Watching brief

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# Introduction

# Scope

# Conformance to this standard

## Meaning of wording used:-

Shall: the accompanying instruction must be followed in each case to conform to the standard.

May: the accompanying instruction is optional, but is generally recommended.

## Key to use of font in the text:-

The meaning of font styles used in this document is used to distinguish Mandatory and Optional parts of the standard and shall be interpreted as follows:

**Bold text**

Are the MANDATORY section heading or data table and data field/column names - these shall be included in each report that conforms to this standard.

*Italic text*

Are the OPTIONAL section heading or data table and data field/column names - these may be included in each report where professional judgement suggests they are helpful.

Text preceded by ‘ Guidance: :’ Is notes to accompany either Mandatory or Optional report section or data table to provide advice and guidance on how to complete them.

# The Standard

An archaeological watching brief will record the archaeological resource during development within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct and other relevant regulations of CIfA.

The Report shall include the following:

[THESE ARE THE EXISTING HEADINGS AND NOTES FROM THE S&G. WE NEED TO IDENTIFY WHICH ARE MANDATORY, WHICH ARE OPTIONAL, EXPAND THE GUIDANCE NOTES, AND ADD IN ANY NEW HEADINGS]

1. Non-technical summary

Guidance: This should outline in plain, non-technical language the principal reason for the work, its objectives and main results. It should include reference to authorship and commissioning body.

2. Introductory statements

Guidance: These could include acknowledgements, circumstances of the project such as planning background, the archaeological background, an outline nature of work, the site description (including size, geology and topography, location), when the project was undertaken and by whom.

3. Aims and objectives

Guidance: These should reflect or reiterate the aims set out in the project design or WSI.

4. Methodology

Guidance: The methods used, including the detail of any variation to the agreed project design or WSI should be set out carefully, and explained as appropriate.

5. Results

Guidance: These should be set out as a series of summary statements, organised clearly in relation to the methods used, and describing structural data, associated finds and/or environmental data recovered. Descriptive material should be clearly separated from interpretative statements. Technical terminology (including dating or period references) should be explained where necessary if the report is aimed at a largely non-archaeological audience. The results should be amplified where necessary by the use of drawings and photographs; and by supporting data contained in appendices (below)

6. Conclusions

Guidance: It is appropriate to include a section which sums up and interprets the results and puts them into context (local, national or otherwise). Other elements should include a confidence rating on techniques used, or on limitations imposed by particular factors (e.g. weather or problems of access).

7. Archive location

Guidance: The final destination of the archive (records and finds) should be noted in the report

8. Appendices

Guidance:  These should contain essential technical and supporting detail, including for example lists of artefacts and contexts or details of measurements, gazetteers etc. It may also be appropriate to include the project design or WSI for ease of reference.

9. Illustrations

Guidance: Most reports will need the inclusion of one or more illustrations for clarity; as a minimum a location plan should be included. Any plans or sections should be clearly numbered and easily referenced to the National Grid and related to the specified area.

10. References and bibliography

Guidance: A list of all sources used should be appended to the report.

11. Other

Guidance: Contents list, disclaimers.

# Non-conformity and corrective action

# Future management

# References