

AMAS 27

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Information Management

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Contents

AMENDMENT RECORD	4
27.1 INTRODUCTION	5
27.2 SCOPE	5
27.3 MACCA MANAGEMENT INFORMATION SYSTEM (MIS) DATABASE	5
27.4 MAINTAINING THE MACCA IMSMA DATABASE	5
27.5 IMSMA DATA ENTRY WORKFLOW	6
27.6 CUSTODY OF DOCUMENTATION	7
27.7 DEFINITION OF FORMS AND REPORTS	7
27.8 TASK FOLDERS.....	7
27.9 DEMINING WORKSITE DOCUMENTATION.....	8
27.10 DAILY RECORDS.....	8
27.11 VISITORS LOG.....	9
27.12 VISITOR INDEMNITY FORMS	9
27.13 QUALITY MANAGEMENT (QM) RECORDS	9
27.14 EXPLOSIVE CONTROL FORMS.....	9
27.15 PROGRESS REPORTS	9
27.16 MISCELLANEOUS DOCUMENTATION	9
27.17 BRIEFING BOARDS AND MAPS	10
27.18 SUPPORT AND ADMINISTRATIVE REPORTS	10
27.19 EXPLOSIVE CONTROL REPORTS	11

Warning

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Information Management

27.1 Introduction

27.1.1 Information is critical to the effective management of mine action programmes. Unless well-defined systems and procedures for the management of information are developed and implemented, operations will not run as efficiently and effectively as they should.

27.1.2 The scope of information management is vast. Information management involves the collection, recording, reporting, collation, analysis, use, dissemination and maintenance of information. It covers all phases and facets of mine action throughout the life of a programme.

27.2 Scope

27.2.1 This chapter details the systems and procedures to be followed for the management of mine action information in Afghanistan.

27.3 MACCA Management Information System (MIS) Database

27.3.1 The MACCA **MIS Section** manages the mine action database for Afghanistan. This database uses the Information Management System for Mine Action (IMSMA) Decentralized Data Entry System, which has been adapted for the operations, systems and procedures used in Afghanistan.

27.3.2 The MACCA MIS database provides the baseline data for the planning and co-ordination of mine action operations to be conducted in Afghanistan. The information contained in the database is available to accredit mine action organisations on request. Requests for information are to be submitted to the **MIS Section** of the MACCA.

27.3.3 The MACCA MIS Database is to be the master database for all mine action information in Afghanistan.

- a) In addition to IMSMA MACCA maintains several other data collection add-on databases to IMSMA, in order to meet customer needs such as QM, Stockpile, KAP Survey, Retained Mines and etc. The current version of IMSMA does not provide such functionality.
- b) It is essential that clear and concise information on projected tasks and past performance information are maintained to assist in improving the efficiency of the programme.
- c) Information Management (IM) is the process of compiling and analyzing data, with the goal of producing accurate information.

27.4 Maintaining the MACCA IMSMA Database

27.4.1 The quality of the MACCA database is only as good as the quality of information input into it. It is to be continually updated with information gathered through both formal and informal information gathering activities carried out throughout the demining process.

27.4.2 The formal information gathering activities, details of which are in Chapter 9 of AMAS, 'Survey', are:

- a) Confirmation assessments/SHA.
- b) Technical surveys.
- c) Completion surveys.
- d) Post demining impact assessments.

27.4.3 In addition to these formal activities, all mine action organisations operating in Afghanistan have a general responsibility for the gathering of information on the mine and UXO threat and its impact on communities. This informal information also contributes to the maintenance of the database. Details of mine action organisation's general responsibilities for information gathering are included in Chapter 9 of AMAS, 'Survey'.

27.4.4 It is the responsibility of all mine action organisations to provide timely and accurate input to the MACCA to ensure that the MIS database remains current. MACCA will make monthly updates of IMSMA available to all mine action organizations operating in Afghanistan.

27.5 IMSMA Data Entry Workflow

27.5.1 MACCA is using decentralized data entry system. Before the entry into IMSMA, the report shall be physically received and quality checked by the AMACs Ops, and reviewed to ensure that, it is complete and suitable for entry into the IMSMA FM.

27.5.2 After the entry and QA the Data Processor shall provide the complete report using IMSMA FM to Ops for cross check and review of Area Manager.

27.5.3 On a weekly basis the IMSMA export/synchronization along with copies from the partner agencies shall be sent to MIS department of MACCA HQ for updating/QA/compiling of the final report

27.5.4 Organization conducting mine clearance activities within MAPA, including commercial companies shall use IMSMA reports formats part of their accreditation requirement.

