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İşin Adı The Name of the Job	:	Mersin-Adana-Osmaniye-Gaziantep Yüksek Standartlı Demiryolu Hattı İnşaatı ile Elektromekanik Sistemlerinin Temini Construction of Mersin-Adana-Osmaniye-Gaziantep Hight Standard Railway Line With Supply Of Electromechanical Systems

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Table of Contents

1. INTRODUCTION 1
   1.1 Purpose 1
   1.2 Definitions 1
   1.3 Abbreviations 2
   1.4 References 2
2. ROLES AND RESPONSIBILITIES 3
3. CHANCE FIND PROCESS 6
4. MONITORING AND REPORTING 9

APPENDIX 2-1 – CHANCE FIND REPORT FORM 10

APPENDIX 2-2 – CHANCE FIND REGISTER 14

APPENDIX 2-3 – CONTACT INFORMATION 16

1. INTRODUCTION

Ronesans is responsible for the management and protection of cultural heritage resources within the Mersin Gaziantep High Standard Train Project (Project) construction and project impact area. Some cultural heritage assets have been encountered within the project construction and impact area during the ESIA studies. Suggestions to protect cultural heritage assets and sites encountered within the project impact area were described on the ESIA. However, there is still a possibility of encountering some unknown archaeological sites and cultural heritage assets as a Chance Find during project construction activities.

2. Purpose

The purpose of this document is to outline the procedure and respective responsibilities in relation to the management of Chance Finds during project construction works.

The procedure applies to all project activities within the project related impact areas (temporary project worksites outside the expropriation corridor such as quarries, stock sites, borrow pits, spoil stores, construction site and concrete plants sites and associated facilities such as energy transmission infrastructure work areas and access roads etc). .

3. Definitions

CHANCE FIND	Potential cultural heritage objects, features or sites that are identified outside of a formal site reconnaissance, normally as a result of construction monitoring.
MUSEUM DIRECTORATES	Mersin Museum Adana Museum Osmaniye Museum Kahramanmaraş Museum Gaziantep Museum
REGIONAL PRESERVATION BOARDS	Adana Regional Council for the Conservation of Cultural Property Hatay Regional Council for the Conservation of Cultural Property Gaziantep Regional Council for the Conservation of Cultural Property
PROJECT	Mersin Gaziantep High Standard Train Project
SHALL AND MUST	Indicates mandatory requirements.
SHOULD	Indicates that a provision is not mandatory but recommended as good practice.

4. Abbreviations

CFP	Chance Finds Procedure
CHMP	Cultural Heritage Management Plan
E&S	Environmental and Social
ESIA	Environmental and Social Impact Assessment

5. References

STANDARDS, LEGISLATIONS and LAWS
Ministry of Culture and Tourism, Law No:2863, **Preservation of Cultural and Natural Assets**
Ministry of Culture and Tourism, Principle Decision No: 658, **Archaeological Sites, Conditions of Protection and Usage**
International Finance Corporation (World Bank Group), **PS 8, Cultural Heritage**
The European Bank for Reconstruction and Development, **PR 8**, **Cultural Heritage**

6. ROLES AND RESPONSIBILITIES

Ronesans is responsible for complying with the procedure for onsite activities during project construction activities. All relevant employees involved in construction works will be trained in relation the implementation of the procedure.

Ronesans will request to prepare a project-specific chance find procedure from all sub-contractors. The sub-contractors will be in charge of the preparation and the implementation of their own chance find procedures in line with the prepared main document by Ronesans.**Project Role**	**Responsibilities**
Site Manager	• Ensure E&S issues are being adequately addressed on site by all related departments. • Support E&S site provides adequate resources on site to implement E&S monitoring and inspection activities.
E&S Manager	• Preparation or revision of E&S documentation plans and procedures as required. • Participation in the identification process of significant impacts for the project and assisting to develop relevant preventive and corrective actions. • Coordination of environmental and social information flow. • Ensuring that E&S mitigation measures are implemented and controlled during the project construction activities. • Developing and implementation of an environmental and social audit program and sharing lessons learned between all related departments and staff. • Manages site based environmental inspectors, community liaison officers and cultural heritage/archaeological monitoring expert/s. • Maintain effective communication with the construction and project management team. • Ensure the ESIA mitigation measures, through on-site daily inspection, advice and assistance to site construction and project management and personnel on all environmental, social and cultural heritage matters.

