

## **18. REPORTING PROCESS**

### **1. General**

The following reports will be completed and submitted to the ANAMA HQ as per template shown in the Manual of Procedures (MOP):

### **2. Weekly Reports**

All clearance and survey organizations under ANAMA umbrella will weekly submit:

- Weekly Progress Report.

### **3. Monthly Reports**

All organizations under the umbrella of ANAMA will monthly submit:

- Monthly Progress Report;
- Monthly Training Report;
- Monthly Mine Awareness and Press Briefing Report;
- Monthly Mine Victim Assistance Report.

### **4. Reports/Requests required upon Occurrence**

All Demining and EOD Teams, and other organizations under the umbrella of ANAMA will submit the following on occurrence reports:

- Single EOD Report;
- Survey Level 1 Report;
- Survey Level 2 Report;
- New Device Report;
- Completion Report;
- Incident Report;
- Mine/UXO Incident and Accident Report;
- Preliminary Investigation report (PIR);
- Board of Inquire Report (BOI);
- Notices to Airmen (NOTAM) Request.