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## Guide for the management of demining operations

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## Contents

Contents .....	iii
Foreword .....	iv
Introduction .....	v
Guide for the management of demining operations .....	6
1. Scope .....	6
2. References .....	6
3. Terms, definitions and abbreviations .....	6
4. Demining management process .....	6
4.1. Planning .....	7
4.2. Preparation.....	7
4.2.1. Non-technical survey .....	8
4.2.2. Technical survey .....	8
4.2.3. Clearance requirement .....	8
4.2.4. Funding (mobilisation of resources).....	8
4.2.5. Contract preparation .....	9
4.2.6. Training .....	9
4.2.7. Information .....	9
4.2.8. Equipment and tools .....	9
4.2.9. Accreditation .....	10
4.3. Clearance.....	10
4.3.1. Clearance procedures.....	10
4.3.2. Explosive Ordnance Disposal (EOD).....	10
4.3.3. Specialist capabilities.....	11
4.3.3.1. Use of Mine Detection Dogs (MDD) .....	11
4.3.3.2. Mechanical demining .....	11
4.3.4. Quality Assurance (QA) .....	11
4.3.5. Community Liaison .....	12
4.3.6. Safety and Occupational Health (S&OH).....	12
4.4. Post-clearance .....	12
5. Quality Management (QM).....	13
6. Responsibilities .....	13
6.1. United Nations .....	13
6.2. National Mine Action Authority (NMAA) .....	13
6.3. Donors.....	14
6.4. Demining organisation .....	14
Annex A (Normative) References.....	15
Annex B.....	17
(Informative) Demining process .....	17
Annex C.....	18
(Informative) ISO 9000 .....	18
Appendix 1 to Annex C (Informative) Procedures required by ISO 9001:2008 .....	21
Appendix 2 to Annex C (Informative) ISO 9001:2008 - Guidelines for demining operations.....	22
Amendment record.....	23

## Foreword

International standards for humanitarian demining programmes were first proposed by working groups at an international technical conference in Denmark, in July 1996. Criteria were prescribed for all aspects of demining, standards were recommended and a new universal definition of 'clearance' was agreed. In late 1996, the principles proposed in Denmark were developed by a UN-led working group and the International Standards for Humanitarian Mine Clearance Operations were developed. A first edition was issued by the UN Mine Action Service (UNMAS) in March 1997.

The scope of these original standards has since been expanded to include the other components of mine action and to reflect changes to operational procedures, practices and norms. The standards were re-developed and renamed as International Mine Action Standards (IMAS) with the first edition produced in October 2001.

The United Nations has a general responsibility for enabling and encouraging the effective management of mine action programmes, including the development and maintenance of standards. UNMAS, therefore, is the office within the United Nations responsible for the development and maintenance of IMAS. IMAS are produced with the assistance of the Geneva International Centre for Humanitarian Demining.

The work of preparing, reviewing and revising IMAS is conducted by technical committees, with the support of international, governmental and non-governmental organisations. The latest version of each standard, together with information on the work of the technical committees, can be found at <http://www.mineactionstandards.org/>. Individual IMAS are reviewed at least every three years to reflect developing mine action norms and practices and to incorporate changes to international regulations and requirements.

## Introduction

The general principles and requirements for the establishment of mine action programmes are covered in IMAS 02.10. This Guide focuses on the management requirements for demining operations, including survey and clearance.

Demining, as a generic term, is carried out by many different types of organisations, such as NGOs, commercial companies, national mine action teams or military units (when carrying out humanitarian demining or ERW remediation). It may be a humanitarian intervention, or it may form part of a development programme where emphasis will be given to establishing a national mine action capacity. Despite differences in approach, and possibly even different objectives, common core activities exist, which carry common responsibilities and it is these that are explored in this Guide.

Land release is the process of applying all reasonable effort to identify, define, and remove all presence and suspicion of mines/ERW through non-technical survey, technical survey and/or clearance. The criteria for “all reasonable effort” shall be defined by the national mine action authority. This is achieved by developing and applying appropriate policies and management processes, by establishing and continuously improving the skills of management and field staff, by obtaining accurate and timely information on mine and ERW hazards, by applying safe and effective operational procedures, and by using appropriate and efficient equipment. But management is not just about planning and supervising current tasks. It is about continually reviewing current practices and procedures to improve safety, effectiveness and efficiency and ensuring a constant link between demining operations and the mine affected communities.

The process and procedures that aim to achieve this continuous improvement to an organisation's management system and operational practices are commonly referred to as Quality Management (QM). One method of demonstrating QM for an organisation is to become ISO 9001:2008 compliant. There is a great deal of general information and training material available for national mine action centres and demining organisations that may choose to adopt the ISO 9000 system approach.

This Guide examines the demining process and recommends a management system needed to ensure the safe, effective and efficient conduct of survey and clearance. The relevance of ISO 9001:2008 is examined, and its suitability as a framework to promote good management practices is proposed.

## Guide for the management of demining operations

### 1. Scope

This Guide establishes principles and provides guidance for the effective management of demining operations.

Although this Guide focuses on demining, the principles can be applied to other mine action activities including Mine Risk Education (MRE) projects and stockpile destruction.

### 2. References

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this Guide and which form part of the provisions of this standard.

### 3. Terms, definitions and abbreviations

A complete glossary of all the terms, definitions and abbreviations used in the IMAS series of standards is given in IMAS 04.10.

