

# AMAS 26

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## Accident and Incident Investigation

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### **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](mailto:mapa@MACCA.org)) to obtain the latest approved version of AMAS.

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## Accident and Incident Investigation

### 26.1 Introduction

26.1.1 Demining has inherent dangers and there is the potential for accidents to occur. It is the responsibility of mine action managers at all levels to ensure that this potential is reduced to the lowest realistic level. This is done by the good management and supervision of demining operations.

26.1.2 Despite this, demining accidents may occur. Should this happen, the speedy evacuation and treatment of the casualties is the first priority. The second is to determine why and how the accident occurred in order to minimise the chance of a similar accident occurring in future. It is a management responsibility to ensure a thorough investigation into the accident is conducted as soon as practical.

26.1.3 This management responsibility also applies to incidents that may have led to accidents.

26.1.4 The thorough investigation of accidents and incidents, and the promulgation of the findings of these investigations, provide information that contributes to improvement of the quality of demining and reduces the likelihood of future demining accidents.

### 26.2 Scope

26.2.1 This chapter covers the procedures to be used in Afghanistan for the reporting and investigation of demining incidents. Demining incidents are those directly related to the survey, clearance and disposal of mines, UXO and other ERW.

26.2.2 While this chapter specifically refers to demining organisations, demining operations and demining incidents, the provisions of the chapter also apply to organisations carrying out other mine action operations, including Abandoned Explosive Ordnance (AXO) disposal and stockpile destruction operations.

### 26.3 Definitions

26.3.1 **Accident:** An accident is an undesired event which results in harm.

26.3.2 **Demining Accident:** A demining accident is an accident at a demining workplace involving a mine or UXO hazard.

26.3.3 **Demining Incident:** A demining incident is an incident at a demining workplace involving a mine or UXO hazard.

26.3.4 **Demining Worksite:** A demining worksite is any workplace where demining activities are undertaken.

26.3.5 **Incident:** An incident is an event that gives rise to an accident or has the potential to lead to an accident.

26.3.6 **Mine Accident:** is an accident away from the demining workplace involving a mine or UXO hazard.

26.3.7 **Mine Incident:** Is an incident away from the demining workplace involving a mine or UXO hazard.

### 26.4 Incidents required to be reported

26.4.1 The following incidents are to be reported to the United Nations Mine Action Centre for Afghanistan (MACCA) through the Area Mine Action AMACs Centres ():

- a) An accident in which a mine, UXO or explosives harms a demining employee, visitor or member of the local population at a demining worksite.
- b) An incident in which a mine, UXO or explosives damages equipment or property at a demining worksite.
- c) The discovery of a mine or UXO located in an area previously cleared, recorded as cleared and marked as cleared, regardless of whether harm has resulted from the mine or UXO.
- d) Note: For the purposes of these standards the term 'cleared' means land that has had all post clearance quality control inspections completed and the land has been formally accepted as cleared.
- e) Where demining workers, visitors or the local population are exposed to intolerable risk that results from the application of documented standards or SOP, including the failure of equipment issued to employees.
- f) Any unplanned detonation of a mine, UXO or explosives in an explosive store, in a vehicle or on a demining worksite irrespective of the cause or outcome.
- g) A non-mine, UXO or explosive-related accident on a demining worksite that requires the urgent evacuation of a casualty to an advanced medical facility for treatment. These accidents may indicate a deficiency in procedures or equipment.

## **26.5 Action Required When an Incident Occurs**

26.5.1 The action to be undertaken by demining organisations immediately after an incident occurs is dependent on the type of incident. Details are shown in the following sections.

## **26.6 Demining Accident**

26.6.1 In the event of a demining accident, the first priorities are the treatment and evacuation of the casualties and the initial notification of the accident to the AMACs. The requirements for these are detailed in **Chapter 30 of AMAS, 'Medical Support and Casualty Evacuation'**.

26.6.2 Once casualties have been evacuated from the site, the following actions are to be undertaken:

- a) Secure the location of the accident, to include areas where detonation occurred and where casualties resulted, to prevent personnel and animals from disturbing it. Any equipment being used by the casualties at the time the accident occurred is to be left in place. Securing the site may involve the posting of sentries. The site is to remain secure until it is released by the head of the appointed investigation body.
- b) Take photographs of the site to assist with any investigation and as a precaution against the unavoidable disturbance of the site such as rain, wind etc.
- c) Identify any witnesses to the accident.
- d) Close off any lanes being worked on at the time of the accident.
- e) Make safe any demolition circuits and ensure that any mines located are clearly marked.