	• Day-to-day monitoring of construction activities as they related to E&S performance. • Raise NCR or Corrective Actions as required, and track closure. • Participate in audits relating to E&S matters. • Plan and Manage the environmental and social trainings for all project staff for Cultural Heritage Preservation and related procedures. • Daily reporting of E&S issues in construction activities to Site Management. • Weekly reporting of E&S issues in construction activities to Site Management. • Participate to meetings related to Cultural Heritage issues.
Cultural Heritage/Archaeological Monitoring Expert/s	• Provides advice in the form of a 'preliminary assessment' to the site and E&S managers on the significance and implications of new archaeological discoveries in the project activity areas. • Ensures Chance Find Procedure is followed, • Conducts and documents pre-construction surveys Records archaeological features discovered during pre-construction and ground disturbance activities. • Determines the needs for cultural heritage resources protection and implement mitigation measures. • Has the authority to stop ground disturbance activities to investigate potential chance finds. • Ensures that the relevant cultural heritage signs are displayed where and when required. • Implements chance find procedure and provides expertise during a chance find. • Delivers cultural heritage preservation trainings to all project staff. • Issues non-compliances when required and ensures all corrective actions are completed in a timely manner • Provides daily field and monitoring reports to the E&S manager • Conforms to all requirements of the archaeological/cultural heritage assets recommendations in the ESIA

PIU (PROJECT IMPLEMENTATION UNIT)

- PIU Department Manager (Superstructure / Civil Engineer) will be responsible for overseeing the implementation of all health, safety and social measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.
- PIU Physics Engineer who is responsible for supervising health and safety for the Project.
- PIU Survey Engineer - Responsible for supervising the Contractors archaeologists. Including regular site inspections and regular reporting to AYGM PIU, and ensure the Regional Board is engaged and notified, as required.

EXECUTIVE ENVIRONMENTAL AND SOCIAL MANAGEMENT COMMITTEE

- Executive E&S Committee Project Manager (Department Head / Branch Manager /Head of Department) will be ultimately responsible for overseeing the activities undertaken by the AYGM/TCDD specialists (listed below), overseeing the implementation of mitigation measures and management procedures specified within the disclosure package of the Project, and overseeing the preparation and implementation of a CESMP, which will be based on this ESMP.
- Executive E&S Committee Environmental, Health and Safety, and Social (EHSS) Manager (Specialist / Engineer) will be responsible for overseeing all matters that relate to environment, health, safety and social aspects of the Project. Also, s/he will be appointed to be responsible for supporting the implementation of the SEP, by conducting regular consultation with affected communities on any concern regarding the Project. CLOs will also have responsibility for disseminating the Project disclosure package as described in the SEP. They will also conduct regular inspections of records relating to grievances received and their resolution. S/He will report regularly to AYGM PIU.

Further technical staff may be required during the course of the Project, who will be assigned internally by the AYGM, either by means of permanent or temporary basis until the completion of relevant tasks under the Project whilst they undertake their current responsibilities

7. CHANCE FIND PROCESS

Cultural Heritage Monitoring Expert/s will be on site during all construction or ground disturbance activities to watch for the presence of cultural heritage resources. The following table outlines the step by step process to be followed upon a chance find discovery.

