

Applying to become a CIfA Registered Organisation



A step by step guide

What is a Registered Organisation?

Registered Organisations are businesses and suppliers of archaeological services that have been assessed and inspected by CIfA and are members of CIfA

The Registered Organisations scheme is a unique quality assurance scheme in archaeology. It is a 'kite mark' indicating high professional standards and competence.

Registered Organisations have demonstrated they have the skills to provide informed and reliable advice and execute appropriate schemes of work while minimising uncertainty, delays and cost.

Registered Organisations subscribe to the same codes of professional conduct and practice as individual accredited members.

To be assessed you must have the following in place:

Any exceptions and additions are listed
in the Regulations for the Registration
of Organisations
[https://www.archaeologists.net/codes/
cifa](https://www.archaeologists.net/codes/cifa)



a Responsible Post Holder who is accredited MCIfA and holds the position which represents the highest level of specifically historic environment responsibility within the management structure of the organisation.



a resolution of the board of directors (if a company), partners (if a partnership), committee or similar (if a local authority), trustees (if a trust) or other governing body, stating the following: *All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists*



professional indemnity insurance

What else do you need?



An organisational training plan if you are an employer, or an up to date CPD log if you are a sole trader, partnership or very small organisation. <https://www.archaeologists.net/careers/info-for-employers>



Either - a current formal H&S certificate OR access to competent H&S advice either through an appropriately trained member of staff or a competent H&S advisor (external company, local authority etc.).



An archive strategy for dealing with any backlog



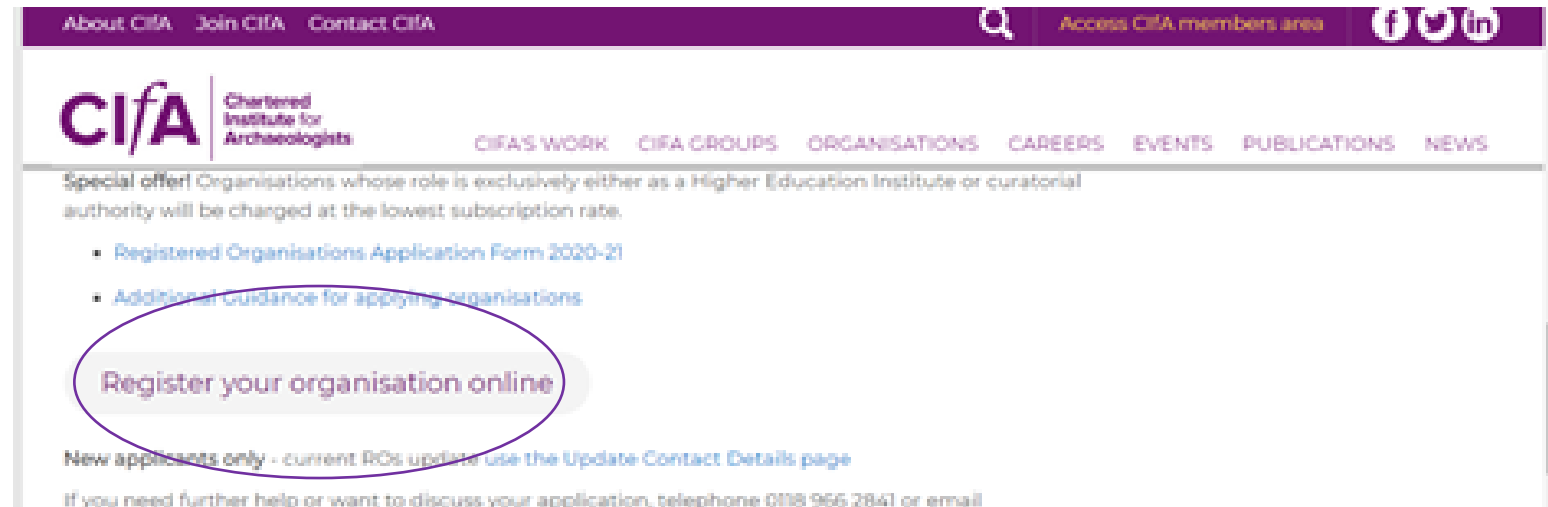
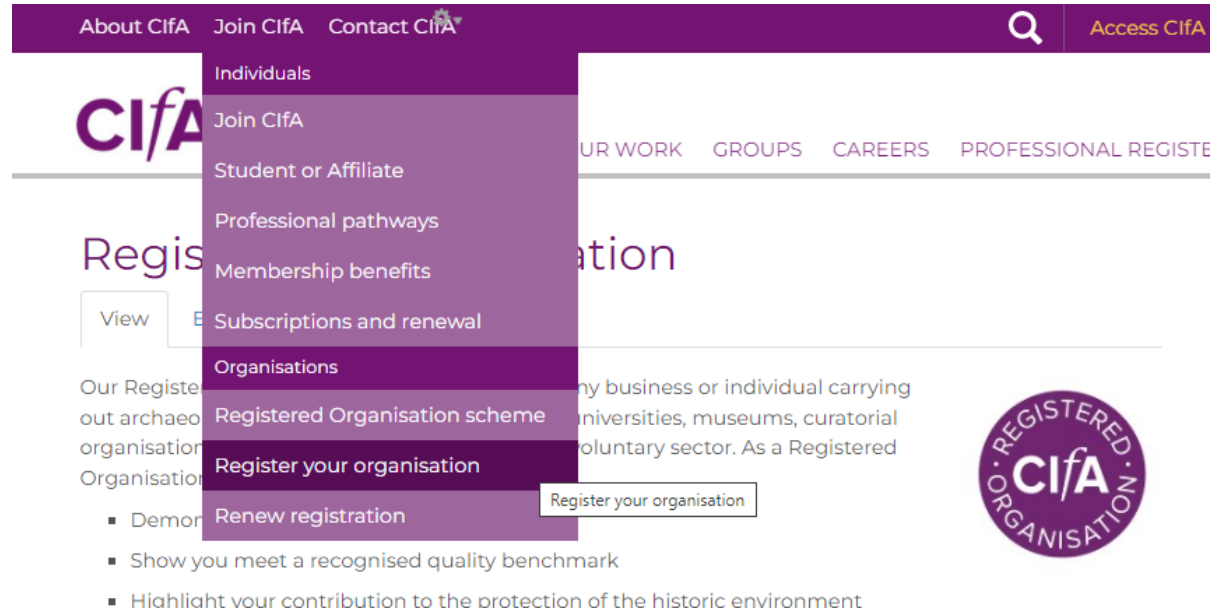
A sufficient body of work to demonstrate competence.



