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## Overview

This standard is for archaeologists who are responsible for the handling, packaging, transport and care of items on archaeological sites or from sites to other locations: for example, for storage, research, display, exhibition, or conservation purposes. Items can include artefacts, ecofacts, and samples. It can also include the transfer of collections and archives

**Performance  
criteria**

*You must be able to:*

**Identify the handling requirements of an item**

- P1 obtain all available information on the condition of the item
- P2 obtain information on the conservation and environmental needs of the item
- P3 identify and assess any risks of damage to or deterioration of the item arising from handling and moving the item
- P4 identify and assess any risks to handlers arising from handling and moving the item
- P5 identify the materials required to protect the item
- P6 identify and obtain the necessary equipment, and assess its ability to handle the item safely
- P7 test handling methods for their effectiveness before implementing them
- P8 make recommendations on whether the item should be moved based on consultation with relevant specialists and an analysis of all significant factors
- P9 ensure packing and handling procedures will not prejudice subsequent scientific examination
- P10 ensure that schedules for the collection, transportation and delivery of items is in accordance with specifications

**Pack an item for transportation to a new location**

*You must be able to:*

- P11 ensure the equipment, materials and people necessary to pack the item are available
- P12 pack the item according to the specified guidelines and procedures
- P13 agree any departures from specified guidelines and procedures with the relevant people, and seek additional advice from specialists where necessary
- P14 use protective materials and equipment that are appropriate to the conservation requirements of the item
- P15 ensure the packaging provides the agreed level of protection, environmental control and security for the item in its predicted environment
- P16 clearly mark packaging with the correct handling and destination instructions

*You must be able to:*

**Monitor the transportation of items**

- P17 confirm with all the relevant people the authority to transport items
- P18 check that the equipment used to transport the items is suitable for the items, and confirm its specification and availability with the appropriate people

P19 follow relevant handling guidelines and procedures

P20 take prompt corrective action to minimise actual or potential hazards to the items

P21 ensure that all relevant documentation is kept with the items at all times

P22 follow procedures for confirming the collection and delivery of all the items in the required condition, and to schedule

**Monitor the installation of items within a new location**

*You must be able to:*

P23 confirm the identity of the items being installed and check their condition

P24 identify and obtain the resources necessary to install the items

P25 check the location and installation meet the specification

P26 check the items are placed in the correct locations or with the appropriate person

P27 take appropriate action if the location or installation is unsuitable

P28 record accurately the information relating to the installation and pass it to the appropriate people speedily

P29 monitor and record the environmental conditions necessary to maintain the condition of the items

P30 maintain the security of the items at all times using appropriate measures

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## Knowledge and understanding

*You need to know and understand:*

- K1 how to check the identity and condition of different types of item
- K2 how to obtain information on the conservation needs of the item and potential risks of damage to or deterioration of it
- K3 the materials that are suitable and available for encasing the item
- K4 the type of equipment that is suitable and available for moving the item
- K5 appropriate and available handling methods, and how these can be tested
- K6 when to consult expert advice
- K7 how to ensure that packaging will provide the agreed level of protection and how to assess this accurately and reliably
- K8 what equipment, materials, financial and human resources are required to pack an item
- K9 what guidelines and procedures should be followed
- K10 what information or which guidelines should be made explicit, i.e. What to put on the packaging to ensure that the object is handled correctly and reaches its destination
- K11 who to consult if departures from specified guidelines and procedures are necessary
- K12 where to consult expert advice and further information
- K13 customs and import/export regulations, where appropriate
- K14 the required documentation of the receiving organisations
- K15 contractual agreements with couriers, legal representatives, insurers, clients
- K16 health and safety legislation
- K17 the physical composition of the item, e.g. to analyse the effect of packing materials on different materials
- K18 the significance and value of the material under transportation
- K19 descriptions: how information should be recorded, distributed and stored
- K20 how to identify similar articles
- K21 how to assess items' ideal conditions in terms of their composition
- K22 how to monitor environmental conditions
- K23 how to maintain the security of the object
- K24 the acquisition or loan procedures of the receiving organisation
- K25 the resources necessary to install them
- K26 security and protection for fire, theft, environment, etc
- K27 access and availability of installation site to audience/ clients/ curators/ researchers/ the public/authorities
- K28 the optimum environmental conditions to keep the items in their present condition
- K29 how to identify environmental features and the means of monitoring them
- K30 what to do if the location or installation is unsuitable

## CCSAPAC7

### Transfer archaeological items

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