



# **Spiorad na Mara Offshore Wind Farm**

## **Offshore Project**

### **Environmental Impact Assessment Report**

#### **Appendix A: Outline Protocol for Archaeological Discoveries, Volume 3**

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# 1 INTRODUCTION

## 1.1 OVERVIEW

1.1.1.1 This Outline Protocol for Archaeological Discoveries (PAD) has been produced along with the Environmental Impact Assessment Report (EIAR) for the proposed Spiorad na Mara Offshore Wind Farm (hereafter referred to as 'the Offshore Project') and aims to address the specific requirements of the Section 36 Consents granted by the Scottish Ministers to Spiorad na Mara Limited (referred to as "the Applicant") under section 36 (s.36) of the Electricity Act 1989.

1.1.1.2 The PAD sets out the methodology for responding to unexpected or incidental finds relating to the historic environment that may be encountered within the marine and intertidal zones. This PAD can be used at all stages of the development process where archaeological information may be obtained.

### 1.1.2 PROJECT BACKGROUND

1.1.2.1 The Applicant is proposing to develop the Project. The Project is an offshore wind farm (OWF) that will consist of up to 60 fixed-bottom wind turbine generators (WTGs).

1.1.2.2 The Project will include both offshore and onshore infrastructure. This Method Statement supports the application for the offshore components of the Project as outlined in **Chapter 1: Introduction, Volume 1a** of the EIAR. The offshore components of the Project (the Offshore Project) includes all infrastructure and activities located seaward of Mean High Water Springs (MHWS) within the Array Area and Offshore Cable Area of Search (OCAS) (**Figure 1.2: Offshore Project Location, Volume 1b** of the EIAR). Further detailed information is provided in **Chapter 3: Project Description, Volume 1a** of the EIAR.

1.1.2.3 The Offshore Project is situated off the northwest coast of Isle of Lewis/*Eilean Leòdhais* and the Array Area is located approximately 5-13 km offshore and is approximately 161 km<sup>2</sup> in size. It will comprise WTGs, foundations, Offshore Cables, Offshore Substation Platform (OSP) (if required), and Landfall. The Array Area combined with the OCAS is defined as the Offshore Project Boundary. The water depths across the Array Area range from 37 m- 72 m. The proposed WTGs and fixed foundations will be located within a Turbine Area of approximately 140 km<sup>2</sup>, within the Array Area.

1.1.2.4 The EIAR accompanies applications for offshore consents, licences and permissions for the Offshore Project to Marine Directorate - Licensing Operations Team (MD-LOT) under Section 36 (s.36) of the Electricity Act 1989, the Marine (Scotland) Act 2010 and the Marine and Coastal Access Act 2009, for the offshore infrastructure seaward of MHWS.

1.1.2.5 There are 2 sets of EIA regulations applicable to the Offshore Project: the Electricity Works (EIA) (Scotland) Regulations 2017 for offshore generating stations requiring s.36 consent; the Marine Works (EIA) (Scotland) Regulations 2017 for marine licence applications within Scottish territorial waters (0-12 nautical miles) respectively.

## 1.2 PURPOSE OF THE OUTLINE PROTOCOL FOR ARCHAEOLOGICAL DISCOVERIES

1.2.1.1 This PAD will form the basis of the Final Protocol for Archaeological Discoveries. The Final Protocol for Archaeological Discoveries will be finalised and approved post-consent and approved as part of condition discharge prior to construction by Scottish Ministers in accordance with s.36 and associated Marine Licences.

1.2.1.2 This appendix describes the following:

- Outline of operation (Section 2);
- Roles and Responsibilities (Section 2.2);
- Methodologies (Section 3);
- Artefact storage (Section 4);
- References (Section 5).

1.2.1.3 The PAD will provide a system of monitoring for unexpected or incidental finds relating to the marine historic environment. This PAD will be used at all stages of the development process where archaeological information may be obtained, including all pre-development surveys such as further geophysical surveys, geotechnical surveys, drop down camera surveys or grab sampling (if required), pre-lay grapnel runs and other route preparation activities.

1.2.1.4 This PAD is intended to satisfy any conditions specified in the Offshore Project's consent application, required as part of section 36 ("s.36 consent") of The Electricity Act 1989 ("the 1989 Act") and marine licence under the Marine (Scotland) Act 2010. The offshore consent application will cover archaeological reporting protocols associated with the marine licensing authorities (a deemed Marine Licence will be afforded as part of the offshore consent application). Where the implementation of this PAD is a condition of the offshore consent application. Failure to follow the PAD may give rise to a breach of condition.

1.2.1.5 It should be noted that this PAD is a 'safety net' only. Anticipated scheme impacts on the historic environment have been assessed (prior to the issuing of development consent) and wherever possible have been dealt with either in advance (e.g. by the implementation of mitigation such as avoidance) or by conditions including the implementation of an archaeological Written Scheme of Investigation (WSI). This PAD in no way detracts from the basic tenet that has been followed as part of this project; that impacts on the historic environment should be considered and addressed in the earliest stages of the development process.

- 1.2.1.6 This PAD should also be read in conjunction with **Chapter 15: Offshore Archaeology and Cultural Heritage, Volume 2a** and **Outline Offshore Written Scheme of Investigation, Volume 3** to which it is appended.
- 1.2.1.7 The PAD states the legislative requirements; current standards of practice and best practice measures that define the standard of construction practice adhered to by the Contractors. However, adhering to the PAD does not absolve the Applicant, or its third-party Contractors or Subcontractors from complying with legislation and bylaws relevant to their construction activities.
- 1.2.1.8 This document will be further developed post-consent, once the final design and construction methods are confirmed.
- 1.2.1.9 The Final Protocol for Archaeological Discoveries shall state the legislative requirements; current standards of practice and best practice measures that define the standard of construction practice adhered to by the Contractors. However, adhering to the Final Protocol for Archaeological Discoveries does not absolve the Applicant, or its third-party Contractors or Subcontractors from complying with legislation and bylaws relevant to their construction activities.

### 1.3 LEGISLATION AND GUIDANCE

- 1.3.1.1 In demonstrating adherence to industry best practice, this PAD has been prepared in line with available archaeological guidance for offshore development, including:
- Protocol for Archaeological Discoveries: Offshore Renewables Projects (The Crown Estate, 2014);
  - Chartered Institute for Archaeologists (CIfA) Code of Conduct (CIfA, 2022);
  - CIfA Standards and Guidance (CIfA, 2020a, 2020b, 2020c, 2020d, 2020e);
  - Marine Geophysical Data Acquisition, Processing and Interpretation – guidance notes (Plets R. *et al.*, 2013);
  - Offshore Geotechnical Investigations and Historic Environment Analysis: Guidance for the Renewable Energy Sector (Gribble and Leather, 2011);
  - Archaeological Written Schemes of Investigation for Offshore Wind Farm Projects (The Crown Estate, 2021);
  - Historic Environment Guidance for the Offshore Renewable Energy Sector (Wessex Archaeology, 2007);
  - Code for Practice for Seabed Development (Joint Nautical Archaeology Policy Committee (JNAPC), 2006).

## **1.4 IMPLEMENTATION OF THE PROTOCOL FOR ARCHAEOLOGICAL DISCOVERIES**

- 1.4.1.1 The PAD has been submitted for approval to the Scottish Ministers/Licensing Authority and other stakeholders in relation to monitoring compliance with the specific requirements of the relevant consent conditions.
- 1.4.1.2 During construction activities this Management Plan will be monitored by the Applicant's Construction Manager (or equivalent), Environmental Manager (or equivalent), and MD-LOT.

## 2 OUTLINE OF OPERATION

- 2.1.1.1 The PAD applies to development, construction and installation activities where an archaeologist is not present on site and therefore not immediately available, i.e. in those instances where a traditional archaeological scheme of works is not in place (such as a watching brief, evaluation, etc.). In cases where the Applicant has made provision for an archaeologist to be on site, as part of a site investigation, watching brief or specific archaeological works, then the archaeological method statement relating to that provision, aligned with the Outline Offshore WSI, will take precedence.
- 2.1.1.2 This PAD is based on the Protocol for Archaeological Discoveries for Offshore Renewables Projects published by The Crown Estate (The Crown Estate 2014). It addresses finds of archaeological interest made on the seabed, onboard vessels, in the inter-tidal zone or on land. They may be identified as a result of geophysical survey, remotely operated vehicle (ROV) or diver visual identification or through coming into contact with anchors, grapnels, jack-up legs or other seabed equipment. These finds or anomalies may indicate that an object or structure of archaeological interest has been encountered on the seabed, in the intertidal zone or on land.
- 2.1.1.3 The definition of an archaeological 'find' in this context is of an object or site with archaeological potential or significance. It does not refer just to items brought to the surface. An archaeological 'site' is a group of features or objects that make up a relatively discrete collection of associated archaeological objects. This could be a shipwreck, structure, or other archaeological assemblage.
- 2.1.1.4 An 'anomaly' is distinct from a find or site and is a signature that could be visual or digital (e.g. geophysical) that indicates a possible find or site. Further investigation may reveal that it is not of human origin or is too modern to be of archaeological interest – but until this takes place it must be considered as a source of possible archaeological interest.
- 2.1.1.5 The PAD anticipates discoveries being made by Offshore Project Staff, who report to the Officer on Watch (part of the Offshore Project Staff), who report to a Site Champion, on their vessel (senior person responsible for the implementation of the PAD), who then reports to a person (the Nominated Contact) who has been nominated by the Applicant to co-ordinate implementation of the PAD. The Nominated Contact will in turn inform the Retained Archaeologist and the Applicant's Project Manager(s). The Retained Archaeologist will in turn liaise with Archaeological Curators and the Applicant's Project Manager(s) as necessary. The Applicant may utilise the expertise of their Retained Archaeologist to manage the PAD. Roles and Responsibilities are set out in Section 2.2.
- 2.1.1.6 It is recognised that, for the PAD to be effective, participants (such as Site Champions or Offshore Project Staff) should receive appropriate training.

