



EXPRO National Manual for Projects Management

Volume 6, chapter 7

Saudi Arabian Archaeological Regulations Procedure



Document No. EPM-KEA-PR-000002 Rev 003



Saudi Arabian Archaeological Regulations Procedure

Document Submittal History:

Revision:	Date:	Reason For Issue
000	30/10/2017	For Use
001	27/05/2018	For Use
002	05/03/2019	For Use
003	15/08/2021	For Use



THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document, ("Document") is the exclusive property of Government Expenditure & Projects Efficiency Authority.

This Document should be read in its entirety including the terms of this Important Notice. The government entities may disclose this Document or extracts of this Document to their respective consultants and/or contractors, provided that such disclosure includes this Important Notice.

Any use or reliance on this Document, or extracts thereof, by any party, including government entities and their respective consultants and/or contractors, is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by law, disclaim all liability (including for losses or damages of whatsoever nature claimed on whatsoever basis including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document including any liability caused by negligent acts or omissions.

This Document and its contents are valid only for the conditions reported in it and as of the date of this Document.



Saudi Arabian Archaeological Regulations Procedure

Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS	5
4.0	REFERENCES	5
5.0	RESPONSIBILITIES	5
6.0	PROCESS	6
6.1	Discovery	6
6.2	Notification	6
6.3	Reporting	6
6.4	Project Plan	6
6.5	Continuation of the Work	7
6.6	ENTITY/SCTA Interface	7
7.0	ATTACHMENTS	7
	Attachment 1 – Antiquity Discovery and Notification of Authorities Process Map	8
	Attachment 2 – Summary of Saudi Arabian Archaeological Regulations of Significance to the Entity Project	9



Saudi Arabian Archaeological Regulations Procedure

1.0 PURPOSE

The purpose of this procedure is to ensure conformance to the Saudi Arabian Archaeological Regulations (SAAR) by all ENTITY personnel, A/E companies and Construction Contractors engaged in work at ENTITY municipality.

2.0 SCOPE

It is the policy of the ENTITY that upon discovery of any antiquities at an ENTITY municipal site, action taken will be consistent with the intent of the Saudi Arabian Archaeological Regulations.

3.0 DEFINITIONS

Definitions	Description
Responsible Administering Director	Director of the Department that has jurisdiction of the area where an antiquity is discovered
SAAR	Saudi Arabian Archaeological Regulations
SCTA	Saudi Commission for Tourism and Antiquities
A/E	Architectural / Engineering is the entity performing the architectural design and engineering for the Project.

4.0 REFERENCES

1. Saudi Commission for Tourism and Antiquities, SCTA
In view of the importance of the Antiquities and Museums, a resolution by the Council of Ministers No. (78) dated 16/3/1429H (24/3/2008), was issued to integrate Antiquities and Museums sector into the Supreme Commission for Tourism. According to the resolution, the name 'Supreme Commission for Tourism' (SCT) was changed to 'Saudi Commission for Tourism and Antiquities' (SCTA).

SAUDI COMMISSION FOR TOURISM & ANTIQUITIES
P.O Box 66680 Riyadh 11586
Kingdom of Saudi Arabia
Phone: +966-11-8808855
Fax: +966-11-8808844
Email: info@scta.gov.sa

2. EPM-KEA-TP-000011 - Receipt for Antiquity Form

5.0 RESPONSIBILITIES

Once an area has been declared an archaeological site by the Saudi Commission for Tourism and Antiquities (SCTA), visits to the site shall be approved only through the responsible departments within the Ministry of Education and the SCTA. The Discovery and Notification process and responsibilities are defined in Section 6.0 of this procedure. Refer to Attachment 1 - Antiquity Discovery and Notification of Authorities Process Map.

All ENTITY contracts shall contain provisions complying with Saudi Arabian Archaeological Regulations and other central government instructions covering antiquities, as General Condition No. 18 and 19 of any ENTITY contracts.

It is the duty of the **Responsible Administering Director** to ensure that in the event of discovery of an antiquity that all procedures are followed and all precautions put in place for its safety.

The **Site Project Manager** or their designee shall inform the Entity through the **Responsible Administering Director**. The Entity shall notify the SCTA's "Office of Antiquities Registration and Protection" (Office of Antiquities) to take appropriate action to ensure that the site is adequately protected from theft or vandalism.



6.0 PROCESS

6.1 Discovery

In the event of an antiquity discovery, all subsequent activities that could cause damage to the site of discovery shall cease. This action shall be instigated by the **Responsible Administering Director** and shall be enforced by the responsible **Site Project Manager** or their designee.

If the discovery is moveable, the Office of Antiquities or their designee shall ensure that it is kept in a safe place until it can be handed over to the SCTA.

The **Office of Antiquities** shall have full authority to force compliance with Government Regulations and with direct access to the Entity on an as needed basis.

