Operating Procedures and Standards for Archaeology Services

Superintendence of Cultural Heritage
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Chapter 1

1.1 Introduction
The archaeological heritage is a non-renewable cultural and scientific resource of great significance. The examination of archaeological remains results in new data, which contributes to the enrichment of our country’s history and its past societies.

The Cultural Heritage Act states that archaeological heritage must be protected, and that archaeological remains are kept preserved in situ.

An archaeological study can often entail irreversible destruction of its own resource; therefore archaeologists must use the best scientific methods available for the study.

The safeguarding of cultural heritage should be ascertained by putting into practice the European Union Precautionary Principle Approach. This approach in the European context provides measures to avoid or lessen impacts in various fields such as the environment. In line with this approach, measures may include the necessity of archaeological investigations including pre-development heritage assessments, archaeology monitoring, archaeological surveys and archaeological excavations.

As stipulated in the Cultural Heritage Act, the Superintendence of Cultural Heritage, under the responsibility of the Superintendent of Cultural Heritage, functions as the regulating body endowed with fulfilling the duties of the State in the protection of the cultural heritage. Therefore archaeology services are regulated by the Superintendence of Cultural Heritage.

As part of the regulation of archaeology services, the Superintendence of Cultural Heritage is publishing this document entitled ‘Operating Procedures and Standards for Archaeology Services’.

Chapter 2 provides the legal background established by local, European and international laws for the protection of cultural heritage.

Chapter 3 outlines the Code of Ethics measures which every service provider is to abide by.

Chapter 4 outlines Health and Safety measures which every service provider is to abide by.

Chapter 5 provides information on the provision of archaeology services and controls that archaeology services are undertaken in accordance with procedures established by the regulator.

Chapter 6 sets out the standards of archaeology services, including detailed technical specifications related to reporting, data collection and artefact treatment.
Chapter 7 provides information on the disciplinary and legal measures taken in cases that any persons act in contravention to the law and/or if they fail to comply with standards and terms of reference.
Chapter 2

2.1 Legal Framework

2.1.1 Cultural Heritage Act 2002 (CAP 445)

As stipulated in the law, the Superintendence of Cultural Heritage functions as the regulating body endowed with fulfilling the duties of the State in the protection of the cultural heritage.

To this end, the Superintendence of Cultural Heritage ensures the protection of cultural heritage by authorizing and regulating excavations and their surveillance to ensure that the best scientific methods are adopted for adequate documentation. The Cultural Heritage Act also makes provision for keeping and archiving of documentation gathered in relation to the excavation and exploration of cultural property.

In fulfilling the State’s duties, the Superintendent of Cultural Heritage is vested with special powers of the State, including the exclusive right to excavate. Such right to excavate includes the following main provisions, that:

‘All archaeological or paleontological excavations or explorations on land and at sea can only be made by the Superintendent, or with the written permission of the Superintendent and in accordance with any condition attached thereto.’

Any person who, even accidentally, discovers any object, site or building, to which this Act applies, must immediately inform the Superintendent and keep the object found in situ.

Every movable object forming part of the cultural heritage discovered in any location within the Maltese Islands, whether found in authorised or illegal excavations, or explorations or by accident in the course of any works or any other manner shall belong to the State.

The person responsible for the excavation or exploration must give the Superintendence of Cultural Heritage all original records gathered in the progress of the excavation or exploration.

The Superintendent of Cultural Heritage is also empowered to issue suspension notices for any development or any other work which has an impact on cultural heritage and is carried out in contravention to the provisions of the Cultural Heritage Act. Under this Act suspension notices can also be issued to any person holding a licence to carry out archaeological excavations, who does not conform to one or more conditions.
attached to such licence. All activity in connection with the development work or excavation shall be suspended on receiving a suspension notice.

Any persons who act against the protection of cultural heritage will suffer legal consequences, as stipulated in the *Cultural Heritage Act*.

### 2.1.2 Development Planning Act 1992 (CAP 356)

The *Development Planning Act* provides legal measures for the sustainable development of land use in the Maltese Islands. This Act provides measures, which enable the planner to assess development applications in a manner that avoids or lessens the impacts upon the cultural heritage.

The Heritage Advisory Committee, within the *Malta Environment and Planning Authority (MEPA)*, provides ‘professional and expert advice to the Authority on matters relating to the conservation of the cultural heritage in an integrated process’.

The Structural Plan and Local Plans are policies adopted by MEPA to improve development planning. These policies include measures for the conservation and preservation of natural and man-made resources.

*MEPA* has the authority to publish and upkeep lists of areas and sites of archaeological, architectural and paleontological importance which require *scheduling* for preservation. The *scheduling* mechanism facilitates the task of planners in granting development applications.

### 2.1.3 Authority for Transport in Malta Act (Act XV of 2009) CAP 499

The *Malta Transport Authority (ADT)* under the Authority for Transport in Malta Act (Act XV of 2009) issue planning permits mainly for road works and the improvement of Maltese ports.

### 2.1.4 International Conventions

As stipulated in the *Cultural Heritage Act*, the proper use and protection of national cultural property shall be in conformity with the provisions of international conventions ratified by the Government of Malta.

In this regard, Malta has signed and ratified four international conventions related to cultural heritage.


   The Granada Convention includes measures to protect and supervise architectural heritage. It aims at developing conservation policies as well as restoration and maintenance programmes for architectural heritage. Also mentioned in the convention is the importance of dissemination of information among the public to bring awareness on the value of
conservation of architectural heritage. The convention also encourages states to exchange information on conservation policies.

The Valletta Convention, a revision of the 1969 convention, emphasises the scientific importance of archaeological heritage. Such convention aims for the protection and *in situ* preservation of identified archaeological heritage as a source of the European collective memory and as a tool for historical and scientific study. This convention emphasises the necessity to record, by use of best methods, the archaeological heritage to avoid any loss of information.

3. UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage, Paris 1972
This convention aims at ensuring the identification, protection and conservation of the cultural heritage to future generations by the implementation of effective measures. Countries can achieve funding for preserving and promoting World Heritage sites through the World Heritage Fund. This convention includes measures for emergency assistance for repair damage on World Heritage Sites caused by disasters.

World Heritage Sites are promoted through their World Heritage status, and thus can benefit the tourism sector of any particular state. Malta’s World Heritage Sites consist of:

(1) the City of Valletta – urban context of architectural and historical significance  
(2) the Hal Saflieni Hypogeum – archaeological context  
(3) the Megalithic Temples, including the temple complexes of Ggantija, Hagar Qim, Mnajdra, Tarxien, Ta’ Hagar, and Skorba – archaeological context

The objective of the Paris Convention is to create an environment where diversity of cultural expressions can be affirmed and renewed for the benefit of all societies. The convention reaffirms the ties between culture, development and dialogue, and establishes an innovative platform for international cultural cooperation. The convention aims at encouraging countries to create conditions for cultures to flourish and to interact freely and to give recognition to the distinctive nature of cultural activities, goods and services. It also creates measures for international cooperation to ensure exchange of ideas and policies which encourage protection and promotion of the diversity of cultural expression.
Chapter 3

3.1 Code of Ethics

Service providers registered with the Superintendence of Cultural Heritage are duty-bound to abide by the following Code of Ethics.