In the IMAS series of standards, the words 'shall', 'should' and 'may' are used to indicate the intended degree of compliance. This use is consistent with the language used in ISO standards and guidelines:

- a) 'shall' is used to indicate requirements, methods or specifications which are to be applied in order to conform to the standard;
- b) 'should' is used to indicate the preferred requirements, methods or specifications; and
- c) 'may' is used to indicate a possible method or course of action.

The term 'National Mine Action Authority (NMAA)' refers to the government entity, often an inter-ministerial committee, in a mine-affected country charged with the responsibility for the regulation, management and coordination of mine action.

Note: In the absence of a NMAA, it may be necessary and appropriate for the UN, or some other recognised international body, to assume some or all of the responsibilities, and fulfil some or all the functions, of a MAC or, less frequently, an NMAA.

The term 'demining organisation' refers to any organisation (government, NGO or commercial entity) responsible for implementing demining projects or tasks. The demining organisation may be a prime contractor, subcontractor, consultant or agent. The term 'demining sub-unit' refers to an element of a demining organisation, however named, that is operationally accredited to conduct one or more prescribed demining activities, such as technical surveys, marking, manual clearance, Explosive Ordnance Disposal (EOD) or the use of Mine Detection Dog (MDD) teams.

### 4. Demining management process

The demining management process is shown in outline in Annex B. In practice, the process may not be linear and the activities may not always be consecutive. Nevertheless the process indicates the general sequence and logical progression from defining the problem to handing over cleared land to its intended beneficiaries. The four stages of the management process (planning, preparation, land release and post-clearance activities) are addressed below. Land release is the process of applying all reasonable effort to identify or better define Confirmed Hazardous Areas (CHA) and remove all suspicion of mines/ERW, including unexploded sub-munitions, through non-technical survey, technical survey and clearance, using an evidence-based and documented approach. IMAS 07.11 discusses the process in detail.

#### 4.1. Planning

Planning is the collection, assessment and processing of information, selection of an appropriate way to proceed, and subsequent formulation of the detailed method by which a task is to be carried out.

Planning for mine action requires accurate and timely information on the form, scale and impact of mine and ERW hazards. Such information will come from non-technical and technical surveys, local knowledge, assessment missions and from on-going local mine action (including MRE) projects and tasks.

The decision to develop a national mine action programme will normally be as a result of accurate and sufficient information gathered demonstrating such a need. The process of gathering this information is a combination of formal/deliberate and informal activities and can be referred to as a General Mine Action Assessment (GMAA) process. This process is a continuous process of information gathering, through any relevant means, relating to mine or ERW accidents, incidents and other mine and ERW related information. The process effectively starts when the first piece of information is received indicating that there is a mine or ERW problem in the country and ends effectively when all the information about the mine and ERW problem is known.

The GMAA process:

- a) collects and analyses information to assess the scale and impact of the mine and ERW problem in the affected country and individual communities;
- b) provides information on which to decide the necessity to survey reported and/or suspected locations of mine or ERW contamination, quantities and types of explosive hazards; and
- c) collects general information such as the security situation, terrain, soil characteristics, climate, routes, infrastructure and local support facilities, to assist the planning of future mine action activities and projects.

Information gathered during the GMAA process should provide a growing indication of the size and scope of the problem (if any), an assessment of the resources needed to meet it, the national capabilities and potential to address the problem, and an assessment of the need for external assistance including financial, human skills, material and information. The information collected will, at some stage, be sufficient to enable a national authority, with assistance as necessary, to establish priorities and to begin to develop a coherent national mine action programme and plan.

For possible future mine action programmes, the planning process should ideally start with a formal assessment<sup>1</sup> of the country situation. This assessment will draw heavily on existing information provided by former warring factions, and from agencies and organisations familiar with the mine-affected country or region including women's organizations. Where UN assistance is requested, a multi-disciplinary assessment team may deploy to the country to validate and update existing information, and to determine at first hand the scale and impact of the mine and ERW situation. The country assessment should determine whether a national mine action programme is required, and whether such a programme is possible. Full recognition should be given to on-going work, including informal demining projects.

#### 4.2. Preparation

Preparation includes all enabling activities that help clarify the land release requirement, and develop the capacity of a demining organisation and its sub-units to carry out non-technical survey, technical survey and clearance tasks. This includes the selection and accreditation of demining organisations as prescribed in IMAS 07.30.

At the national level, preparation should also include:

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1. This is not the same as the GMAA but is a part of it.

- a) equipment preparation;
- b) establishing methods of victim reporting in a sex and age disaggregated manner;
- c) establishing a network of community volunteers both male and female, or linking with existing community volunteer networks;
- d) coordination activities;
- e) links with other sectors; and
- f) the management of information.

#### **4.2.1. Non-technical survey**

Non-technical survey refers to the collection and analysis of data, without the use of technical interventions, about the presence, type, distribution and surrounding environment of mine/ERW contamination, in order to define better where mine/ERW contamination is present, and where it is not, and to support land release prioritisation and decision-making processes through the provision of evidence. IMAS 08.10 provide guidelines on the conduct of non-technical survey.

#### **4.2.2. Technical survey**

Technical survey refers to the collection and analysis of data, using appropriate technical interventions, about the presence, type, distribution and surrounding environment of mine/ERW contamination, in order to define better where mine/ERW contamination is present, and where it is not, and to support land release prioritisation and decision making processes through the provision of evidence. IMAS 08.20 provides guidance on the conduct of technical survey in the land release process.

#### **4.2.3. Clearance requirement**

Clearance is the last activity in the land release process and should ideally only be carried out in Confirmed Hazardous Areas (CHA), which are normally established following a non-technical survey or technical survey. The aim of clearance is the identification and removal or destruction of all mines and Explosive Remnants of War (ERW) hazards, (including unexploded sub-munitions), from a specified area to a specified depth to ensure the land is safe for land users. IMAS 09.10 provides guidance on clearance requirement.