It is expected that Organisations will pay any historic environment employee at or in excess of the relevant recommended CIfA minimum salary equivalent <https://www.archaeologists.net/practices/pay>

New applicants

complete the online
information and pay
the application fee



You can find the application form, further guidance and other useful information all on one page at <https://www.archaeologists.net/formsandguidance>.

New and current ROs

Complete the
application form



The screenshot shows the CIfA website header with the logo and navigation links: OUR WORK, GROUPS, CAREERS, and PROFESSIONAL RE. The main heading is 'Registration guidance and forms'. Below it are three buttons: 'View' (selected), 'Edit', and 'Node export'. The section title is 'Organisation application and renewal'. The text states: 'Every three years your organisation must complete a Registered organisation application form and have a CIfA inspection. During the other two years you must return an Annual update form.' There is a link for 'Applying to become a CIfA Registered Organisation - quick guide'. Below that, two links are provided: 'Applying for the first time? Register your organisation online' and 'Already registered? Update subscription details online. (Troubleshooting)'. At the bottom, under the heading 'Application', there is a list of five links: 'Registered Organisation application form 2022-23', 'Registered Organisation application form 2022-23_Stewardship section', 'Registered Organisation application form 2022-23_Taught education section', 'Guidance on completing the application form', and 'Additional guidance for applying organisations 2022'.

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OUR WORK | GROUPS | CAREERS | PROFESSIONAL RE

Registration guidance and forms

[View](#) | [Edit](#) | [Node export](#)

Organisation application and renewal

Every three years your organisation must complete a Registered organisation application form and have a CIfA inspection. During the other two years you must return an Annual update form.