3.1.1 A service provider is to adhere to high standards of ethical and responsible behaviour in the conduct of archaeology services.

3.1.2 A service provider shall conduct himself/herself in a manner which will not bring the profession of archaeology or the Superintendence of Cultural Heritage into disrepute.

3.1.3 Service providers shall not unjustifiably injure the reputation of another archaeologist through his/her actions.

3.1.4 Each service provider is responsible for self-development and for the development of his/her team members. Each person will develop his/her knowledge and skills by sharing information and experiencing opportunities to increase the standards in the profession of archaeology.

3.1.5 Each service provider shall give due regard to the welfare of team members, volunteers and trainees, with regards to all matters relating to engagement, career development, health and safety, terms and conditions of engagement and equality of opportunity.

3.1.6 The actions of each service provider must be governed by respect for, and knowledge of, the cultural property including its physical, historic, cultural, social, scientific, technical, religious and aesthetic context.

3.1.7 A service provider is to make every effort to achieve the highest possible standards, according to current knowledge, in every aspect of the profession. This profession includes, but is not limited to: archaeology monitoring, archaeological excavation and post excavation, archaeological survey, research assistance and training.

3.1.8 A service provider shall ensure that full documentation gathered during the conduct of archaeology services is prepared comprehensively. This full documentation must include reports of the results and must be carried out as specified in the Standards and any other Terms of Reference issued by the Superintendence of Cultural Heritage.

3.1.9 Each service provider must recognise the limits of his/her skills and abilities, and of those working in his/her team. The service provider must limit his/her activity to work within the parameters of the Terms of Reference issued by the Superintendence of Cultural Heritage.
3.1.10 A service provider shall ensure that all work for which he/she is directly or indirectly responsible (by virtue of his/her position) are to be carried out in accordance with this Code of Ethics, the Standards and the Terms of Reference issued by the Superintendence of Cultural Heritage.

3.1.11 A service provider must declare conflict of interest if it exists. In such circumstance the service provider shall not accept the engagement of work.

3.1.12 Each service provider has an obligation to promote adherence to and understanding of the Code of Ethics.

3.1.13 Service providers have full and sole responsibility and liability for ensuring that any archaeology service provided is fully compliant with the ‘Operating Procedures and Standards for Archaeology Services’ and with specific Terms of Reference.
Chapter 4

4.1 Health and Safety

Service providers registered with the Superintendence of Cultural Heritage are duty-bound to follow Health and Safety measures during site work.

4.1.1 Occupation Health and Safety measures should include measures to prevent physical and psychological occupational ill-health, injury or death at the work place.

4.1.2 All archaeology services should be undertaken in accordance with current local and European Health and Safety legislation. The local Occupational Health and Safety Authority Act recommends a number of measures that need to be taken by the service provider to prevent health and safety hazards.

4.1.3 It is the duty of the service provider to acquire information and training as is required to ensure health and safety for himself/herself and team members.

4.1.4 It is the duty of every worker to safeguard one’s own health and safety, those of the persons working around him/her, and that of the general public.

4.1.5 Any persons working on a construction site and archaeological site must wear the appropriate safety equipment required by regulation.

4.1.6 A site where archaeological excavations are ongoing must be enclosed and made inaccessible to the general public.

4.1.7 It is the sole responsibility of each and every service provider to acquire relevant health and safety insurance.
Chapter 5

5.1 Operating Procedures

Archaeology services, including archaeology monitoring, archaeological excavations and post-excavations, archaeological survey and other related research are authorized by the Superintendent of Cultural Heritage.

Archaeology services may be required by the Superintendent of Cultural Heritage, other governmental departments and private individuals. The provision of archaeology services must comply with local legislation and service providers must have a VAT registration. Employees within Public Service or within Public Entities must ensure they have the necessary clearances from their employers to carry out such freelance work, in line with Article 7.4 of the Public Service Management Code.

These archaeology services are provided by qualified and competent persons registered and approved by the Superintendent of Cultural Heritage.

A call for expressions of interest to register for the provision of archaeology services is issued by the Superintendent of Cultural Heritage once a year. Other expressions of interest received outside the Superintendent of Cultural Heritage yearly call will only be considered at the discretion of the Superintendent of Cultural Heritage.

The selected persons will be registered with the Superintendent of Cultural Heritage and allowed to provide archaeology services. Service providers will be published on the Superintendent of Cultural Heritage website. Such registration will be valid for one year and has to be renewed every year.

Notwithstanding registration, service providers are obliged to have written authorisation for every specific project for which they may be approved. Written authorisation will include project specific requirements.

All service providers are duty-bound to abide by the Laws of Malta and maintain the highest standards of ethics, confidentiality and technical standards.

Service providers may be suspended or removed from the list if they are found to have acted dishonestly, and with misconduct or gross negligence, or if they fail to comply with terms of reference and other conditions, or if they commit any act that contravenes the Laws of Malta.

5.1.1 Archaeology monitoring

Archaeology monitoring means the surveillance, by an archaeologist, of development works that might uncover, or have an impact on, cultural heritage remains. The monitoring of development works will ensure the safeguarding of any discovered cultural heritage remains.
Archaeology monitoring may be required in response to development occurring in archaeologically sensitive areas. Such monitoring will be a condition to approved development permits granted by the Malta Environmental and Planning Authority (MEPA), Malta Transport Authority, and any other permit issuing body.

Any costs incurred by archaeology monitoring services are to be covered by the developer.

The service of archaeology monitoring is to be provided exclusively by service providers to be referred to as archaeology monitors. For relevant information on the registration and approval of an archaeology monitor refer to section 5.1 of ‘Operating Procedures and Standards for Archaeology Services’.

All archaeology monitoring projects must be monitored by an archaeology monitor specifically authorised by the Superintendence of Cultural Heritage to monitor the specific project. Archaeology monitoring is to be carried out in line with ‘Operating Procedures and Standards for Archaeology Services’ and follow specific Terms of Reference issued by the Superintendence of Cultural Heritage.

The purpose of archaeology monitoring is to identify any surviving archaeological remains and will require a submission of a final archaeology monitoring report, together with all data and artefacts (not in situ) collected, to the Superintendence of Cultural Heritage.

In case of contraventions of the stipulated Terms of Reference, the archaeology monitor is empowered to stop works and immediately inform the Superintendence of Cultural Heritage for its appropriate actions.

In case of an archaeological discovery, the archaeology monitor is empowered to stop site works and immediately report such discovery to the Superintendence of Cultural Heritage in accordance with the Cultural Heritage Act. Such discovery will require an archaeological excavation to determine the site heritage value and adoption of appropriate measures for the in situ preservation of archaeological remains as instructed by the Superintendence of Cultural Heritage.

The procedure outlined below must be followed in archaeology monitoring projects:

5.1.1.1 The architect on behalf of the developer should inform the Superintendence of Cultural Heritage in writing at least two weeks prior to the intended start of works. This letter must include the following information:
   a) the name of the selected archaeology monitor (selected from the published list found on the Superintendence of Cultural Heritage website);
   b) a programme of works in sufficient detail for the work undertaken to be quantifiable, and including details on how it will be implemented and monitored;
c) a *method statement* in sufficient detail including the description of works, methods of excavation and machinery to be used; and
d) hard copies of permit with conditions, drawings of the approved works and drawings of the property “as existing”.