There may be circumstances in the early stages of a new mine action programme, where a demining organisation is given the mandate to identify its own clearance tasks based on general priorities provided by the donor and/or the NMAA. In such circumstances, the demining organisation should apply guidelines provided in IMAS 07.11 land release, in advance of clearance, formally record the area and depth of the intended clearance for each project.

#### **4.2.4. Funding (mobilisation of resources)**

The funding for survey and clearance activities comes from many sources. Funding may be provided by the government of the mine-affected country, from donor governments, the United Nations or other international organisations, or in some cases from benefactors and philanthropists. Demining NGOs may raise funds directly from public and private sources or from public collections. Funds may be held in trust funds or some other form of controlled accounts. Regardless of the source of funding it is important that the funds match the true cost of survey and clearance and that a long term commitment is provided by the donor. This is particularly important for major projects that require the demining organisation to make major investments in staff, expensive new equipment such as mechanical demining, and, specialist capabilities such as the training of MDD. Funding should take into consideration the requirements of both men and women in the programme as needed.



#### **4.2.5. Contract preparation**

The definition of the work to be undertaken should ideally be in the form of a contract, tasking order or other such formal agreement. The preparation of a contract or tasking order enables the national government of the mine-affected country, together with the donor agency, to specify the clearance requirement in detail. The contract should give details of the risk and quality management processes to be adopted during the clearance work. It also should outline the reporting requirements, and the progress and financial milestones to be achieved.

Guidance on clearance contracts is given in IMAS 07.20.

#### **4.2.6. Training**

Survey and clearance activities require well-qualified managers and well-trained surveyors/deminers. Although some centralised training for senior national managers and technical advisors may be appropriate, the majority of training should be conducted in the mine-affected country, not only for cultural and linguistic reasons, but also for access to details of the mine and ERW hazards. The inclusion of both male and female managers should always be considered. IMAS 06.10 Management of training provides guidance on training requirements.

#### **4.2.7. Information**

The effective management of mine action programmes requires accurate, appropriate and timely information. There are many sources of information at local, national and international level that have an application to the needs of programme planners, managers and the donor community. Often access to such information is restricted and the accuracy of critical data cannot be confirmed.

NMAA should make every effort to fully involve the mine-affected communities within the general information flow and management process. This can be done through the establishment of community based reporting mechanisms and commitment to community involvement throughout the national mine action process. Community involvement should be balanced taking into consideration factors such as sex, age and culture, among other factors, to ensure diversity.

NMAA and demining organisations should establish and maintain effective management information systems. The UN's Information Management System for Mine Action (IMSMA) has been developed to provide the facility to collect, collate and distribute relevant information at field and headquarters levels in a timely manner. IMSMA is available to all mine action programmes.

Guidance on information needs, information management and the application of information systems to demining operations is given in IMAS 05.10.

#### **4.2.8. Equipment and tools**

It is the responsibility of the NMAA to allocate the proper tools in the most effective manner to ensure that priorities can be achieved. This can be done through maintaining a reserve capacity at the national level that can be allocated on an as required basis depending on the clearance situation.

Survey and clearance activities have traditionally relied on manual practices, procedures and drills. In many situations, manual methods (using metal detectors and hand tools) will be the most appropriate and effective means of detecting, removing or destroying mines and ERW. However, in some programmes the greater use of equipment may enable clearance (and other elements of demining) to be conducted more safely, effectively and efficiently.

Demining technologies can be grouped in three general categories according to their technical maturity and availability:

- a) equipment that has been fully developed, tested and evaluated (T&E), and can be introduced into mine action programmes without any major modification or changes;

- b) those technologies that have been proved to work but require further development and formal T&E; and
- c) those technologies that may have an application to demining, but have yet to mature and have not yet been formally demonstrated.

Demining organisations should focus their equipment procurement on the first category, but whenever possible should assist in the development and fielding of those technologies in the second category. Some new technologies have the potential to generate major improvements in safety and cost-effectiveness; donors should provide assistance and encouragement to those demining organisations fielding new technologies, and their T&E.

Guidance on the application of technology and the procurement of equipment for demining is given in IMAS 03.10. A number of CEN Workshop Agreements provide guidance on T&E of demining equipment such as metal detectors, machines and PPE. More details can be found on the IMAS website.

#### **4.2.9. Accreditation**

The accreditation process consists of two parts. Organisational accreditation is the procedure by which a demining organisation earns formal recognition as being competent and able to plan and manage effectively and efficiently. Operational accreditation is the procedure by which a demining organisation earns formal recognition as being competent and able to carry out demining activities. Accreditation will be awarded to the headquarters of an organisation (the in-country office) for a finite duration, normally for a period of two to three years. Operational accreditation applies to the capabilities needed to carry out a particular demining activity such as survey, manual clearance or the use of MDD.

Guidance for the accreditation of demining organisations is given in IMAS 07.30.

#### **4.3. Clearance**

Clearance is the location, removal or destruction of mines and ERW, and for EOD operations may also involve access, diagnosis, render safe, final disposal and (where appropriate) protective works.

Guidance on defining clearance requirements is given in IMAS 09.10. Guidelines on defining Battle Area Clearance requirements are given in IMAS 09.11.

##### **4.3.1. Clearance procedures**

The need for effective and safe operational procedures is essential. Some operational procedures are based on international norms and 'best-practice', such as the destruction of mines and ERW in-situ, safety distances and the handling of explosives. Some are based on the local mine and ERW hazards and ground conditions. Some reflect equipment characteristics and performance. And some reflect local preferences, such as the position adopted for prodding and excavation.