- 2.1.1.7 The response to reported finds will be implemented through the measures set out in the PAD, such as further survey or the establishment of Temporary Exclusion Zones (TEZs), which may be converted into new Archaeological Exclusion Zones (AEZs), if warranted. Known AEZs are detailed in **Outline Offshore Written Scheme of Investigation, Volume 3** and in **Table 2-1**. Any action to implement new, or to amend agreed AEZs or TEZs will only be done in agreement with the appropriate national Archaeological Curators and the Regulator responsible for post-consent activities.
- 2.1.1.8 It is recognised that this PAD refers primarily to offshore schemes of development. However, this Protocol could equally be applied to intertidal activities, where an archaeologist is not present.

Table 2-1: Summary of the recommended AEZs within the Project for Marine Archaeology and Cultural Heritage

ID Number	Classification	Easting	Northing	Exclusion Zone
SP24_002	Potential debris	641892.3	6477178.4	25m radius
SP24_009	Potential debris	638087.4	6474402.9	25m radius
SP24_020	Potential debris	635544.3	6481415.6	50m radius
SP24_021	Potential debris	636124.4	6481361.2	25m radius
SP24_026	Mound	628322.9	6474615.5	50m radius

## 2.2 ROLES AND RESPONSIBILITIES

- 2.2.1.1 The 'Site Champion' is appointed by the Applicant to be directly responsible for the implementation of the PAD and any reports arising from a particular activity location. The Site Champion could be a Vessel Master, a Construction Foreman or any other person in a position to control the immediate works and act as the point of contact for the construction team or Operations/Maintenance team.
- 2.2.1.2 The Applicant's 'Nominated Contact' is the formal point of contact nominated for all matters relating to the PAD between the Applicant, its subcontractors, the Site Champions, the Retained Archaeologist, the Archaeological Curators and ultimately the Regulator. It is critical that all parties hold the Nominated Contact's full contact details and that any changes to the Nominated Contact's details are circulated as soon as possible. The Nominated Contact is often the Applicant's Environment Manager, Consents Manager or similar.
- 2.2.1.3 The 'Archaeological Curator' (Historic Environment Scotland) provides the development control and planning advice to the Regulator (Marine Scotland) and has the final decision on the scope of work and signs off the fieldwork when it is complete, in consultation with the Retained Archaeologist.
- 2.2.1.4 The 'Archaeological Consultant' is responsible for managing the scope and for monitoring and assuring the work on behalf of the Applicant. The team will liaise directly with the Retained Archaeologist, Archaeological Curator, and the Regulator. The responsibilities include:

- Compiling, reviewing and updating the Outline Offshore WSI following consultation with the Regulator (Marine Directorate - Licensing Operations Team (MD-LOT) and Curators (Historic Environment Scotland) post-consent to produce a final, agreed Outline Offshore WSI;
- Advising the Applicant on their responsibilities regarding the implementation of the Final Offshore WSI and the PAD;
- Compiling, agreeing and issuing method statements for archaeological contractors to adhere to, following consultation with the Applicant and the Regulator and Curator;
- Advising the Applicant on their responsibilities and regarding interactions with the Regulators, Archaeological Curators (Historic Environment Scotland) and other third parties;
- Ensuring the scope of work specifications for the Project meets archaeological requirements;
- Advising the Applicant and the Archaeological Curators on final arrangements for the analysis, archive deposition, publication and popular dissemination of the results of the archaeological works.

2.2.1.5 The 'Retained Archaeologist' is an archaeological contractor that will provide archaeological support services, archaeological advice and liaise directly with the Archaeological Consultant, Site Champion, Nominated Contact and the Archaeological Curators as necessary. The Applicant may utilise the expertise of the appointed Retained Archaeologist to manage the Protocol.

Responsibilities will include:

- Develop and deliver training on relevant aspects of the PAD to the Project personnel including input to inductions, presentations and production of awareness materials. Provide storage and conservation facilities and services for recovered finds;
- Advising, preparing and issuing reports to the Archaeological Curators for approval;
- Implementing and monitoring of the PAD;
- Providing advice to project staff/Unexploded Ordnance (UXO) specialists in the event of a discovery of high archaeological interest;
- Monitoring the preparation and submission of archaeological reports as appropriate and making them available to the Archaeological Curator for approval;
- Preparing provisions for the management of Proposed Development archives in consultation with an appropriate museum.

### 3 METHODOLOGIES

3.1.1.1 **Plate 3-1** provides the reporting sequence for any potential Underwater Cultural Heritage asset found while the PAD is in place. The sequence steps are described in detail in Section 3.2.

