

**TCVN 10299-2:2014**

1<sup>st</sup> Edition

**ADDRESSING THE POSTWAR CONSEQUENCES OF  
MINE/ERW –  
PART 2: ASSESSMENT AND ACCREDITATION OF  
DEMINEING ORGANIZATIONS**

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**Foreword**

TCVN 10299-1:2014 was drafted by the Technical Standard Department of Engineering Command, requested by the Ministry of Defense, appraised by the Directorate for Standards, Metrology and Quality and published by the Ministry of Science and Technology.

TCVN 10299:2014 – *Addressing the post-war consequences of mine/ERW*, includes 10 parts:

- TCVN 10299-1:2014, *Part 1: General provisions*;
- TCVN 10299-2:2014, *Part 2: Assessment and Accreditation of demining organizations*;
- TCVN 10299-3:2014, *Part 3: Monitoring and Evaluation of demining organizations*;
- TCVN 10299-4:2014, *Part 4: Non-technical Survey and Technical Survey*;
- TCVN 10299-5:2014, *Part 5: Demining safety*;
- TCVN 10299-6:2014, *Part 6: Clearance of mine/ERW*;
- TCVN 10299-7:2014, *Part 7: Explosive Ordnance Disposal (EOD)*;
- TCVN 10299-8:2014, *Part 8: Medical support for demining operations*;
- TCVN 10299-9:2014, *Part 9: Investigation of demining incidents*;
- TCVN 10299-10:2014, *Part 10: Management of information*;

## Addressing the post-war consequences of mines/ERW

### Part 2: Assessment and Accreditation of demining organizations

#### 1 Scope

This standard specifies the requirements and contents for the assessment and accreditation of demining organizations, as well as the responsibilities of relevant agencies.

This standard applies to accrediting organizations and relevant agencies.

#### 2 Normative references

The following normative references are vital for the application of this standard. For dated references, the cited edition shall be applied. For undated references, the latest edition of the normative documents referred to shall be applied, including amendments or supplements (if any).

- TCVN 10299-1:2014, *Part 1: General provisions*;
- TCVN 10299-5:2014, *Part 5: Demining safety*;
- TCVN 10299-6:2014, *Part 6: Clearance of mine/ERW*;
- TCVN 10299-10:2014, *Part 10: Management of information*;

#### 3 Terms and definitions

This standard uses terms and definitions specified in TCVN 10299-1:2014 and the following terms and definitions:

##### 3.1

##### Assessment

Assessment is the analysis of an identified object, based on preceding legal requirements and standards to which the object is obligated to comply.

##### 3.2

##### Accreditation

The procedure by which a demining organization is formally licensed by a competent government authority, including organizational accreditation and operational accreditation.

#### 4. Assessment and accreditation

##### 4.1 General requirements

##### 4.1.1 Assessment

**4.1.1.1** Assessments shall be conducted according to a careful and comprehensive procedure by the competent authority. Assessment is conducted before accreditation.

**4.1.1.2** The assessment of an organization includes:

- desk assessment of the application;
- on-site assessment

**4.1.1.3** The purpose of desk assessment is to evaluate the organizational structure and capacity of a demining organization in order to determine whether the organization can meet the standards and requirements of demining work.

**4.1.1.4** The purpose of on-site assessment is to review and evaluate the actual capacity of a demining organization based on what is specified in the application in order to verify the accuracy of the application.

#### **4.1.2 Accreditation**

**4.1.2.1** Based on assessment results, a demining organization is accredited to conduct demining activities within Vietnam's territory. Accreditation shall be conferred by the competent authority.

**4.1.2.2** Accreditation will be conferred to a demining organization and is valid for a duration that must not exceed 2 years.

**4.1.2.3** After this period, if the demining organization wishes to remain operational or active, a written request should be submitted to the competent authority for extension or re-assessment and re-accreditation.

#### **4.1.3 Criteria for assessment and accreditation**

- sufficient capacity (in terms of personnel, technical staff, facilities and equipment) as specified in TCVN 10299-6:2014, as well as current standards and regulations;
- financial capacity in compliance with current standards and regulations; and
- experience in demining operations.

#### **4.2 Accreditation contents**

##### **4.2.1 Application dossier**

**4.2.1.1** A list of documents for accreditation of a demining organization, including:

**4.2.1.1.1** Application statement requesting accreditation, to be submitted to the competent authority, (See Appendix A).