5.1.1.2 If necessary, a site inspection may be carried out by the *Superintendence of Cultural Heritage* prior to issue of *written authorisation* for start of works. In case of concerns, the *Superintendence of Cultural Heritage* may call for a site meeting with the architect and the selected *archaeology monitor*.

5.1.1.3 A *written authorisation* approving the selected *archaeology monitor* and *Terms of Reference* will be issued by the *Superintendence of Cultural Heritage* following clarification of any outstanding issues.

5.1.1.4 The *archaeology monitor* must inspect the site prior to the start of works. A *preliminary report* must be submitted to the *Superintendence of Cultural Heritage* prior to start of works. In case of any unconsidered issues of cultural heritage impact, and other issues raised by the *archaeology monitor* in this report, no works are to start prior to further instructions from the *Superintendence of Cultural Heritage*.

5.1.1.5 The *Superintendence of Cultural Heritage* must be kept informed by the *archaeology monitor* on a regular basis and submit a *progress report* once a week or as otherwise instructed by the *Superintendence of Cultural Heritage*.

5.1.1.6 In case of archaeological discoveries, the *archaeology monitor* must inform the *Superintendence of Cultural Heritage* immediately upon discovery and submit a *discovery report* in writing within one day. Site works are to stop pending further instructions from the *Superintendence of Cultural Heritage*.

5.1.1.7 The *final archaeology monitoring report*, data collected and any artefacts not *in situ* must be submitted to the *Superintendence of Cultural Heritage* within two weeks following the termination of monitored works. Nonetheless, it is the responsibility of the *archaeology monitor* to submit the final report within a short period following the termination of monitored works to avoid any unnecessary delays in the continuation of site works.

5.1.1.8 If necessary, a site inspection may be carried out by the *Superintendence of Cultural Heritage* prior to the finalisation of the monitoring project.

5.1.1.9 Following the certification of the *final archaeology monitoring report*, the *Superintendence of Cultural Heritage* will issue:
a) a certification letter to the *archaeology monitor* noting that the final report is acceptable and that monitored works and all data and artefacts collected were in accordance to standards and specific *Terms of Reference*;
b) a letter to *MEPA* noting that site works were archaeology monitored to the satisfaction of the *Superintendence of Cultural Heritage*.
5.1.2 Archaeological excavation and post-excavation

An *archaeological excavation* means a scientific investigation which involves the identification, recording, and stratigraphic excavation of archaeological features, structures and/or deposits in accordance with standard archaeological methods and practices. An *archaeological excavation* will also include post-excavation work, involving the cleaning of artefacts, the creation of an excavation archive of catalogued records, illustrations and photography of archaeological objects and other works.

The principle of *archaeological excavation* applies *mutatis mutandi*, to any form of excavation including that intended for engineering and construction purposes.

The discovery of archaeological remains will require an *archaeological excavation* in order to record information and determine the archaeological heritage value of the archaeological site. Such an investigation will provide information on which the *Superintendence of Cultural Heritage* will decide which archaeological remains merit preservation *in situ*. An *archaeological excavation* will only be authorised if the *Superintendent of Cultural Heritage* considers this to be appropriate.

Any costs incurred by an *archaeological excavation and post-excavation* service are to be covered by the developer.

The service of an *archaeological excavation and post-excavation* is to be provided exclusively by service providers to be referred to as *archaeologists*. For relevant information on the registration and approval of *archaeologists* refer to section 5.1 of ‘Operating Procedures and Standards for Archaeology Services’.

All *archaeological excavation* projects are to be carried out by *archaeologists* under the direction and the specific Terms of Reference of the *Superintendence of Cultural Heritage*. The *Superintendence of Cultural Heritage* may require a *site coordinator* and/or a *team of archaeologists* (registered with the *Superintendence*) to be engaged on a specific project. The role of the *site coordinator* is to organize the excavation works, liaise with the *Superintendence of Cultural Heritage*, and be responsible for the completion of the site archive.

The purpose of an *archaeological excavation* is to identify, excavate and document any archaeological remains discovered. This will result in the submission to the *Superintendence of Cultural Heritage* of a final *archaeology report*. This *final archaeology report* will include data, artefacts and material gathered.

In case of contraventions of the stipulated *Terms of Reference*, the *archaeologist* is empowered to stop works and immediately inform the *Superintendence of Cultural Heritage* for its appropriate actions.

In case of an archaeological discovery, the *archaeologist* is empowered to stop site works and immediately report such discovery to the *Superintendence of Cultural Heritage* in accordance with the *Cultural Heritage Act*. Such discovery will require an
archaeological excavation to determine the site heritage value and adoption of appropriate measures for the preservation in situ of archaeological remains as instructed by the Superintendence of Cultural Heritage.

The procedure outlined below must be followed in archaeological excavation and post-excavation projects:

5.1.2.1 The architect on behalf of the developer should inform the Superintendence of Cultural Heritage in writing at least two weeks prior to the intended start of works. This letter must include the name of the selected archaeologist (selected from the published list found on the Superintendence of Cultural Heritage website).

5.1.2.2 In case of an archaeological discovery, the Superintendence of Cultural Heritage will inform the architect (on behalf of the developer) in writing, and ask that an archaeologist/s is engaged. In the same letter, the Terms of Reference specific to the required archaeological investigation will be provided. The architect on behalf of the developer should request the Superintendence of Cultural Heritage for its approval of the selected responsible archaeologist/s.

5.1.2.3 Following clarifications of any outstanding matters, a written authorisation approving the selected archaeologist/s will be issued by the Superintendence of Cultural Heritage.

5.1.2.4 A site meeting may be carried out by the Superintendence of Cultural Heritage prior and/or during an archaeological excavation.

5.1.2.5 The Superintendence of Cultural Heritage must be kept informed by the responsible archaeologist on a regular basis and submit a progress report once a week or as otherwise instructed by the Superintendence of Cultural Heritage.

5.1.2.6 On the termination of the archaeological investigation, the responsible archaeologist must notify the Superintendence of Cultural Heritage of the termination of works. The responsible archaeologist must present to the Superintendence of Cultural Heritage all written, graphic and photographic data collected. The Superintendence of Cultural Heritage will need to certify the data presented before the site is signed off for further works. Nonetheless, it is the responsibility of the archaeologist to submit the data within a short period following the termination of an archaeological investigation to avoid any unnecessary delays in the continuation of site works.

5.1.2.7 The Superintendence of Cultural Heritage will issue instructions for the continuation of development works and/or for the preservation of the archaeological remains.

5.1.2.8 The final archaeology report, data collected and all material including artefacts, environmental samples, masonry, and other materials collected must be
submitted to the Superintendence of Cultural Heritage within one month from the end of the archaeological excavation or as otherwise instructed by the Superintendence of Cultural Heritage.

5.1.3 Archaeological Survey

An archaeological survey is an intrusive or non-intrusive study of an archaeological landscape. The purpose of an archaeological survey is to determine the potential for further archaeological studies in these areas. Since an archaeological survey is considered as a type of exploration, it can only be authorised by the Superintendent of Cultural Heritage.