Standing operating procedures (SOPs) should be prepared for all operational procedures, practices and drills. SOPs are instructions that define the preferred method of conducting an operational task or activity. Their purpose is to establish recognisable and measurable degrees of uniformity, consistency and commonality within an organisation, with the aim of improving operational effectiveness and safety. SOPs should reflect local requirements and circumstances and be gender sensitive.

##### **4.3.2. Explosive Ordnance Disposal (EOD)**

EOD involves the disposal of mines and ERW, including unexploded sub-munitions. (See definition in IMAS 04.10). Mines and ERW may be cleared as part of a demining contract, or it may be cleared under separate arrangements by a contractor specialising in EOD, or both situations may occur in parallel. For the purposes of IMAS, both activities are defined as EOD operations.

The majority of ERW found during survey and demining are small items of ordnance such as sub-munitions, grenades and mortar ammunition. But ERW also includes larger items such as artillery ammunition, guided missiles, air-dropped bombs, cluster munitions and caches of Abandoned Explosive Ordnance (AXO). The wide variety of size and complexity of ERW requires special attention to be given to the management of EOD operations.

Guidance for the management of EOD as part of demining programme is given in IMAS 09.30. It covers general principles and management responsibilities. It does not provide specific technical guidance for the disposal of particular Explosive Ordnance (EO). CWA 15464:2005 provides guidance on requirements of EOD competencies.

#### **4.3.3. Specialist capabilities**

##### **4.3.3.1. Use of Mine Detection Dogs (MDD)**

The use of MDD to detect the vapour from buried mines and munitions has become increasingly common in recent years, and some programmes now use a large number of dogs. There have however been variations in the performance claimed for detection dogs. Some users have claimed increases in clearance rates by factors of five and above, while other users, even in the same area, have expressed doubts about the effectiveness and reliability of their MDD programmes. Similar variations have occurred with dog trials.

IMAS 09.40 provides guidance to NMAA and to demining agencies using MDD.

##### **4.3.3.2. Mechanical demining**

An increasing number of mechanical devices have been produced, that aim to either detonate, destroy or isolate mines. In some cases mechanical devices may also be deployed against certain ERW, sub-munitions for example. Early machines were often unwieldy, unreliable and under-powered, and the clearance achieved fell below the minimum UN requirement, unless they were part of an integrated manual-mechanical procedure. At present, where such machines are used, their operation is usually confined to the reduction of risk by the removal of vegetation and trip-wire operated mines, and some mine destruction as part of area reduction. IMAS 09.50 provides guidelines for mechanical demining operations.

Procedures for introducing new and untried mechanical systems were developed in 1998 at the Karlsruhe International Conference on Mine Action Technology. The Conference recommended that all mechanical systems should be formally evaluated to confirm that they are safe, effective and reliable. This recommendation was subsequently accepted by the United Nations for all UN-supported mine action programmes.

Ideally, trials (and the subsequent evaluation of trials data) should be carried out before mechanical systems are introduced into mine action programmes. However, sometimes it may be necessary for the evaluation to be carried out after a programme has commenced. CWA 15044:2004 provides guidelines for the testing of demining machines.

##### **4.3.4. Quality Assurance (QA)**

The purpose of QA is to confirm that management practices and operational procedures for demining are appropriate, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will be conducted by demining organisations themselves, but external inspections by an external monitoring body should also be conducted.

Monitoring should involve structured discussions with management and deminers, and formal inspections of SOPs, reports and records.

The NMAA may appoint an agent to carry out the monitoring and inspections of the demining organisation and its sub-units under its authority and responsibility, exercised under conditions agreed in the contract or formal agreement. Any agent so appointed by the NMAA will be required to have all the facilities, staff, management systems and SOPs necessary for adequate monitoring.

IMAS 07.40 provides guidance on the monitoring requirements and detailed responsibilities.

#### **4.3.5. Community Liaison**

Community Liaison is an integral part of a mine action programme as a whole and the land release process in particular. Special efforts should be made to ensure gender balance and diversity of background for the Community Liaison Officers. Community Liaison plays a major part in:

- a) confirming the survey and clearance requirements; and
- b) ensuring a high level of confidence from the community in the quality of the finished product (i.e., cleared land).

The general requirements of the community liaison function may be filled by specialist members of the mine action team, or the capacity may be subcontracted to a specialist MRE agency.

The NMAA should include the community liaison capacity of an agency in its overall monitoring plan. It may be necessary in some instances to undertake a linking role in order to establish links between demining organisations and MRE programmes to ensure an adequate community liaison function is established and maintained.

#### **4.3.6. Safety and Occupational Health (S&OH)**

Managers of demining programmes are required to achieve a safe working environment by providing effective management and supervision, by developing work practices that contribute to risk reduction, by selecting equipment with inherently safe design, by providing appropriate training, and by making available effective and suitable personal protective equipment (PPE) for both men and women. Given the wide range of operational settings and demining activities, it is not possible to provide a precise and complete set of specifications that apply to all situations. Demining organisations should develop and maintain management procedures and processes that will enable S&OH risks to be identified, evaluated and reduced in a systematic and timely manner for each demining task and for each demining worksite.