**4.2.1.1.2** Report on organizational capacity in terms of:

- personnel and technical staff;
- facilities and equipment; and
- financial capacity.

**4.2.1.1.3** Organization's experience in mine action sector.

**4.2.1.1.4** Report on capacity and demining results (See Appendix B)

**4.2.1.2** Application shall be prepared in accordance with Vietnam's legal standards and regulations; committed to maintaining harmony with other operational areas and without dispute with other organizations.

## **4.2.2 Accreditation process**

**4.2.2.1** A demining organization requesting accreditation should submit 5 application dossiers (original) to the competent authority.

**4.2.2.2** The competent authority confirms the receipt of application dossiers and implements desk assessment and on-site assessment.

**4.2.2.3** The desk assessment of application shall include the following:

- organizational structure, arrangement and utilization of human resources and equipment;
- coordination with other organizations while conducting demining operations;
- formal qualifications (certificates) and practical experience of management team and staff as established in the requirements and standards, recognized by the competent authority;
- planning and project management capabilities;
- internal quality management system capable of demonstrating effectiveness and sufficiency;
- proper logistic procedures including maintenance and repairing of equipment;
- financial situation which ensures transparency and compliance with Vietnamese law without pending disputes with any organization;
- data management system capable of extracting, managing and distributing information and mapping in line with TCVN 10299-10:2014;
- supplementary training of human resource, professional enrichment, and appropriate employee skill development plans;
- safety procedures and healthcare for staff;
- experience and capability in community liaison, or access to partners with relevant experience; and
- insurance including both staff medical insurance and third party liability.

**4.2.2.4** The purpose of on-site assessment is to confirm that the operational procedures of the demining organization are conducted in a safe and effective manner. The assessment should check for:

- all management, logistics and administrative offices and facilities including explosive storage areas, medical facilities, equipment maintenance areas and training centers;
- quantity and quality of all demining and supporting equipment;
- evaluation of the equipment for training and data management;
- professional qualifications and actual operational capacity of staff based on assigned responsibilities and technical training received;

- planning and project management capacity. Data management system must reflect effectiveness and sufficiency;
- actual operational capacity of all demining staff during pilot run at the field based on relevant standards specified in the TCVN series.

#### **4.2.2.5** Following desk assessment and on-site assessment:

- if the demining organization is eligible for accreditation, after 15 days, the assessment body shall prepare a report to submit to the competent authority for accreditation and notify the demining organization of the results; and
- if the demining organization does not meet the requirements of desk assessment or on-site assessment, the assessment body shall notify the demining organization of the results and request additional information as per regulation. Upon receipt of this notification, if the demining organization is unable to provide the requested information within 30 days, the application shall be terminated and the demining organization officially informed by the competent authority.

### **4.2.3 Reporting assessment results**

**4.2.3.1** The Assessment report includes evaluations, remarks, and conclusions of all contents under assessment and plays a deciding role in the accreditation process.

**4.2.3.2** It is developed by the accreditation body and submitted to the competent authority for review and approval.

### **4.2.4 Extending or modifying an accreditation**

**4.2.4.1** If an accredited organization wishes to modify (or supplement) the contents of its accreditation, a written request should be submitted to the competent authority for review and approval. The request should detail reasons for modification or supplement of contents in the work permit.

**4.2.4.2** If the intended changes are consistent with national standards and IMAS applicable to Vietnam, no further action is needed.

**4.2.4.3** If the intended changes are substantial in terms of organizational structure and conditions and scope of work, the competent authority should consider conducting an assessment to provide new appropriate accreditation upon the organization's written request.

### **4.3 Monitoring**

**4.3.1** NMAA shall inspect and monitor every operation of the accredited organization to ensure compliance with the terms and conditions of accreditation.

**4.3.2** NMAA may appoint a qualified body to carry out monitoring activities on its behalf. The accredited organization shall be informed in writing of all monitoring results.

### **4.4 Suspension and termination of accreditation**

#### **4.4.1 Suspension**



The competent authority may suspend the accreditation of a demining organization for a limited period should the monitoring team find non-compliance with the requirements of the accreditation agreement, SOP or sequence of procedure.

#### **4.4.2 Termination**

**4.4.2.1** The accreditation shall be terminated in the following cases:

- If the accredited organization malfunction or operate beyond the goal set for a demining organization;
- If the requirements or provisions of standards or laws are modified and the accredited organisation ensure compliance with new requirements or, provision;
- If monitoring reveals that non-compliance with the safety and occupational health regulations specified in TCVN 10299-5:2014 has repeated for over 3 times;
- If the accredited organization has been suspended twice or fails to comply with the monitoring and inspection of mine action activities conducted by the competent authority; and
- If the accredited organization does not wish to prolong the accreditation arrangement.

