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Document Title:	Cultural Property – Chance Find Procedure	

**Document
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CULTURAL PROPERTY CHANCE FIND PROCEDURE

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2.0	Reviewed	Mike Buck	Chief Operating Officer		12/12/09
	Prepared	Ian Borthwick	HSE Advisor		12/12/09
Revision	Description	By	Designation	Signature	Date



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TABLE OF AMENDMENTS


Your copy of this HSE Expectations and Management Performance Standards is a controlled document which describes the way Salamander Energy operates its HSE Management System. If you have comments on the written text, please advise the Salamander Energy HSE Advisor using the table below:

To : Salamander Energy
HSE
Singapore

Attn. : Ian Borthwick
Group HSE Advisor

DATE	CHAPTER	PAGE	FROM	REMARK(S)

First Issued : June 2008
Revision Draft : October 2008
Revision : December 2009

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1 INTRODUCTION

Salamander Energy, in conducting its business and operational activities, is committed to ensure:

- Safety and health of our employees and the people who could be impacted by our activities.
- Protection of the environment in which we work.
- That the interests of the communities in which we work are respected.

Salamander Energy is committed to the implementation, review and continuous improvement of its health, safety and environmental performance and to minimize risks related to its operations for people and the environment.

Salamander Energy will openly communicate with those stakeholders who may be influenced by any of our projects, and this Cultural Property Chance Find Procedure outlines the measures to be taken to meet this commitment. Salamander Project Managers are responsible for siting and designing a project to avoid significant damage to cultural heritage. When the proposed location of a project is in areas where cultural heritage is expected to be found, either during construction or operations, project managers will implement chance find procedures established through the Salamander Energy HSE Management System. The project will not disturb any chance finds further until an Assessment by a competent specialist is made and actions consistent with the requirements of this procedure are identified.

2 CULTURAL PROPERTY PROTECTION MEASURES

The measures in this procedure are mainly aimed at establishing whether an area has cultural heritage significance and then assessing that significance.

2.1 MINIMISATION OF IMPACT

As a policy measure, Salamander will require any activity taking place in a culturally sensitive area to minimise their “footprint” or routing to the very minimum consistent with good practice.

Any such “footprint” will be located, or routing planned, where it will cause the minimum impact possible on the environment and sensitive cultural heritage material whilst not causing additional safety risks because of such minimisation.


To ensure that this will not conflict with other design considerations, this will include consultation with other disciplines, e.g. Safety, Security, Health, Operations, and others, as well as with government authorities.

2.2 VEHICLE EXCLUSION ZONES

In order to protect significant cultural heritage finds, the project manager shall establish a vehicle exclusion zone which extends 200m from the site. No vehicle should enter this exclusion zone except on an established track, without prior written approval from the person in charge of the operation being carried out. Before giving that approval, the person in charge may wish to consult with either the project manager or the HSE Coordinator.

2.3 DISCIPLINARY MEASURES

Any damage caused to the cultural heritage in any operating area will be reported to the relevant government agency. Disciplinary measures will be taken to any such members of staff, including Contractor personnel, who are found guilty of breaching this procedure and/or national legislation.

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3 CULTURAL HERITAGE WORK AND SURVEYS

3.1 ORGANISATION

Under normal circumstances, there will not necessarily be any permanent cultural heritage staff on site. As stated above, the HSE Coordinators are responsible for the day-to-day management of all cultural heritage activity and for liaison with the relevant Governmental Authorities and NGO's. They are also responsible for defining any external resource that may be needed from time to time and for producing work scopes or terms of reference for such resources.

The HSE Coordinator will be responsible for identifying a pool of suitable, pre-qualified external consultants who could be called on for assistance and advice if necessary.

3.2 IDENTIFICATION DURING FIELD TRIPS

A cultural heritage expert, to be advised by the Group HSE Advisor, will accompany any field or reconnaissance trip to new or unexplored areas. He will identify whether an area has cultural heritage significance or not. This will then determine the necessity for further impact assessment prior to any further activity which potentially may damage or disturb the cultural heritage features.

3.3 PRE-SCANNING OF POTENTIAL IMPACTS

Those activities which are likely to cause disturbance or damage to cultural heritage, will require a cultural heritage survey in advance. The detailed work scope, timing and team composition for these works will be co-ordinated by the HSE Coordinator in co-operation with the Project Manager and the relevant Country Manager. Examples for typical activities are:

- Seismic line construction
- Well site construction
- Pipeline construction
- Project works (particularly construction and earth movement works)
- Road construction, repair and maintenance
- Excavations
- Supply logistics
- Any other activity to be determined in consultation with the Project Manager and/or the HSE Coordinator.

Sample recording will take place for the entire area affected by the aforementioned activities.


3.4 SURVEYS

There will be two types of planned cultural heritage survey:

- Those in areas new to Salamander Energy where the objective will be to identify whether any items of cultural heritage significance exist in that area.
- Those more detailed surveys which will take place in areas of known cultural heritage significance prior to any intrusive operation such as seismic or exploration drilling being carried out.

In general, the first type of survey will be less detailed and may recommend the second, more detailed type in discrete areas of cultural heritage significance.

In addition to the planned surveys it will be the responsibility of all personnel, both Salamander and Contractor's staff, to report any items of cultural heritage significance that they find during the course of their normal operations.

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3.5 SURVEY PLANNING

For adequate planning, staffing and budgeting of planned cultural heritage surveying works, the location(s) and/or routes for the cultural heritage surveying work are to be defined prior to any surveying activity. The HSE Coordinator will co-ordinate this in consultation with the relevant Project Manager.