6.2 Notification

Any person making a discovery shall notify his immediate supervisor at once. Construction Contractor personnel shall advise their Site Manager who shall immediately notify the responsible administering department. ENTITY employees shall report to their supervisor/manager. In either case the responsible manager shall report the discovery to his Department Director. If the manager is unavailable, then the report shall be made directly to the **Responsible Administering Director**.

The **Responsible Administering Director** or their designee shall notify the Office of Antiquities immediately. The Office of Antiquities shall ensure that the Entity, Director of the Urban Planning Department, and the SCTA are informed of the discovery.

Immediately after notification, the Responsible Administering Director shall prepare a written report to the responsible director detailing the circumstances of the discovery.

The report shall be reviewed by the responsible ENTITY Director and made available to the notified parties.

6.3 Reporting

Details to be covered in the report are:

- Date and time of discovery
- Coordinates of discovery through Urban Planning Department surveyors
- Description of antiquity (artifact) discovered
- Photograph of antiquity
- Area and location of work stoppage and protective measures taken with accompanying sketch
- Details of how antiquity was discovered
- Name of discoverer
- Name of Construction Contractor and contract affected by the discovery
- Drawing showing location of find
- Photographs of discovery area

6.4 Project Plan

On notification of an archaeological discovery from the **Responsible Administering Director** or their designee, Urban Planning Department shall prepare a Project Plan, which shall include:

- Copy of the report from the responsible Administering Department
- Additional location sketches and drawings required to identify the Area
- Additional measures to be taken to restrict activities near and protect the discovery



Saudi Arabian Archaeological Regulations Procedure

- Recommendation of alternate sites, if required for structures, or excavation/fill areas under construction (supported with drawings)
- In coordination with the Project Management Department, an estimate of the effect on the costs and schedule for the delay and/or alternate installations.

However, in the intent of timely reporting, a partial draft report may be submitted and supplemented at a later date when such items as photographs and finalized maps can be provided.

6.5 Continuation of the Work

The Entity shall initiate coordination efforts with the SCTA to obtain approval for the project plan if a change is required so that work may continue.

Work in the area of the archaeological discovery may continue only after written approval of the project plan has been obtained from the Department of Antiquities in the SCTA.

6.6 ENTITY/SCTA Interface

The ENTITY will request that the following items are to be provided by the Saudi Commission for Tourism and Antiquities (SCTA):

- Receipt for Antique - a written receipt will be requested by the ENTITY Representative when the antique is turned over to the agent of the Department of Antiquities EPM-KEA-TP-000011
- Written instructions regarding:
 - Whether construction may continue or must cease in the discovery area.
 - What steps must be taken by the ENTITY to preserve the area?

