

CULTURAL HERITAGE SURVEILLANCE DATA SHEETS (DOC. B)

Guidance Note



The following guidance notes were developed to:

- facilitate understanding of the various sections of the template;
- define the acronyms used; and
- guide users on the information that requires to be inputted.

The guidance note follows the same structure as the original template that is to be used. This permits cross-referencing with the actual document whilst increasing clarity.

The guidance note provides fictitious information to illustrate the various data fields.

1.

| | | |
|-------------------------------|---|--|
| Sheet Number | 7 | |
| Site Address | Site at, Triq il-Preistorja, Birkirkara | |
| Superintendence File | SCH | 0 1 2 3 / 2 0 1 2 |
| MEPA Permit | PA | 0 1 2 3 4 / 1 2 N/A <input type="checkbox"/> |
| Transport Malta Permit | | / N/A <input checked="" type="checkbox"/> |

Comment [SCH1]:
Insert a sheet number for every new sheet opened in sequential order irrespective of 'intervention stage'

Comment [SCH2]:
Insert site address as specified in the Terms of Reference (ToR) issued by Superintendency of Cultural Heritage

Comment [SCH3]:
Insert SCH file number as specified in ToR. If file number contains less than 4 numbers place '0's in front of file number. 'SCH' refers to Superintendency of Cultural Heritage

Comment [SCH4]:
Insert MEPA permit number as specified in ToR. If permit number contains less than 5 numbers place '0's in front of permit number. 'PA' refers to 'Planning Application'

Comment [SCH5]:
Not Applicable – only tick this box if there is no MEPA permit

Comment [SCH6]:
Insert Transport Malta permit number as specified in ToR. If reference contains less than 5 numbers place '0's in front of reference number. Do not forget to include the letters preceding the number as these form part of the permit number

Comment [SCH7]:
Not Applicable - Only tick this box if there is no Transport Malta permit

2.

Intervention Code M 0 1 2 / 1 2

Comment [SCH8]:
Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

Site Code X Y Z / 2 0 1 2 N/A

Comment [SCH9]:
Insert code that is specific to the site. This applies to archaeological sites after a discovery is made. The Site Code is a reference issued by SCH and will be detailed in the ToR

Archaeologist/Name Mr/Ms/Dr Name Surname

Comment [SCH10]:
Not Applicable - Only tick this box if there is no Transport Malta permit

Comment [SCH11]:
Insert Title, Name and Surname of the (lead) approved archaeologist by SCH to monitoring works on this site

3.

Superintendence Terms of Reference 15/09/2012

Comment [SCH12]:
Insert Terms of Reference title as detailed in ToR issued by SCH

What is the scope of the intervention being carried out?

- | | | |
|------------------|-------------------------------------|--|
| Archaeological | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Surveillance |
| Architectural | <input type="checkbox"/> | <input type="checkbox"/> Investigation |
| Historical | <input type="checkbox"/> | |
| Geological | <input type="checkbox"/> | |
| Palaeontological | <input type="checkbox"/> | |

Intervention Type

Comment [SCH14]:
Tick ONLY one check-box with the type of intervention to be carried out. This is indicated in the ToR next to the relevant stage section

Comment [SCH13]:
Tick those check-boxes that describe the scope of the intervention being carried out. This information is provided in the ToR

Intervention Stage Stage 2 Soil/Material Excavation (up to rock surface)

Comment [SCH15]:
Insert Intervention stage as detailed in ToR and respective type of work using drop-down menu provided

Intervention Frequency Inspection Constant Presence

Comment [SCH16]:
Insert Intervention frequency as detailed in ToR by ticking the correct checkbox next to the relevant stage section

| 4. Description of Works (Record of Daily Activities) (Other Comments to be inserted in Box 6 - 'General Notes') | | Discovery |
|--|-------------|---|
| <p><i>N.B. This table accommodates 5 monitoring interventions (5 constant presence or 5 inspections – as the case may be). Once the 5 rows below are completed a new sheet needs to be drawn up for the next set of interventions.</i></p> | | |
| Date | 08/10/2012 | Has a discovery been made? Y <input checked="" type="checkbox"/> <input type="checkbox"/> N (If YES fill Box 5) |
| Time IN | Time OUT | |
| | 08:00 16:30 | |
| Date | 09/10/2012 | Has a discovery been made? Y <input type="checkbox"/> <input checked="" type="checkbox"/> N (If YES fill Box 5) |
| Time IN | Time OUT | |
| | 08:00 13:15 | |
| Date | | Has a discovery been made? Y <input type="checkbox"/> <input type="checkbox"/> N (If YES fill Box 5) |
| Time IN | Time OUT | |
| | | |
| Date | | Has a discovery been made? Y <input type="checkbox"/> <input type="checkbox"/> N (If YES fill Box 5) |
| Time IN | Time OUT | |
| | | |
| Date | | Has a discovery been made? Y <input type="checkbox"/> <input type="checkbox"/> N (If YES fill Box 5) |
| Time IN | Time OUT | |
| | | |

Comment [SCH17]:
The purpose of this section is to record monitoring activity carried out in relation to the intervention as well as record any discoveries made without delay.

Comment [SCH18]:
Insert date for which record is being compiled

Comment [SCH20]:
Insert Time IN and Time OUT

Comment [SCH19]:
Tick ONE checkbox. In the case a discovery is made BOX 5 below is to be completed to provide more detailed information

| 5. Discovery(ies) Description |
|--|
| <p>Two rock-cut features were uncovered. These features were found scattered across the site as shown on the attached plan.</p> <p>Feature 1: A rectangular rock-cut feature resembling a shaft of a possible Classical tomb. It measures 1.50m by 2m. Some pottery sherds were found on surface of fill contained in feature 1.</p> <p>Feature 2-6: Five small rock-cut features of a rectangular shape were found.</p> <p>Feature 7-8: Two other small rock-cut features of a circular shape were found next to feature 1.</p> |

Comment [SCH21]:
Insert a brief but clear description of discovery(ies) made during the course of the interventions mentioned in section 4 above

| | |
|-----------|--------------------------------|
| 6. | General Notes / Remarks |
| | |

Comment [SCH22]:
Should there be any general notes/remarks that could not be included in the other sections but that are considered relevant, these are to be inserted here

| | | | |
|-----------|--------------------|--------------------------|------------------------|
| 7. | Attachments | | |
| | <i>Doc. Ref.</i> | <i>Attachment Title</i> | <i>Attachment Date</i> |
| | ABC00001 | Survey of discovery made | 13/10/2012 |
| | ABC00002 | Images of discovery made | 13/10/2012 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Comment [SCH23]:
List the document reference code, exact title as given to attachment to be enclosed with feedback, and the date of the attachment. The choice for the document reference is arbitrary. The tool supports up to a total of 8 alphanumeric characters

Declaration

I declare that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief, and that I am not withholding any information that may result in an incorrect interpretation of the facts. I further declare that I have no connection whatsoever with the applicant or with the development being monitored that may be considered as constituting a conflict of interest.

Name in BLOCK letters

Submission Date

Signature

I.D. Number

Sheet Number

Comment [SCH24]:
This is automatically generated by the template

Comment [SCH25]:
This is automatically generated by the template

Comment [SCH27]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

Comment [SCH26]:
After printing the document and checking for errors, the archaeologist approved by SCH to carry out the works is to sign the sheet and return it to SCH complete together with the respective attachments

Comment [SCH28]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers