

# AMAS 04.01

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## Training & Qualifications

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## Training and Qualifications

### 1. Introduction

A high standard of training is essential to maintain good management, sound operational procedures and safety. As the Government of Afghanistan does not currently have a national mine/ERW clearance training facility, all organizations involved in mine and ERW clearance shall be responsible to achieve the minimum training standards as outlined in this chapter, prior to conducting any actual mine/ERW clearance operations.

All agencies participating in mine/ERW clearance operations in Afghanistan shall have SOPs approved by MACCA. The SOPs shall specifically contain information relating to types and schedules of training, responsibilities and resources in the training, and methods of quality assurance designed to evaluate the suitability and effectiveness of the training.

Refresher training for staff should occur after break periods of 2 weeks and as per the recommendation of Quality Assurance visit and investigation report. Improved techniques and or procedures should also be introduced with changes annotated in the organization SOPs.

This chapter details the requirements for the training of all mine action staff. The AMAS has been written in the absence of a published International Mine Action Standard (IMAS) and is subject to review when the relevant IMAS is issued.

### 2. Training General Requirements

The mine action organizations shall establish proper procedures for the management of training within their organization.

The organizations conducting mine action training shall:

- a) Ensure that capacity development forms an essential part of their work and the work of Technical Advisors providing support to any training.
- b) Produce comprehensive Training Management Packages (TMPs).
- c) Ensure that their TMP is in compliance with the organization's SOPs and AMAS.
- d) Ensure that training is based on a Training Needs Analysis.
- e) Ensure training activities, whether formal or on the-job, are written into the strategic and work plans of the organization.
- f) Submit TMPs to the MACCA for accreditation prior to the training taking place, unless the training is carried out centrally under the control of the MACCA.
- g) Conduct internal monitoring and evaluation as an essential part of the training.
- h) Keep records of training.
- i) Make sure the training is being delivered by qualified and experienced trainers.

### **3. Qualifications and Experience**

Organizations employed in mine/ERW clearance operations in Afghanistan shall employ senior staff with qualifications and significant experience in mine/ERW clearance operations. Additionally, international staff shall be able to train national staff in their area of expertise.

It is essential that the mine action specialists are able to conduct the training and support functions to the standards detailed in AMAS. International staff shall hold qualifications and experience adequate for their respective position, and be able to produce the relative documents and certificates to MACCA.

All personnel completing the training should be able to perform at the level required by the AMAS for Demining and EOD Operations. All personnel successfully completing the prescribed training should be given a certificate of training. All organizations are required to maintain a copy of each individual certificate as long as the organization is working in Afghanistan. If the organization closes its operations in Afghanistan, it should transfer these records to MACCA prior departing the country.

Due to the numerous types and levels of demining and EOD related courses conducted internationally and various existing qualifications, all personnel accredited within Afghanistan shall be assessed by MACCA to conduct the activity that he/she is being accredited for. All key personnel shall provide a detailed Curriculum Vitae (C.V.) detailing demining experience also in a humanitarian environment, and appropriate qualifications to MACCA, prior to deployment into the country. Once MACCA has reviewed the C.V. and qualifications, approval shall be given, if the individual is suitably qualified to conduct operations in Afghanistan. Personnel should not be deployed within the country, without prior approval.

### **4. Training Courses**

The majority of courses for mine/ERW clearance, at the various practical and management levels are well-known and the syllabi are generally similar for most agencies. These requirements shall be based on the AMAS for Mine Clearance Operations. However, the generic syllabus may be modified to include specific training to each agency.

Training courses should be based around a training needs assessment in order to assess what staff are doing now and what staff should be doing if there has been a procedural change or improved technique.. If a change is needed then only a short instruction period may be required.

As a result of the training needs assessment, then the course can be broken down in to smaller more manageable subjects which then become the training objectives. Once the training objectives have been agreed upon then the process to confirm the required skills have been acquired.