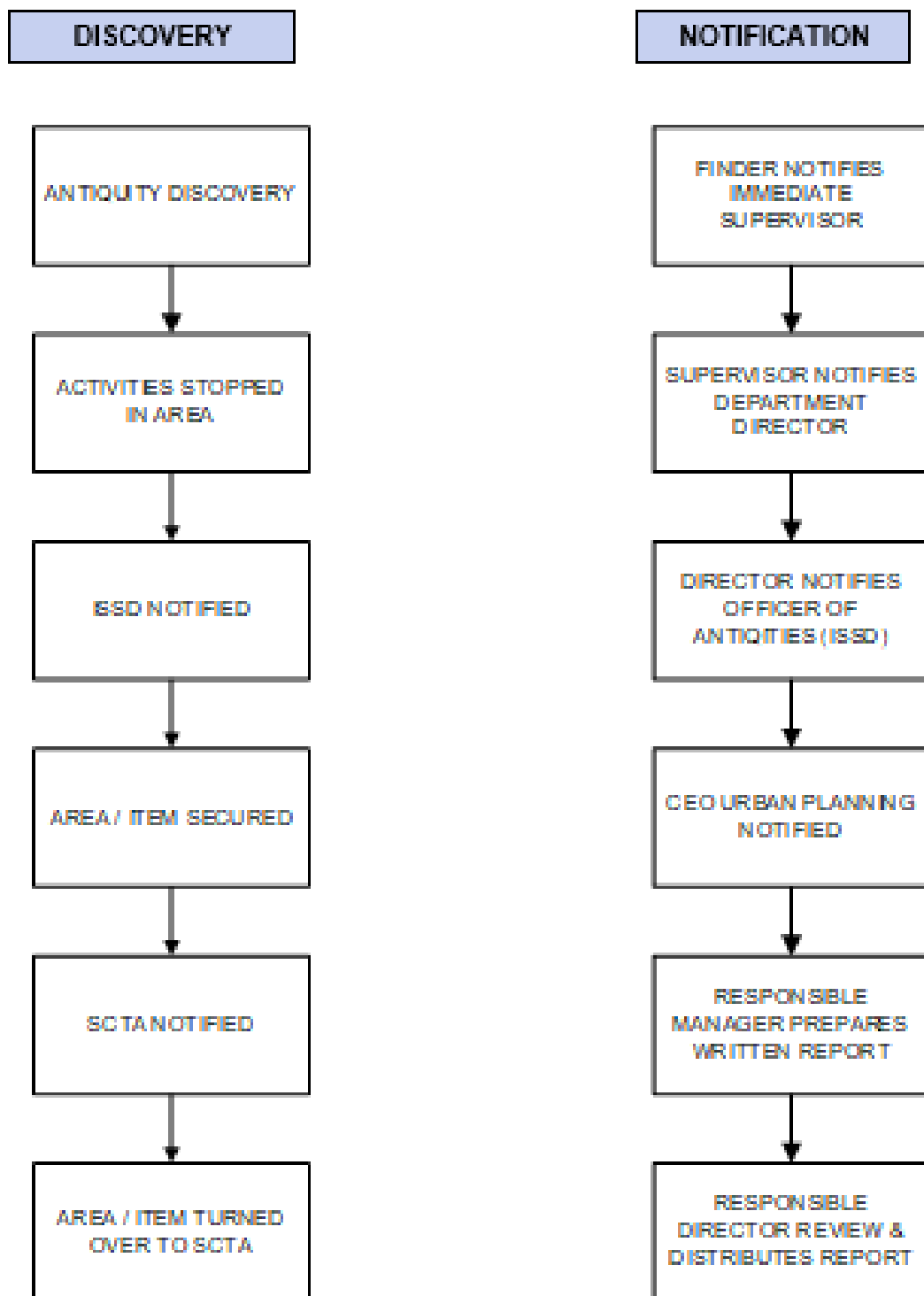
7.0 ATTACHMENTS

1. Antiquity Discovery and Notification of Authorities Process Map
2. Summary of Saudi Arabian Archaeological Regulations (English only)



Saudi Arabian Archaeological Regulations Procedure

Attachment 1 – Antiquity Discovery and Notification of Authorities Process Map





Attachment 2 – Summary of Saudi Arabian Archaeological Regulations of Significance to the Entity Project

- Under Saudi law any item constructed, manufactured, produced, modified or decorated by human 200 or more years ago is considered an antique.
- There are two classes of antiquities: fixed and transferable. "Fixed" antiquities are defined as structures attached to the land such as forts, buildings, etc. and "Transferable" antiquities are defined as moveable items such as coins, carvings, pottery, etc.
- It is forbidden to damage, deface, modify or change "fixed" antiquities by writing or engraving.
- When planning city or rural projects, antiquities sites and features must be maintained. In places where antiquities are found, project plans must be approved by the Saudi Arabian Department of Antiquities.
- The Department of Antiquities has the right to take possession of any archaeological site or structure by expropriation.
- Anyone accidentally discovering a "fixed" antique or receiving information about any such discovery must inform the nearest government agency at the earliest opportunity. This government agency, in turn, must immediately inform the Department of Antiquities. Any such information may be rewarded with a suitable gift.
- Anyone who owns a "transferable" antique must record the same with the Department of Antiquities. Any antique not recorded or licensed will be confiscated and its owner will be punished.
- Anyone accidentally discovering or hearing about the existence of any "transferable" antique must inform the nearest government agency at his earliest opportunity. This government agency, in turn, must immediately inform the Department of Antiquities. If the Department of Antiquities decides to keep the antique, it will pay the informer a suitable gift (not less than the value of the precious metal or stones contained in the item)
- "Transferable" antiques can only be sold or bought through antique dealers properly licensed by the Department of Antiquities and in accordance with the Archaeological Regulations.
- A special license must be obtained from the Department of Antiquities for exporting of any antiques. The application for the license must provide the following information:
 - Name, address and nationality of exporter
 - Port of export
 - Place to which antique is to be exported and name of consignee
 - How the antique was acquired?
 - Full description of the item, subject to verification by a representative of the Department of Antiquities.
- Digging or exploring for antiques is forbidden. Only the Department of Antiquities has the right to dig or search for antiquities in Saudi Arabia. Archaeological missions and scientific organizations with a special license from the Department of Antiquities may search for antiques.
- All antiquities discovered by a licensed archaeological mission become the property of the Kingdom.
- Damaging, defacing, changing or destroying of any fixed antique is punishable by a fine of 250 to 10,000 SR or by imprisonment of one month to three years, or both,
- Stealing of an antique is punishable by a fine of 500 to 10,000 SR and imprisonment from two to three years.
- The following activities are punishable by a fine of 50 to 500 SR and/or imprisonment from 15 days to 6 months:
 - Possession of unrecorded antiquities
 - Moving of antiquities from one place to another without a license
 - Removing any materials from an archaeological site
- Searching or digging for antiquities or training without a license is punishable by a fine of 100 to 1,000 SR or one month to two-year imprisonment, or both.