Guidance for the development and implementation of S&OH management systems for use in demining operations is given in IMAS 10.10. Guidance on demining worksite safety is given in IMAS 10.20. Guidance on PPE is given in IMAS 10.30. Guidance on medical support to demining operations is given in IMAS 10.40. Guidance on the storage, transportation and handling of explosives is given in IMAS 10.50. Guidance on the reporting and investigation of demining incidents is given in IMAS 10.60. Guidance on protection of the environment is given in IMAS 10.70

#### **4.4. Post-clearance**

The inspection of cleared land aims to provide confidence that the clearance requirements have been met, and as such forms an essential part of the overall clearance process. IMAS 09.20 provides guidance on the implementation of a management system for inspecting the quality of land by sampling. An important aspect of this procedure is to clarify the ownership of any residual risk and to ensure that the local community have been fully briefed.

Prior to the handover of cleared land, the area should be surveyed and marked, and all necessary documentation should be prepared, including a formal handover certificate. IMAS 08.30 provides guidance on post-clearance handover requirements and management responsibilities. This process should include an analysis of the access to, the use of, and the ownership rules of, the cleared land to ensure that neither men nor women are discriminated against during the hand-over process.

Wherever possible, demining organisations should conduct a formal post project review (PPR) to identify lessons-learned which are relevant to the planning, preparation and clearance phases of the operation. The PPR should include a report on the suitability of the equipment, procedures, training and support and should have all accident/incident reports appended. Issues of concern should be identified and prioritised, and solutions proposed. The requirement for PPRs should be included in clearance contracts by donors and national authorities. PPRs should be distributed to national mine action authorities, to the United Nations (UNMAS, UNDP and UNOPS), and to donors or sponsors. Where PPRs highlight shortcomings in established equipment or procedures, particularly issues involving safety, they should be more widely distributed.

## **5. Quality Management (QM)**

The effective management of survey and demining operations aims to release land in a safe and efficient manner. This is achieved by developing and applying appropriate management processes, by establishing and continuously improving the skills of managers and deminers, by obtaining accurate and timely information on mine and ERW hazards, by applying safe and effective operational procedures, and by using appropriate and efficient equipment. But management is not just about planning and supervising current tasks. It is about reviewing current practices and procedures to improve safety, effectiveness and efficiency.

The process and procedures that aim to achieve this continuous improvement to an organisation's management system and operational practices is commonly referred to as QM. One method of demonstrating QM for an organisation is for it to become ISO 9001:2008 compliant.

There is much general information and training materials available for national MAC and demining organisations that choose to adopt the ISO 9001:2008 approach. A summary of the ISO 9001:2008 approach is given in Annex C. In essence, ISO 9001:2008 is a series of international standards for quality systems. They specify requirements and recommendations for the development of a management system, the purpose of which is to ensure that the 'products' or 'services' delivered meet the agreed needs. In the case of demining, the product is cleared land that is safe for its intended use.

Managers of demining organisations are encouraged to examine how to apply the principles of QM to mine action. In doing so they should take particular note of two issues. First, how special processes (such as land release) should be planned, implemented, monitored and reviewed. And second, they should note the responsibilities of all managers, surveyors and deminers to identify and take advantage of opportunities for improvement to the process.

## **6. Responsibilities**

### **6.1. United Nations**

The United Nations has a general responsibility for ensuring the establishment of a regime conducive to the effective management of mine action programmes by continuously refining IMAS to reflect developing mine action norms and practices, and incorporating changes to international regulations and requirements such as those produced by the International Organisation for Standardisation (ISO) and the International Labour Organisation (ILO). UNMAS is the office within the United Nations Secretariat responsible to the international community for the development and maintenance of IMAS, including this Guide.

### **6.2. National Mine Action Authority (NMAA)**

The NMAA is responsible for ensuring the national and local conditions that enable the effective management of survey and demining projects. The NMAA is ultimately responsible for all phases of the process within its national boundaries, including defining the survey and clearance requirements, the accreditation of demining organisations, the monitoring of demining organisations, and post-clearance inspections prior to accepting full responsibility for the cleared land.

The NMAA is responsible for establishing and maintaining national policy and standards for the management of land release process. These procedures should be consistent with IMAS and other relevant national and international standards, regulations and requirements.

### **6.3. Donors**

Donor agencies are part of the management process, and as such have a responsibility to ensure that the projects they are funding are managed effectively, and in accordance with international standards including those on gender mainstreaming. This involves strict attention to the writing of contract documents, and ensuring that demining organisations chosen to carry out such contracts meet the accreditation criteria. Donors are also partly responsible for ensuring that the standards and guidelines for quality management are applied. This responsibility and accountability is even greater when the NMAA is in the process of formation, and has not had the opportunity to gain experience.

### **6.4. Demining organisation**

Ultimately, it is the demining organisation, of whatever type, which is required to establish an appropriate and effective management system, demonstrate it to the NMAA, and apply it throughout the survey and demining project.

Where the NMAA is in the process of formation, the demining organisation is also responsible for assisting the formation process, by giving advice and assistance including the framing of national standards.