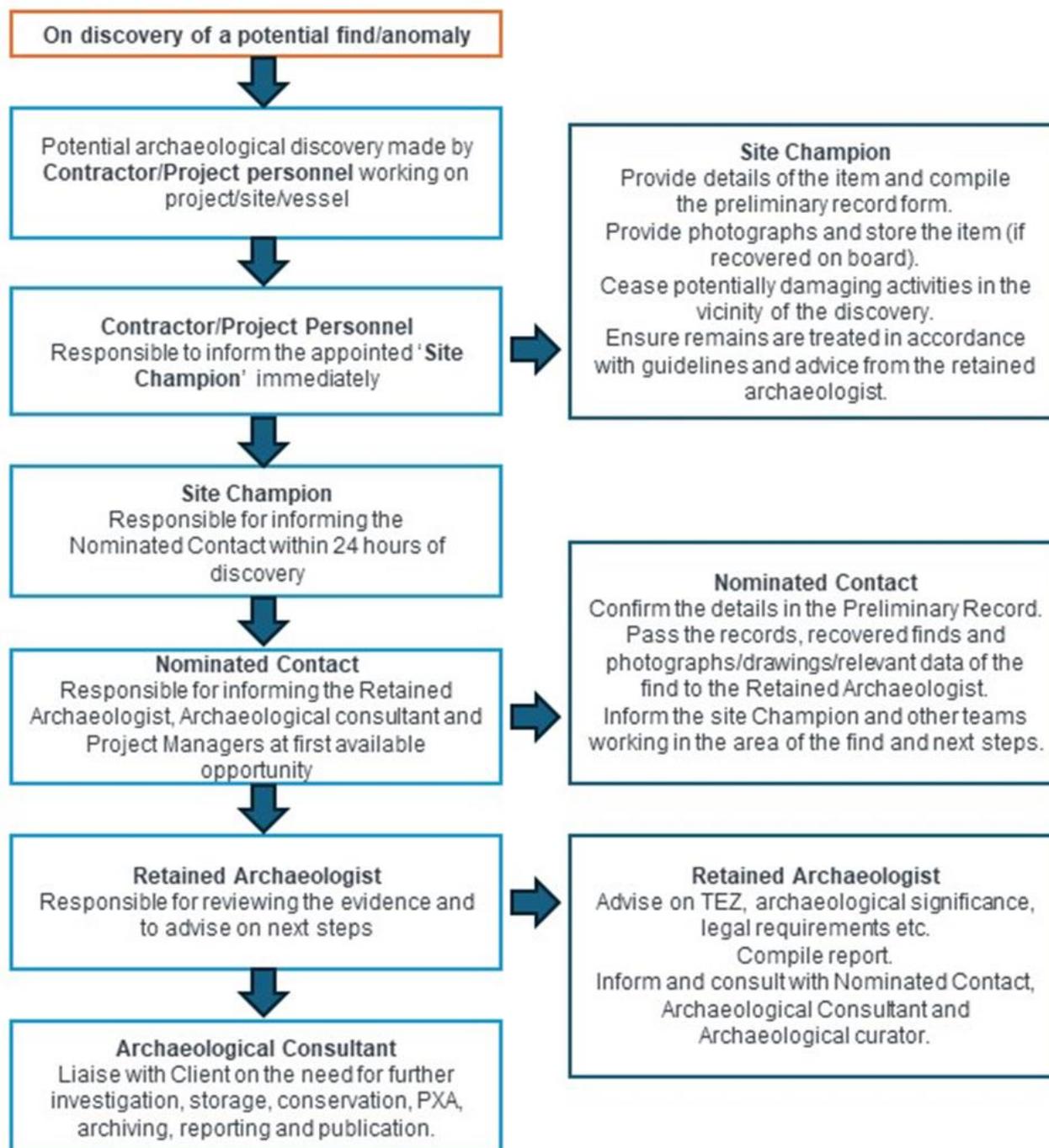


Plate 3-1 On discovery of potential Underwater Cultural Heritage asset: Basic PAD Reporting Sequence

## 3.2 ACTIONS BY PROJECT STAFF

### 3.2.1 DISCOVERIES ON BOARD

- 3.2.1.1 If a find of archaeological interest is made on board a construction vessel (for instance, caught in a grapnel/anchor or trapped in a plough), Offshore Project Staff will immediately inform the Officer on Watch. The Officer on Watch will inform the Site Champion.
- 3.2.1.2 Where it is possible to identify the seabed position from which the find originated, the Officer on Watch will temporarily cease construction activities in the vicinity of the seabed location until the advice has been obtained.
- 3.2.1.3 Detailed assessment of the potential of any discoveries may be dependent on the advice of, and information from, a range of external specialists, repositories and organisations which may delay full formal response about finds.