[Applying to become a CIfA Registered Organisation - quick guide](#)

Applying for the first time? [Register your organisation online](#)

Already registered? [Update subscription details online. \(Troubleshooting\)](#)

Application

- [Registered Organisation application form 2022-23](#)
- [Registered Organisation application form 2022-23_Stewardship section](#)
- [Registered Organisation application form 2022-23_Taught education section](#)
- [Guidance on completing the application form](#)
- [Additional guidance for applying organisations 2022](#)

The application form seeks principally to indicate how your organisation complies with the Code of conduct, its supporting regulations and Standards and guidance, and how your quality management systems ensure that compliance. The information it contains will be used by the inspection panel to prepare for the inspection. It is important to answer the questions as fully as possible.

Completing the application form

- Read through the form carefully. You will see that some sections do not apply and can be bypassed. Some are primarily boxes that need to be checked
- You may be able to lift some information from documents you have already produced for other purposes (such as an Annual Report)
- Some questions may be usefully delegated to other members of staff, or addressed at a team meeting (eg ethical business practices)
- If you are a sole trader, the form will guide you past questions that do not apply
- Preferably return your application form by email
- Make sure you accompany it with all the relevant documents, listed at the start of the application form. You can use email or a file transfer facility.
- We will contact you if anything needs clarification



Application form

Complete Section A if your organisation is not currently a Registered Organisation (Section B is for currently registered organisations applying for the next period of registration)

The following sections are to be completed as appropriate for your organisation activities

Section C. Historic Environment Investigation and Research

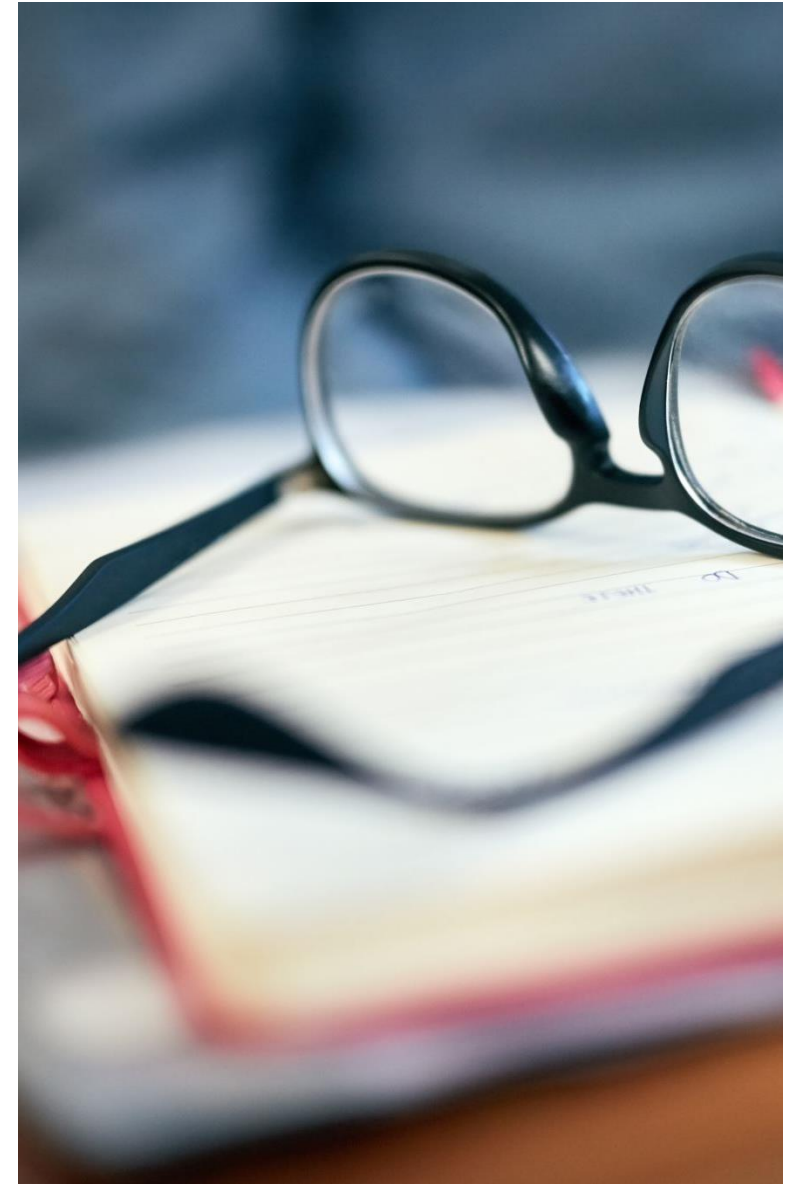
Section D. Stewardship role/archaeological advice