- f) Collect and secure any of the casualties' personal belongings and equipment not being used in the accident.

## **26.7 Incident Reporting Procedures**

26.7.1 It is imperative that MACCA are advised of any accident as soon as practicably possible after the occurrence of any accident. Once the situation has been further established then two reports are required from the effected demining organisation. The first is an initial demining incident report to be submitted as soon as practicable after the occurrence of the incident. The second is a detailed demining incident report, to be submitted some days later.

## **26.8 Immediate Notification**

26.8.1 All organisations shall immediately notify the MACCA/ AMACs by radio or telephone of any incident or accident at the worksite. This should be reported not less than 30 minutes of the incident occurring if possible, or in the case of an accident as soon as practically possible after the casualties have been evacuated off the site.

26.8.2 The detail of the immediate notification is highlighted in Annex A to this chapter of AMAS.

## **Initial Demining Incident Report**

26.9.1 Following the immediate notification of an incident, organisations should submit the initial demining incident report. This shall be a written report, providing all further details that may not have been available at the time of the immediate notification. The report shall be submitted to the MACCA/ AMACs on the same day of the incident occurring and by the fastest possible means, such as email or facsimile.

26.9.2 The demining incident initial report provides essential information about the incident to permit the MACCA to assist with any emergency response and if necessary to provide a general warning to other demining organisations in relation to an unforeseen hazard or the application of standards, SOPs or equipment

The detailed information to be provided in the initial demining incident report is attached at Annex A to this chapter of AMAS.

## **26.9 Detailed Demining Incident Report**

26.10.1 The detailed demining incident report is to provide the results of an internal investigation carried out by the demining organisations involved. The investigation to be carried out by appropriately qualified and experienced members of the demining organisation, but shall not involve a member of the team directly involved in the incident or accident. The detailed demining incident report is to be submitted to the relevant AMAC within 10 days of an incident occurring. An example of a detailed demining incident report is at Annex B to this chapter of AMAS.

26.10.2 A detailed demining incident report is to be submitted for all reportable incidents and, subject to a decision by the MACCA, may satisfy the requirements of a formal investigation. If the MACCA determines that an independent formal investigation is warranted then a formal investigation will be conducted and the demining organisation's detailed report will become part of the formal investigation.

## **26.10 Formal Investigations**

26.11.1 The sole aim of a formal demining incident investigation is to identify problems or opportunities to improve the safety and quality of the demining process. It is neither a criminal investigation nor an investigation to assist in the assessment of a current or possible future insurance claim. As such, all employees of demining organisations are to be encouraged to provide complete and accurate information about the circumstances surrounding the incident and opinions on ways to improve procedures that may assist in preventing a similar incident occurring.

## **26.11 Levels of Investigation**

26.12.1 There are three levels of formal investigations of mine incidents within Afghanistan:

- a) A Board of Investigation (BOI), the composition of which is to be a minimum of three people; a representative from the MACCA/ AMAC, an independent person from the Afghanistan mine action community and a representative, other than a member of the demining team directly involved, from the organisation involved in the incident.
- b) An appropriately qualified and experienced independent investigation officer appointed by the MACCA.
- c) An appropriately qualified and experienced internal investigation officer appointed by the demining organisation involved in the incident provided it is not a member of the team directly involved in the incident.

## **26.12 Incidents to be Externally Investigated**

26.13.1 The MACCA will convene a BOI to investigate all demining incidents or accidents that involve the death of a deminer or member of an organisations operational staff. The MACCA will also decide on a 'case by case' basis which other incidents are to be externally investigated and the level of investigation required.

## **26.13 Convening External Investigations**

26.14.1 On those occasions in which external investigations are warranted, the MACCA will formally convene the investigation in writing. Copies of the written convening order will be provided to the investigation board/officer and the demining organisation involved in the incident. Convening orders provide Terms of Reference for the investigation board/officer. The convening order will also provide deadlines on the conduct of an investigation and any requirements for interim reports. An example of a convening order for an investigation is at Annex C to this chapter of AMAS.

## **26.14 Internal Investigations**

26.15.1 Demining organisations are to commence their own investigation, in the form of a detailed demining incident report, as soon as practicable after the incident and are to submit it to the relevant AMAC within 10 days of the incident occurring. The MACCA will determine whether this investigation satisfies the requirements of a formal investigation.

