



METHOD STATEMENT

HERITAGE MANAGEMENT

WHAT work is to be undertaken?

The management and control of Archaeological or Heritage finds on site.

WHERE are the works to be undertaken?

Farm 29, Calcutta Public Cemetery and Memorial Park, Stellenbosch

WHEN are the works to start, what is the anticipated finish date?

Date of commencement:

Date of completion:

HOW are the works to be undertaken?

Procedures:

- **Pre-Construction Survey:**

- Conduct a pre-construction survey to identify any known archaeological and heritage sites within the project area.
- Mark and map the locations of all identified sites to ensure they are protected during construction activities.

- **Site Monitoring:**

- Appoint a qualified archaeologist to monitor construction activities in areas with a high potential for archaeological finds.
- Ensure that all construction workers are trained to recognize potential archaeological artifacts and features.

- **Discovery Protocol:**

- Immediate Halt: Immediately halt all construction activities in the vicinity of any discovered archaeological or heritage find.
- Secure the Area: Secure the area to prevent any unauthorized access or further disturbance.
- Notification: Notify the Environmental Control Officer (ECO) and the appointed archaeologist of the discovery.
- Assessment: The archaeologist will assess the significance of the find and determine the appropriate course of action, which may include excavation, documentation, or preservation in situ.



- **Coordination with Authorities:**

- Inform relevant heritage authorities and obtain any necessary permits or approvals for the handling and preservation of discovered artifacts.
- Follow all legal and regulatory requirements for the protection and management of archaeological and heritage sites.

Environmental Protection:

- **Site Preservation:**

- Implement measures to protect and preserve identified archaeological and heritage sites during construction, including fencing off sensitive areas and avoiding ground disturbance.
- Use signage to inform workers and visitors of the presence of protected sites and the importance of their preservation.

Emergency Procedures:

- **Immediate Response:**

- Stop work immediately upon discovering any potential archaeological or heritage find.
- Secure the area and notify the ECO and archaeologist promptly.

- **Incident Investigation:**

- The archaeologist will investigate the find, assess its significance, and recommend the appropriate response.
- Document the discovery and the actions taken in an incident report.

- **Corrective Actions:**

- Review and update construction procedures to prevent future disturbances of archaeological and heritage sites.
- Provide additional training to workers on the importance of preserving cultural heritage and the protocols for reporting finds.

Records:

- **Documentation:**

- Maintain detailed records of all archaeological and heritage finds, including location maps, photographs, and descriptions of the artifacts.
- Keep a log of all notifications, assessments, and actions taken in response to discoveries.
- Store all permits, approvals, and correspondence with heritage authorities.

DECLARATIONS



1) **PERSON UNDERTAKING THE WORKS**

I understand the contents of this Method Statement and the scope of the works required of me. I further understand that this Method Statement may be amended on application to the signatories hereunder and that the Environmental Control Officer will audit my compliance with the contents of this Method Statement.

_____ (Print name)

(signed) _____ Dated: _____

2) **ENVIRONMENTAL CONTROL OFFICER**

The work described in this Method Statement, if carried out according to the methodology described, is satisfactorily mitigated to prevent avoidable environmental harm:

_____ (Print name)

_____ (signed) Dated: _____

3) **RESIDENT ENGINEER/ENGINEER REPRESENTATIVE/CLIENT**

_____ (Print name)