Section E. Educational role

Section F is to be completed by all organisations

Section G is to be completed by all organisations

Not all of the questions will apply. If you feel a question or a section is not relevant, then leave it blank or write NA. If you are unsure about some questions, then include some background, description or explanation to your answer





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Arranging the inspection

We will contact you to:



Arrange an inspection date



Agree inspection panel members



Request examples of reports for the panel to review in advance



Request a project, selected by the panel, to be presented in some detail on inspection day



Arrange a site visit where applicable. Before or after the inspection day and may be combined with a monitoring visit.



Discuss online platforms and agree the agenda

Panel members

As well as the CIfA facilitator there will be two or three other panel members. They will normally include:

- ☐ an historic environment advisor
- ☐ a Responsible Post Holder or their nominated deputy, who must be senior employees of a Registered Organisation and an accredited member of the Institute
- ☐ other accredited members of the Institute with relevant technical knowledge

A full list of panel members can be found in the Regulations for the registration of organisations

<https://www.archaeologists.net/codes/cifa>



Inspection day

The panel will already have had an online meeting to make an initial assessment of the application.

The panel will ask you to describe your organisation and will ask questions relevant to the nature of your organisation. These may include:

- The structure of the organisation, staffing and employment,
- CIfA membership and promotion of the Institute
- Training and CPD
- Volunteers/Outreach
- Health and Safety
- Quality Assurance
- Commissioning
- Archives/Publications



Inspection day

The inspection agenda is flexible and can be agreed during discussion. Here is a sample.

- 10.00 – 10.15 Introductions and timetable
- 10.15 – 11.30 Discussions about the organisation
- 11.30 – 12.15 Project talk through
- 12.15 – 13.15 Lunch
- 13.15 – 15.00 Talk to staff
- 15.00 – 15.30 Panel discussions
- 15.30 - 16.00 Discussions with RPH(s) and summing up

Project talk through

The panel will select a project for review on the day (we will let you know in advance which one this will be). The project talk through needs to include copies of any relevant documentation, for example, WSI, Risk Assessments, DBA, evaluation/excavation report etc.

The purpose of this is to provide the panel with an overview of how your organisation approaches a project and its management, as well as the quality checks that are undertaken.



Talk to staff

The panel will want to talk to staff privately, either one to one or in a group.

They will talk to them in a separate online room or on the same platform, but without the management team present.

They will be aiming to see the organisation from the perspective of the staff and to check understanding of the processes and procedures described in the morning.

They may also ask about their role and their skills and knowledge.



Site visit

The site visit can be arranged before or after the inspection day, possibly conducted by the historic environment advisor alongside their monitoring visit.

If there is time during the monitoring visit, it will include observations and conversations with staff. It is useful if this is a reasonably substantial project (not just a watching brief) and if there are a number of staff available.

Photo: South West Archaeology





Feedback

At the end of the day, the panel will meet privately to discuss what has impressed them during the day and anything they would like to comment on.

The panel then feed this back to the RPH and note any comments arising from the feedback.

Following the inspection, the inspection facilitator writes up the report and sends it to the RPH who has the opportunity to correct any errors or request amendments.

Registration



The inspection panel's recommendations arise from any comments or concerns given to the RPH in the feedback on inspection day.



The recommendations are taken to the Registration Committee (Organisations) (RCO) who meet four times a year in March, June, September and December.



The RCO is made up of accredited members of CIfA appointed to the committee by the Board of Directors.



The RCO will assess applications and may decide to register an organisation subject to conditions or with recommendations.



The organisation will subsequently receive a letter of registration with any conditions and recommendations listed.



Once the organisation has paid the annual subscription, based on turnover, they will receive a certificate and be allowed to display the RO logo.



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Useful information

Registration guidance and forms <https://www.archaeologists.net/formsandguidance>

Includes:

- ☐ The Regulations for the registration of organisations
- ☐ Additional guidance for applying organisations: which describes the application and inspection process in greater detail
- ☐ Previous conditions and recommendations, highlighting areas picked up by previous inspection panels

Registered Organisations resources <https://www.archaeologists.net/InformationforROs>

Includes:

- ☐ Toolkits, training plans, archive strategy and template