## Annex A (Normative) References

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

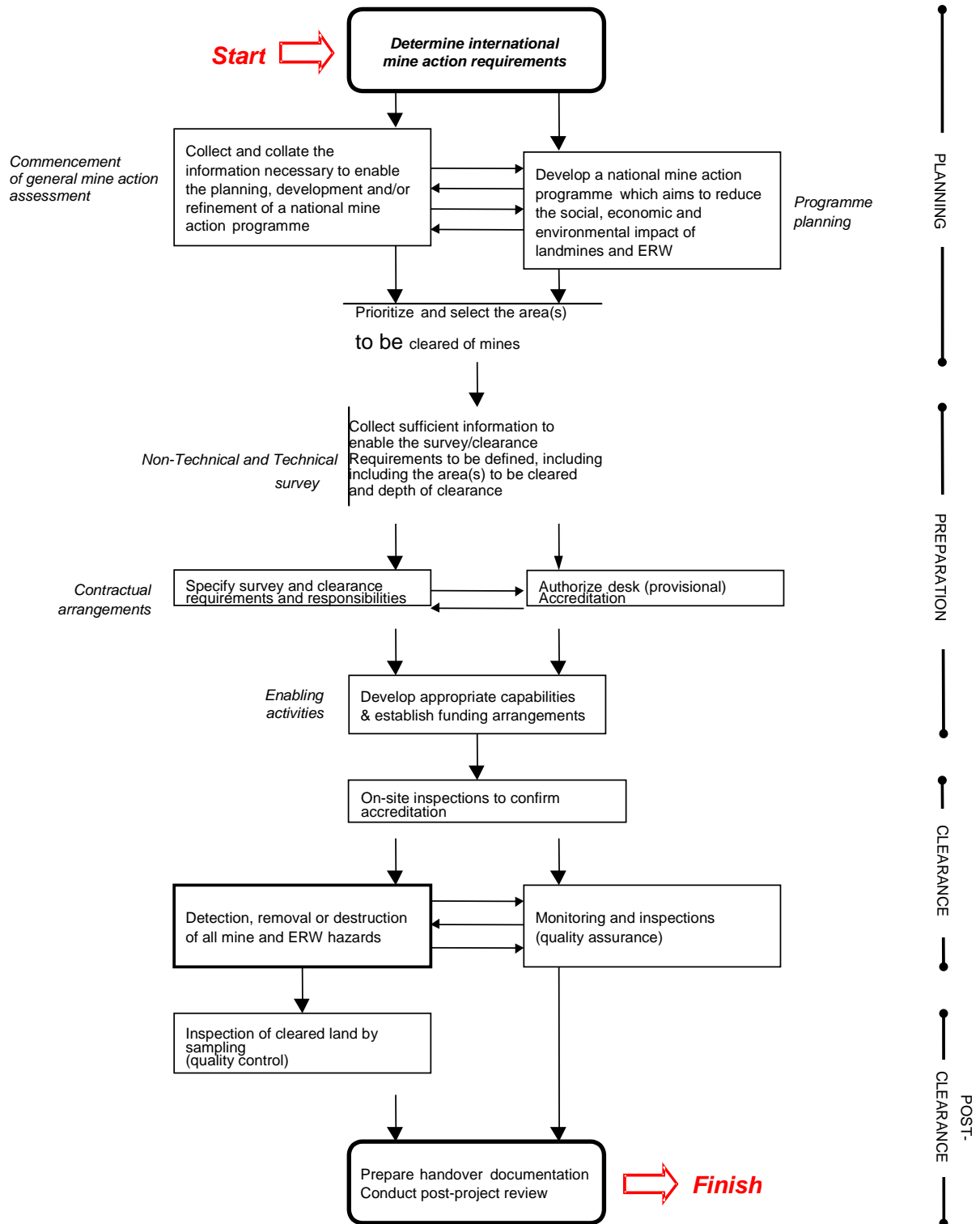
- a) IMAS 02.10 Guide for the establishment of a mine action programme;
- b) IMAS 03.10 Guide to the procurement of mine action equipment;
- c) IMAS 04.10 Glossary of mine action terms, definitions and abbreviations;
- d) IMAS 05.10 Information management;
- e) IMAS 06.10 Management of training;
- f) IMAS 07.11 land release
- g) IMAS 07.20 Guide for the drafting of mine action contracts;
- h) IMAS 07.30 Accreditation of demining organisations and operations;
- i) IMAS 07.40 Monitoring of demining organisations;
- j) IMAS 08.10 non-technical survey;
- k) IMAS 08.20 Technical survey;
- l) IMAS 08.30 Post-clearance documentation;
- m) IMAS 09.10 Clearance requirements;
- n) IMAS 09.11 BAC;
- o) IMAS 09.20 The inspection of cleared land: Guide to the use of sampling procedures;
- p) IMAS 09.30 Explosive Ordnance Disposal;
- q) IMAS 09.40 Guide for the use of mine detection dogs;
- r) IMAS 09.50 Mechanical demining;
- s) IMAS 10.10 S&OH - General requirements;
- t) IMAS 10.20 S&OH - Demining worksite safety;
- u) IMAS 10.30 S&OH - PPE;
- v) IMAS 10.40 S&OH - Medical support to demining operations;
- w) IMAS 10.50 S&OH - Storage, transportation and handling of explosives;
- x) IMAS 10.60 S&OH - Reporting and investigation of demining incidents;

- y) IMAS 10.70 S&OH – Protection of the environment;
- z) CWA 15044:2004 Testing Demining Machines;
- aa) CWA 15464:2005 EOD Competency standards; and
- bb) ISO 9001:2008 (E);

The latest version/edition of these references should be used. GICHD hold copies of all references used in this standard. A register of the latest version/edition of the IMAS standards, guides and references is maintained by GICHD, and can be read on the IMAS website (<http://www.mineactionstandards.org/>). NMAA, employers and other interested bodies and organisations should obtain copies before commencing mine action programmes.



## Annex B (Informative) Demining process



## **Annex C (Informative) ISO 9000**

*This Annex is an extract from a UN paper on the application of quality management systems which was prepared by UNMAS and delivered to the International Workshop on the Management of Mine Action, Ottawa, March 1998. It has been updated to reflect the changes as a result of the revision of ISO 9000, and the subsequent issue of the ISO 9000:2008 series.*

### **INTRODUCTION**

A framework of international standards for humanitarian mine clearance and demining was developed and agreed at the International Conference on Mine Clearance Technology, Denmark in July 1996. Criteria were prescribed for all aspects of mine clearance, standards were recommended, and a new universal definition of clearance levels was proposed. These standards are now called the International Mine Action Standards.

