

# AMAS 28

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## Reporting

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## Reporting

### 28.1 Introduction

28.1.1 Accurate and timely reporting of all mine action activities are a key feature of an effective mine action programme. All mine/UXO clearance organisations are to submit regular reports, in the correct format, to the MACCA and AMAC as described in this chapter.

28.1.2 All reports have to be submitted to AMAC Operations office for review and certification before entry into IMSMA. IMSMA in Afghanistan is configured for decentralized data entry at AMAC level. Therefore it is essential for mine action organizations to ensure that the compiled field report as discussed in this chapter are submitted and processed at the AMAC, and that processed copies are received back to ensure accuracy.

28.1.3 In order to allow timelier processing of reports and utilization of information, mine action organizations are requested to submit reports on a weekly basis.

### 28.2 Scope

28.2.1 This standard specifies the minimum reporting requirements for reporting mine action activities in Afghanistan.

### 28.3 Use of Mine Action Reports

28.3.1 The use of different mine action forms are intended for recording the minimum set of required information. Therefore each form are to be used for the appropriate intended use of the form in order to ensure the appropriate recording, submitting, reviewing and data entry of information in IMSMA.

28.3.2 The procedures for submitting of the appropriate reports will be discussed in detail to ensure that all mine action actors understand the required procedures for submitting forms in order to be processed and recorded in IMSMA.

28.3.3 The following section is a description of the forms and the intended use of the each form.

### 28.4 Village Data Form

28.4.1 The village data form is essential for collecting socio-economic, demographic, and location reference information that forms the core of the IMSMA pre requisite information for the data entry of the various forms. The gazetteer is used as the basis for recording village information in IMSMA. The village data is essential for priority setting and impact scoring in the Impact survey module and hence form the core of the whole data entry process and hence should take place at the earliest stage of this process.

28.4.2 All the IMSMA data with location requirements for storage, retrieval and visibility on the GIS should be referenced to a corresponding nearest town.

28.4.3 When a new village is founded and needs to be recorded in IMSMA, the village data form as in Annex A have to be used to record the minimal data required. In addition to the minimal data required to record a new village into IMSMA, the form have been customized to record villages visited by mine action teams to record not mine/UXO affected communities.

### 28.5 Landmine Impact Survey and Assessment Forms

28.5.1 The LIS have been completed at the end of 2004. In an attempt to maintain the LIS data the MACCA established Landmine Impact Assessment Teams (LIAT). In addition, the

LIAT continues to confirm LIS findings and record new mine affected communities, suspected hazardous areas and victims.

- a) Community Module Form: Once the community is confirmed that it is affected by mines/UXO, the community module is to be filled out by the Landmine Impact Assessment Team. See Annex B for the form.
- b) Suspected Hazard Area (SHA) Form: The SHA is the suspected contaminated area within the community, there is the possibility of a number of SHAs within a community. For each individual SHA a SHA module is to be filled by the LIAT. SHA reports are to be submitted when organisations identify SHAs not previously shown on minefield maps. SHA reports are also useful if they can provide additional information for the records. Organisations are to submit a written report using the IMSMA format to the MACCA/AMAC. See Annex C for the form.
- c) Confirmation Assessment Community Form: This form is used for the confirmation of the community by LAIT while they are confirming the LIS community whether the impact level is the same or changed due to the course of time. Basically this form is used for the recent changes in the community. See Annex D for the form.
- d) Confirmation Assessment SHA Form: This form is used for the confirmation of the SHA by the LAIT while they are confirming the LIS SHA whether the impact level is the same or changed and recalculate the blockages, recent victims and changes in the SHA. See Annex E for the form.

## 28.6 Cancellation Criteria and Form

28.6.1 The cancellation process has been introduced in Afghanistan to allow mine action organizations to meet cancellation criteria for cancelling a recorded suspected hazardous area or minefield. Once the cancellation criteria are met, the organization can proceed in requesting the respective MACCA and AMAC departments to recommend and certify the cancellation of a recorded suspected hazardous area or minefield. See Annex F for the form.

28.6.2 The recorded suspected hazardous area or minefield status will be changed to "Closed" in IMSMA based on the received certified form. The form will be scanned and linked to the hazard in IMSMA for future reference.