## **26.15 Demining Organisation Responsibilities Towards External Investigations**

26.16.1 In addition to its initial responsibilities in the event of a demining incident, demining organisations are to:

- a) Provide access and, if necessary, administrative support to incident investigation boards/officers.
- b) Make all relevant records available to the investigation board/officer.
- c) If requested, provide qualified staff to assist with investigations.
- d) Complying with the directions of the MACCA in implementing the recommendations of the investigation.

## **26.16 Actions Following External Investigations**

26.17.1 Once an external investigation has been completed and the report accepted by the MACCA, the demining organisation involved in the incident will be given a copy of the report to view and comment upon. This will be done before the report, or any part of it, is released. If acceptable to the MACCA, the demining organisation's comments may be included in the final report.

## **26.17 Distribution of the Report**

26.18.1 The confidentiality of an investigation report will be decided by the MACCA; however some parts of it may be distributed to other demining organisations at the discretion of the MACCA. If any report identifies new hazards, then the dissemination of this information will be immediate.

## **26.18 Suspension or Termination of Operational Accreditation Post Incident/Accident**

29.1.1 Depending on the findings of the incident/accident investigation and subsequent recommendations it is possible that the MACCA deems a suspension or termination of the clearance organizations operational accreditation for the clearance asset directly involved in the incident or accident necessary.

29.1.2 The MACCA following the incident/accident if gross negligence is evident prior to the completion of the BOI Final Incident/Accident Report can apply suspension of operational accreditation immediately.

29.1.3 Suspension or termination can involve the following:

## **26.19 Individual**

26.20.1 If individual person/s are found to be negligent then his/her operational accreditation maybe suspended or terminated. Suspension will be for a specified timeframe to be set by the MACCA. If the individual fails to rectify the problems leading to his/her suspension in the required time frame then their operational accreditation maybe terminated.

## **26.20 Clearance Asset**

26.21.1 Individual clearance assets maybe suspended or have their operational accreditation terminated by the MACCA depending on the findings of the BOI. Suspension will be for a specified timeframe to be set by the MACCA. If the clearance asset fails to rectify the problems leading to its suspension in the required time frame then their operational accreditation maybe terminated.

## **26.21 Organization**

26.22.1 The Clearance Organization may be suspended or has their operational accreditation terminated by the MACCA if gross negligence is ascertained as a result of the BOI investigation.

## Annex A - Initial Demining Incident Report

**From:** Demining organisation name.                      **Date & time report submitted:** DD/MM/YYYY

**To:** AMAC, location.

### Initial Demining Incident Report

- 1) Organisation, sub unit, team name/number. *See note 1*.
- 2) Location (province, district, village, minefield number).
- 3) Time of incident.
- 4) Type of incident.
- 5) Details of casualties to include:
- 6) Names. *See note 2*.
- 7) Description of injuries. *See note 3*.
- 8) Treatment given.
- 9) Current condition of casualty(ies).
- 10) Evacuation methods, routes, destinations, departure time and estimated arrival times.
- 11) Equipment or property damaged. *See note 4*.
- 12) Describe how the incident occurred. *See note 5*.
- 13) Contact details of key personnel. *See note 6*.
- 14) Any other information including: *See note 7*.
- 15) Did the incident occur in a cleared or known hazardous area?
- 16) Device type (if known).
- 17) Any other relevant information. *See note 8*.

Note 1: The highlighted information is to be sent in the immediate notification by radio or telephone within 30 minutes of the incident occurring, or in the case of an accident as soon as practically possible after the casualties have been evacuated off the site. The full demining incident initial report (including all information) is then sent by facsimile or email within the same day of the incident occurring.

Note 2: For non demining workers include the names of the casualties or the contact details of a person who can be the point of contact. Contact details for non demining workers do not need to be sent with the immediate notification of the incident but the fact that non demining workers were injured, does.

Note 3: List injuries for each casualty separately and referenced to the name.

Note 4: List the equipment or property damaged. Include a short description of the extent of the damage. Where appropriate include the name and contact details of equipment or property owners.

Note 5: Include a short description of how the incident occurred. In the case of a mine/UXO located in a cleared area, a failure in standards or SOPs or a failure with equipment include details of how the mine/UXO was discovered or the failure occurred.

Note 6: Provide contact details of the person(s) responsible for the coordination of the immediate response to the demining incident and investigation activities, for example the Worksite Supervisor and the Operations Manager. Provide radio call signs or telephone numbers as appropriate.