27.5.5 In case if any format other than the IMSMA format is used in the field, the data collected must be transposed into the IMSMA report. It is extremely important that this is done in a consistent manner at the AMAC level.

The MACCA MIS Department in all cases confirms that the report has not been previously entered into the database. The reports are properly entered and linked as per the IMSMA business rules, it is also necessary to determine the relevancy of the report and according the MACCA/IMSMA standards. The MIS Department shall check all the reports entered into IMSMA are the same with the hard copies received from the partner agencies through AMACs.

Cross checking is critical/important to the consistency of the database, and shall be performed by skilled personnel (Data Quality Assurance Personnel) who understand both the mine action process and the IMSMA FM requirement.

27.5.6 The data quality checking process cross checks and review the following characteristics of the data reported: accuracy, correctness, completeness, relevancy, coordinates, area types, area sqm, devices destroyed, dates, organizational and gazetteer information. Using the IMSMA GIS functionality, the MIS section confirms the accuracy of geographical locations of Suspected Hazardous Area, Minefields clearance and etc. at regional and national level in coordination with operations.

Data Distribution: after the data compilation at the MACCA HQ all the AMACs shall receive a complete update of IMSMA synchronization where the partner agencies and those who have contractual agreement with the MACCA will receive a read only copy of the update information for cross checking.

27.6 Custody of Documentation

27.6.1 The MACCA is the custodian of all formal documentation relating to the conduct of demining operations in Afghanistan. This documentation includes:

- a) Task Completion Reports. These contain all the important information relating to the clearance of a particular hazardous area. Such information includes original tasking documentation (task folder), technical survey information, completion survey information, details of the clearance organisation, a summary of the procedures and equipment used to clear the area, copies of Quality Management (QM) checks conducted during the task, details of reduced and cancelled areas and details of any incidents or accidents which occurred during clearance.
- b) Cleared Area Completion and Acceptance Certificates. These are the final certificates that record the hand over of cleared land and the acceptance of the land and any residual risk by the MACCA. They also include 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.
- c) All other Data Collection Forms. All other IMSMA data collection forms as listed and discussed in paragraph 5 below should be handed in at the appropriate AMAC for certification, data processing and archiving for future reference.

27.6.2 Details of the requirements for 'Task Completion Reports' and 'Cleared Area Completion and Acceptance Certificates' are covered in Chapter 23 of AMAS 'Task Handover Procedures'.

27.7 Definition of Forms and Reports

27.7.1 All IMSMA mine action forms to be used for mine action operations in Afghanistan is discussed in AMAS Chapter 27 on Reporting and is annexed to the chapter for reference.

27.8 Task Folders

27.8.1 The information to be provided for a demining task is to be presented in a task folder, which is then to be maintained for the duration of the task by the demining organisation responsible for the task. A duplicate task folder is also to be maintained by the tasking authority. If a task is handed over between demining organisations, the task folder is handed over as well. When a demining organisation completes a task or a task is suspended, they are to return the task folder to the tasking authority.

27.8.2 Task folders are to include, as a minimum:

- a) The clearance requirements for the task, including specifications as to the depth of clearance, the area to be cleared and the quality of clearance.
- b) LIS information for the area concerned.
- c) Technical survey information, if the survey has been completed.

- d) Any other relevant information relating to the area that is contained in the Management Information System (MIS) or available in the MACCA.

27.8.3 On completion of a clearance task the information provided in the task folder is to be included in the 'Task Completion Report' raised as part of the task handover process.

27.9 Demining Worksite Documentation

27.9.1 On all demining worksites there is a requirement to maintain documentation to record the events and activities that occur on the worksite. The documentation required is described in the following paragraphs.

27.10 Daily Records

28.10.1 Daily records are used to record the timings and key activities that occur on a demining worksite over the course of a day. Details to be included in daily records are:

- a) Personnel on site.
- b) Detection equipment on site.
- c) Weather details, including any weather that affects operations.
- d) Hours worked.
- e) Details of visitors.
- f) Details of any internal QA and QC.
- g) External QA and QC inspection visits.
- h) Details of the types of clearance carried out on different parts of the hazardous area. Where necessary, this is to include details of any preparatory work that may have been carried out by mechanical assets or other means.
- i) Records of mine or UXO finds, including parts of mines or UXO, and where they were located.
- j) Problems or difficulties encountered such as equipment defects or breakdowns.
- k) Records of mines and UXO destroyed and explosives used.
- l) Accidents or incidents of any nature that affected the work.
- m) 'Demining accident response plan' practices carried out.
- n) A sketch map of the site showing progress for the day.
- o) Records of community liaison carried out.

28.10.2 Daily records are to be maintained by the demining worksite supervisor. Completed daily records are to be kept on site and be available for inspection by external QA teams as required.

