

# AMAS 06.09

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## Task Handover Procedures

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## Task Handover Procedures

### 1. Introduction

There is an urgent need to make cleared land in Afghanistan available for productive use without delay. However, before cleared land can be handed-over, there are a number of procedures to be completed. These include:

- a) The marking of cleared areas.
- b) If necessary, the inspection of the cleared land.
- c) The collation of all clearance documentation.
- d) The production of handover documentation.

The Mine Action Coordination Centre of Afghanistan (MACCA), as the authority for mine action within the country, is charged with the responsibility for the regulation, management and coordination of the handover of cleared land within Afghanistan. To this end, the MACCA has developed set procedures for the handover of tasks within Afghanistan.

### 2. Scope

This chapter describes the procedures that require to be followed for the handover of tasks and cleared land within Afghanistan.

### 3. Handover of Cleared Areas

Prior to cleared land being handed-over, the following preliminary actions require to be carried out:

- a) The cleared area and any hazardous areas yet to be cleared or unable to be cleared shall be marked in accordance with AMAS 05.03.
- b) A completion survey is to be conducted by the demining organisation and an IMSMA completion report is compiled. A copy of the 'IMSMA Completion Report' is included in the AMAS 08.02.
- c) The 'IMSMA Completion Report', all relevant worksite documentation and the original tasking documentation provided by the AMACs shall be compiled into a single task dossier. The 'Task Dossier/Folder' is to include the followings:
  - i. The original tasking documentation (task folder). This should include the clearance requirements i.e. specified area, specified depth and quality of clearance.
  - ii. Team Attendance Sheet/ Blood Group List of Team Members
  - iii. A copy of the IMSMA Technical Survey Report.
  - iv. The 'MACCA IMSMA Completion Report'.
  - v. Details of the clearance organisation.
  - vi. A summary of the procedures and equipment used to clear the area.

- vii. Reports from Quality Management (QM) checks conducted during the task. This is to include details of the body which conducted external QA, the methods used and reports provided.
  - viii. Details of reduced and cancelled area(s).
  - ix. Details of any incidents and accidents which occurred during clearance.
- d) A 'Cleared Area Completion and Acceptance Certificate' shall be raised by the demining organisation. This certificate is to be attached to the 'Task Completion Report' and forwarded to the relevant AMAC. This is to be done within three days of the clearance task being completed. An example of the 'Cleared Area Completion and Acceptance Certificate' is included AMAS 08.02.
  - e) When required, the inspection of the cleared land is completed by an inspection team to ensure that the clearance has been conducted to the required quality. Detail of the requirements for the inspection of cleared land is covered in AMAS 03.01. Once any required inspection has determined that the area has been cleared to the required quality, the 'Cleared Area Inspection Final Report' is added to the 'Task Completion Report.'
  - f) On receipt of the satisfactory 'Cleared Area Final Inspection Report', the AMAC will sign the 'Cleared Area Completion and Acceptance Certificate' and formally accept the land from the demining organisation. This should include an on-site handover which, for humanitarian demining, should include landowners or community representatives.
  - g) The signed 'Cleared Area Completion and Acceptance Certificate' is then added to the 'Task Completion Report' and the original forwarded to the MACCA and copies provided to the AMAC and demining organisation..
  - h) The details from the 'Task Completion Report' are entered into the MACCA Management Information System (MIS) and the report is then filed by the MACCA.

Land is considered to have been handed-over by the demining organisation once the AMAC has signed the 'Cleared Area Completion and Acceptance Certificate'.

#### **4. Purpose of Task Handover Documentation**

The handover documentation described above achieves four purposes:

- 1) 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.
- 2) Recognition by the MACCA that the demining organisation has satisfactorily completed the task.
- 3) Formal acceptance by the MACCA of the cleared land.
- 4) Except as detailed in a commercial contract, recognition by the MACCA that residual risk for the cleared area no longer lays with the demining organisation.

This is the responsibility of mine action organization to make sure that the necessary task handover documentation is raised and completed as required.

## 5. Custody and Maintenance of Handover Documentation

Responsibility for the custody and maintenance of all task completion and handover documentation rests with the MACCA.

## 6. Handover of Portions of Cleared Areas

On occasions, urgent humanitarian or development needs may require the progressive handover of portions of a larger hazardous area. This progressive handover increases the difficulties of management and control in the hazardous area but is achievable provided clearly-defined procedures for the handover of the cleared portions are followed.

The procedures to be followed when handing over a portion of a larger hazardous area are:

- a) The cleared portions to be handed-over are clearly marked in accordance with chapter 05.03 of AMAS, 'Marking Systems'.
- b) A completion survey is conducted by the demining organisation on the areas to be handed-over and an 'IMSMA Completion Report' compiled. The 'IMSMA Completion Survey Report' is to clearly identify that it relates to only a portion of the total hazardous area.
- c) A 'Cleared Area Completion and Acceptance Certificate' is raised for that portion of the larger area to be handed-over. All other demining worksite or task allocation documentation is retained by the demining organisation.
- d) If required, the inspection of the portion of cleared land is completed by an inspection team and the 'Cleared Area Inspection Final Report' is added to the IMSMA Completion Survey Report'.
- e) On receipt of the satisfactory 'Cleared Area Inspection Final Report' the AMAC will sign the 'Cleared Area Completion and Acceptance Certificate' and formally accept the portion of land from the demining organisation.
- f) This signed 'Cleared Area Completion and Acceptance Certificate', 'Cleared Area Final Inspection Report' and 'IMSMA Completion Survey Report' are retained by the AMAC. All other handover action is deferred until the complete area has been cleared.

It is stressed that all documentation must clearly identify that only a portion of the total hazardous area has been cleared and handed-over.

Once the total hazardous area has been cleared, all necessary documentation is raised for those areas not previously handed-over. This documentation, along with that raised for the areas previously handed-over, is collated and compiled into a single 'Task Completion Report' and the actions detailed above are completed.

## 7. Handover of Areas Used for ERW Disposal and Stockpile Destruction

The handover of areas used for Abandoned Explosive Ordnance (AXO) disposal and stockpile destruction operations warrants some additional control measures. In addition to the procedures detailed in Sections 3 and 4, the following is to occur before handover:

- a) The organization that conducted the destruction is to conduct a thorough check of the entire area to ensure that no hazardous components of mines or ordnance remain.

- b) The area is to be refurbished in accordance with the requirements of the local communities. As a minimum, this is to include the recovering and disposal of all large items of scrap and where practicable, the filling in of any pits or craters made by the disposal operations.
- c) Any areas where there may be residual non-explosive hazardous material left in the ground should be fenced off and marked.

## **8. Handover of Commercial Demining Tasks**

The case of the handover of cleared areas under a commercial demining contract differs slightly in that the client may be prepared to accept land as 'cleared' without all the preliminary steps described in section 3 having been completed. This, and the issue of liability, is a matter for the client and the demining contractor. However, the MACCA will not formally accept that an area has been cleared until the steps detailed in section 3 have been completed.

## **9. Participation of Affected Communities**

Whenever possible, affected communities shall be invited to participate in any handover briefings, visits or formal ceremonies. Community Liaison Team may also assist in liaison and coordination for task handover activities.

## **10. References**

AMAS 08.02 Copy of the IMSMA Completion Report

AMAS 08.02 Cleared Area Completions and Acceptance Certificate

AMAS 05.03 Marking

AMAS 03.01 Detail of the requirements for the inspection of cleared land