Note 7: Provide as much information as possible about the circumstances surrounding the incident, specifically information which would assist in making decisions on the requirement to send out a general warning about a new device found or the inadequacies of equipment, a standard or SOP.

Note 8: Submission of the complete demining incident report is not to be delayed in an effort to collect and analyse information regarding the incident.

## Annex B - Example of a Detailed Demining Incident Report

Note: Not all of the parts in this example are applicable to all incidents required to be reported.

**From:** Demining organisation name. **Date report submitted:** dd/mm/yyyy

**To:** UN Mine Action Centre for Afghanistan

### Demining Incident Detailed Report (Incident Description)

References:

- a) Initial demining incident report (copy attached).
- b) Afghanistan Mine Action Standards (AMAS).
- c) Demining organisation SOPs.

**Part one – background** (This is a summary of some of the information from the initial demining incident report)

- a) Demining organisation name.
- b) Organisation sub unit, team name/number.
- c) Name of worksite supervisor.
- d) Location of incident (province, district, village, minefield number).
- e) Date and time of incident.
- f) Type of incident.

### Part two – details of incident

Provide a general description of how the incident occurred including locations; timings; demining personnel (manual clearance teams, MDD teams and mechanical teams) and any non demining personnel involved; mines, UXOs or explosives involved; and vehicles/equipment involved. Attach photographs, diagrams and incident plans (location plan and detailed site plan) as Annexes to the report to assist in clarifying the circumstances surrounding the incident.

Note 1: For accidents include details of the activities being carried out when the accident occurred.

Note 2: For mine(s)/UXO located in a cleared area include details of how the mine(s)/UXO was/were discovered, the type(s) of mine(s)/UXO involved, the exact location(s) (by GPS or resection if it can be done safely), classification of the area where the mine(s)/UXO(s) were located and any known details of previous demining (technical survey or clearance) in the area.

Note 3: For a failure in standards or SOPs or a failure with equipment provide details of the procedures or equipment involved, how the failure was discovered/occurred and potential consequences of the failure if not rectified.

### Part three – incident site conditions

Describe the conditions on the incident site at the time of the incident in terms of worksite layout and marking, ground and terrain, vegetation and weather:

- a) Worksite layout and marking. Describe the layout of the worksite in relation to the location of the incident covering control areas, general worksite markings and specific worksite markings in the location of the incident. Include dimensions and cross reference to SOPs where appropriate. Include details of the worksite layout on incident location and site plans attached as an Annex to the report.
- b) Ground and terrain. Describe the ground in terms of type of soil, density or hardness and moisture content. Describe the terrain in terms of flat, undulating or hilly. If required use slope ratios (i.e. 1 in 25) to identify maximum/minimum slopes.
- c) Vegetation. Describe the vegetation in terms of type, density, size and root structure. Provide dimensions such as height of grass/crops/bush and maximum size of the vegetation stems. Indicate if the roots had an effect on the work or if the vegetation had been burned or cleared in any way.
- d) Weather. Describe the weather at the time of the incident.

Provide photographs of the site to highlight the incident site conditions.

### Part four – team and task details

Team details. Provide details of the size and composition of the team (deminers, section leaders, team leaders, supervisors, medics etc), including MDD or mechanical teams; the qualifications (formal and refresher training) and experience (types of work carried out, locations, worksite conditions and mines, UXOs or devices encountered); the most recent refresher training and subjects covered; the last period of leave/stand down; the results of recent monitoring (both internal and external) carried out on the team; and any known problems with the team. Provide a comparison between the team in general and any individuals involved in the incident.

Task details. Provide details of the task to include the survey work carried out (general and technical); clearance plan for the task, which should include area to be cleared and depth of clearance; types and number (if known or able to be estimated) of mines expected to be found; any known mine laying techniques or patterns; the planned use of the land after clearance; time worked on the task; progress in terms of area cleared as a percentage of the total area to be cleared; types and numbers of items found; and any problems encountered with the task.

Include copies of training records, monitoring reports, technical survey reports, task folders, task progress reports or any other demining organisation or demining worksite administration documentation required, as an Annex.

### Part five – equipment and procedures used

Equipment used. Provide details of the equipment being used on the site relevant to the incident. This may cover detection equipment, Personal Protective Equipment (PPE), deminers toolkits, demolition equipment, communication equipment, medical equipment, vehicles and mechanical equipment. For electronic detection equipment provide details of on site testing requirements. This may be referenced to SOPs.

Procedures used. Provide an overview of any procedures used related to the incident. This may be referenced to SOPs.