**4.4.2.2** Prior to the termination of accreditation of an organization, another demining organization shall be assigned to continue the demining work being conducted by the terminated organization

**4.4.2.3** The terminated organization shall be responsible for compensating all costs specified in the contract.

### **5 Assessment and accreditation body**

#### **5.1 Principles**

NMAA shall assign one (or two) subordinate unit(s) to act as assessment and accreditation bodies. These bodies shall have sufficient capabilities and qualified human resources to conduct assessment and confer accreditation (provision of work permit) to demining organizations.

#### **5.2 Requirements**

##### **5.2.1 Independence and impartiality**

**5.2.1.1** Assessment and accreditation results shall be independent, impartial and in line with regulated procedures.

**5.2.1.2** The assessment and accreditation body and their staff shall not engage in any activities that may conflict with their independence of judgment and lead to divergence in their inspection and evaluation results or monitoring activities.

**5.2.1.3** All staff of the assessment and accreditation body shall not be directly involved in demining operations or providing equipment for organizations operating in the mine action sector or similar fields.

##### **5.2.2 Confidentiality**

**5.2.2.1** The assessment and accreditation body shall ensure confidentiality of information obtained in the course of its activities.

**5.2.2.2** Documents related to the operations of the assessment and accreditation body shall not be released to any organization or individual but the NMAA.

### **5.3 Organization and management**

**5.3.1** The assessment and accreditation body shall have a sufficient number of managers and permanent qualified staff required to carry out its functions.

**5.3.2** The assessment and accreditation body shall ensure the capability to perform its functions and duties in a quick and timely manner.

**5.3.3** Personnel responsible for professional organization, management and administration in the assessment and accreditation process shall be sufficiently qualified and experienced in order to ensure that accreditation activities are carried out in accordance with current regulations and TCVN 10299:2014.

**5.3.4** The assessment and accreditation body shall be responsible for developing and maintaining relevant regulations and procedures.

### **5.4 Information management**

**5.4.1** The assessment and accreditation body shall classify and identify necessary information and documents to include in its information management system (including its internal QM systems) and ensure that its procedures are implemented and maintained at all levels.

**5.4.2** Where information management systems and procedures affect the implementation of demining operations, demining organizations and relevant agencies shall communicate and agree on a standard set of systems and procedures.

**5.4.3** Information management activities of the assessment and accreditation body should be handled by a qualified staff member. This person shall have access to all data provided by and be responsible for collecting data from demining organizations and relevant agencies to build a common data management system.

### **5.5 Commitments**

**5.5.1** The assessment and accreditation body shall prepare and maintain records of all assessments and inspections, and any information needed to provide clarification to the accredited organization if necessary.

**5.5.2** All records shall be safely stored for a period of at least five years unless otherwise required by law

### **5.6. Appeals**

National and international demining organizations in Vietnam may appeal or motion to Vietnam's National Steering Committee on Mine Action against problems occurring during the process of assessment, accreditation, suspension or termination if any process or decision is perceived to be unfair or not in line with TCVN 10299:2014.

## **6 Responsibilities**

### **6.1 National Mine Action Authority (NMAA)**

**6.1.1** Assign one (or two) sub-unit(s) which are sufficiently qualified to conduct assessment and accreditation.

**6.1.2** Establish a legal documentation system for the assessment and accreditation of demining organizations (both national and international) to implement demining operations in Vietnam.

**6.1.3** Identify national standards and provide guidelines for the assessment and accreditation of demining organizations.

**6.1.4** Monitor the work of the assessment and accreditation body to ensure that the assessment and accreditation system is being applied in an open, transparent and timely manner for every demining organization.

**6.1.5** Establish inspection teams to conduct periodic audits of the assessment and accreditation body in terms of functions and tasks in order to evaluate the quality of its operation.

**6.1.6** Handle appeals and motions from the assessment and accreditation body and demining organizations in a timely manner.

## **6.2 Assessment body**

**6.2.1** Implement desk assessment and on-site assessment of the demining organization requesting accreditation as assigned by NMAA.

**6.2.2** Examine and evaluate applications for accreditation to give timely, transparent and objective conclusions about the organizational structure, operational capacity, qualification, etc. of the applying organization.