<table>
<tr><td colspan="2">STEP 1 – After the discovery of a chance find:
All work must cease at the location where the discovery is made
A temporary buffer zone around the chance find will be put in place. The buffer zone should be of sufficient size to prevent damage to the chance find or suspected further area of interest.
The Cultural Heritage Monitoring Expert/s will contact the Contractor site management and museum archaeologist immediately
The Cultural Heritage Monitoring Expert/s will properly secure the chance find site: flagging, no-entry signs etc.
Protection of site: the chance find should not be moved, removed or further disturbed</td></tr>
<tr><td colspan="2">STEP 2 - Recording
The Cultural Heritage Monitoring Expert/s will fill out Chance Find Form Part A and send a copy to E&S manager within 24 hours
The Cultural Heritage Monitoring Expert/s will retain a copy of Chance Find form for his/her record</td></tr>
<tr><td colspan="2">STEP 3 – Contact with local authority
The Cultural Heritage Monitoring Expert/s will notify the relevant Museum Directorate for the chance find</td></tr>
<tr><td colspan="2">STEP 4 – Authority’s decision
The relevant Museum archaeologist will determine the value of the chance find and corresponding actions.</td></tr>
<tr><td>STEP 4 A – No significance to site
The museum archaeologist declares that the site is considered to be of no significance
The Cultural Heritage Monitoring Expert/s informs relevant managers
The Cultural Heritage Monitoring Expert/s records the decision on Part B of Chance Find form and sends a copy to E&S manager within 24 hours
The Cultural Heritage Monitoring Expert/s retains a copy of Chance Find form for his/her record
No further actions required
This step closes out the chance find procedure
Construction activities may resume</td><td>STEP 4 B – Significance to site
The museum archaeologist declares that the site is considered to be of significance
Museum directorate archaeologist decides on further actions and informs the Cultural Heritage Monitoring Expert/s The Cultural Heritage Monitoring Expert/s informs relevant managers.
Cultural Heritage Monitoring Expert/s records the decision on Part B of Chance Find form
Proceed to Step 5</td></tr>
</table>

STEP 5 – Site investigation

- Project personnel follows the relevant Archaeology Museum directorate archaeologist's instructions

• After field investigation, Museum archaeologist declares **the site has minor significance** • The Cultural Heritage Monitoring Expert/s inform their managers • The Cultural Heritage Monitoring Expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours • The Cultural Heritage Monitoring Expert/s retains a copy of Chance Find form for his/her records • No further actions required • This step closes out the chance find procedure • ***Construction activities may resume***	• After field investigation, Museum archaeologist declares **the site has moderate significance** • Further studies such as test pit / salvage excavations or remote sensing investigation are to be completed • Museum Directorate archaeologist provides instructions, and/or supervision for the studies • The Cultural Heritage Monitoring Expert/s informs their managers • Under the supervision of the museum archaeologist, project management provides a study team. The team will be composed of qualified archaeologists, other experts and workers. • Once the excavation is completed, the study team provides a report to the Museum Directorate, • The Museum Directorate reports the study outcomes to the relevant Regional Councils for the Conservation of Cultural Property. • The relevant Regional Councils for the Conservation of Cultural Property officially confirms completion of recovery and informs the project management. • The Cultural Heritage Monitoring Expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours • The Cultural Heritage Monitoring Expert/s retains a copy of Chance Find form for his/her record • No further actions required • This step closes out the chance find procedure • ***Construction activities may resume***	• After field investigation, Museum archaeologist declares **the site has major significance** • Salvage excavation is to be completed • Site is to be treated according to Turkish archaeological regulations "Law on the Conservation of Cultural and Natural Property (2863) 21.07.1983 • Museum Directorate archaeologist provides instructions, and/or supervision for test pit/salvage archaeological excavation • The Cultural Heritage Monitoring Expert/s inform their managers • Under the supervision of the Museum archaeologist, project management provides a salvage excavation team. The team will be composed of qualified archaeologist and workers. • Once the excavation is completed, salvage excavation team provides a report to Museum Directorate • The relevant Regional Councils for the Conservation of Cultural Property officially confirms completion of recovery and informs the project management. • Site will be officially recorded and protected according to Turkish regulations • The Cultural Heritage Monitoring Expert/s inform to the related managers. • The Cultural Heritage Monitoring Expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours

		• The Cultural Heritage Monitoring Expert/s retains a copy of Chance Find form for his/her record • No further actions required • This step closes out the chance find procedure • ***Construction activities may resume or preventive further actions are needed***

It is important to note that in the case of finding human remains, the site supervisor and the local authorities will be immediately notified. A suitability qualified person would attend along with the police authority to determine if the remains are due to a suspicious death, an authentic burial grave or of archaeological note.

