditions for archaeological fieldwork

- (a) To avoid confusion as to the status of project documentation, it is preferred that the use of the term “Written Scheme of Investigation” for a project design for archaeological fieldwork should be limited to those instances where the archaeological contractor is acting on behalf of a client to implement the requirements of an archaeological planning condition which specifically requires that such a document be produced in advance of development. In other circumstances, such as proposals for evaluation of a site prior to determination of a planning application, or proposals for the implementation of another form of archaeological condition, other terms such as “Project Design” or “Method Statement” are to be preferred.
- (b) The West of Scotland Archaeology Service will monitor the progress of archaeological work on behalf of its relevant funding partner. The contractor must provide sufficient notice of fieldwork to the Service so that monitoring arrangements can be put in place, and provide updated timescales for all post-excavation work so that its progress can be monitored as required.
- (c) The supervising archaeologist(s) executing the archaeological works must have professional experience commensurate with the tasks in hand. If requested, the name(s) and CV(s) of the archaeologist(s) must be forwarded to the West of Scotland Archaeology Service for approval prior to commencement of the archaeological works.
- (d) The text of all reports related to the project is to be supplied in digital form to the West of Scotland Archaeology Service for comment. This may be in any of the following formats: Adobe PDF (preferred), Microsoft Word or Rich Text Format each with embedded illustrations. The archaeological contractor is to provide details of the file format used and the compression method if any.

Gazetteers of sites and references to sites in all reports must include the WoSASPIN identifier.

Original survey or mapping data should also be supplied digitally, geo-referenced and in ESRI (preferred) or AutoDesk compliant formats. Where appropriate a digital polygon boundary geo-referenced to the British National Grid representing the fullest extent of the archaeological intervention (e.g. extent of area surveyed, extent of evaluation area) should be supplied.

Final versions of all reports should be rendered uneditable prior to their re-submission. As well as a digital copy, two hard copies of the final report should also be supplied (drafts for comment will be accepted in digital format). If a temporary public access embargo is required this should be clearly stated in the associated copyright information supplied with each report. Should digital reports or associated documents be of an appropriate size for delivery by e-mail they may be sent directly to [enquiries@wosas.glasgow.gov.uk](mailto:enquiries@wosas.glasgow.gov.uk) with an appropriate project identifier in the subject line.

- (e) A brief summary of the results of the archaeological work must be prepared and submitted for publication in the Council for Scottish Archaeology’s annual journal 'Discovery and Excavation in Scotland' at the appropriate time. A draft of this text must be forwarded to the West of Scotland Archaeology Service for comment prior to submission.

If the archaeological contractor mounts information relating to the archaeological work on the World Wide Web for public access WoSAS are assumed to have permission to create a

hyperlink to those documents relating to the work from WoSAS's web site. Where the contractor cannot or does not intend to mount information relating to the work on the World Wide Web for public access, WoSAS may ask for at least one image (preferably digital, e.g. TIFF) and an accessibly worded summary of the work and its archaeological context of around 250 words to be supplied for that purpose. If a temporary public access embargo is required this should be clearly stated in the associated copyright information supplied with each summary.

- (f) A summary report of the results of the archaeological work should be prepared and submitted for publication in the gazetteer or "list of work done" section of an appropriate period journal, where such entries are sought by the editors. A draft of the text must be forwarded to the West of Scotland Archaeology Service for comment prior to submission.
- (g) Any report for formal publication in an appropriate archaeological journal or other medium should be submitted in draft form to the West of Scotland Archaeology Service for comment prior to submission.
- (h) A copy of all reports should be deposited in the National Monuments Record for Scotland, along with the project archive, on the completion of all relevant work. The project archive should contain all relevant details in connection with the planning and execution of the project, including any terms of reference received by the archaeological contractor.
- (i) The archaeological contractor may be invited to present the results of this project at the annual West of Scotland Archaeology Forum.
- (j) In all publicity, reports and summaries connected with the archaeological works, both published and archived, due acknowledgement must be given to the curatorial role of the West of Scotland Archaeology Service in facilitating the archaeological investigation.
- (k) All work on site shall be carried out in compliance with current Health and Safety at Work legislation. In particular, the archaeological contractor must ascertain from the client whether the archaeological work forms part of a programme of work to which the Construction (Design and Management) Regulations 1994 are applicable, and if so, the archaeological contractor must prepare and disseminate the relevant safety plan documentation and information.
- (l) Any human remains encountered must be left *in situ*, and notification immediately made to the local police and to the West of Scotland Archaeology Service.
- (m) The arrangements for the final disposal of any finds (artefacts) made in connection with the archaeological work are to be in keeping with Scottish legal requirements, as set out in "Treasure Trove. Guidelines for Field Workers" issued by the Scottish Executive Education Department in August 1999.
- (n) The archaeological contractor must have the necessary technical resources for satisfactory completion of the archaeological work in place before the project commences.
- (o) The archaeological contractor must have appropriate employer's and public liability insurance cover.
- (p) The relevant local museum service should be adequately informed of the start of on-site investigations.