Work routines. Provide details of the work routines being followed on the task at the time of the incident and the number of hours worked by personnel (including those involved in the incident) on the day prior to the incident occurring. If work routines involve handovers between personnel, provide details of when the last handover occurred prior to the incident and the details of what is covered during handovers for example, detection equipment checks, briefings etc. This may be referenced to SOPs.

### **Part six – explosive hazards involved**

Provide details of any mines, UXOs, explosive devices or explosives that were involved in the incident:

- a) For items that were located (mines, UXOs or devices), or explosives that were known to be used provide details such as; (1) mines/UXOs - common names; (2) explosive devices - a detailed description of the components (name, type, size or weight) and construction details; (3) for known explosives - the names, type, size or weight of the items used. For items located also include the position in/on the ground (i.e. surface or buried and if buried, the depth and attitude in the ground) and whether item was trip wired, command detonated or booby trapped.
- b) For incidents involving a detonation provide details of blast holes (size and depth); mine/UXO or other debris located and any known or suspected items involved. Provide explanations as to why an item is either known or only suspected.

Provide photographs and technical details for any items located or photographs of blast holes and debris as an Annex to the report.

### **Part seven – details of injuries**

Provide details of all personnel (including non demining workers) injured as a result of the incident. Include names, occupation, details of injuries and cross reference the names to the activities that the personnel were carrying out at the time of the incident. All injured personnel no matter how minor the injuries they received are to be included. Also include copies of medical records and injury data sheets as Annexes to the report. The location of the injured personnel, immediately after the incident occurred, should be shown on the incident detailed site plan.

### **Part eight – equipment/property/infrastructure damage**

Provide details of all equipment, property or infrastructure damaged as a result of the incident:

- a) For equipment include detailed descriptions to include owner, make, model, age, serial numbers (where applicable), current value (if known), details of damage, insurance held by the owner/organisation and if possible an assessment of the cost of repair/replacement. (See section 20 below for the requirements covering PPE involved in the incident)
- b) For property and infrastructure provide details of the owner(s), damage incurred, insurance held by the owner(s) and if known, the cost of restitution or repair.

PPE. Provide details of any PPE involved in the incident by type/function, make, model or any other identifying details. Describe any damage to the PPE and provide comment as to the effectiveness or otherwise of the PPE in preventing injury (or more serious injury) to personnel involved in the incident.

Include photos of damaged equipment, property or infrastructure and copies of any other supporting evidence (ownership papers, property deeds, insurance details, repair quotes etc) as Annexes to the report.

### **Part nine – medical and emergency support**

Provide details of the medical and emergency support (communications and evacuation transport) available at the incident site prior to the incident occurring. This may be cross referenced to SOPs. Also if applicable to the incident, include details of the frequency of demining accident response plan practices and the date the last practice was carried out.

Provide timings for key activities during the casualty evacuation for example the evacuation of the casualties of the incident site, the arrival at the initial medical facility, departure from the initial medical facility and arrival at the final medical facility.

Comment on the effectiveness or otherwise of the medical and emergency support in terms of planning and preparation, medical equipment and supplies, communications, evacuation transport, medical treatment facilities and external support (from other mine action organisations) to the casualty evacuation. Where deficiencies were identified provide details and recommendations for improvements.

### **Part ten – reporting procedures**

Comment on the effectiveness or otherwise of the initial incident reporting procedures carried out.

### **Part eleven – any other matters of relevance.**

Include any other matters relevant to the incident that have not already been covered in this example.

### **Part twelve – discussion, conclusions and recommendations**

Provide any additional discussion, conclusions and recommendations.

Signature of Investigating Officer  
Name of Investigating Officer

Annexes:

- a) Copy of the initial demining incident report.
- b) Witness statements.
- c) Incident location and detailed site plans.
- d) Site photographs.
- e) Training records, monitoring reports, technical survey reports, task folders, task progress reports or any other demining organisation or demining worksite administration documentation required.
- f) Photographs and technical details of items located, blast holes or mine/UXO debris.
- g) Medical records or injury data sheets. See Appendix 3 to Annex C of IMAS 10.60.
- h) Photographs of damaged equipment, property or infrastructure.
- i) Copies of equipment/property ownership documentation (ownership papers, property deeds, insurance details etc).

- J. Damage repair quotes/estimates.
- K. IMSMA Demining Accident Report and Casualty Report.

## Annex C - Example of a Convening Order for a Formal Investigation

Afghanistan Mine Action Authority  
Address  
Location

File reference (incident serial number).