## 28.7 Community Liaison Forms

28.7.1 The aim of the Community Liaison (CL) Forms is to record important contact details prior and during clearance operations. This information is maintained by the LIAT teams.

- a) Community Liaison (CL) Pre Assessment Contact Record: This form is use by the LIAT during the pre assessment of the community. See Annex G for the form.
- b) Community Liaison During Clearance Contact Record: This form is used during clearance in the community for the contact records of the community representatives. See Annex H for the form.
- c) Community Liaison CL Post Clearance Contact Record: This form is used during completion process or when the task is handed over to the end users for the contact records of the community representatives. See Annex I for the form.
- d) Post-Demining Impact Assessment: The purpose of Post Demining Impact Assessments (PDIAs) in Afghanistan is to determine that humanitarian demining operations have achieved their objective of minimising or eliminating the impact of

mines and ERW on affected communities. Additionally, there is a need to assess the accuracy of the information upon which decisions for priorities for demining were made. The PDIA should be conducted through Landmine Impact Assessment Teams (LIATs). See Annex J for the form.

## **28.8 Minefield Detailed Report**

28.8.1 The Minefield Detailed Report is used for newly found hazard areas which are not covered during the LIS before, and is recorded in detail with the appropriate sketch map that results in a polygon. If the detailed sketch map that results in a polygon is not produced, the SHA module should be used to record the newly found hazard as a SHA. Minefield Detailed Report is used to record data on known minefields with accurate technical information on the corresponding benchmark, perimeter points, field data, suspected devices and area Sqm surveyed. (See Annex K)

## **28.9 Minefield Summary Report**

28.9.1 The Minefield Summary Report is used when a known suspected hazardous area (SHA) is partially cleared or divided into more than one minefield. This summary report is used because the detailed information was already recorded during the LIS and is already recorded in IMSMA. Any updates on the known information can be recorded on the summary report. The status of the SHA should be closed and the remaining area of the SHA covered within the new minefield(s) should be Open. The original IMSMA ID of the impacted community, SHA and new minefield is recorded in minefield summary report for cross-referencing purposes. See Annex L

## **28.10 Task Data Sheet**

28.10.1 The Task Data Sheet is used for recording tasking data of the mine actions activities. A unique IMSMA Task ID is generated per Task Data Sheet and consequently all future progress reporting is done against this Task ID. See Annex M

## **28.11 Clearance Progress Form**

28.11.1 The Clearance progress form shall be used to report progress of a task where clearance is currently in progress.

28.11.2 The weekly Clearance Progress Report shall be prepared by the demining organizations on a weekly basis and submitted to the AMACs for review, certification and recording into IMSMA database.

28.11.3 A tabular summary report are used for reporting the progress by task, team and minefield or suspected hazardous area. (See Annex N)

28.11.4 Weekly/Monthly Summary Reports. Weekly and Monthly Mine/UXO summary reports will be produced out of IMSMA based on the weekly progress reports per clearance organisation. The Completion Report clearance figures will be calculated based on the clearance figures reported in the Weekly Reports.

## **28.12 The Mine Clearance Completion/Suspension Reports**

28.12.1 The Completion Report forms part of the QA and QC procedures and is intended to accurately record areas cleared and areas that have yet to be cleared by mine clearance teams. The Reports also provide a permanent record of mine clearance activities in an area, whether it is total or partial clearance. This report is written at the completion/suspension of mine/UXO clearance of a specific area and must clearly state, by text and diagram, the area of

definition and the level of clearance conducted. The Completion or Suspension Report (See Annex P) is also to contain the following:

- a) Photographs of the Reference Point and Bench Mark used.
- b) Photographs of all cleared area.
- c) Photographs of all unclear areas.
- d) Photographs of any structures cleared or unclear.
- e) Photograph of any Control Point briefing board schematics.

28.12.2 The Completion or Suspension Report is part of the Task Dossier (TD) and is to be returned to the MACCA/AMAC with the Task Dossier. The Task Dossier is to contain all information regarding the site generated during the life of the site by the clearance organisation; this includes all daily work sheets, site schematic drawings and documentation. The original site diagrams used as part of the site briefing boards are to be included, if this is not possible then clear readable photographs of such are to be included in the Completion or Suspension Report.