The conference also recommended that a coordinated approach to quality assurance and quality control be adopted; in particular, the relevance of quality management systems (including the application of ISO 9000 systems) to mine action was to be examined. In his 1996 report to the General Assembly, the Secretary-General acknowledged the UN's responsibilities in taking this work forward. [A/51/540 dated 23 October 1996.] In the Fifty First session, the General Assembly encouraged Member States, intergovernmental organisations, NGOs and foundations to support this developing work on mine action standards and quality management. [A/RES/51/149 dated 4 February 1997.]

### **AIM AND SCOPE OF PAPER**

This paper examines the relevance of quality management systems (QMS) and the application of ISO 9000 to mine clearance, and makes recommendations.

This paper focuses on the application of QMS to demining tasks and processes, although the recommendations are applicable to other facets of mine action.

### **QUALITY - DEFINITIONS**

The word *quality* has many meanings: a degree of excellence, consistency, conformance with requirement and freedom from defects, imperfections or contamination. The official ISO definition is " .... degree to which a set of inherent characteristics fulfils requirements."

The concept of *total quality management* (TQM) and the development of *quality management systems* (QMS) evolved in the 1980s, and was used by management to achieve levels of excellence in manufacturing. Those companies that embraced the philosophy to change their organisations and empower their staff achieved remarkable levels of performance and a clear competitive edge. During the 1990s this approach has been applied to the public sector and 'non-profit' organisations with similar improvements in performance.

### **QUALITY MANAGEMENT**

#### ***The elements of QMS***

QMS comprises three components: (1) standards and common procedures that define the rules, norms and required performance of an organisation; (2) an internal management system (such as ISO 9001:2008) that encourages an organisation to achieve these standards; and (3) institutional arrangements, such as national and international professional bodies, that establish the rules, norms and required performance, and monitor the performance of its member organisations. This section of the paper will address these three components and will discuss their relevance to mine action.

### **ISO 9000 system**

The ISO 9000 system provides a management discipline that encourages an organisation to deliver products or services to agreed requirements. These requirements may represent the specific needs and expectations of customers for a particular product, or they may be the standards of service deemed appropriate by a professional body (such as solicitors or physicians). ISO 9000 is not a product or service standard *per se*. There are no product acceptance criteria. ISO 9000 does, however, require organisations to have the management procedures, processes and practices in place that will consistently deliver products and services to the standards required.

Three levels of ISO 9000 accreditation were available in the original 1994 system: ISO 9001 was seen as the most comprehensive quality system, ISO 9002 was more appropriate for organisations delivering a product or service where no conceptual design work is required, whilst ISO 9003 provided a model quality system for use when conformance to special requirements could be assured only by final inspection and test. On 15 December 2000 these three standards were replaced by a single standard, ISO 9001:2000. ISO 9001:2000 has since been updated and replaced with ISO 9001:2008 although, the requirements for quality management remain unchanged.

Organisations which seek ISO 9001:2008 accreditation are required to comply with an agreed set of criteria: the 5 major standard clause “areas” that define the agreed criteria are listed at Appendix 1 of this paper. The interpretation of the criteria depends on the role of the organisation and whether it delivers a product or service. Many professional bodies have produced guidelines that relate to their own business sectors and professions. Currently no agreed international criteria or guidelines exist for mine action.

### **Application of ISO 9001:2008 to mine action**

The 5 major standard clause “areas” of ISO 9001:2008 need to be modified to reflect the role of organisations engaged in mine action.

The relevance of these clauses to demining can be established by mapping them onto the IMAS standards and guides, as shown in Appendix 2 of this paper. The resulting matrix provides a deeper and more comprehensive understanding of the total quality requirements of mine and ERW clearance. For example, a demining organisation seeking ISO 9001:2008 accreditation would be expected to demonstrate how its internal quality assurance and quality control procedures would be used to identify critical non-conformities, an action that is currently required in many contracts. In the case of IMAS standards, a critical non-conformity is defined as a unit of land (usually 1 square meter) containing one or more mine or ERW hazards. The demining organisation's SOPs would be expected to be consistent with the monitoring and post-clearance inspection requirements cited in IMAS 07.40 and 09.20.

Such an approach would provide a common framework to assess and evaluate the suitability and preparedness of contractors and sub-contractors as part of accreditation procedures. It would generate transparency and this, in turn, would improve confidence in the product.

### **Professional bodies and institutes**

Organisations and individuals who aspire to meet agreed professional standards usually share common values and beliefs. Professional bodies and institutes represent the interests and articulate the views of their members. They ensure conformance to the agreed standards, and encourage commitment to the shared values and beliefs. Many institutes issue detailed professional guidelines for ISO 9001:2000 (ISO 9001:2008) accreditation, as well as general advice on routine QMS matters.

The formation of such bodies and institutes within the mine action community would be advantageous, and should be encouraged. They would provide a particularly useful mechanism for generating a professional ethos, and for developing common mine action policy and practices. They would complement the role of UNHQ.

Initially it will be easier to create such bodies and institutes nationally and regionally, although international affiliations and partnerships should be encouraged. Currently, only one such body is known to exist: the Institute of Munition Clearance Engineers (IMCE) which formed in 1998.

