

# CCSAPAJ1

## Maintain compliance with archaeological requirements



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### Overview

This standard is for archaeologists who have responsibility to ensure that works affecting archaeological sites are undertaken in compliance with relevant legislation and regulations. They are likely to be employed by national government heritage agencies or local government bodies. This unit covers assessing proposals and, where necessary, works already carried out; deciding whether or not formal consent is required and taking appropriate action. It also deals with the negotiation of amendments to agreements and recommendations for enforcement action in cases of non-compliance

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### Performance criteria

#### Identify situations requiring formal action

*You must be able to:*

- P1 identify and apply relevant technical and ethical standards
- P2 monitor sources of information for indications of potentially relevant situations
- P3 make arrangements to investigate potentially relevant situations to identify whether they are within scope of legislative and national Government policy requirements
- P4 identify and notify those responsible for relevant situations of legislative or policy requirements
- P5 advise on or instigate any follow up action to ensure compliance where legislative or policy requirements are not met
- P6 record information on relevant situations

#### Process proposals for development or other land-use change for compliance with statutory and national policy requirements

*You must be able to:*

- P7 promptly acknowledge proposals received and categorise against statutory and policy requirements
- P8 appraise the impact of proposals on the archaeological resource with reference to relevant sources of information
- P9 advise relevant decision-making body and applicants of the requirements for any additional information needed where information is insufficient to make an appropriately informed decision, designation or land allocation
- P10 advise the relevant decision-making body on the suitability of any archaeological information provided in support of a proposal.
- P11 advise the relevant decision-making body and applicant of the suitability of the proposal and of any conditions or agreements, should it be approved
- P12 ensure advice is compliant with relevant national legislation and policy and can be justified and defended if challenged

#### Control project against agreed quality standards

*You must be able to:*

- P13 specify or approve project specification to appropriate quality standards accurately, from available information in an appropriate style and format and communicate to interested parties
- P14 identify and verify individual responsibilities for maintaining quality standards
- P15 identify specifications which conflict with statutory and legal requirements and refer these to interested parties for modification

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- P16 check materials to ensure they conform with specified requirements
- P17 check working methods to ensure they conform with specifications and quality standards
- P18 identify and record work which fails to meet required standards and advise on appropriate action
- P19 agree relevant amendments to specification including project quality requirements with interested parties and record accurately
- P20 record failures to respond appropriately and in a given time to written requests to remedy unacceptable standards and notify interested parties

### **Enforce compliance with archaeological requirements**

*You must be able to:*

- P21 notify relevant enforcement authority of potential breaches in compliance in accordance with statutory and policy requirements
- P22 advise (including on behalf of relevant enforcement authority) of changes necessary to restore compliance, agree with persons responsible and record as accurately as appropriate
- P23 advise on the implementation of appropriate legal or professional conduct proceedings in serious cases of breach of compliance
- P24 submit clear and accurate evidence of breaches to appropriate authorities
- P25 check compliance with legal requirements and implement further legal proceedings for situations which remain in default
- P26 accurately record and communicate satisfactory compliance to all interested parties

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to investigate situations required to conform with legislative and policy requirements
- K2 the legislative and policy requirements for potentially relevant situations
- K3 types of action to ensure compliance
- K4 types of records
- K5 how to record information
- K6 how to monitor information resources
- K7 variety and contexts of applications and proposals
- K8 the information required
- K9 types of legally binding documentation
- K10 types of decision criteria
- K11 types of conditions
- K12 relevant technical and ethical standards
- K13 types of exceptional circumstance warranting consultation and investigation
- K14 the contingent strategies and recognised options modifications
- K15 statutory and legal requirements
- K16 national/local/organisational requirements
- K17 archaeological/externally contractual requirements
- K18 the archaeologist's relationship to the quality standards in terms of
  - K18.1 authority
  - K18.2 supervision
  - K18.3 responsibility
  - K18.4 accountability
- K19 systems for verifying quality
- K20 how to monitor and evaluate data
- K21 how to carry out inspection
- K22 feedback loops and reporting mechanisms

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