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## Overview

This standard involves the carrying out of intrusive archaeological field investigations ranging from surface artefact collection to excavation. The unit is for archaeologists with responsibility for carrying out field investigations i.e. they will be the most senior archaeologist in the field. They may report to a project manager or, in the case of small projects, they may be the project manager. This standard deals with the preparation for an investigation where the method statement has already been agreed, the undertaking of the fieldwork and the analysis and presentation of the data.

Performance  
criteria

*You must be able to:*

**Prepare for operations**

- P1 Verify the investigation method statement with interested parties prior to commencement
- P2 Identify and apply relevant technical and ethical standards
- P3 Confirm relevant permissions as accurate before commencement
- P4 Verify relevant insurances as valid and sufficient for planned activities
- P5 Ensure that site facilities are appropriately located, sufficient for planned operations and fit for purpose
- P6 Bring suitable equipment to site and make safe and secure
- P7 Check measuring and recording equipment and, where required, calibrate accurately prior to use
- P8 Brief personnel assisting in the investigation clearly and accurately on their role, investigation methods, the site, the equipment and safety arrangements
- P9 Provide third parties who will be affected by the conduct of the investigation with clear and accurate information and obtain their co-operation
- P10 Check that safety arrangements comply with legislation and regulations

**Undertake intrusive investigations**

- P11 Conduct the investigation efficiently and systematically and in accordance with the method statement
- P12 Identify, investigate and accurately record relevant features
- P13 Ensure observations and measurements are accurate, are in appropriate format and fully meet specified data requirements
- P14 Ensure that investigation data are recorded clearly and accurately and are stored securely for later analysis
- P15 Adapt work procedures and practices appropriately to allow for different circumstances and conditions

## CCSAPAC4

### Conduct intrusive archaeological investigations

- P16 Maintain the integrity of the site, observing safe working practices and welfare arrangements and ensuring disruption to other activities on the site is kept to a minimum
- P17 Make good the site in accordance with the method statement
- P18 Consult expert advice in instances where additional, specialist information is required which is relevant to the investigation
- P19 Advise interested parties promptly of potentially critical findings and constraints arising during the conduct of the investigation
- P20 Maintain effective working relationships and ensure that the project team is kept fully informed of progress and significant developments
- P21 Maintain equipment in operational order and store it securely

## CCSAPAC4

### Conduct intrusive archaeological investigations

#### Knowledge and understanding

*You need to know and understand:*

- K1 How to verify investigation method statements
- K2 How to select and secure suitable equipment
- K3 How to check and calibrate equipment
- K4 How to establish site facilities
- K5 How to brief personnel on investigation methods
- K6 How to check safety arrangements and working practices
- K7 The relevant technical and ethical standards applicable to the work
- K8 The different types and modes of investigation
- K9 Sources of permission for access
- K10 Types of insurance which may be needed
- K11 Types of equipment which may be required
- K12 Types of facilities requirements
- K13 Types of and sources of information on safety arrangements and safe working practices, legislation and regulations which may be required
- K14 How to conduct investigations
- K15 How to identify and follow safe working practices
- K16 How to obtain specialist information and advice
- K17 How to observe and measure accurately
- K18 How to adapt investigation procedures and practices to suit different conditions
- K19 How to record and store investigation data
- K20 How to maintain equipment
- K21 Types and modes of investigation
- K22 Safe working practices which apply to the conduct of investigation

## CCSAPAC4

### Conduct intrusive archaeological investigations

K23 Sources of expert advice and specialist information

K24 Circumstances and conditions which can affect investigation operations

K25 Data protocols used in different investigation methods

K26 Types of recording format and data storage systems used

K27 How to identify data sources and select and collate data

K28 How to apply valid methods to verify investigation data

K29 How to process, format and present investigation data suitable for end use

K30 How to advise users on the interpretation of investigation

K31 How to prepare investigation reports

K32 How to liaise with specialists and integrate specialist information in reports

K33 Types of investigation data

K34 Types of data analysis

K35 Data presentation formats

K36 Limitations of data

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**Developed by**

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**Version number**

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**Date approved**

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**Indicative review  
date**

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**Validity**

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**Status**

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**Originating  
organisation**

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**Original URN**

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**Relevant  
occupations**

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**Suite**

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**Key words**