

AMAS 23

Second Edition
October 2007

Task Handover Procedures

MACCA
House # 95, Street Jeem,
Wazir Akbar Khan Avenue
Kabul, Afghanistan
E-mail: mapa@MACCA.org

CONTENTS

AMENDMENT RECORD	4
TASK HANDOVER PROCEDURES	5
23.1 INTRODUCTION.....	5
23.2 SCOPE	5
23.3 HANDOVER OF CLEARED AREAS	5
23.4 PURPOSE OF TASK HANDOVER DOCUMENTATION	6
23.5 CUSTODY AND MAINTENANCE OF HANDOVER DOCUMENTATION	6
23.6 HANDOVER OF PORTIONS OF CLEARED AREAS.....	7
23.7 HANDOVER OF AREAS USED FOR UXO DISPOSAL AND STOCKPILE DESTRUCTION.....	7
23.8 RESIDUAL LIABILITY.....	8
23.9 HANDOVER OF COMMERCIAL DEMINING TASKS.....	8
23.10 PARTICIPATION OF AFFECTED COMMUNITIES.....	8

Warning

The Afghanistan Mine Action Standards (AMAS) are subject to regular revision. This document supersedes all versions of the AMAS published prior to the cover date. Users should contact MACCA (mapa@MACCA.org) to obtain the latest approved version of AMAS.

Copyrights Notice

The Afghanistan Mine Action Standards (AMAS) document is produced by MACCA on behalf of the government of Afghanistan. Neither this document nor any extract from it, may be reproduced, or transmitted in any form, or by any means, without explicitly citing the source, edition number and date (i.e. AMAS/MACCA – Edition II – July 2007). For any other eventuality please consult with MACCA.

This document is not to be sold.

Programme Director
United Nations Mine Action Centre
Kabul - Afghanistan
Email: mapa@MACCA.org

Task Handover Procedures

23.1 Introduction

23.1.1 There is an urgent need to make cleared land in Afghanistan available for productive use without delay. However, before cleared land can be handed-over, there are a number of procedures to be completed. These include:

- a. The marking of cleared areas.
- b. If necessary, the inspection of the cleared land.
- c. The collation of all clearance documentation.
- d. The production of handover documentation.

23.1.2 The (MACCA), as the authority for mine action within the country, is charged with the responsibility for the regulation, management and coordination of the handover of cleared land within Afghanistan. To this end, the MACCA has developed set procedures for the handover of tasks within Afghanistan.

23.1.3 The task handover procedure will be implemented and managed by the Operations Department of the MACCA working in conjunction with the Area Mine Action Centres (AMACs).

23.2 Scope

23.2.1 This chapter describes the procedures that are to be followed for the handover of tasks and cleared land within Afghanistan.

23.3 Handover of Cleared Areas

23.3.1 Prior to cleared land being handed-over, the following preliminary actions are to be carried out:

- a. The cleared area and any hazardous areas yet to be cleared or unable to be cleared are to be marked in accordance with AMAS 05.
- b. A completion survey is to be conducted by the demining organisation and an IMSMA completion report is compiled. A copy of the IMSMA Completion Report' is included in the AMAS 28.
- c. The 'MACCA IMSMA Completion Report', all relevant worksite documentation and the original tasking documentation provided by the AMACs shall be compiled into a single task dossier. The 'Task Dossier/Folder is to include the followings:
 - 1) The original tasking documentation (task folder). This should include the clearance requirements i.e. specified area, specified depth and quality of clearance.
 - 2) Team Attendance Sheet/ Blood Group List of Team Members
 - 3) A copy of the IMSMA Technical Survey Report.
 - 4) The 'MACCA IMSMA Completion Report'.
 - 5) Details of the clearance organisation.
 - 6) A summary of the procedures and equipment used to clear the area.

- 7) Reports from Quality Management (QM) checks conducted during the task. This is to include details of the body which conducted external QA, the methods used and reports provided.
 - 8) Details of reduced and cancelled area(s).
 - 9) Details of any incidents and accidents which occurred during clearance.
- d. A 'Cleared Area Completion and Acceptance Certificate' shall be raised by the demining organisation. This certificate is to be attached to the 'Task Completion Report' and forwarded to the relevant AMAC. This is to be done within three days of the clearance task being completed. An example of the 'Cleared Area Completion and Acceptance Certificate' is included AMAS 28.
 - e. When required, the inspection of the cleared land is completed by an inspection team to ensure that the clearance has been conducted to the required quality. Detail of the requirements for the inspection of cleared land is covered in AMAS 02. Once any required inspection has determined that the area has been cleared to the required quality, the '[Cleared Area Inspection Final Report](#)' is added to the 'Task Completion Report.'
 - f. On receipt of the satisfactory 'Cleared Area Final Inspection Report', the AMAC will sign the 'Cleared Area Completion and Acceptance Certificate' and formally accept the land from the demining organisation. This should include an on-site handover which, for humanitarian demining, should include landowners or community representatives.
 - g. The signed 'Cleared Area Completion and Acceptance Certificate' is then added to the 'Task Completion Report' and the original forwarded to the MACCA. A copy is to be retained by the AMAC. A copy of the 'Cleared Area Completion and Acceptance Certificate' is also to be provided to the demining organisation.
 - h. The details from the 'Task Completion Report' are entered into the MACCA Management Information System (MIS) and the report is then filed by the MACCA.

