

## Requirements for a Geophysical Survey (updated April 2021)

An outline specification, which defines certain minimum criteria, is set out below. These requirements accompany, and should be used in conjunction with, the project brief.

### General Requirements

- 1.1. Geophysical surveys must be undertaken in compliance with the standards and guidelines set out by Historic England (2008), Historic England/EAC (2015) and CIfA (2020).

### Additional Requirements for Reporting and Archiving

- 1.1. The project manager must consult the Suffolk HER Officer to obtain a parish code for the work before commencement. These numbers will be unique for each project or site and must be clearly marked on all documentation relating to the work.
- 1.2. The survey methodology should be set out carefully and explained as appropriate. It must include a non-technical summary to make the report intelligible to both specialists and non-specialists.
- 1.3. The report must include details of how the survey was geolocated, the instrument used for the survey, its configuration and the sampling intervals used.
- 1.4. The report must list the types of process which have been applied to the geophysical survey data and for each operation state relevant parameters (e.g. the cut-off threshold for despiking).
- 1.5. The report must include images of both unprocessed (without smoothing or filtering) and also processed data, as well as interpretative plans (accompanied by a full key).
- 1.6. Greyscale plots should use an appropriate data range and a scale must be included on plans.
- 1.7. Digital, geo-referenced copies of the geophysical survey plans should be supplied with the report for inclusion in the Suffolk HER.
- 1.8. The results of the geophysical survey should be easily related to present-day landscape features and the National Grid.

- 1.9. The objective account of the evidence must be clearly distinguished from its archaeological interpretation.
- 1.10. SCCAS supports the OASIS project, to provide an online index to archaeological reports. At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed and a copy must be included in the final report and also with the site archive. A pdf version of the entire report should be uploaded to the OASIS website.
- 1.11. Upon completion of fieldwork, a draft report should be submitted to SCCAS for approval. The report should clearly state the author(s) and archaeological contracting unit who produced the document. Following acceptance, a digital copy of the approved final report should be submitted to the Suffolk HER. Provision should also be made for a hard copy report to be submitted, however, the need for this should be discussed and agreed with SCCAS who will advise on a case-by-case basis.