An archaeological survey includes a desk-top research, the documentation of any surface archaeological remains, as well as the collection of surface artefacts during archaeological field walking. The results of an archaeological survey will be integrated into a final archaeology survey report, and together with any data and artefacts collected will be submitted to the Superintendence of Cultural Heritage.

Any costs incurred in this service are to be covered by the developer.

The service of an archaeological survey is to be provided exclusively by service providers to be referred to as archaeologists. For relevant information on the registration and approval of archaeologists refer to section 5.1 of ‘Operating Procedures and Standards for Archaeology Services’.

All archaeological survey projects are to be carried out by archaeologists under the direction and the specific Terms of Reference of the Superintendence of Cultural Heritage. The Superintendence of Cultural Heritage may require a site coordinator and/or a team of archaeologists (registered with the Superintendence) to be engaged for a specific project.

The responsible archaeologist must immediately report to the Superintendence of Cultural Heritage any discoveries made in accordance with the Cultural Heritage Act.

The procedure outlined below must be followed in archaeological survey projects:

5.1.3.1 In case of an archaeology survey in connection with a development project, the architect (on behalf of the developer) or the developer, should inform the Superintendence of Cultural Heritage in writing at least two weeks prior to the intended start of the archaeological survey. This letter must include the name of the selected archaeologist (selected from the list published on the Superintendence of Cultural Heritage website).

5.1.3.2 Following clarifications of any outstanding matters, written authorisation approving the selected archaeologist will be issued by the Superintendence of Cultural Heritage.

5.1.3.3 A site meeting may be carried out by the Superintendence of Cultural Heritage prior and/or during an archaeological survey.
5.1.3.4 The Superintendence of Cultural Heritage must be kept informed by the responsible archaeologist on a regular basis and submit a progress report once a week or as otherwise instructed by the Superintendence of Cultural Heritage.

5.1.3.5 On the termination of the archaeological survey, the responsible archaeologist must notify the Superintendence of Cultural Heritage of the termination of works. The responsible archaeologist must present to the Superintendence of Cultural Heritage all written, graphic and photographic data collected. The Superintendence of Cultural Heritage will need to certify the data presented before the site is signed off.

5.1.3.6 The final archaeology survey report and data collected must be submitted to the Superintendence of Cultural Heritage. Nonetheless, it is the responsibility of the archaeologist to submit the final report within a short period following the termination of archaeological survey to avoid any unnecessary delays in the continuation of site works.

5.1.4 Research Assistance

Research assistance to the Superintendence of Cultural Heritage is often required for the processing of archaeological remains and other cultural heritage materials. The Superintendence of Cultural Heritage contracts persons to carry out various types of archaeological research. These include research related to excavation and post-excavation, data cataloguing, scientific analysis on archaeological remains and other similar research.

When a research assistant is contracted, a contract is issued between the research assistant and Superintendence of Cultural Heritage. In the contract the role and tasks to be carried out by the research assistant are defined.
Chapter 6

All archaeology services, including archaeology monitoring, archaeological excavation and post-exavcation, archaeological survey and other related research are to follow these standards and technical specifications. In addition, service providers are to comply with Terms of Reference issued by the Superintendence of Cultural Heritage for specific projects.

6.1 General standards

6.1.1 The responsible archaeology monitor and/or archaeologist has full and sole responsibility and liability for ensuring that any archaeology service provided is fully compliant with ‘Operating Procedures and Standards for Archaeology Services’ and with the specific Terms of Reference.

6.1.2 The responsible archaeology monitor and/or archaeologist must inform and receive written approval from the Superintendence of Cultural Heritage of the engagement of: (1) archaeology monitors and/or archaeologists, (2) trainee archaeologists, and (3) volunteers.

6.1.3 The responsible archaeology monitor and/or archaeologist must ensure that other approved archaeology monitors and/or archaeologists, trainee archaeologists and volunteers are: (1) correctly informed of the details of the project, and (2) are following standards and Terms of Reference issued by the Superintendence of Cultural Heritage.

6.1.4 It is the duty of the responsible archaeology monitor and/or archaeologist to submit all reports, data and material culture to the Superintendence of Cultural Heritage.

6.2 Archaeology monitoring

6.2.1 Archaeology monitoring involves the surveillance of development works in archaeologically sensitive areas. These works are monitored by an archaeology monitor approved by the Superintendence of Cultural Heritage.

6.2.2 Development works in archaeologically sensitive areas that include the following works are to be monitored at all times:
a) all excavation works from ground surface level to subsurface and deeper levels such as removal of existing foundations, foundation trenches, service trenches, soil, debris and other materials, and rock-cutting;
b) all works carried out near or within a building of historical importance.
6.2.3 The archaeology monitor must identify and safeguard any cultural heritage remains which may be discovered during such development works.

6.2.4 All archaeology monitored projects are to be assigned a specific intervention code by the Superintendence of Cultural Heritage.

6.2.5 In case of an archaeological discovery, the archaeology monitor is empowered to stop site works and immediately report such discovery to the Superintendence of Cultural Heritage in accordance with the Cultural Heritage Act. Such discovery will require an archaeological excavation to determine the site heritage value and adoption of appropriate measures for the preservation in situ of archaeological remains as instructed by the Superintendence of Cultural Heritage.

6.2.6 In case of an archaeological discovery, the archaeology monitor is to immediately inform the Superintendence of Cultural Heritage and submit a written report within a day from the discovery.

6.2.7 The archaeology monitor is to carefully examine all excavated material to identify and retrieve any artefacts of cultural heritage significance found ‘out of context’.

6.2.8 All objects are the property of the State. Archaeology monitors are to deposit all artefacts collected at the Superintendence of Cultural Heritage.

6.2.9 All retrieved artefacts are to be cleaned and inked by the archaeology monitor and as specified by the Superintendence of Cultural Heritage.

6.2.10 Meta data, which includes lists of all data collected, is to be compiled as part of the monitoring archive.

6.2.11 Specifications for the final archaeology monitoring report are outlined in Appendix 4 of ‘Operating Procedures and Standards for Archaeology Services’.

6.3 Archaeological excavation and post-excavation

6.3.1 An archaeological excavation will involve the identification, stratigraphic excavation and recording of all archaeological remains within the indicated area. The archaeological excavation and post-excavation should provide detailed information on the history and use of the site.

6.3.2 All archaeological excavations are to be assigned a specific site code by the Superintendence of Cultural Heritage.

6.3.3 The archaeological excavation will follow a specified methodology as directed by the Superintendence of Cultural Heritage in the Terms of Reference. The specified
methodology is based on standard methods of excavation and other scientific methods.

6.3.4 All excavation works are to be carried out stratigraphically. Each stratum is to be separately documented and excavated. All material culture retrieved during a stratigraphic excavation is to be packed separately and labelled appropriately to its stratum.

6.3.5 An archaeological excavation will involve adequate documentation including written, digital, graphic, and photographic formats, and any other formats as specified by the Superintendence of Cultural Heritage.

6.3.6 All drawings are to be geo-referenced and must include the mean sea levels of the archaeological remains and the topography of site.

6.3.7 The main data of the archaeological site is to be recorded onto appropriate data sheet provided by the Superintendence of Cultural Heritage.