23.3.2 Land is considered to have been handed-over by the demining organisation once the AMAC has signed the 'Cleared Area Completion and Acceptance Certificate'.

23.4 Purpose of Task Handover Documentation

23.4.1 The handover documentation described above achieves four purposes:

- a) Formal declaration by the demining organisation that the land has been cleared over the specified area, to the specified depth and to the specified quality.
- b) Recognition by the MACCA that the demining organisation has satisfactorily completed the task.
- c) Formal acceptance by the MACCA of the cleared land.
- d) Except as detailed in a commercial contract, recognition by the MACCA that residual risk for the cleared area no longer lays with the demining organisation.
- e) The responsibility for ensuring that the necessary task handover documentation is raised and completed as required lays with the demining organisation.

23.5 Custody and Maintenance of Handover Documentation

23.5.1 Responsibility for the custody and maintenance of all task completion and handover documentation rests with the MACCA.

23.6 Handover of Portions of Cleared Areas

23.6.1 On occasions, urgent humanitarian or development needs may require the progressive handover of portions of a larger hazardous area. This progressive handover increases the difficulties of management and control in the hazardous area but is achievable provided clearly-defined procedures for the handover of the cleared portions are followed.

23.6.2 The procedures to be followed when handing over a portion of a larger hazardous area are:

- a. The cleared portions to be handed-over are clearly marked in accordance with [Chapter 5 of AMAS, 'Marking Systems'](#).
- b. A completion survey is conducted by the demining organisation on the areas to be handed-over and an '[MACCA IMSMA Completion Report](#)' compiled. The '[MACCA IMSMA Completion Survey Report](#)' is to clearly identify that it relates to only a portion of the total hazardous area.
- c. A '[Cleared Area Completion and Acceptance Certificate](#)' is raised for that portion of the larger area to be handed-over. All other demining worksite or task allocation documentation is retained by the demining organisation.
- d. If required, the inspection of the portion of cleared land is completed by an inspection team and the '[Cleared Area Inspection Final Report](#)' is added to the '[MACCA IMSMA Completion Survey Report](#)'.
- e. On receipt of the satisfactory '[Cleared Area Inspection Final Report](#)' the AMAC will sign the '[Cleared Area Completion and Acceptance Certificate](#)' and formally accept the portion of land from the demining organisation.
- f. This signed '[Cleared Area Completion and Acceptance Certificate](#)', '[Cleared Area Final Inspection Report](#)' and '[MACCA IMSMA Completion Survey Report](#)' are retained by the AMAC. All other handover action is deferred until the complete area has been cleared.

23.6.3 It is stressed that all documentation must clearly identify that only a portion of the total hazardous area has been cleared and handed-over.

23.6.4 Once the total hazardous area has been cleared, all necessary documentation is raised for those areas not previously handed-over. This documentation, along with that raised for the areas previously handed-over, is collated and compiled into a single '[Task Completion Report](#)' and the actions detailed above are completed.

23.7 Handover of Areas Used for UXO Disposal and Stockpile Destruction

23.7.1 The handover of areas used for Abandoned Explosive Ordnance (AXO) disposal and stockpile destruction operations warrants some additional control measures. In addition to the procedures detailed in Sections 23.3 and 23.4, the following is to occur before handover:

- a. The organization that conducted the destruction is to conduct a thorough check of the entire area to ensure that no hazardous components of mines or ordnance remain.
- b. The area is to be refurbished in accordance with the requirements of the local communities. As a minimum, this is to include the recovering and disposal of all large items of scrap and where practicable, the filling in of any pits or craters made by the disposal operations.
- c. Any areas where there may be residual non-explosive hazardous material left in the ground are to be fenced off and marked.

23.8 Residual Liability

23.8.1 Article 17 of the draft Government of Afghanistan National Mine Action Law states that, once cleared land is accepted by the MACCA, the mine action organisation that cleared the land shall not be liable under national criminal or civil law for harm caused by mines, UXO or abandoned ordnance on that land, unless it is determined through the applicable judicial process that the mine action organisation failed to act in accordance with AMAS.

23.9 Handover of Commercial Demining Tasks

23.9.1 The case of the handover of cleared areas under a commercial demining contract differs slightly in that the client may be prepared to accept land as 'cleared' without all the preliminary steps described in section 23.3 having been completed. This, and the issue of liability, is a matter for the client and the demining contractor. However, the MACCA will not formally accept that an area has been cleared until the steps detailed in section 23.3 have been completed.

23.10 Participation of Affected Communities

23.10.1 Whenever possible, affected communities are to be invited to participate in any handover briefings, visits or formal ceremonies. MRE organisations may also assist in liaison and coordination for task handover activities.