### 3.2.2 IN ALL CASES

- 3.2.2.1 If a find of archaeological interest is made, Offshore Project Staff will immediately inform the Site Champion (via their supervisor if appropriate).
- 3.2.2.2 If the discovery is ordnance, then Offshore Project Staff will abide by their operational procedures which are to take precedence; and then report via the Protocol once safe to do so.
- 3.2.2.3 Preferably finds should be left *in-situ* as archaeological finds are vulnerable to deterioration when there are changes in conditions. It is important that finds are handled with care at all times and that the appropriate handling and storage techniques are applied. Fragile material, such as waterlogged wood and other organic materials, can be easily damaged; therefore, it is crucial that all finds be interfered with as little as possible.
- 3.2.2.4 Where items of archaeological interest are recovered, Offshore Project Staff (under the direction of the Site Champion) will follow the guidelines outlined in Section 4 and any individual recommendations from the Retained Archaeologist. Finds should be photographed with a scale and photographs of any features on the finds including marks, glazing or imagery. Any items recovered should be immersed in seawater in a suitable clean container, which should be covered and kept in cool and dark conditions. Smaller items should be double-bagged in water and placed in a container. Do not allow the find to dry out and change the water regularly if biological growth is detected.

### **3.2.3 ANOMALIES ON THE SEABED**

- 3.2.3.1 Finds or sites of archaeological potential may be encountered via a number of methods including but not limited to:
- Geophysical survey;
  - Diver magnetometer;
  - Obstacle avoidance sonar;
  - Visual survey by ROV or divers;
  - Interaction with ploughs, anchors, jack-up legs or seabed grapnels.
- 3.2.3.2 If an anomaly is identified in advance of impact, such as on the forward-looking sonar of a cable plough, the route should – where possible – be deviated around the obstruction, in line with normal ploughing practice. The position of the anomaly will be reported to the Officer on Watch and then to the Site Champion.
- 3.2.3.3 If an anomaly is identified after an impact has occurred, for example, as indicated by a change in the towing cable tensiometer, avoidance by deviation will be precluded. However, the change in tension should be immediately brought to the attention of the Officer on Watch and the Site Champion so that the anomaly can be reported, advice can be sought and any requirements for further investigation determined.
- 3.2.3.4 The Officer on Watch will arrange for the grapnel or plough to be recovered to the surface and examined as soon as possible after an anomaly is identified to see if any archaeological material is trapped within it. Results of the examination will be communicated to the Site Champion accordingly.
- 3.2.3.5 If an anomaly comes to light in the course of geophysical survey or drop-down video survey, the Officer on Watch will ensure that the position of the anomaly is noted on navigational software and that the Site Champion is informed.

### **3.2.4 DISCOVERIES SUBSEQUENT TO WORK ON SITE**

- 3.2.4.1 Staff examining sample material (e.g. core material; benthic samples) should consider the potential for archaeological and/or palaeoenvironmental material being recovered within their samples. Where such discoveries are made, Project Staff should inform the Site Champion and pass on details of the sample number and its position.
- 3.2.4.2 If an anomaly comes to light in the course of processing or interpreting geophysical survey data, video or other photographic data, Offshore Project Staff should inform the Site Champion and pass on details of the data files and navigational information relating to the positions where the data were obtained.

### 3.3 ACTIONS BY SITE CHAMPION

- 3.3.1.1 Where it is possible to identify the position from which the discovery originated, the Site Champion will arrange for a TEZ in which construction activities will cease temporarily within the vicinity of the discovery location. Project staff may move to an alternate location until the advice of the Retained Archaeologist has been obtained and work is allowed to proceed within vicinity to the discovery location.
- 3.3.1.2 The discovery should be logged as soon as possible in the site daybook or vessel log together with the time and exact position. The entry should include a close approximation of the original position of the find/anomaly. Additionally, the area should be marked on site drawings or surveys.
- 3.3.1.3 The Site Champion will compile a Preliminary Record (see **Annex 1**) of the discovery. The Site Champion will inform the Developer's Nominated Contact as soon as possible and pass on all available information, including a copy of the Preliminary Record and copies of any photographs, drawings or other records that have been made.
- 3.3.1.4 The Site Champion will arrange for any finds to be carefully contained and protected as per the general advice in paragraphs 3.2.2.3 and 3.2.2.4, Section 4 and targeted advice of the Retained Archaeologist.

### 3.4 ACTIONS BY NOMINATED CONTACT

- 3.4.1.1 The Nominated Contact will confirm with the Site Champion that all the details set out in the Preliminary Record are comprehensive and correct.
- 3.4.1.2 Contact will be made with the Retained Archaeologist at the earliest opportunity. The Retained Archaeologist will provide advice on the appropriate immediate actions in addition to the recording, handling and storage of any items recovered.
- 3.4.1.3 The Nominated Contact shall pass on to the Retained Archaeologist all available information relating to the circumstances of the discovery, including a copy of the Preliminary Record, related data, and copies of any other records that have been made. Any finds should be made available to the Retained Archaeologist if possible and requested.
- 3.4.1.4 Once informed of a find by a Site Champion, the Nominated Contact will inform the Applicant's Offshore Project Managers, in addition to the Archaeological Consultant and Retained Archaeologist. The Nominated Contact should inform other teams engaged in potentially damaging activities in the same area, to ensure that they are aware of the position of the discovery so that further possible damage to the historic environment can be avoided. The position of the TEZ will be disseminated for this purpose as appropriate.