8. MONITORING AND REPORTING

The Cultural Heritage Monitoring Expert/s will visually monitor all construction or other ground disturbance activities for evidence of presence of cultural heritage items.
Chance Finds will be recorded on the Chance Find Report form (see Appendix 2- 1). All Chance Find Report forms will be kept in hard copy at the camp and will also be scanned and saved electronically after completion of each section of the form.
Chance Finds will be recorded in the Chance Find Register (see Appendix 2- 2) which will be kept up to date by Cultural Heritage Monitoring Expert/s. It will be reviewed in regular E&S meetings (weekly or monthly).

Key success indicators (KPIs) of this procedure will be monitored, verified and evaluated by the relevant parties in accordance with their responsibilities set forth in the E&S Governance document, within the scope of the MAOG-RECU-GB-GNL-IS-PRG-0007-0 HSE Monitoring, Assurance and Verification Procedure

APPENDIX 2-1 – CHANCE FIND REPORT FORM

CHANCE FIND REPORT FORM
RASLANTISAL BULUNTU RAPOR FORMU

PART A **BÖLÜM A**			
Project Location: *Proje Sahası*	District (İlçe): Village (Köy):	Date: *Tarih*	Form No:
Name of person reporting chance find: *Rastlantısal buluntuyu rapor eden kişinin ismi*			
Was work stopped in the immediate vicinity of the chance find? *Rastlantısal buluntunun tam çevresinde iş durduruldu mu?*		☐ Yes *Evet*	☐ No *Hayır*
Was a buffer zone created to protect the chance find? No *Rastlantısal buluntuyu korumak için tampon bölge oluşturuldu mu?*		☐ Yes *Evet*	☐ *Hayır*
NOTIFICATION ***BİLDİRİM***			
Site manager and E&S manager contacted *Saha Müdürü ve Çevre müdürü ile irtibata geçildi*		☐ Yes *Evet*	☐ No *Hayır*
CHANCE FIND DETAILS ***RASLANTISAL BULUNTU AYRINTILARI***			
GPS coordinates *GPS koordinatları*		Photo record ☐ Yes ☐ No (HD quality – no cell phone photos) *Fotoğraf kaydı Evet Hayır* *(HD kalitesinde – cep telefonu fotoğrafı değil)* If not, explain why: *Yok ise nedenini açıklayınız* Other records ☐ Yes ☐ No Specify (drawings, HD quality videos, etc.): *Diğer kayıtlar Evet Hayır* *Belirtin (çizimler, HD kalite videolar, vb.)*	
Description of chance find: *Rastlantısal buluntunun tanımı*			
Description of site and vegetation: (e.g. surface sediment type, ground surface visibility, distance to closest watercourse, etc.) *Sahanın ve bitki örtüsünün tanımı: (örn. Yüzey sediman türü, yüzey zemin görünürlüğü, en yakın suyoluna olan mesafe, vb.)*			

PART B ***BÖLÜM B***	
NOTIFICATION OF MUSEUM DIRECTORATE ARCHAEOLOGIST ***MÜZE MÜDÜRLÜĞÜ ARKEOLOĞUNA BİLDİRİ***	
Monitoring archaeologist contacted museum directorate archaeologist ☐ Yes ☐ No *Arkeolog müze müdürlüğü arkeoloğu ile irtibata geçti.* *Evet* *Hayır* Date of notification: *Bildirim tarihi* Name of museum directorate and Name of museum archaeologist: *Müze müdürlüğü ve Müze müdürlüğü arkeoloğunun ismi* Contact number of museum directorate archaeologist: *Müze müdürlüğü arkeoloğunun iletişim numarası*	
DECISION OF MUSEUM DIRECTORATE ARCHAEOLOGIST ***MÜZE MÜDÜRLÜĞÜ KARARI***	
Date of site visit: *İlk saha ziyaret tarihi:*	
☐ Site of no significance - Construction to proceed with no further action – End of chance find procedure *Önemsiz saha – İnşaat daha fazla araştırma yapılmadan devam edilebilir – rastlantısal buluntu prosedürün sonu.* Date of notice to resume work: *İşe başlama tarihi bildirisi*	☐ Site of significance - Further actions required *Önemli saha – Ek araştırma gerekmektedir* Please Fill out Part C *Lütfen Bölüm C'yi doldurun.*
Name of museum directorate archaeologist: *Müze müdürlüğü arkeoloğunun ismi* Contact information: *İletişim numarası*	
Site manager and E&S manager contacted ☐ Yes ☐ No Saha Müdürü ve Çevre müdürü ile irtibata geçildi Evet Hayır	