6.3.8 An archaeological excavation will also include post-excitation works including cleaning, inking and conservation of artefacts, illustrations and photography of artefacts, and the compilation of an excavation archive as specified by the Superintendence of Cultural Heritage.

6.3.9 Meta data, which includes lists of all data collected, is to be compiled as part of the excavation archive.

6.3.10 Specifications for the final archaeology report are outlined in Appendix 4 of ‘Operating Procedures and Standards for Archaeology Services’.

6.4 Archaeological Survey

6.4.1 An archaeological survey will involve a desk-top research and intrusive or non-intrusive field walking study of an archaeological landscape.

6.4.2 Archaeological surveys are to be assigned a specific intervention code by the Superintendence of Cultural Heritage.

6.4.3 The archaeological survey will follow a specified methodology as directed by the Superintendence of Cultural Heritage in the Terms of Reference. The specified methodology is based on standard methods of archaeological surveying and other scientific methods.

6.4.4 The collection of surface artefacts during archaeological field walking must be undertaken only if specifically authorised by the Superintendence of Cultural Heritage.
All objects are the property of the State. *Archaeology monitors* are to deposit all artefacts collected at the *Superintendence of Cultural Heritage*.

6.4.5 An *archaeological survey* will involve adequate documentation including written, digital, graphic, and photographic formats, and any other formats as specified by the *Superintendence of Cultural Heritage*.

6.4.6 All data identified are to be recorded onto appropriate data sheets provided by the *Superintendence of Cultural Heritage*.

6.4.7 The *Superintendence of Cultural Heritage* may require certain data to be presented on a GIS platform and should include geo-referencing and other information as specified by the *Superintendence of Cultural Heritage*.

6.4.8 An *archaeological survey* will also include post‐excavation works including cleaning, inking and conservation of artefacts, illustrations and photography of artefacts, and the compilation of an excavation archive as specified by the *Superintendence of Cultural Heritage*.

6.4.9 Meta data, which includes lists of all data collected, is to be compiled as part of the survey archive.

6.4.10 Specifications for the *final* archaeology survey report are outlined in Appendix 4 of ‘Operating Procedures and Standards for Archaeology Services’.

### 6.5 Treatment of artefacts

6.5.1 All artefacts should be treated according to accepted professional standards and in accordance to the following specifications (see Appendix 2). The *Superintendence of Cultural Heritage* will issue the extent of treatment for artefacts in specified instructions.

### 6.6 Report Writing

The *archaeology monitor or archaeologist* is expected to compile the following reports throughout ongoing projects of archaeology monitoring, archaeological excavations and post-excavations, and archaeological survey.

The reports must be exclusively sent to the *Superintendence of Cultural Heritage*.

Every report should be addressed to the *Superintendent of Cultural Heritage* and should have a covering front page with the following information:

a) Superintendence of Cultural Heritage file number;
b) date of submission;
c) report type (*preliminary report, progress report, discovery report, final report*);
d) report title including reference to the (1) Cultural Heritage Act, (2) service type, (3) site address, (4) permit number;

e) name of archaeology monitor or archaeologist.

All reports need to be signed by the responsible archaeology monitor or archaeologist as approved by the Superintendence of Cultural Heritage.

6.6.1 Preliminary Report

6.6.1.1 A preliminary report is the first report the Superintendence of Cultural Heritage receives from the archaeology monitor or archaeologist.

6.6.1.2 The archaeology monitor or archaeologist is expected to submit a preliminary report to inform the Superintendence of Cultural Heritage that an initial site inspection has been carried out prior to start of works. The preliminary report is to note any unconsidered issues of cultural heritage impact, and raise any other issues which are unclear to the archaeology monitor or archaeologist. In this report the archaeology monitor or archaeologist must present the background research on cultural heritage considerations within the area. This report should be illustrated with images and other relevant documentation.

If an archaeological excavation requires the removal of modern dumped material and vegetation in order to assess the site for cultural heritage remains, this process must happen prior to the submission of the preliminary report.

6.6.1.3 The archaeology monitor or archaeologist is expected to submit this report ahead of the programmed date for start of works to provide sufficient time for the Superintendence of Cultural Heritage to ask any other clarifications and issue any additional instructions.

6.6.2 Progress Report

6.6.2.1 In the course of works the archaeology monitor or archaeologist is to submit a weekly progress report to the Superintendence of Cultural Heritage.

6.6.2.2 The progress report is expected to update the Superintendence of Cultural Heritage on ongoing works and site activity in the week, and to state whether all works are being undertaken in accordance to the Superintendence of Cultural Heritage instructions. This report should be illustrated with images, plans, and any other relevant documentation.

6.6.2.3 The archaeology monitor or archaeologist is expected to submit this report by the end of each week.
6.6.3 Discovery Report

6.6.3.1 The archaeology monitor or archaeologist is to submit a discovery report to the Superintendence of Cultural Heritage if cultural heritage remains are discovered in the course of works.

6.6.3.2 The discovery report must describe the cultural heritage remains discovered clearly with cross reference to images, plans, and any other relevant documentation.

6.6.3.3 The archaeology monitor or archaeologist is expected to inform the Superintendence of Cultural Heritage immediately upon discovery and submit this report within one day. The Superintendence of Cultural Heritage will issue further instructions.

6.6.4 Final Report

6.6.4.1 Specifications for final report are outlined in Appendix 4 of ‘Operating Procedures and Standards for Archaeology Services’.

6.7 Technical Specifications

All reports, data and material are to be handed to the Superintendence of Cultural Heritage according to these specifications. In addition, service providers are to comply with Terms of Reference issued by the Superintendence of Cultural Heritage for specific projects.

All service providers are to procure their own materials necessary to fulfil the required technical specifications. The Superintendence of Cultural Heritage will only provide data sheets, plastic crates and any other conservation material.

6.7.1 Reports

Final reports are required in the following formats:

a) two bound hard copies in colour;

b) a digital copy in PDF format.

6.7.2 Data

All data collected is to be of a high definition and produced to publishable standard. Data is to be deposited at the Superintendence of Cultural Heritage on a CD/DVD with the final report.

6.7.2.1 Written Data

6.7.2.1.1 All written data including site notebook and data sheets (Appendix 3: stratigraphic unit sheets, environmental sample sheet, skeleton recording sheet and archaeological site data forms) are to be kept as per archaeological standards.
6.7.2.1.2 A site notebook is to be kept for every archaeology excavation and archaeological survey. A yearly site notebook is to be kept for every project of archaeology monitoring.

6.7.2.1.3 All written data retrieved during all archaeology services are to be submitted to the Superintendence of Cultural Heritage in: a) the original format and b) the digital format.

6.7.2.2 Drawings

6.7.2.2.1 All drawings including plans, sections and elevations are to be drawn at scales of 1:20 and 1:10 as per archaeological standards, unless otherwise instructed by the Superintendence of Cultural Heritage.

6.7.2.2.2 All drawings are to include all the relevant details including: site code, date, initials, scale, drawing number, description, and north point.

6.7.2.2.3 All drawings retrieved during all archaeology services are to be submitted to the Superintendence of Cultural Heritage in: a) the original format, b) the digital format and c) two hard copies.

