

Archaeological Report

Monitoring Form



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

| | | N/A | Yes | No |
|----|---|--------------------------|--------------------------|--------------------------|
| 1 | Was sufficient documentary research undertaken to place the report's results in their historic context? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Does the report provide sufficient discussion of the results in reference to current knowledge and research objectives? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Does the report's summary match the results of the work and does it contain sufficient information for the HER? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Does the report have an understandable structure? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Does the report provide an adequate site description and location map? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Does the report contain an accurate NGR or other grid reference? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Does the report contain a plan showing the position of the excavated trenches/areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | For all significant archaeological features, are there: a) Plans b) Sections/elevations c) Photographs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Do all maps, plans and sections/elevations in the report include a scale? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Are the locations of all drawn sections in the report marked on the corresponding plans? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Does the report contain a sufficient number of appropriate photographs that include scales? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Is there a summary report on the artefactual and environmental assemblage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Is there an assessment of the assemblage's potential for further study? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Does the report provide a context list? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Does the report provide a catalogue of all finds by context? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Were any environmental or technological samples taken? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Have all samples been assessed in order to determine their significance and value for further investigation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 18 | Have details of the project archive and the location for its deposition been specified? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Does the report specify where and with whom any retained finds will be deposited? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Does the report conform to the approved WSI/Project Design? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Is the Report acceptable? | | <input type="checkbox"/> | <input type="checkbox"/> |

If the report is unacceptable:

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

[Comments]

Monitor's Name [Name]

Monitor's Position [Name]

Monitor's Signature

Date [Date]