## **3.5 ACTIONS BY THE RETAINED ARCHAEOLOGIST**

### **3.5.1 INITIAL RESPONSE**

- 3.5.1.1 The Retained Archaeologist will review the information about the discovery in conjunction with geophysical and/or desk-based information, where available. Additional communication may take the form of email correspondence and/or telephone conversations (where internet access is restricted).
- 3.5.1.2 The Retained Archaeologist will send an Initial Response to the Nominated Contact and Archaeological Consultant to acknowledge the report. Should it be required, the Retained Archaeologist will travel to the site to inspect any finds or data made available. The Nominated Contact and Archaeological Consultant will be kept informed by the Retained Archaeologist.

### **3.5.2 URGENT REPORTS**

- 3.5.2.1 Where the report is urgent, the initial response will include an assessment of archaeological potential and a decision on the continuation or removal of the TEZ.

### **3.5.3 ASSESSMENT OF ARCHAEOLOGICAL POTENTIAL**

- 3.5.3.1 The assessment of archaeological potential will be based on the type and extent of remains found.
- 3.5.3.2 The following types of discovery are likely to be of low potential:
- Single finds that are not datable or are of modern (post-1800) or later date;
  - Intertidal or submerged peat deposits.
- 3.5.3.3 The following types of discovery are likely to be of high potential:
- Single finds that are of post-medieval date;
  - Single finds that relate to military aircraft;
  - Multiple finds from the same locations;
  - Reports indicating the presence of a wreck or other structural remains;
  - Deposits of intertidal or submerged peat or fine-grained sediments that contain worked flint, charcoal or bone.
- 3.5.3.4 In the case of discoveries of low potential, the Retained Archaeologist will advise the Nominated Contact that the TEZ may be lifted and that construction activities in the vicinity of the discovery may recommence.

3.5.3.5 In the case of a discovery of high potential remains, construction will not recommence in the TEZ without the approval of the Archaeological Curators. The Retained Archaeologist will confirm the extent of the area of the TEZ and liaise with the Archaeological Curators regarding the discovery and any further actions.

#### **3.5.4 SUMMARY RECORD**

3.5.4.1 The Retained Archaeologist will send a Summary Record of the discovery to the Nominated Contact and other relevant parties which will include:

- Advice on the identification of finds and a description of the conditions in which it was found;
- An assessment of the archaeological potential of the find which should include the rationale;
- The advice provided in respect of the discovery, including details on any recovered finds.

#### **3.5.5 SUBSEQUENT ACTIONS**

3.5.5.1 The Retained Archaeologist will advise the Nominated Contact of the implications of the discovery and what actions that might be required. Further actions may include, but are not limited to site visit, the conversion of a TEZ to an AEZ, and watching brief, finds research, conservation, archiving and reporting. The rationale for the conclusions reached will be provided to the Nominated Contact. Any subsequent actions will be arranged for by the Applicant and will be agreed case-by-case with the Regulator and Archaeological Curators.

#### **3.5.6 FURTHER REQUIREMENTS**

3.5.6.1 If the discovery is something to which specific legal provisions apply (i.e. treasure, human remains, wreck etc.), the Applicant will ensure that the required statutory reporting is undertaken. This task can be directed to the Retained Archaeologist, but the legal responsibility rests with the Applicant.

#### **3.5.7 FINDS**

3.5.7.1 The Retained Archaeologist will liaise with the Nominated Contact, the Archaeological Consultant and the Receiver of Wreck regarding the possession of any recovered finds. The subsequent handling, retention, conservation or discard/disposal of finds will be subject to applicable law/policy and to arrangements between the Applicant and the institution receiving the archaeological archive arising from the scheme.

### 3.5.8 REVISED SUMMARY RECORD

3.5.8.1 The Summary Record will be revised to take account of further information or actions that have taken place or are planned. The Retained Archaeologist will pass on a copy of the revised Summary Record to the Nominated Contact for circulation to the Site Champion and relevant Offshore Project Staff.

### 3.5.9 REPORTING

3.5.9.1 A report conforming to the ClfA standards (ClfA 2020a, 2020b, and 2020c) will be prepared. The report should include:

- Non-technical summary: One-page summary outlining project background and circumstance, the principal reason for the work and when it was undertaken and by whom, its objectives, main results, and where appropriate, recommendations;
- The project design or appropriate reference to it;
- Introduction, aims and objectives. This will set out the circumstances of the project and the reason for the work;
- Archaeological and historical background. A brief summary with the site description (including size, geology and topography, location) and background. In most cases this will be derived from the desk-based assessment (DBA);
- Summary of the find reports and subsequent actions;
- References and bibliography. A list of all sources used. The final destination of the archive (records and finds) will be noted in the report along with the site code assigned by the relevant project archive repository;
- Appendices;
- Preliminary reports;
- Illustrations, Location plan, plans showing location of finds and selective photography;
- Copyright.

