

Archaeological WSI/Project Design

Monitoring Form



Site [Site]
Project Type [Type] **DAR No** [DAR]
LPA [LPA] **Pl. App. No.** [Pl. App. No.]
Contractor [Contractor]
Document Date [Date] **Document No.** [Report No.]

		N/A	Yes	No
1*	Does the document clearly specify the aims, objectives and scope of the proposed programme of archaeological work?		<input type="checkbox"/>	<input type="checkbox"/>
2*	Is the proposed programme of archaeological work appropriate and sufficient for achieving its stated aims and objectives?		<input type="checkbox"/>	<input type="checkbox"/>
3*	Does the document meet the <i>IfA</i> 's accepted professional standards?		<input type="checkbox"/>	<input type="checkbox"/>
4*	Does the document have an understandable structure?		<input type="checkbox"/>	<input type="checkbox"/>
5*	Does the document provide an adequate site description?		<input type="checkbox"/>	<input type="checkbox"/>
6*	Does the document contain an accurate NGR or other grid reference?		<input type="checkbox"/>	<input type="checkbox"/>
7*	Does the document provide sufficient background information about the relevant legislative framework within which it will be conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8*	Has sufficient background research been undertaken on the archaeological background and potential of the site?		<input type="checkbox"/>	<input type="checkbox"/>
9*	Does the document contain a clear statement of the methodology to be followed?		<input type="checkbox"/>	<input type="checkbox"/>
10*	Does the document describe how the potential effects of the development upon the archaeological resource will be assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11*	Does the document contain a plan showing the position of the proposed trenches/areas to be investigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12*	Do all maps and plans in the document include a scale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13*	Does the document specify sufficient contingency arrangements for the full investigation of any significant archaeological materials that are encountered during the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14*	Does the document specify an appropriate standard of recording, documentation and reporting for the proposed works?		<input type="checkbox"/>	<input type="checkbox"/>
15*	Does the document specify the personnel requirements for the proposed programme of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16*	Does the document detail the specialists who will be engaged to analyse different types of finds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17*	Have details of the project archive and the location for its deposition been specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18*	Does the document specify where and with whom any retained finds will be deposited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the document provide an outline of the proposed timetable for the proposed programme of work?		<input type="checkbox"/>	<input type="checkbox"/>

20*	Does the document specify quality assurance measures?		<input type="checkbox"/>	<input type="checkbox"/>
21	Does the document specify appropriate insurance arrangements?		<input type="checkbox"/>	<input type="checkbox"/>
22	Does the document contain an appropriate health and safety statement and risk assessment?		<input type="checkbox"/>	<input type="checkbox"/>
23	Does the document specify an arbitration policy?		<input type="checkbox"/>	<input type="checkbox"/>
24*	Is the document acceptable?		<input type="checkbox"/>	<input type="checkbox"/>

* Should be Yes or N/A for document to be considered acceptable

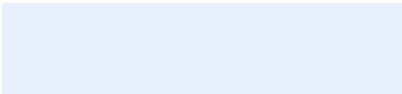
If the document is unacceptable:

What is required for the document to reach an acceptable standard?

[Comments]

Monitor's Name [Name] _____

Monitor's Position [Name] _____

Monitor's Signature  _____

Date [Date] _____