### **5. Monitoring of Training**

Monitoring of training should be conducted as a matter of routine to ensure the training is effective and technically sound. Ensuring it is being conducted in accordance with the agreed plan and the objectives are being met. Monitoring should be done both internally by the organization responsible for the training and externally by the accreditation body to ensure standards are met. All training monitoring visits should be recorded and where possible a training QA form completed and held in the training folder.

a) Internal Monitoring may Include:

- i. Observing classroom activities to ensure the training needs are being met.

- ii. Observing practical training sessions to ensure the training is carried out under realistic conditions.
  - iii. Observing testing and evaluation periods to ensure the objectives have been met.
- b) External monitoring may include:
- i. Observing classroom lessons to ensure the teaching aids are correct and being used appropriately.
  - ii. Observing practical training to ensure sufficient equipment and supervision is available.
  - iii. Observing testing and evaluation periods to ensure objectives are met.

## 6. Training Administration Procedures

Training Administration Procedures Should Include the Following:

- a) Selection of trainees: If the students are new to the organization then they should have been through a successful interview process during which they will have been informed of their need to pass any training necessary for the position. If students are experienced then they should have been selected for the training after a needs assessment. Refer to Annex A of this AMAS, if the training is required in order to move to a different job.
- b) Training equipment and materials: Equipment used for training should be the same as those required to complete their job in the field on completion of training. Materials used during training should be relevant, easily understood and compliment the training.
- c) Training mines and ERW should be strictly controlled to avoid accidents: The use of inert, drill, instructional or replica mines and ERW shall be carried out in accordance with AMAS storage transport and handling of explosives.
- d) Training facilities should be appropriate for the training conducted: It should be large enough for the training conducted and ensure the health and safety of the students during the sessions.
- e) Management of training records: Each course held should be documented from start to finish including a copy of the training program, trainees who attended, testing procedures and results and recommendations for each student. This should be held and made available during the course and then held by the agency for review after the course. A copy of this training documentation should also be sent to the MACCA on completion of all training.

## Annex A

### 1. Survey Training Courses

Minimum requirements for survey training courses shall include basic and advanced mine/ERW clearance, map reading, land navigation and surveying techniques. Manual surveying equipment shall be taught even if automatic/computerized surveying equipment is used and taught. EOD Level 1 or 2 courses are recommended for surveyors.

### 2. Team Leader Training

All future instructors and designated Team Leaders and Supervisors shall receive at minimum instruction in Basic Leadership, Instruction techniques, and Supervisor roles and responsibilities. All personnel in a Team Leader or Supervisor role shall attend a Basic mine/ERW Clearance Course and a Basic First Aid Course.

### 3. Mine/ERW Clearance Training

There are several types of mine/ERW clearance courses and they include Basic, Advance and Supervisor level. The Basic mine/ERW clearance course shall be the minimum required for all demining operators undertaking mine/ERW clearance activities.

### 4. The Basic Mine/ERW Clearance Course

The Basic course shall involve sub-topics including: Mine Orientation and Identification, Using Mine Detectors, Probing and Trip Wire Detection, Vegetation Clearing, House clearance procedures, Battle Area Clearance (BAC), Mine Marking and basic First Aid.

### 5. The Supervisor Mine/ERW Clearance Course

A Supervisor's course shall reinforce Basic and Advanced Mine/ERW clearance topics and include Minefield Supervisory Techniques.

### 6. Explosive Ordnance Disposal Training Courses

There are four course levels for EOD, as well as a recommended refresher course. All personnel attending any of these courses shall (as a minimum) be able to read and write their native language. It is recommended that a language proficiency test (suitable to the level of the course) be given to each student prior to attending the courses.

### 7. Level 1 EOD Course

Level 1 (EOD) qualification enables the trained holder of the qualification to locate and expose and to destroy in situ, when possible, single items of mines and ERW on which the individual has been trained. This course should concentrate on basic ordnance identification for all types of ordnance and very specific identification for the most common types of mines encountered in Afghanistan. Also covered by the course is the basic demolition procedure for taught-mines destruction and general ordnance safety. It is preferred, but not required, that personnel attending the Level 1 EOD course already be deminers.

### 8. Level 2 EOD Course

Level 2 (EOD) qualification enables the holder to determine when it is safe to move, transport and dispose of single or multiple items of mines and ERW on which the individual has been trained.