Depending on size and scope of the anticipated cultural heritage work programme, an external consultant may be needed to assist in the tendering process to ensure adequate cultural heritage planning, staffing and budgeting is prepared.

Maps, satellite data and aerial photography will be used for accurate planning of the works.

Planning for cultural heritage surveys may also include limitations on workforce size (logistical, financial, political) and availability of logistical support (accommodation, food, water, power, transport, medical, etc.)

3.6 DETAILED CULTURAL HERITAGE PROGRAMME

The HSE Coordinator will ensure that a detailed survey programme is approved by the Salamander Country Manager prior to any start of the works.

3.7 CRITERIA DEFINITION

The Cultural Heritage Programme prepared will give clear guidance on the criteria to be applied to measure “importance”. The importance factor will provide input to the engineering works regarding location and routing selection for subsequent activities. These criteria will be established for each period and site type.

3.8 TRIAGING OR RECONNAISSANCE

Prior to the design of the cultural heritage survey programme it will be decided whether a triaging or reconnaissance approach is necessary for the survey. If triaging is recommended, it will be conducted with a small team moving rapidly ahead of the proposed routing/location to establish accurately the likely scales and frequency of different broad site types.

The Cultural Heritage Programme prepared for the survey will define criteria for the most efficient geographical progression across the survey areas.

3.9 PRIORITISATION

The Cultural Heritage Programme will provide guidance, for instance whether there is one whole cultural heritage team mobile, or split-up in different sub-teams, whether there is local base personnel continuously collating data, etc. It will also provide guidance on how decisions and results are to be communicated to the Group HSE Advisor.

3.10 RECORDING


Cultural heritage surveys will record all concentrations of materials and will also map single stray finds of particular note. The Cultural Heritage Programme will advise whether this data capture method is done on paper, electronic or both.

3.11 GRID SURVEYING

Each survey will select and record in fuller detail and suitable process, a representative sample of the cultural heritage assemblages using a systematic gridding procedure.

3.12 EXTERNAL MONITORING

Provisions will be made to allow for external monitoring (e.g. representatives of the relevant government agency, UNESCO, etc.)

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3.13 CULTURAL HERITAGE RECOVERY

Any finds of cultural heritage items will be left *in situ* unless advised otherwise by the HSE Coordinator and agreed by the relevant government agency.

3.14 EXCAVATION SURVEY WORK

At particular high priority sites, trial excavations may be carried out to identify the nature of sub-surface cultural heritage deposits. These sample excavations will help to determine whether full-scale excavations might be required prior to the relevant activity starting or whether deviations to the proposed “footprint” might be appropriate.

Any such intrusive survey work (i.e. excavation, such as auguring of likely stratified deposits), are to be approved by the relevant government authority. Licensing and approvals will be co-ordinated by the HSE Coordinator.

3.15 FINDS PROCESSING

The processing of finds (cataloguing, measurement, and description, drawing and photographing of collected artefacts, either on paper or electronic) will be specified in the detailed cultural heritage survey programme. The detailed programme will allow for increasing processing demands as the survey proceeds.

3.16 POST FIELD WORK

No cultural heritage materials will leave the country, in accordance with national and International Legislation, unless specific written approval has been given by the relevant Governmental Authority.

3.17 RESULTS AND PRESENTATION

The cultural heritage survey will be followed by a series of post-survey and post-excavation analyses. A suitable archive, written and figurative will be prepared. Presentation of all results will be made available to the Group HSE Advisor in the form of a Final Report.

4 ADMINISTRATION

4.1 PRESERVATION BY RECORD


When the Cultural Heritage Survey Team agrees that items may be “sacrificed” by the proposed footprint, they will advise on what preservation by record is needed. A cultural heritage programme will be approved by the relevant authorities and completed before the operational activities may take place.

4.2 CULTURAL HERITAGE DATABASE

The Project Manager will establish a centralised Cultural Heritage Database. This database will be open to relevant authorities and after approval of these authorities access may be given to external experts and members of the public. It will be the responsibility of the Project Manager to maintain this database.

4.3 INFORMATION TO EMPLOYEES AND CONTRACTORS

It is the responsibility of the Project Manager to ensure that all their employees and contractors are informed of the relevant cultural heritage features at or near the area where there is ongoing work activities. The Project Manager will therefore keep the HSE Coordinator informed on the type of activities taking place and the number of personnel scheduled in the area. Induction or training sessions may be needed depending on the area to be visited.

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4.4 REPORTING OF CULTURAL HERITAGE FINDS

Any find of obvious cultural heritage significance, made by non-specialist personnel, must be reported to the Project Manager. The person will try to most-accurately describe the location of the find and provide a brief description of its features. The Project Manager will complete the Cultural Heritage Finds Form and subsequently ensure that the HSE Coordinator is made aware of the find.


Following the description and location of the find, the HSE Coordinator will determine whether this needs further survey, or confirm that the find is already identified in the Geological Information System.

4.5 COLLECTING OF ARTEFACTS


No cultural heritage artefacts may ever be collected by non-experts. Only with the approval of the relevant authorities are items to be taken for recording and analyses.

4.6 COPYRIGHT AND PHOTOGRAPHS

The copyright for all cultural heritage treasures lies with the relevant government authority, therefore no commercial copying through whatever medium or technique is allowed without written approval from this authority.

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5 CULTURAL HERITAGE FINDS FORM

		<h1>CHANCE FIND FORM</h1>	
Date of find:		Name finder:	
Location co-ordinates:	N E	Function:	
Type of work activities during find:			
Location description:		Assumed period:	
Type of find:			
Description of find: <i>(Make sketch at reverse side of form, and/or attach photographs)</i>			
Report writer:		Date of report:	
Signature:		Position	

