**Section D: Stewardship/archaeological advice by historic environment services**

This section is to be completed by all organisations that provide archaeological advice to national or local government bodies responsible for implementing planning and heritage consent processes.

(Ref. [CIfA Regulations and Standards and Guidelines](http://archaeologists.net/codes/cifa) for stewardship of the historic environment + Standard and guidance for archaeological advice by historic environment services.

**Name of organisation** Click or tap here to enter text. **Date** Click or tap here to enter text.

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| 1. **Does your organisation have the following? (*Please make available on request*)** | **Yes** | **No** | **NA** |
| HER users’ manual and/or data standard |  |  |  |
| HER data audits |  |  |  |
| Policy on access and charging for HERs |  |  |  |
| HER Disaster Plan (compulsory for organisations with an HER) |  |  |  |
| Procedures for maintaining records of advice given and monitoring outcomes |  |  |  |
| Guidelines for the preparation of briefs or specifications |  |  |  |
| Guidelines for monitoring and compliance with standards |  |  |  |
| Management advice and advice on agri-environment schemes |  |  |  |
| Input to Local Development Frameworks and Regional Spatial Strategy policies, and other statutory and national policies (eg AONB, forestry, utilities) |  |  |  |
| Policy on using regional research frameworks, where they exist |  |  |  |
| Other policies, guidelines, or manuals (please specify) |  |  |  |
| * 1. **If your organisation does not have one or more of the above, please explain why**   Click or tap here to enter text. | | | |

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| 1. **If your organisation specifies/requires work** |
| * 1. **Does it require/recommend that the work is done by CIfA Registered Organisations?**   **Require  Recommend**   * 1. **If neither, please give reasons**   Click or tap here to enter text.   * 1. **Does it ensure that Written Schemes of Investigation comply with the relevant CIfA Standards and Guidance?**   **Yes  No**   * 1. **If yes, what mechanisms does your organisation employ to deal with WSIs that don’t comply with CIfA *Standards and guidance*?**   Click or tap here to enter text. |

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| 1. **If your organisation monitors historic environment work** |
| * 1. **how does it ensure that the work done is of appropriate quality / fit for purpose?**   Click or tap here to enter text.   * 1. **How does it address issues where the work has not been undertaken to the agreed WSI or is not fit for purpose?**   Click or tap here to enter text. |
| 1. **When your organisation gives advice to a planning authority, how does it ensure that it complies with national and local guidance?** |
| Click or tap here to enter text. |
| 1. **What measures does your organisation have in place to manage consistency in advice responses and monitoring?** |
| Click or tap here to enter text. |
| 1. **When your organisation gives advice how does it review its effectiveness?** |
| Click or tap here to enter text. |
| 1. **If your organisation includes an SMR or HER,** |
| * 1. **Has it been subject to an HER data audit?**   **Yes  No**   * 1. **If not, is there a programme of work in place to achieve this?**   **Yes  No**   * 1. **If it been subject to an HER data audit, what were the recommendations and how are they being implemented?**   Click or tap here to enter text. |
| 1. **How does your organisation ensure public access to the Historic Environment Record or information about the historic environment?** |
| Click or tap here to enter text. |
| 1. **How does your organisation require opportunities for public participation and engagement to be incorporated into Written Schemes of Investigation or projects?** |
| Click or tap here to enter text. |
| 1. **How does your organisation monitor the delivery of post-excavation assessment, analysis and publication to fulfil the agreed WSI?** |
| Click or tap here to enter text. |
| 1. **If there are delays in delivery of analysis and publication phases how does your organisation address this?** |
| Click or tap here to enter text. |
| 1. **How does your organisation track the deposition of physical and digital archives in line with the requirements of the agreed WSI?** |
| Click or tap here to enter text. |
| 1. **If there are delays in the deposition of physical and digital archives how does your organisation address this?** |
| Click or tap here to enter text. |

If relevant, please complete Section E: Educational role, **otherwise go straight to Section F Organisation Information**