3.5.9.2 The report will be submitted to:

- The Marine Directorate - Licensing Operations Team (MD-LOT) and Historic Environment Scotland, the Archaeological Curator;
- The relevant authority, where specific legal provisions apply (e.g. Ministry of Justice, Ministry of Defence etc.);
- The relevant archaeological records repository, including the relevant National Record of the Historic Environment, National Maritime Historic Record, Historic Environment Record, Portable Antiquities Scheme Officer, etc.;
- Crown Estate Scotland;
- Online Access to the Index of Investigations (OASIS).

3.5.9.3 The Receiver of Wreck has a standard reporting form for all items deemed to be wreck and, where applicable, material will be reported to them using this form.

## 4 ARTEFACT STORAGE

4.1.1.1 It should be noted that 'time is of the essence' in terms of the recovery of waterlogged archaeological material. If waterlogged organic items are allowed to dry out this can cause irreparable damage.

4.1.1.2 In the event of artefact recovery, the finds should be stored in the following manner:

- Any waterlogged artefacts should be kept damp, or preferably totally submerged (in seawater), in sealable bags which are then stored in rigid plastic boxes to prevent damage. Items should be kept covered, and stored in a cool, dark area if possible;
- If the find is too large to be retained submerged, the find should be wrapped in wet towelling and kept dark, damp and cool;
- Any sediments of interest will be collected and double-bagged in sealable bags or sealable buckets;
- Any finds will be labelled with unique identification numbers;
- Handling of finds will be minimised.

4.1.1.3 If particularly delicate or significant items are recovered the Retained Archaeologist should be contacted for further advice.

4.1.1.4 The Applicant will be responsible for supplying a selection of suitable storage materials prior to work starting. The Retained Archaeologist can advise on suitable materials for this purpose.

## 5 GLOSSARY OF TERMS AND ABBREVIATIONS

5.1.1.1 A list of key terms and acronyms used in this appendix are provided in **Table 5-1** and **Table 5-2**.

Table 5-1 Acronyms and abbreviations

Term	Definition
AEZ	Archaeological Exclusion Zone
CiFA	Chartered Institute for Archaeologists
DBA	Desk-based Assessment
EIAR	Environmental Impact Assessment Report
MD-LOT	Marine Directorate - Licensing Operations Team
MHWS	Mean High Water Springs
OASIS	Online Access to the Index of Investigations
OOWSI	Outline Offshore Written Scheme of Investigation
OWF	Offshore Wind Farm
PAD	Protocol for Archaeological Discoveries
ROV	Remotely Operated Vehicle
TEZ	Temporary Exclusion Zone
UXO	Unexploded Ordnance
WTG	Wind Turbine Generators
WSI	Written Scheme of Investigation

Table 5-2 Glossary

Term	Meaning
the Applicant	Spiorad na Mara Limited (the Project owner).
Array Area	The offshore area within which the offshore wind turbine generators (WTGs), associated foundations, Offshore Cables, and Offshore Substation Platform (OSP) (if required), will be located. This area encompasses the Turbine Area that will contain all above water surface infrastructure (WTGs / OSP) and an additional area within which further below water infrastructure (foundations and cables) may also be located.
Array Cables	The offshore electrical and communication cables that connect infrastructure located within the Array Area, for: <ul style="list-style-type: none"> <li>Scenario 1: Array Cables will used to connect Wind Turbine Generators (WTGs) to each other, and to connect WTGs to the OSP;</li> <li>Scenario 2: Array Cables will used to connect WTGs to each other.</li> </ul>
Effect	Term used to express the consequence of an impact. The significance of an effect is determined by correlating the magnitude of the impact

Term	Meaning
	with the importance, or sensitivity, of the receptor or resource in accordance with defined significance criteria.
Environmental Impact Assessment Report (EIAR)	The Environmental Impact Assessment Report (EIAR) prepared to assess the likely significant effects of the Project on the environment.
Embedded or 'Designed-in' Mitigation	Mitigation measures to avoid or reduce environmental effects that are directly incorporated into the preferred design for the Project. This can include standard practice in accordance with or without guidance. Embedded mitigation is considered as part of the impact assessment, before effect significance is identified.
Impact	Change that is caused by an action; for example, foundation installation (action) during construction which results in habitat loss (impact).
Intertidal area	The area between Mean High Water Springs and Mean Low Water Springs.
Mean High Water Springs	The height of mean high water during spring tides in a year.
Offshore Cable Area of Search (OCAS)	The area within which the offshore electrical and communication cables between the Array Area and Landfall up to Mean High Water Springs (MHWS) will be located.
Offshore Project	The components of the Spiorad na Mara offshore wind farm (the Project) located seaward of Mean High Water Springs (MHWS).
Project	The Spiorad na Mara offshore wind farm development. This term describes the whole development, including all offshore and onshore components.
Study Areas	Study Areas are determined for each technical discipline and are described within each technical chapter.