### **RECOMMENDATIONS**

GA Resolution 51/540 of 23 October 1996 provided the UN with an obligation and the mandate to develop effective international mine action standards and to provide guidance on the application of quality management. In order to effect this mandate the following recommendations are proposed:

- Organisations involved in mine action should be encouraged to develop strategies, establish management systems, and demonstrate procedures and practices that are consistent with the principles of total quality management.
- There is a need to establish a set of international guidelines on the application of ISO 9000 to mine action.
- The formation of professional bodies within the mine action community is to be encouraged, although their legal status, constitution and composition will need to be closely monitored.

## **Appendix 1 to Annex C (Informative) Procedures required by ISO 9001:2008**

The following 5 subject areas represent the major standard 'clauses' of ISO 9001:2008. These clauses contain numerous sub-clauses, which must be satisfied in order to achieve ISO 9001:2008 accreditation. Each sub-clause has more specific requirements; in total there are 184 subjects that require evidence of some form of documentation or process - either policy or practice or both. Guidance on the relevance of each subject is provided by professional bodies and institutions. Guidance for demining is given in Appendix 2.

### **4. Quality Management System**

- 4.1. General requirements
- 4.2. Documentation requirements

### **5. Management Responsibility**

- 5.1. Management commitment
- 5.2. Customer focus
- 5.3. Quality policy
- 5.4. Planning
- 5.5. Responsibility, authority and communication
- 5.6. Management review

### **6. Resource Management**

- 6.1. Provision of resources
- 6.2. Human resources
- 6.3. Infrastructure
- 6.4. Work environment

### **7. Product Realization**

- 7.1. Planning of product realization
- 7.2. Customer-related processes
- 7.3. Design and development
- 7.4. Purchasing
- 7.5. Production and service provision
- 7.6. Control of monitoring and measuring devices

### **8. Measurement, analysis and improvement**

- 8.1. General
- 8.2. Monitoring and measurement
- 8.3. Control of non-conforming product
- 8.4. Analysis of data
- 8.5. Improvement



## Amendment record

### Management of IMAS amendments

The IMAS series of standards are subject to formal review on a three-yearly basis, however this does not preclude amendments being made within these three-year periods for reasons of operational safety and efficiency or for editorial purposes.

As amendments are made to this IMAS they will be given a number, and the date and general details of the amendment shown in the table below. The amendment will also be shown on the cover page of the IMAS by the inclusion under the edition date of the phrase *'incorporating amendment number(s) 1 etc.'*

As the formal reviews of each IMAS are completed new editions may be issued. Amendments up to the date of the new edition will be incorporated into the new edition and the amendment record table cleared. Recording of amendments will then start again until a further review is carried out.

The most recently amended IMAS will be the versions that are posted on the IMAS website at [www.mineactionstandards.org](http://www.mineactionstandards.org).

Number	Date	Amendment Details
1	01 Dec 2004	<ol style="list-style-type: none"> <li>1. Formatting changes.</li> <li>2. Minor text editing changes.</li> <li>3. Changes to terms, definitions and abbreviations where necessary to ensure that this IMAS is consistent with IMAS 04.10.</li> <li>4. Substantive changes:               <ol style="list-style-type: none"> <li>a) Clause 4.1, complete revision.</li> </ol> </li> </ol>
2	23 Jul 2005	<ol style="list-style-type: none"> <li>1. Clause 4.4, third paragraph, second sentence, the inclusion of a clause concerning accident/incident reports being appended to Post Project Reviews.</li> <li>2. Annex B, change to the definition of 'Quality Assurance (QA)' to be consistent with IMAS 04.10.</li> </ol>
3	1 Aug 2006	<ol style="list-style-type: none"> <li>1. Minor changes/additions to the first and second paragraph of the foreword.</li> <li>2. Clause 4.1, paragraph 4, removal of the opening sentence.</li> <li>3. Inclusion of the term 'mines <b>and ERW</b>'.</li> <li>4. Removal of the term 'threat' from throughout the IMAS.</li> <li>5. Clause 4.2.6, new sentence added to second paragraph.</li> <li>6. Clause 4.3.2, minor text changes to first paragraph.</li> <li>7. Clause 4.3.3.2 change to heading, text changes to first paragraph and removal of last paragraph (note).</li> <li>8. Annex B, new definition for 'gender mainstreaming'.</li> </ol>
4	11 Nov 2009	<ol style="list-style-type: none"> <li>1. Minor changes throughout.</li> <li>2. Updating definition of NMAA.</li> <li>3. Updating UNMAS address</li> <li>4. Integration of the land release concept and inclusion of references to land release IMAS 08.20, 08.21 and 08.22.</li> <li>5. ISO 9001:2000 is changed to ISO 9001:2008</li> <li>6. Ensuring inclusion of gender and diversity issues -minor additions to that effect.</li> <li>7. Updating normative references throughout including references to CWA.</li> <li>8. Removal of Annex B and its references in the IMAS.</li> </ol>
5	01 Aug 2012	<ol style="list-style-type: none"> <li>1. Reviewed for impact of IATG development.</li> <li>2. Minor typographical amendments.</li> </ol>
6	1 June 2013	<ol style="list-style-type: none"> <li>1. Reviewed for the impact of new land release IMAS.</li> <li>2. Land release Para in introduction, non-technical survey, technical survey and clearance requirement Clauses updated.</li> <li>3. Reference to GMAA IMAS removed</li> <li>4. References to LR, NTS, TS IMAS updated throughout and in Annex A.</li> <li>5. List of IMAS updated in Annex C</li> <li>6. Amendment No and date included in the title and header.</li> </ol>