A minimum of two years of EOD Level 1 experience (after graduating from an accredited EOD Level 1 course) is required before attending Level 2 EOD course.

The Level 2 EOD course is still considered a basic course, but delves into ordnance, other than mines, up to 84 mm, which are usually the most common encountered in BAC and demining tasks. Much of the information is as in Level 1, but more information will be given on munitions 84 mm and below, including the fuses likely to be encountered.

### **9. Level 3 EOD Course**

Level 3 (EOD) qualification enables the holder to conduct render-safe procedures and final disposal of any type of explosive ordnance on which the individual has been trained. A minimum of three years experience of Level 2 EOD (after graduating from an accredited Level 2 EOD course) is required before attending a Level 3 EOD course.

This course should cover an even greater variety of ordnance and the specialized disposal of ordnance containing White Phosphorous (WP). Render safe, low order and bulk disposal procedures should also be covered here, since the Level 3 is authorized to perform these actions under the direction of a Level 4 EOD Technician. The Level 3 EOD technician should also attend a management course if he/she will be fulfilling a supervisory position. Management course may be included in the Level 3 training or it may be a separate course.

### **10. Level 4 EOD Course**

Level 4 (EOD) qualification is for specialist EOD operators who have been trained and are qualified to destroy the remaining EOD hazards with specialised EOD techniques. Such specialist skills may include the render safe of liquid propellant systems, disposal of Depleted Uranium and the clearance of conventional munitions with improvised firing systems. The Level 4 (EOD) qualification shall clearly indicate the specialist training received by each individual.

Some ERW fall within the guidelines for the above qualification levels but present a specific or additional hazard. Examples are items containing White Phosphorous (WP), missiles, or the requirement for bulk demolitions. Special consideration should be given to the need for additional training, or for specific exclusion from the category of competence.

Where particular items are frequently encountered, specific training in the disposal of these items may be given to enable the operator to deal with them rather than continually refer the problem to the next higher level of expertise.

It should be noted that sub-munitions may be particularly hazardous to deal with and should only be dealt with by level 2 or above qualified personnel. A minimum of four years of Level 3 EOD experience (after graduating from an accredited Level 3 EOD course) is required before attending a Level 4 EOD course.

The Level 4 EOD course is a highly technical course, covering advanced render safe and low order techniques, as well as specialized tools and methods. The Level 4 course should also cover bulk disposal operations, aircraft weapon systems and specific instruction of fuse functioning for all types of ordnance. The Level 4 EOD Technician should also attend a management course; this course may be included in the Level 4 training or it may be a separate course.

### **11. EOD Refresher Course**

Refresher courses should be held to train EOD Technicians on new techniques based upon new material or equipment, as well as covering topics from the Level 4 training that may have changed or been forgotten from lack of use.

## **12. Medical Training Courses**

Trained medical support shall be on site during operations, should a medical emergency occur. Two levels of training shall be used under qualifications and training standards. Specific details of medical training are covered in AMAS Chapter 07.03 Medical Support and Casualty Evacuation.

## **13. Basic First Aid Training**

All mine action field personnel shall be trained in Basic First Aid Training. A first aid course should consist of a minimum of 20 hours of formal medical training. Regular (at a minimum - biannual) refresher courses should be included in the agency's mission schedule as well as forming a part of their routine activities. As a minimum, the course shall provide basic life and limb saving procedures including cardiopulmonary resuscitation (CPR), management of bleeding, splinting fractures, immediate patient assessment, and patient transport techniques.

## **14. Paramedic Training**

After attending the Basic First Aid Training Course, personnel designated to be the First Line Medical Technician (one per site) shall attend Paramedical Training. Topics shall include life and limb saving skills, triage, and patient management. Paramedics shall also be trained to provide basic medical attention and medical advice on sanitation, hygiene and the prevention of diseases.

## **15. Refresher Training**

It is essential that paramedics maintain their qualifications and skill level through refresher training: all organizations shall plan to conduct annual refresher training for their medical staff.