

Unit AC7 Transfer items

Elements

- AC7.1 Identify the handling requirements of an item**
- AC7.2 Pack an item for transportation to a new location**
- AC7.3 Monitor the transportation of items**
- AC7.4 Monitor the installation of items within a new location**

Unit Commentary

This unit is for archaeologists who are responsible for the handling, packaging, transport and care of items on archaeological sites or from sites to other locations: for example, for storage, research, display, exhibition, or conservation purposes. Items can include artefacts, ecofacts, and samples. It can also include the transfer of collections and archives.

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AC7.1 Identify the handling requirements of an item

Performance Required

This will involve:

- a) Obtaining all available information on the condition of the item
- b) Obtaining information on the conservation and environmental needs of the item
- c) Identifying and assessing any risks of damage to or deterioration of the item arising from **handling** and **moving** the item
- d) Identifying and assessing any risks to handlers arising from handling and moving the item
- e) Identifying the materials required to protect the item
- f) Identifying and obtaining the necessary equipment, and assessing its ability to handle the item safely
- g) Testing handling methods for their effectiveness before implementing them
- h) Basing recommendations on whether the item should be moved on consultation with relevant specialists and an analysis of all significant factors
- i) Ensuring packing and handling procedures will not prejudice subsequent scientific examination
- k) Ensuring that schedules for the collection, transportation and delivery of items is in accordance with specifications

Occupational Context

1 Handling items

- stable
- unstable
- specific analytical requirements

2 Moving items

- on-site
- off-site.

Knowledge Requirements

You need to know and understand how to:

- Check the identity and condition of different types of item
- Obtain information on the conservation needs of the item and potential risks of damage to or deterioration of it

You need to know about:

- The materials that are suitable and available for encasing the item
- The type of equipment that is suitable and available for moving the item
- Appropriate and available handling methods, and how these can be tested
- When to consult expert advice

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AC7.1 Identify the handling requirements of an item

Required Skills

You should demonstrate:

- How to test handling methods

Evidence Required

You should provide evidence that you can identify the handling requirements of an item

The candidate should be questioned, based upon the documentation provided, to explore how they

- Identify the handling requirements of items that are stable and unstable, and items being moved on-site and off-site

Evidence Rules

- The candidate should produce evidence of transferring both stable and unstable items on at least two contrasting sites

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AC7.2 Pack an item for transportation to a new location

Performance Required

This will involve:

- a) Ensuring the equipment, materials and people necessary to pack the item are available
- b) Packing the item according to the specified guidelines and procedures
- c) Agreeing any departures from specified guidelines and procedures with the **relevant people**, and seeking additional advice from specialists where necessary
- d) Using protective materials and equipment that are appropriate to the **conservation requirements** of the item
- e) Ensuring the packaging provides the agreed level of protection, environmental control and security for the item in its predicted environment
- f) Clearly marking packaging with the correct handling and destination instructions

Occupational Context

1 Relevant people may include

- Clients
- Managers/Supervisors
- Curators

2 Conservation requirements

- Relating to location
- Relating to environment
- Relating to conditions

Knowledge Requirements

You need to know and understand how to:

- Ensure that packaging will provide the agreed level of protection and how to assess this accurately and reliably

You need to know about:

Packing procedures

- What equipment, materials, financial and human resources are required to pack an item
- What guidelines and procedures should be followed
- What information or which guidelines should be made explicit, i.e. What to put on the packaging to ensure that the object is handled correctly and reaches its destination
- Who to consult if departures from specified guidelines and procedures are necessary
- Where to consult expert advice and further information

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AC7.2 Pack an item for transportation to a new location

Required Skills

You should demonstrate:

- Careful and safe handling techniques

Evidence Required

You should provide evidence that you can pack an item for transportation to a new location

The candidate should be questioned, based upon the documentation provided, to explore how they

- understand and apply the procedures for packing an item for transportation to a new location.

Evidence Rules

- The candidate should produce evidence of transferring both stable and unstable items on at least two contrasting sites

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AC7.3 Monitor the transportation of items

Performance Required

This will involve:

- a) Confirming with all the **relevant people** the authority to transport items
- b) Checking that the equipment used to transport the items is suitable for the items, and confirming its specification and availability with the appropriate people
- c) Following relevant handling guidelines and procedures
- d) Taking prompt **corrective action** to minimise actual or potential hazards to the items
- e) Keeping all relevant documentation with the items at all times
- f) Follow procedures for confirming the collection and delivery of all the items in the required condition, and to schedule

Occupational Context

1 Relevant people may include

- clients
- authorities and regulatory bodies
- managers/supervisors

2 Corrective action

- immediate physical response
- forward planning or rearranging
- after consultation
- prior to full checking and verification procedures

Knowledge Requirements

You need to know about:

Delivery Procedures

- Customs and import/export regulations, where appropriate
- Documentation of the receiving organisations
- Contractual agreements with couriers, legal representatives, insurers, clients
- Health and safety legislation

Contents

- The physical composition of the item, e.g. to analyse the effect of packing materials on different materials
- The significance and value of the material under transportation
- Descriptions: how information should be recorded, distributed and stored

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AC7.3 Monitor the transportation of items

Required Skills

N/A

Evidence Required

You should provide evidence that you can monitor the transportation of items

The candidate should be questioned, based upon the documentation provided, to explore how they

- understand and apply the procedures for monitoring the transportation of items

Evidence Rules

- The candidate should produce evidence of transferring both stable and unstable items on at least two contrasting sites

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AC7.4 Monitor the installation of items within a new location

Performance Required

This will involve:

- a) Confirming the identity of the items being installed and checking their condition
- b) Identifying and obtaining the resources necessary to install the items
- c) Checking the location and installation meet the specification
- d) Checking the items are placed in the correct locations or with the appropriate person
- e) Taking appropriate action if the location or installation is **unsuitable**
- f) Recording accurately the information relating to the installation and passing it to the appropriate people speedily
- g) Monitoring and recording the **environmental conditions** necessary to maintain the condition of the items
- h) Maintaining the **security** of the items at all times using appropriate measures

Occupational Context

1 Unsuitable

- In terms of location and environment
- In immediate terms or for the long term
- For the client/ owner/ public
- In terms of access

2 Environmental conditions

- temperature
- humidity
- light
- air pollution
- physical stability

3 Security

- in terms of theft
- in terms of damage
- in terms of publicity and dissemination practices

Knowledge Requirements

You need to know and understand how to:

Status of different items:

- Identify similar articles
- Assess items' ideal conditions in terms of their composition
- Monitor environmental conditions
- Maintain the security of the object

You need to know about:

Installation Procedures:

- The acquisition or loan procedures of the receiving organisation
- The resources necessary to install them

Location requirements:

- Security and protection for fire, theft, environment, etc
- Access and availability of installation site to audience/ clients/ curators/ researchers/ the public/authorities
- The optimum environmental conditions to keep the items in their present condition
- Identifying environmental features and the means of monitoring them
- What to do if the location or installation is unsuitable

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AC7.4 Monitor the installation of items within a new location

Required Skills

You should demonstrate:

- Identification and composition analysis
- Measuring and assessing conditions

Evidence Required

You should provide evidence that you can monitor the installation of items within a new location

The candidate should be questioned, based upon the documentation provided, to explore how they

- understand and apply the procedures for monitoring the installation of items within a new location

Evidence Rules

- The candidate should produce evidence of transferring both stable and unstable items on at least two contrasting sites