Date

Name of recipient(s)

Address

Location

### Appointment of Personnel to Carry Out a Formal Investigation

Reference:

- a) Afghanistan Mine Action Standards.
  - b) Demining incident detailed report. (Copy attached)
- 1) You (name(s) of organisation(s)) are hereby appointed by (name and appointment) of the MACCA to investigate the circumstances surrounding the demining incident that occurred on (time and date) at (location) involving (personnel from, if applicable to the incident) (organisation name).
  - 2) This incident involved (a brief note as to what the incident was about for example 'a deminer detonating a mine whilst carrying out manual clearance'; or 'the discovery of a mine in an area previously cleared').
  - 3) Your formal investigation and report are specifically to cover the following:
    - a) Details of the task(s) being carried out at the time of the incident.
    - b) When and where the incident occurred.
    - c) How the incident occurred including a description of the events that led up to the incident, personnel, equipment and procedures involved.
    - d) The cause, nature and extent of injuries caused to personnel or damage to equipment, property or infrastructure as a result of the incident.
    - e) Why the incident occurred and whether the incident could have been avoided.
    - f) Any remedial action necessary to prevent future incidents of this nature occurring.
    - g) Any other matters that the BOI/IO considers relevant to the incident.
  - 4) In investigating the incident the following factors are to be considered:
    - a) The level of training and experience of the personnel involved in the incident, including where applicable, supervisory and managerial staff. This should also cover the dates and subjects covered for the most recent refresher training for the team, including if the members involved in the incident attended that refresher training.

- b) The work routines being followed prior to and at the time of the incident including work start and finish times and rest period routines. Investigate if any handovers were occurring between personnel working on the site and procedures followed for these handovers including any briefings involved.
- c) The dates of the last leave period or day off work for personnel involved in the incident.
- d) The dates and results of recent monitoring (internal and external) of the team involved in the incident.
- e) The procedures being followed by the personnel involved in the incident for the activities being carried out at the time of the incident.
- f) The safety equipment or protective clothing required to be used, or worn by the personnel involved in the incident, and whether the equipment or clothing was worn or used and if so, whether it was done so correctly. Also consider whether the use of safety equipment or protective clothing contributed to, or could have contributed to, a reduction in any injuries to personnel.
- g) The medical and emergency support available to the team/personnel involved in the incident and whether this support was adequate or not in the circumstances of the incident. If the medical support was not adequate consider the possible affect this may have had on any casualties resulting from the incident.
- h) Whether the incident was contributed to or caused by any of the following:
  - 1) Any weakness in command and control.
  - 2) Neglect, carelessness or misconduct by any of the personnel involved.
  - 3) Personnel being given inappropriate or dangerous orders by supervisory or managerial staff.
  - 4) Non-compliance with orders, instructions or procedures.
  - 5) The use of alcohol, drugs or prescribed medication.
  - 6) Deficiencies in standards or SOPs.
  - 7) Incorrect use of equipment.
  - 8) Any shortfall in training of personnel involved.
  - 9) Injury or sickness to any personnel involved in the incident.
  - 10) Malfunctioning of equipment or materials, including explosives.
  - 11) The prevailing weather conditions.

Any deficiencies in basic support to personnel on the site for example provision of primary health care, shelter, food and water.

The report is to summarise the results of the investigation, draw conclusions as to the factors that contributed to the incident and make whatever recommendations necessary to prevent a future incident of this nature occurring.

- 5) The following documents should be included with the report:
- a) A copy of the document appointing personnel to carry out a formal investigation (this document).
  - b) A copy of the demining incident detailed report from the organisation involved in the incident.
  - c) Witness statements.
  - d) Sketches, diagrams, location and site plans as appropriate.
  - e) Photographs highlighting important aspects of the incident for example site conditions; mines, UXO, explosive devices or explosives involved; blast holes and blast debris; injuries to personnel; and equipment, property or infrastructure damage.
  - f) Task documentation, which may include survey reports, clearance plans, demining worksite plans or demining worksite documentation.
  - g) Extracts from standards and SOPs as required.
  - h) Medical records or coroner's reports.
  - i) Any further documentary evidence gathered during the investigation.

The investigation report is to be submitted by (time and date). In the event that the completed report is not able to be submitted on the date indicated an interim report outlining progress with the investigation and the reason for the delay is to be submitted on that date and further interim reports provided every ( ) days until the completed investigation report is submitted.

Signature of appointing authority  
Name of appointing authority