

Archaeological Report Monitoring Form



Project..... DAR No.....

LPA.....Planning Application Number.....

Contractor.....

Date of Report.....Contractors Report No.....

	Yes	No
1 Was sufficient documentary research undertaken to place the results of the evaluation in their historic context?	<input type="checkbox"/>	<input type="checkbox"/>
2 Does the report summary match the results of the work and does it contain sufficient information for the HER?	<input type="checkbox"/>	<input type="checkbox"/>
3 Does the report provide an understandable structural report with a context list?	<input type="checkbox"/>	<input type="checkbox"/>
4 Is there a plan showing the site's location?	<input type="checkbox"/>	<input type="checkbox"/>
5 Is there a plan showing the position of the excavated trenches/areas?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are there plans, sections and photographs of significant archaeological features?	<input type="checkbox"/>	<input type="checkbox"/>
7 Are plans drawn to scale or have scale bars?.	<input type="checkbox"/>	<input type="checkbox"/>
8 Are the locations of all drawn sections marked on plans?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are there appropriate photographs with scales?	<input type="checkbox"/>	<input type="checkbox"/>
10 Is there a summary report on the artefactual and environmental assemblage?	<input type="checkbox"/>	<input type="checkbox"/>
11 Is there an assessment of its potential for further study?	<input type="checkbox"/>	<input type="checkbox"/>
12 Is there a catalogue by context of all artefactual material found?	<input type="checkbox"/>	<input type="checkbox"/>
13 Were any environmental or technological samples taken?	<input type="checkbox"/>	<input type="checkbox"/>
14 If so have they been assessed in order to determine their significance and value for further investigation?	<input type="checkbox"/>	<input type="checkbox"/>
15 Have details of the project archive and the location for its deposition been given?	<input type="checkbox"/>	<input type="checkbox"/>

N/A

16 Does the report conform with the specification/Project Design? Yes No

17 Is the Report acceptable?

If the answers to any of the above is No what needs to be carried out in order to bring the report up to standard?

Monitors
Name.....

Monitors
Position.....

Monitors
Signature.....Date.....