### **28.13 Spot UXO Form**

28.13.1 The Spot UXO Form is used for recording the unexploded ordnance or ERW to be handled by the EOD teams. Normally the LIATs or MRE teams are filling this form in order to report the spot UXO. This form can also be used for recording the deep buried bombs for future clearance.(See Annex P)

### **28.14 EOD Clearance Form**

28.14.1 The EOD Clearance forms are used to document EOD clearance tasks. The clearance report will be recorded in the Completion module of IMSMA as an EOD Clearance. The EOD village by village UXO clearance is also recorded using this form. (See Annex Q).

### **28.15 Demining Accident Form**

28.15.1 The Demining Accident form is intended for demining operations related accidents. It is used to record information on accidents encountering individuals (usually deminers) while performing clearance or survey operations in a known minefield or suspected hazardous area. Once the demining accident have been entered into IMSMA the IMSMA ID are to be used in all the references.

28.15.2 The Casualty Accident form is used to record information on the victim involved in such accident. (See Annex R)

### **28.16 Mine/UXO Incident Form**

28.16.1 This format conforms to Afghan Red Crescent Society (ARCS) specifications, and is used to record information on accidents encountering civilians due to mine or UXO detonations in a known or unknown minefield/ dangerous area. (See Annex S)

28.16.2 The **Casualty Incident** form is used to record information on the victim involved in such accident.

## **28.17 Mine Risk Education / Victim Assistant Form**

28.17.1 MRE/VA Weekly/Monthly Activity Report is a standard report format which is used by all MRE teams in the field for data collection of MRE and Victim Assistance activities. All MRE Teams throughout the country report to their relevant AMACs on monthly basis while quarterly narrative and consolidated report of each NGO comes to MRE/VA department of MACCA HQ for checking and certification. This reporting matrix can handle the data about MRE/VA Audience, Their Gender, Location of MRE session, Activity, Training type etc. (See annex T)

## **28.18 Explosive Usage Form**

28.18.1 This form is used to record the amount of explosive material used for the demolition of mines and ERW and shall be reported on the monthly basis. See Annex U.

## **28.19 Timings**

28.19.1 All completed forms shall be submitted to MACCA/AMAC at the end of the week for processing into IMSMA with the exception :

- a) Initial Incident/Accident Report: Within 30 minutes of the event.
- b) Internal Incident/Accident Report: Within 24 hours of the event.
- c) Explosive Usage Report: Monthly, within ten working days after the end of each month

## **28.20 Conclusion**

28.20.1 This chapter outlines the reporting requirements for mine action activities in Afghanistan. The number of forms has been reduced to streamline procedures and reduce the required paperwork. Accurate reporting and recording is paramount for the future references, avoiding duplications, facilitates good planning and analysis for further improvements of the operations. All organization carrying out mine action operations in Afghanistan shall adhere to the requirements of this standard.

## **Annexes to AMAS 28**

### **Annex A Village Data Form**



Annex A

### **Annex B Community Module Form**



Annex B

### **Annex C SHA Module Form**



Annex C

### **Annex D Confirmation Community Assessment Form**



Annex D

### **Annex E Confirmation Assessment SHA Form**



Annex E

### **Annex F Cancellation Criteria and Form**



Annex F

### **Annex G CL Pre – Clearance**



Annex G

## **Annex H CL During Clearance**



Annex H

## **Annex I CL Post Clearance**



Annex I

## **Annex J Post Demining Impact Assessment Report Final**



Annex J

## **Annex K MF Detail Report**



Annex K

## **Annex L Minefield Summary Report**



Annex L

## **Annex M Task Data Sheet**



Annex M

## **Annex N Clearance Progress Form**



Annex N

## **Annex O Completion Report and Handover Certification**



Annex O

### **Annex P Spot UXO Form**



Annex P

### **Annex Q EOD Weekly Summary Report**



Annex Q

### **Annex R Demining Accident Form**



Annex R

### **Annex S Incident Casualty Form**



Annex S

### **Annex T MRE VA Activity Report**



Annex T

### **Annex U Explosive Usage Form**



Annex U