6.7.2.3 Photographic Data

6.7.2.3.1 All photographic data retrieved during all archaeology services are to be submitted to the Superintendence of Cultural Heritage in: a) the digital format and b) hard copy in colour.

6.7.2.3.2 The hard copy of photographic data is to be printed in thumbnail form and attached as appendices to the final report.

6.7.2.3.3 All photographic data is to include all the relevant details including intervention/site code, date and description.

6.7.2.4 Digital Data

6.7.2.4.1 All digital data is to be produced as follows:
- Drawings: scanned copies in not less than 300 dpi and in JPEG format;
- Photographic data: not less than 4MB and in JPEG format;
- Written data: a) site notebook in not less than 300 dpi and in PDF format; b) data sheets in not less than 300 dpi and in JPEG format.

6.7.3 Material Culture

All material culture collected is to be deposited at the Superintendence of Cultural Heritage according to the following specifications:
6.7.3.1 All artefacts are to be cleaned and inked prior to deposition at the Superintendence of Cultural Heritage as specified in the Terms of Reference. All artefacts are to be treated as outlined in section 6.5 and Appendix 2 of ‘Operating Procedures and Standards for Archaeology Services’.

6.7.3.2 All artefacts are to be packed into heavy duty thick plastic bags. All plastic bags are to be tightly sealed by means of plastic covered steel wire tie-ups and must include two labels, one placed inside and another tied with the tie-up.

6.7.3.3 All artefacts are to be labelled clearly and appropriately on plastic labels and by means of a permanent marker. All the relevant details including intervention/site code, coordinates, grid number, date, initials, description, stratigraphic unit number, and small find number are to be written on the labels.

6.7.3.4 All artefacts are to be stored into plastic crates and have all the relevant details including intervention/site code, date, initials, and description written clearly on sticky labels. Artefacts collected from different excavation and survey projects are to be stored in different plastic crates.
7.1 Disciplinary measures

7.1.1 All service providers are duty bound to adhere to the Laws of Malta and maintain the highest standards of ethics, confidentiality and technical standards.

7.1.2 Service providers suspected to have acted in breach of ‘Operating Procedures and Standards for Archaeology Services’, the Superintendence of Cultural Heritage Terms of Reference and/or the Code of Ethics will be investigated by the Superintendence of Cultural Heritage.

7.1.3 The findings of the investigation will be put on the permanent records of the Superintendence of Cultural Heritage.

7.1.4 Service providers may be suspended or removed from the list if they are found to have acted dishonestly, and with misconduct or gross negligence, or if they fail to comply with any stipulations set by the Superintendence of Cultural Heritage, or if they commit any act that contravenes the Laws of Malta.

7.1.5 The Superintendence of Cultural Heritage reserves the right to take further legal measures as may be necessary.

7.2 Legal measures

7.2.1 All persons are to be aware of the Laws of Malta which relates to cultural heritage.

7.2.2 Any persons, including service providers, who contravene the Cultural Heritage Act are guilty of an offence against this Act and shall be liable to legal consequences.

7.2.3 Contraventions to this Act include any illegality such as actions performed by persons who:
- ‘willfully, or through negligence, unskillfulness, or non-observance of regulations causes damage to or destroys any cultural property’;
- ‘carries out any activity or does any act in contravention of the provisions of this Act or of any regulation made thereunder or of the conditions of any license or permit issued under this Act, or fails to do anything which is required to do under this Act, regulation or license’;
- ‘fails to abide with any suspension notice’.
Glossary

**Archaeologist**: a person approved by the Superintendent of Cultural Heritage who is authorized to excavate an archaeological site. The role of the archaeologist is to identify, excavate stratigraphically and record archaeological remains.

**Archaeological investigation**: archaeology monitoring, archaeological excavations and post-excavations and archaeological surveys.

**Archaeological excavation**: a scientific investigation, which involves the identification, recording and stratigraphic excavation of archaeological features, structures and/or deposits in accordance with standard archaeological methods and practices.

**Archaeology monitoring**: the surveillance of development works in archaeologically sensitive areas. The monitoring of development works will ensure the safeguarding of any uncovered cultural heritage remains.

**Archaeological post-excitation**: part of an archaeological excavation, which involves the cleaning of artefacts, the creation of an excavation archive of catalogued records, illustrations and photography of archaeological objects, and other scientific studies.

**Archaeology monitor**: a person approved by the Superintendent of Cultural Heritage who is authorized to monitor development works (archaeology monitoring). The role of an archaeology monitor is to identify and safeguard cultural heritage remains which may be discovered during works.

**Archaeology service**: the provision of services in relation to archaeology monitoring, archaeological excavation and post-excavation, archaeological survey, and research assistance by persons registered with the Superintendence of Cultural Heritage.

**Archaeological survey**: an intrusive or non-intrusive study of an archaeological landscape, which involves desk-top research, the documentation of any surface archaeological remains and the collection of surface artefacts during archaeological field walking.

**Cultural Heritage Act**: enacted in 2002; makes provision for the superintendence, conservation and management of cultural heritage in Malta.

**Development Planning Act**: enacted in 1992; makes provision for the planning and management of development in Malta.

**Discovery report**: a report submitted to the Superintendence of Cultural Heritage by the archaeology monitor or archaeologist, in which any cultural heritage remains discovered are described.
Final archaeology report: a detailed report submitted to the Superintendence of Cultural Heritage by the archaeologist at the termination of an archaeological excavation. This report includes a detailed description and interpretation of the archaeological remains discovered and investigated.

Final archaeology monitoring report: a detailed report submitted to the Superintendence of Cultural Heritage by the archaeology monitor at the termination of archaeology monitoring. This report includes a detailed description of all monitored development works.

Final archaeological survey report: a detailed report submitted to the Superintendence of Cultural Heritage by the archaeologist at the termination of an archaeological survey. This report includes a detailed description and interpretation of results attained from the archaeological survey.

Malta Environment Planning Authority (MEPA): the authority responsible for the promotion and control of sustainable development in Malta, as defined in the Development Planning Act.

Malta Transport Authority: the authority responsible for the development of transport and the management of road works in Malta, as defined in the Authority for Transport in Malta Act.

Method Statement: a statement prepared by the architect and/or contractor providing a sufficient detailed description of site works and methods of excavation, as well as details of any machinery to be used for excavation and rock-cutting.

Occupational Health and Safety Act: enacted in 2000; makes provision for the establishment of an authority to regulate functions regarding resources relating to occupational health and safety, as defined in the Occupational Health and Safety Authority Act.

Precautionary Principle Approach: an approach adopted by the European Union which provides measures to avoid or lessen impacts in various fields such as the environment. This approach can be adopted for cultural heritage.

Pre-development heritage assessment: a desk-top research assessment informing on cultural heritage known within a site or an area earmarked for development.

Preliminary report: a report submitted to the Superintendence of Cultural Heritage by the archaeology monitor or archaeologist prior to the start of works. This report describes any unconsidered issues on cultural heritage, any clarifications required from the Superintendence of Cultural Heritage, the developer, and other parties, and background research on cultural heritage considerations in the area.

