



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.

Site Address

Site at, Triq il-Preistorja, Birkirkara

Comment [SCH1]:

Insert site address as detailed in the Terms of Reference (ToR) issued by the Superintendencia of Cultural Heritage.

Superintendence File

SCH 0 1 2 3 / 2 0 1 2

Comment [SCH2]:

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 Superintendencia of Cultural Heritage

MEPA Permit

PA 0 1 2 3 4 / 1 2

N/A

Comment [SCH3]:

Insert MEPA reference as detailed in ToR. If reference contains less than 5 numbers place '0's in front of reference number. 'PA' refers to 'Planning Application'

Comment [SCH4]:

Not Applicable - only tick this box if there is no MEPA permit

Transport Malta Permit

/

N/A

Comment [SCH5]:

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 [SCH6]:

Not Applicable - Only tick this box if there is no Transport Malta permit

Intervention Code M

0	1	2	/	1	2
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Comment [SCH7]:
Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

Site Code

X	Y	Z	/	2	0	1	2
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 | N/A |

Comment [SCH8]:
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

2.

Superintendence Terms of Reference

15/09/2012

Comment [SCH9]:
Not Applicable - Only tick this box if there is no Site Code

Archaeologist/Name

Mr/Ms/Dr Name Surname

Comment [SCH10]:
Insert Terms of Reference title as detailed in ToR issued by SCH

3. Data Compilation			
Stage Number	Stage Description	Sheet Numbers	Totals
1	Before start of works	1-6	6
2	Soil/Material Excavation (up to rock surface)	7,10-12	4
3	Archaeological investigation/excavation	8-9	2
4	Rock-cutting Works	13	1
	Select type of work		
	Select type of work		
			13

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

Comment [GoM12]: See Comments on Section 3 underneath

Comment [SCH13]:
This value is automatically generated

COMMENTS ON SECTION 3.	Insert stage number as detailed in the ToR issued by the SCH. All stage numbers must be included in sequential order	Insert the respective stage description	Insert sheet numbers relating to the same stage description in sequential order placing a coma ',' between numbers or a hyphen '-' to indicate a range of values. Refer to all DOC A and DOC B sheets compiled relating to this intervention	Insert total number of sheets relating to the respective stage
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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 also declare that all material culture collected was deposited, and that no material culture remains in my possession. 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

MR/MS/DR NAME SURNAME

Submission Date

07/12/2011

Comment [SCH14]:
This is automatically generated by the template

Comment [SCH15]:
This is automatically generated by the template

Signature

I.D. Number

Comment [SCH16]:
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 [SCH17]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

FOR OFFICE USE ONLY

- Were the Terms of Reference adhered to? Y N
4. Was the recognised standard met? Y N
- Was data, material cultural, archaeological remains and objects collected deposited? Y N

Comment [SCH18]:
Do not complete this section.
This section shall be completed
by the SCH on receipt of the
required documentation

Remarks

Stamp