27.11 Visitors Log

27.11.1 A visitors log is used to record the names, blood groups, organisation, purpose of visit and times of arrival and departure for every visitor to a demining worksite. The visitors log may be kept on a daily basis or run continuously over the period of the task.

27.11.2 Visitors' logs are to be kept for all demining worksites. When individual log sheets are full, they are to be maintained with demining worksite documentation and made available for inspection by external QA teams as required.

27.11.3 For the purposes of these standards, a visitor is classed as a person that is not part of the demining organisation undertaking the particular task.

27.12 Visitor Indemnity Forms

28.12.1 A visitor indemnity form is to be completed for each visitor to a worksite. The indemnity forms are to be kept with the demining worksite documentation. Details for the management of visitors are covered in AMAS 22 "Personal Protective Equipment".

27.13 Quality Management (QM) Records

27.13.1 Copies of QM check lists for all internal and external QM checks carried out on demining tasks are to be retained by the demining worksite supervisor with the demining worksite documentation. These checklists are to be made available for inspection by external QA teams as required.

27.13.2 Details of the QM checks carried out during a demining task, including QM check lists, are to be included with the final 'Task Completion Report'.

27.14 Explosive Control Forms

27.14.1 Explosive control forms are to be used to record the issue and use and, if required, the return of explosives on demining and AXO and stockpile disposal worksites. The forms are to record explosives by item and unit of measure and are to include the name and signature of the supervisor certifying that the explosives have been expended. The expenditure of explosives is to be cross referenced to munitions destroyed on site. We may develop a form???

27.15 Progress Reports

27.15.1 Copies of routine progress reports sent from the demining worksite to the AMAC or MACCA are to be kept with demining worksite documentation. Details of the requirements for routine progress reports are included in AMAS 28.

27.16 Miscellaneous Documentation

27.16.1 Other information that is to be kept on demining worksites includes:

- a) Medical details of demining staff. The requirements for this are included in AMAS 30 "Medical Support and Casualty Evacuation".
- b) A copy of the SOPs of the mine action organisation undertaking the task.
- c) Details of tests carried out to determine the detection depth capability of detection equipment.

- d) Details of any threat assessments carried out on the task.

27.17 Briefing Boards and Maps

27.17.1 Briefing boards and site maps are to be maintained for all demining worksites. As a minimum, briefing boards and maps are to include the following information:

- a) Sketch map of the site showing:
 - 1) Perimeter of hazardous area.
 - 2) Key topographical features.
 - 3) Locations of marking systems.
 - 4) Cleared and unclear areas. These may be further defined by areas cleared during technical survey or by MDD or mechanical assets.
 - 5) Clearance lanes in progress.
 - 6) Locations of mine or UXO located to date.
 - 7) North point and legend.
- b) Date work started, days worked and expected completion date.
- c) Date of last 'demining accident response plan' practice.
- d) Progress to date in terms of area cleared in relation to the area to be cleared and mines and UXO located and disposed of.

27.18 Support and Administrative Reports

27.18.1 Equipment Status Reports

- a) All mine action organisations are to submit monthly equipment status reports to the relevant AMAC to cover the following equipment:
- b) Vehicles, including motorcycles.
- c) Operational communication equipment.
- d) Detection equipment.
- e) Survey equipment, including GPS, range finders and cameras.
- f) Personal Protective Equipment (PPE).
- g) Demolition accessories such as exploders and ohmmeters.

27.18.2 The equipment status report is to provide the status of the equipment at the end of each month and is include detail by:

- a) Item type e.g. mine detector or handheld radio.
- b) Make and model.

c) Location.

d) Serviceability state.

e) Additional comments.

27.18.3 Equipment status reports are to be submitted to the relevant AMACs by the 4th calendar day of the following month. AMACs are to collate the reports and are to forward copies to the MACCA, attention **Logistics Section**, by the 7th of the month.

27.19 Explosive Control Reports

27.19.1 Demining organisations that use explosives are to account for them in accordance with the requirements of AMAS 18 "Storage, Transportation and Handling of Explosives".

27.19.2 In addition to these requirements, demining organisations are to submit monthly 'Explosive Control Reports' to the relevant AMAC. The 'Explosive Control Reports' are to detail explosives issued and expended during the month and the quantity and location of current stock-holdings by type. The details of explosives are to be recorded by item, type and unit of measure.

27.19.3 'Explosive Control Reports' are to be submitted to the relevant AMAC by the 4th calendar day of the following month. AMACs are to collate the reports and are to forward copies to the MACCA, attention **Operations Section** and **Logistics Section**, by the 7th of the month.