Programme of works: a timeframe during which works are to be carried out. The programme of works should include commencement and termination dates and should reflect different phases of works.
Progress report: a report which updates the Superintendence of Cultural Heritage on ongoing development works and archaeology projects. This report is to be submitted by the archaeology monitor or archaeologist at least once a week.

Responsible archaeologist: a person registered with the Superintendence of Cultural Heritage who provides archaeological excavation and post-extraction and archaeological survey services, and who is responsible to organise an archaeological excavation, liaise with the Superintendence of Cultural Heritage and be responsible for the completion of the site archive.

Responsible archaeology monitor: a person registered with the Superintendence of Cultural Heritage who provides archaeology monitoring services, and who is responsible to organise archaeology monitoring, liaise with the Superintendence of Cultural Heritage and be responsible for the completion of the site archive.

Scheduling: a planning procedure intended to identify buildings, sites or other assets having cultural heritage or natural value. These identified areas or assets are listed as protected areas and assets to prevent any damage or demolition works occurring to them.

Service provider: a person registered with the Superintendence of Cultural Heritage who provides archaeology services.

Site coordinator: a person approved by the Superintendent of Cultural Heritage who is responsible to organize an archaeological excavation, liaise with the Superintendence of Cultural Heritage, and be responsible for the completion of the site archive.

Superintendence of Cultural Heritage: the legal entity with the mission to fulfill the duties of the State in ensuring the protection and accessibility of cultural heritage, as defined in the Cultural Heritage Act.

Superintendent of Cultural Heritage: the appointed person who is responsible for and manages the functions the Superintendence of Cultural Heritage as defined in the Cultural Heritage Act.

Team of archaeologists: a group of archaeologists approved by the Superintendence of Cultural Heritage to work on a specific archaeological project.

Terms of Reference: specifications under which an authorised excavation or exploration is to be carried out.

Written authorisation: a letter granting permission by the Superintendent of Cultural Heritage for an archaeological or paleontological excavation or exploration, in accordance to specific terms of reference.
Appendices

Appendix 1 - List of legislations, conventions and policies

Appendix 2 - Treatment of artefacts

Appendix 3 - Data sheets

Appendix 4 - Final Reports
Appendix 1 - List of legislations, conventions and policies

Legislations

Authority for Transport in Malta Act XV of 2009 (CAP 499)

Cultural Heritage Act 2002 (CAP 445)

Development Planning Act 1992 (CAP 356)

Occupational Health and Safety Authority Act 2000 (CAP 424)

Conventions

European Convention for the Protection of the Architectural Heritage of Europe, Granada 1985 (Granada Convention) Council of Europe Treaty Series no. 121
- http://www.coe.int/t/dg4/cultureheritage/heritage/Archeologie/default_en.asp

- http://www.coe.int/t/dg4/cultureheritage/heritage/Archeologie/default_en.asp

UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage, Paris 1972

UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expression, Paris 2005
Policies


Structural Plan for the Maltese Islands (1990)

## Appendix 2 – Treatment of artefacts

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Treatment</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inorganic Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceramic/Stone/Wall</td>
<td>If delicate, flaky, painted or crumbly do not clean.</td>
<td>Allow to dry and then pack in a plastic bag once dry.</td>
</tr>
<tr>
<td>plaster/CBM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass</td>
<td>Do not clean.</td>
<td>Cushion well in a box.</td>
</tr>
<tr>
<td>Metal from dry sites</td>
<td>Do not clean.</td>
<td>Pack in a punched plastic bag and then place in a box containing silica gel. If fragile wrap the metal object in acid-free tissue paper and then place in the bag and box.</td>
</tr>
<tr>
<td>Metal from wet sites</td>
<td>Do not clean.</td>
<td>Allow to dry then pack as above.</td>
</tr>
<tr>
<td>Flint, Chert, Obsidian</td>
<td>Can be washed delicately.</td>
<td>Allow to dry and then pack in a plastic bag.</td>
</tr>
<tr>
<td>Organic Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antler, Horn, Ivory,</td>
<td>Do not clean. Make sure that damp or wet objects do not dry out while stored on site.</td>
<td>Pack in acid free paper and then in a plastic bag.</td>
</tr>
<tr>
<td>Worked bone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fibre, Leather, Unfired Pottery, Wood</td>
<td>Do not clean. Keep damp or wet if found in this condition.</td>
<td>Pack in a plastic bag and then place in a box containing silica gel. If fragile wrap the material in acid-free tissue paper and then place in the bag and box.</td>
</tr>
<tr>
<td>Charcoal</td>
<td>Do not clean and do not touch with bare hands.</td>
<td>Pack in foil and then in a plastic bag.</td>
</tr>
<tr>
<td>Animal and Human Bone</td>
<td>Can be cleaned (not washed) using a small brush.</td>
<td>Pack in a plastic bag. Acid free tissue papers should be used to wrap the bone if it seems fragile.</td>
</tr>
<tr>
<td>from dry sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal and Human Bone</td>
<td>Can be washed gently using a small brush but unless delicate, flaky or crumbly.</td>
<td>Allow to dry and then pack in a plastic bag.</td>
</tr>
<tr>
<td>from wet sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shell</td>
<td>Can be washed gently using a small brush but unless delicate, flaky or crumbly.</td>
<td>Allow to dry and then pack in a plastic bag.</td>
</tr>
<tr>
<td>Combination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combination of organic and inorganic material</td>
<td>Treat as organic materials.</td>
<td>Treat as for organic material.</td>
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Appendix 3 – Data Sheets

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<tr>
<th>SOVRINTEMENZTA</th>
<th>TAL-PATRIMONIJO KULTURALI</th>
<th>SUPERINTENDENCE OF CULTURAL HERITAGE</th>
</tr>
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<tbody>
<tr>
<td>Site Location / Grid Refs.</td>
<td>Site Code:</td>
<td>Area:</td>
</tr>
<tr>
<td>Plans:</td>
<td>Video:</td>
<td>Sections:</td>
</tr>
<tr>
<td>Deposits:</td>
<td>Cuts:</td>
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<tr>
<td>1. Compaction</td>
<td>1. Shape in Plan</td>
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<td>2. Colour</td>
<td>2. Corners</td>
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<td>3. Thickness &amp; Extent</td>
<td>3. Dimensions / Depth</td>
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<tr>
<td>5. Condition of Deposit / Surface</td>
<td>5. Slope</td>
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<tr>
<td>7. Base</td>
<td>7. Base</td>
<td></td>
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<tr>
<td>8. Orientation</td>
<td>8. Orientation</td>
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<td>10. Truncated</td>
<td>10. Truncated</td>
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<tr>
<td>11. Fill</td>
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Other Comments:

Geological Components: Sand / Silt / Clay / Rock

Cultural Inclusions: Organic Inclusions:

Stratigraphic Matrix

Cultural Material Collected:

Sample Nos: Soil/Biological/Sieving

SAME AS

WITHIN

Inventory Items:

COVERED BY

COVERS

CUT BY

CUTS

FILLED BY

FILL OF

BUTTED BY

BUTTS

Notes / Comments

S.U. No.