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## ANNEX 1 - PRELIMINARY RECORD FORM

<b>Preliminary Record Form: Discoveries on the Seabed/In the inter-tidal zone/on land</b>
Description of the find/anomaly:
Apparent size/extent of the anomaly:
Details of any find(s) recovered:
Details of photographs, drawings or other records made of the find(s) (e.g. location figure):
Details of treatment or storage of find(s):
Date and time Nominated Contact informed:
General notes:

If discovered on the seabed:	
a) Derived from: e.g. Obstacle Avoidance Sonar, Cable Tensiometer?	
b) Apparent size/extent of anomaly (length, width, height above seabed)?	
c) Extent of deviation/route development?	
Signed:	Date:

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## ANNEX 2- ROLES AND RESPONSIBILITIES CONTACT DETAILS

Table A2-1: Summary of the responsible parties for Marine Archaeology and Cultural Heritage

Organisation	Role Used in Document	Responsibility Summary	Contact Details
Sporad na Mara Ltd	Applicant	The Applicant will directly engage with the appointed construction team and the Retained Archaeologists, as necessary. The Applicant and its representatives are responsible for implementing the Outline Offshore WSI (OOWSI). The Applicant is responsible for making the PAD and the OOWSI available to the entire construction team	Details to be added once confirmed
Construction team	Project Staff	The Project Staff are required to familiarise themselves with the requirements of the OOWSI and the PAD. Any discoveries made by the Project Staff will immediately have to be reported to inform the Officer on Watch. The Officer on Watch will inform the Site Champion.	Details to be added once confirmed
Operations and Maintenance (O&M) team	Project Staff	The Project Staff are required to familiarise themselves with the requirements of the OOWSI and the Protocol. Any discoveries made by the Project Staff will immediately have to be reported to inform the Officer on Watch. The Officer on Watch will inform the Site Champion.	Details to be added once confirmed
Construction/O&M teams	Site Champion	The Site Champion is directly responsible for the implementation of the PAD and any reports arising from a particular activity location. The Site Champion should ensure works in the vicinity are stopped and a TAEZ is put in place. They should ensure that the find is recorded in the vessel log, navigational software and within the Preliminary Record Form ( <b>Annex 1</b> ). The Site Champion should inform the Nominated Contact and pass over any records. They are also responsible for making sure that any recovered finds are stored correctly as set out in the OOWSI.	Details to be added once confirmed

Organisation	Role Used in Document	Responsibility Summary	Contact Details
TBC	Nominated Contact	The Nominated Contact is the formal point of contact for all matters relating to the PAD between the Applicant, its subcontractors, the Site Champions, the Retained Archaeologist, the Archaeological Curators and ultimately the Regulator. The Nominated Contact will immediately report any findings to the Retained Archaeologists, who will then be responsible for implementing the Protocol.	Details to be added once confirmed
Historic Environment Scotland – Marine Planning Team/MD-LOT/LPA archaeological advisor	Archaeological Curators	The statutory advisor on the marine historic environment and the Archaeological Curators for heritage matters offshore (below MHWS) is Historic Environment Scotland. Archaeological Curators provide the development control and planning advice to the Regulator and has the final decision on the scope of work and signs off the fieldwork when it is complete, in consultation with the Retained Archaeologist.	Details to be added once confirmed
TBC	Archaeological Consultant	The appointed archaeological consultant is a suitably qualified and experienced marine archaeological consultant employed by the Applicant. The Archaeological Consultant will oversee and ensure the successful implementation of the OOWSI and contractual commitments relating to archaeology. The Archaeological Consultant should have the autonomy to make recommendations, based on their specialist knowledge and experience throughout the scheme’s timeline.	Details to be added once confirmed
TBC	Retained Archaeologist	The Retained Archaeologist is a contractor that provides marine archaeological contractor services to the Applicant, reporting through the Archaeological Consultant. They will review information provided on archaeological discoveries, advise on mitigation requirements and strategies, undertake immediate actions for finds, provide conservation and recording facilities and services, and provide for watching brief where appropriate.	Details to be added once confirmed
Marine Directorate - Licensing	Regulator	The regulatory body responsible for enforcing conditions is MD-LOT).	Details to be added once confirmed

Organisation	Role Used in Document	Responsibility Summary	Contact Details
Operations Team (MD-LOT)			
Maritime and Coastguard Agency (MCA)	Receiver of Wreck	If the find is a wreck within the meaning of the Merchant Shipping Act (1996) then a report will also be made to the Receiver of Wreck. The Receiver of Wreck deals with cases of voluntary salvage wreck material across the UK, and makes sure that the interests of both salvor and owner are taken into consideration.	Details to be added once confirmed



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