

6) Monitoring

- a) The Senior Archaeologist will normally monitor projects to ensure that specifications are met.
- b) Monitoring will normally be by unannounced site visit. Alternative or additional monitoring arrangements may be made in individual cases.
- c) Prior notice of fieldwork starting dates, with contact names and local addresses, telephone numbers and directions and other arrangements for access must be given to the Senior Archaeologist by the archaeologist contracted to carry out the work.
- d) Any unexpectedly significant or complex discoveries, or any other unexpected occurrences or conditions which might affect the agreed project work or its timetable or cost must be notified immediately to the client and the Senior Archaeologist. Revised arrangements will be required and the archaeologist must organize a site meeting with the applicant/agent and senior archaeologist to agree a course of action. No further archaeological work should take place upon the features requiring extra time until the meeting has been held and appropriate arrangements agreed. In the meantime work may continue on other areas of the site.
- e) Where archaeological work fails to meet this specification the applicant will be in breach of the planning condition until matters are rectified.

7) Reporting

a) Project report

- i) At least five copies of the project report must be produced. These must be submitted to the all of the following within 3 weeks of the completion of the field work.
 - One paper copy for the applicant.
 - One paper copy for the Caithness Area Planning and Building Control Manager
 - One paper copy for the Archaeology Unit, Planning and Development Service, Council Offices, Glenurquhart Road, Inverness IV3 5NX where it will be available for immediate consultation by the public
 - A copy of the complete report in Adobe Acrobat format (ie a pdf file). This can be supplied by email or on a computer disc. Please ensure that all drawings and photographs are included.
 - One paper copy to be deposited with Norman Newton, Libraries Support Unit, 31a Harbour Road, Inverness.
- ii) The report must include, as a minimum,
 - Location plan showing the project area and archaeological sites and features affected. Grid references must be included.
 - Circumstances and objectives of this work, including a copy of this specification
 - Weather and other conditions affecting fieldwork
 - Scale plans, and photographs of all archaeological features noted
 - A full index to any records or other material generated by the project including its location
 - A brief analysis of the project results drawing in comparative data as appropriate, and a statement of the significance of the results for future research. Note that a negative result may itself be significant.
 - General comments and proposals for future archaeological projects arising from the carrying out of this project
 - A set of colour slides illustrating the project progress from start to completion.