Site Code:

Scale:

Interpretation:

Discussion:

S.U. same as:

Suggested Period: | Suggested Date: | Site Phase:

Post-Evacuation Comments

Data filled in by: | Date: | Data checked by: | Date:

\[ \text{\_\_\_\_ / \_\_\_\_ / \_\_\_\_} \]

\[ \text{\_\_\_\_ / \_\_\_\_ / \_\_\_\_} \]
### Scheduling List:

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**Recommendations for CHMS:**

**Remarks:**

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### National Inventory of Cultural Heritage Sites – Tentative List No.:

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<table>
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<tr>
<th>Easting’s Center PT.:</th>
<th>Northing’s Center Pt.:</th>
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<th>Survey Sheet Name/Number:</th>
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**Site Description:**

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### Site Type (component):

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**Significant Value:**

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### Period Description:

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<th>Date:</th>
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Appendix 4 – Final reports

Final reports are to be written following the below structure:

A) Final Archaeology Monitoring Report

Covering Page: See section 6.6 of ‘Operating Procedures and Standards for Archaeology Services’

Summary: A one page summary of the report describing the key points of the report.

Contents

Introduction: The introduction of the report is to provide a brief description of the: project; objectives; purpose of archaeology monitoring, and type of intervention. The location of the site is to be mentioned. The site is to be marked on a location map, which shows: 1) the boundaries of the project, and 2) the area in which the archaeology monitoring was carried out. The objectives of the archaeology monitoring stipulated in the Superintendence Terms of Reference are to be integrated into the report.

Statutory requirements: A description of the archaeological investigation is to be defined in the context of legislation and policies.

Physical environmental setting: A comprehensive description of the broad physical context of the area is to include:
   i.   Topography
   ii.  Nature of the site, describing the site in its context (urban, rural, coastal, and others)
   iii. Environmental factors relevant to the site (geology, fissures, hydrology, and others)
   iv.  Current site land use, indicating the type of site before start of works (natural, agricultural, habitation, and others)
   v.   Scheduled cultural properties in the area, listing and briefly describing these monuments to highlight the cultural significance of the area.

Historic Background: A historical description of the area surrounding the site is to be integrated into this report.

Site description: A site description is to be integrated in the report.

Methods of Excavation: A description of the methods used during works.

Site activity: A description of all works undertaken on site.
Discoveries: A brief description of any archaeological remains uncovered on site.

Observations: Any general observations made during archaeology monitoring are to be integrated into the report.

Conclusion

Bibliography

Figures/Plates/Tables: Drawings and photos used to illustrate the report.

Appendix: The following documents are to be integrated in the appendix section of the report:
   i. a copy of the Superintendence Terms of Reference;
   ii. site location map (A3);
   iii. photos (thumbnails);
   iv. list of material culture;
   v. list of photos;
   vi. site data form;
   vii. copies of all submitted reports.

B) Final Archaeology Report

Covering Page: See section 6.6 of ‘Operating Procedures and Standards for Archaeology Services’

Summary: A one page summary of the report describing the key points and findings made on site.

Contents

Introduction: The introduction of the report is to provide a brief description of the project; objectives; purpose of archaeological investigation, and type of intervention. The location of the site is to be mentioned. The site is to be marked on a location map, which shows: 1) the boundaries of the project, and 2) the area in which the archaeological investigation was carried out.

Statutory requirements: A description of the archaeological investigation is to be defined in the context of legislation and policies.

Physical environmental setting: A comprehensive description of the broad physical context of the area is to include:
   i. Topography
ii. Nature of the site, describing the site in its context (urban, rural, coastal, and others)

iii. Environmental factors relevant to the site (geology, fissures, hydrology, and others)

iv. Current site land use, indicating the type of site before start of works (natural, agricultural, habitation, and others)

v. Scheduled cultural properties in the area, listing and briefly describing these monuments to highlight the cultural significance of the area.

**Historic Background:** A historical description of the area surrounding the site is to be integrated into this report.

**Research objectives:** The objectives of the *archaeological investigation* as stipulated in the Superintendence Terms of Reference are to be integrated into the report.

**Methodology:** A description of the methods used clearly outlining the purpose and efficiency of the methodology. Any constraints encountered during fieldwork are to be described.

**Site description:** A site description is to be integrated in the report. This section should include a description of the site in its general context, and a detailed description of all archaeological remains including the stratigraphic relationships of all the features, structures, cuts, deposits, and others.

**Interpretation:** A thorough discussion interpreting the discovered archaeological remains is to be integrated in the report. An enhanced critical thinking of the methodology used and alternative interpretations of the archaeological remains must also be discussed.

**Site Preservation:** A brief description on the condition of the site outlining the importance of the archaeological site and its state of preservation is to be integrated into the report. The site is to be compared to other known sites found in the surroundings. The following should be described:

i. Contextual value: if the surrounding landscape of the site is still undisturbed or if it is extensively modified in the course of time;

ii. Information potential: a discussion and outline of the main areas of the site which merit further studies.

**Conclusion:** A conclusive discussion of the findings, clearly explaining the research outcome.

**Bibliography**

**Figures/Plates/Tables:** Drawings and photos used to illustrate the report.

**Appendix:** The following documents are to be integrated in the appendix section of the report:
i. a copy of the Superintendence Terms of Reference;
ii. site location map (A3);
iii. general site plan (A3);
iv. detailed drawings (A3);
v. photos (thumbnails);
vi. harris matrix;
vii. list of data sheets;
viii. list of photos;
ix. list of drawings;
x. list of material culture;
xi. site data form;
xii. copies of all submitted reports.

C) Final Archaeology Survey Report

Covering Page: See section 6.6 of ‘Operating Procedures and Standards for Archaeology Services’

Summary: A one page summary of the report describing the key points of the report.

Contents

Introduction: The introduction of the report is to provide a brief description of the: project; objectives; purpose of archaeology survey. The location of the area is to be briefly described. The area is to be marked on a location map, which shows: 1) the boundaries of the project, and 2) the survey area. The objectives of the archaeology survey stipulated in the Superintendence Terms of Reference are to be integrated into the report.

Statutory requirements: A description of the archaeological survey is to be defined in the context of legislation and policies.

Physical environmental setting: A comprehensive description of the broad physical context of the area is to include:

i. Topography
ii. Nature of area, describing site in its context (urban, rural, coastal, and others)
iii. Environmental factors relevant to area (geology, fissures, hydrology, and others)
iv. Current area land use (natural, agricultural, habitation, and others)
v. Scheduled cultural properties in the area, listing and briefly describing these monuments to highlight the cultural significance of the area.

Historic Background: A historical description including known cultural heritage assets in the area is to be integrated into this report.
Area location and description: A description of the area under study is to be integrated in the report.

Methodology: A description of the methods used for the data collection and the archaeology survey. Any constraints encountered during fieldwork are to be described.

Discoveries: A brief description of any undocumented cultural heritage assets discovered in the area.

Observations

Conclusion

Bibliography

Figures/Plates/Tables: Drawings and photos used to illustrate the report.

Appendix: The following documents are to be integrated in the appendix of the report:

i. a copy of the Superintendence Terms of Reference;
ii. area location map (A3);
iii. detailed drawings (A3);
iv. photos (thumbnails);
v. list of data sheets;
vi. list of photos;
vii. list of drawings;
viii. list of material culture;
ix. site data form;
x. copies of all submitted reports.
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