**6.2.3** Prepare a report on assessment results to be submitted to the competent authority for review and approval of a work permit for the demining organization.

## **6.3 Accreditation body**

**6.3.1** Accredite (provide permit) or withdraw work permit from demining organizations upon request from the assessment body.

**6.3.2** Examine and evaluate all aspects to ensure that the demining organization's application meets the requirements for accreditation.

**6.3.3** Evaluate and produce timely and transparent conclusions which ensure objectiveness in the decision-making process.

**6.3.4** Have access to all data and records related to demining operations conducted by the organization requesting accreditation.

## **6.4 Demining organization**

**6.4.1** Prepare complete application, reports and other documents as specified in 4.2.

**6.4.2** Fulfil the requirements of the accreditation body in a timely manner.

**6.4.3** Comply with regulations in the work permit.

**Appendix A**

(Informative)

**Statement on the provision of demining work permit**

**(UNIT NAME)**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom - Happiness**

No:

(Place), day.....month..... year...

**STATEMENT**

**On the provision of work permit for .....**

To: .....

- Name of organization .....; established at .....
- International transaction name .....
- Functions and duties.....

1. A brief outline of the organization's history, capacity and experience (achievements), activities in/related to the field requesting accreditation, summary of financial capacity, etc.

2. Request

To facilitate our development and implementation of demining projects in Vietnam, .....(name of applying organization) respectfully requests endorsement from.....(name of assessment body) and accreditation from .....(name of accreditation body) in granting our work permit in the following field of operations:.....

**HEAD OF UNIT**

**Cc:**

**NOTE:** The application dossier shall be accompanied with the following documents:

1. Decisions related to the establishment of organization and its sub-units.
2. Capacity (in terms of human resources, equipments, facilities, logistic and finance).
3. Summary of activities and experience obtained in relation to the field of accreditation.
4. Summary of profile and qualification of staff, their capability to take over different positions.
5. Legal documents demonstrate the capability of mobilizing funding and from other sources (specify if any).
6. Photos of activities related to the field of accreditation.

**Appendix B**

(Informative)

**Report on the capacity and demining results of organization****(UNIT NAME)****SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom - Happiness**

No: (Place), day.....month..... year...

**REPORT****On the capacity and demining results of.....**

A brief outline of the organization profile, decisions, decision-makers, time of issuance, main functions, recent achievements (related to the field requesting accreditation)

- Name of organization: .....
- Address: .....
- Tel: .....
- Email: .....
- Fax: .....
- Bank account:
  - + Account No. (VND): .....
  - + Account No. (USD): .....
- Tax registration certificate, tax code: .....issued by .....
- Director: .....

**I. FUNCTIONS AND DUTIES****1. Functions**

(Detailed functions of the organization as specified in the Statement of Establishment)

**2. Duties**

(Detailed duties of the organization as specified in the Statement of Establishment).

**II. ORGANIZATIONAL STRUCTURE****1. Management board**

- Director: .....
- Vice directors .....

**2. Departments**

.....

**3. Branches (if any)**

.....  
**4. Sub-units**

.....  
**5. Coordinating units (if any)**

.....  
**II. DEMINING CAPACITY**

**1. Equipment**

Prepare a table detailing types and quantities of equipment and facilities for demining:

- demining equipment: Mine detectors, bomb detectors, PPE, supporting devices (state clearly place and year of manufacture, functions, etc.)
- other equipment: manual tools, supporting tools, medical equipment, etc.
- means of transportation: vehicles for people, materials and equipment, etc.

**2. Human resources**

- key personnel: (professional standards, training qualifications, experience, etc)
- team leader, vice team leader: ..... person(s).
- deminers (advanced level): ..... person(s).
- deminers (intermediate and elementary level): ..... person(s)
- technical worker: .....person(s).
- number of demining teams with adequate personnel and equipment.....

Additionally, in cases of a large volume of work and time constraints, the organization can mobilize .....team(s) from.....

**3. Financial capacity**

(Summary of the demining organization's financial capacity in the last 5 years)

**III. DEMINING RESULTS** .....

- summary of number, volume and results of tasks, projects and activities related to the field requesting accreditation, implemented by the demining organization or in collaboration with other operators; and
- provide estimated capacity and demand of the demining organization in relation to the field requesting accreditation.

**IV. PROPOSAL**

(List of contents to be proposed) .....

**HEAD OF UNIT**  
(Signed and sealed)

\_\_\_\_\_