PART C ***BÖLÜM C***		
FURTHER FIELD INVESTIGATION *EK SAHA ARAŞTIRMASI*		
☐ Site of minor significance *Önemsiz saha*	☐ Site of moderate significance *Az önemli saha*	☐ Site of major significance *Çok önemli saha*
Describe additional work to be conducted:		

Yapılması gereken ek işlerin tanımları	
Date started: *Başlangıç tarihi*	Date completed: *Bitiriş tarihi*
Date of notice to resume work: *İşe başlama tarihi bildirisi*	
Name of museum directorate archaeologist: *Müze müdürlüğü arkeoloğunun ismi:* Contact information: *İletişim numarası*	
Construction manager contacted *İnşaat müdürü ile irtibata geçildi*	☐ Yes *Evet* ☐ No *Hayır*

APPENDIX 2-2 – CHANCE FIND REGISTER

CHANCE FIND REGISTER

DATE OF FIND	SUMMARY OF CHANCE FIND	NAME OF AUTHORITY NOTIFIED	ACTION TAKEN	CHANCE FIND FORM COMPLETED	STATUS OPEN OR CLOSED	REMARKS

APPENDIX 2-3 – CONTACT INFORMATION

Museum Directorate	Address	Phone	Fax	E-Mail
Mersin Museum	Atatürk Caddesi Kültür Merkezi, Halk Evi Binası Akdeniz/MERSİN	(0324) 231 96 18	(0324) 231 96 29	mersinmuzesi@kultur.gov.tr
Adana Museum	Döşeme Mahallesi, Ahmet Cevdet Yağ Bulvarı No: 7, Seyhan/ADANA	(0322) 454 38 55-57	(0322) 454 38 56	adanamuzesi@ktb.gov.tr
Osmaniye Museum	Fakıuşağı Mahallesi Prof. Dr. Alper Akınoğlu Caddesi Cebelibereket Kültür Merkezi Yanı, Merkez / OSMANİYE	(0328) 825 70 60	-	osmaniyemuzesi@kulturturizm.gov.tr
Kahramanmaraş Museum	Yenişehir Mahallesi, Azerbaycan Bulvarı, No:35 Dulkadiroğlu / KAHRAMANMARAŞ	(0344) 223 44 88	(0344) 223 44 87	kahramanmarasmuzesi@ktb.gov.tr
Gaziantep Museum	Mithatpaşa Mah. Sani Konukoğlu Bulvarı Tekel Cad. Zeugma Mozaik Müzesi Şehitkamil/GAZİANTEP	0 342 325 27 28	-	gaziantepmuzesi@kultur.gov.tr

PRESERVATION BOARD	RESPONSIBILITY AREAS	ADDRESS	PHONE	FAX	E-MAIL
Adana Regional Council for the Conservation of Cultural Property	Adana - Mersin	Tepebağ Mah. 27044 Sokak No:5 01010 SEYHAN / ADANA	(0322) 352 67 42 - (0322) 359 57 52	(0322) 352 67 42	adanakurul@ktb.gov.tr
Hatay Regional Council for the Conservation of Cultural Property	Osmaniye	Maşuklu Mah. Atatürk Cad. No:1 (Hatay Arkeoloji Müzesi İçi) ANTAKYA / HATAY	(0326) 225 00 32	(0326) 225 00 33	hataykurul@ktb.gov.tr
Gaziantep Regional Council for the Conservation of Cultural Property	Gaziantep – Kahramanmaraş	Mücahitler Mahallesi Lojmanlar Caddesi No:1 Şehitkamil/GAZİANTEP	(0342) 230 49 97	(0342) 230 49 98	ktvk27@kultur.gov.tr