

Wolverhampton Archaeology Group

Standard Operating Procedure for Archaeological Activities

Introduction

WAG is keen to involve its members in archaeological projects, but these should be conducted properly and to a standard acceptable to professional archaeologists. This document describes how archaeological projects conducted under the auspices of WAG should be managed.

The archaeological project structure.

There should be a defined structure for each project as follows:-

Consultant Project Archaeologist (CPA)

The CPA should be a qualified practising archaeologist acceptable to the borough archaeologist in whose area the project is being conducted. The CPA is responsible for ensuring that the project is conducted according to acceptable standards, for liaising with the borough archaeologist and preparing any reports. The CPA may, at his or her discretion, assign the day to day management of the site to a site director. The CPA may oversee more than one project.

Site Director (SD).

This person should be appointed by the CPA and is responsible for the proper management of the site including site safety (ensuring that the Health and Safety at Work Act is observed) and site discipline for the protection of WAG members and the general public. The SD and CPA will determine if funding is required for materials to protect the public from injury. No archaeological activity can take place if it results in the site being left in a dangerous condition.

Project members.

Project members must be paid up WAG members so that insurance cover for them is valid. Apart from this, all WAG members are encouraged to take part, even if only small amounts of time can be spared.

Assignment of projects.

Most projects will probably be requests from a professional archaeologist such as the borough archaeologist or a professional WAG member. However, projects are welcomed also from the general membership, in which case it is important that archaeological advice is sought so the support of a CPA can be obtained.

Forthcoming projects will be discussed at WAG meetings and any member who wishes to take part is encouraged to volunteer. It is recognised that some members may be available only at weekends and others may prefer weekdays, it is the job of the SD to try to arrange activities for different days so all project members have a chance to participate as fully as possible.