

## CCSAPAC2

# Conduct non-intrusive archaeological investigations



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### Overview

This standard involves the carrying out of non-intrusive archaeological field investigations (primarily various types of survey). The standard is for archaeologists with responsibility for carrying out field investigations, i.e. they will be the most senior archaeologist in the field. They may report to a project manager or, in the case of small projects, they may be the project manager. This standard deals with the preparation for an investigation where the method statement has already been agreed, the observation and recording of measurements in the field leading to the analysis and presentation of the data.

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### Performance criteria

#### Prepare for operations

*You must be able to:*

- P1 verify the investigation method statement with interested parties prior to commencement
- P2 identify and apply relevant technical and ethical standards
- P3 confirm relevant permissions have been obtained before commencement
- P4 verify relevant insurances as valid and sufficient for planned activities
- P5 ensure that site facilities are appropriately located, sufficient for planned operations and fit for purpose
- P6 bring suitable equipment to site and make safe and secure
- P7 check measuring and recording equipment and, where required, calibrate accurately prior to use
- P8 brief personnel assisting in the investigation clearly and accurately on their role, investigation methods, the site, the equipment and safety arrangements
- P9 provide third parties who will be affected by the conduct of the investigation with clear and accurate information and obtain their co-operation
- P10 check that safety arrangements, including signing, personal protection and access equipment, comply with legislation and regulations

#### Observe and record measurements

*You must be able to:*

- P11 conduct the investigation efficiently and systematically and in accordance with the method statement
- P12 adapt work procedures and practices appropriately to allow for different circumstances and conditions
- P13 maintain the integrity of the site, observing safe working practices and ensuring disruption to other activities on the site is kept to a minimum
- P14 ensure observations and measurements are accurate and fully meet specified data requirements
- P15 consult expert advice in instances where additional, specialist information is required which is relevant to the investigation
- P16 advise interested parties promptly of potentially critical findings and constraints arising during the conduct of the investigation
- P17 identify and record features of the site which may require more detailed investigation
- P18 ensure that investigation data are recorded clearly and accurately and are stored securely for later analysis
- P19 keep a clear and accurate record of time spent on the investigation and of any problems arising during its course that may bear on either cost or accuracy
- P20 maintain effective working relationships and ensure that the project team is kept fully informed of progress and significant developments

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P21 maintain equipment in operational order and store it securely

*You must be able to:*

#### **Analyse and present investigation data**

P22 verify that data collected during investigation is sufficient for analytical purposes and is collated accurately

P23 check and verify investigation data for accuracy and integrity

P24 process investigation data accurately and present it in a format that will assist in making a balanced interpretation

P25 seek additional data and specialist advice where essential for accurate analysis and interpret investigation findings

P26 ensure that data outputs and supporting information comply with the requirements of the method statement, are accurate and are presented clearly in an agreed format

P27 prepare report containing details of analysis, interpretation and advice, based on data outputs, for interested parties

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to verify the aims and goals of the project
- K2 how to verify investigation method statements
- K3 how to select and secure suitable equipment and spares
- K4 how to check and calibrate equipment
- K5 how to establish site facilities
- K6 how to brief personnel on investigation methods
- K7 how to check safety arrangements and working practices
- K8 the relevant technical and ethical standards applicable to the work
- K9 the different types and modes of investigation
- K10 the sources of permission for access
- K11 the types of insurance which may be needed
- K12 the types of equipment which may be required
- K13 the types of facilities required
- K14 the types of and sources of information on safety arrangements and safe working practices, legislation and regulations which may be required
- K15 how to conduct investigations
- K16 how to identify and follow safe working practices
- K17 how and where to obtain specialist information and advice
- K18 how to observe and measure accurately
- K19 how to adapt investigation procedures and practices to suit different conditions
- K20 how to record and store investigation data
- K21 how to maintain equipment
- K22 types and modes of investigation
- K23 circumstances and conditions which can affect investigation operations
- K24 data protocols used in different investigation methods
- K25 types of recording format and data storage systems used
- K26 how to identify data sources and select and collate data
- K27 how to apply valid methods to verify investigation data
- K28 how to process, format and present investigation data suitable for end use
- K29 how to advise users on the interpretation of investigation
- K30 the different types of investigation data
- K31 the limitations of techniques and data
- K32 the different types of data analysis
- K33 data presentation formats

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