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Guidelines on the management of human remains located during mine action operations



Warning

This document is current with effect from the date shown on the cover page. As Technical Notes are subject to regular review and revision, users should consult the IMAS project website in order to verify its status at (www.mineactionstandards.org), or through the UNMAS website at www.mineaction.org.

Contents

Contents	iii
Foreword	iv
Introduction	v
Guidelines on the management of human remains located during mine action operations	1
1. Scope	1
2. References	1
3. Terms, definitions and abbreviations	1
4. Management of human remains - general requirements	1
5. Reporting findings of human remains	2
6. Recording findings of human remains by non-specialists.....	2
6.1. Sites disturbed by demining.....	3
7. Management of sites containing human remains	4
8. Security risks and health hazards	4
8.1. Security risks.....	4
8.2. Health hazards.....	4
8.3. Psychological considerations.....	5
9. Recovery of human remains by non-specialists	5
10. Storage of human remains by non-specialists, including temporary burial	5
11. Permanent burial and cremation by non-specialists	6
11.1. Permanent burial.....	6
11.2. Cremation.....	6
Annex A (Informative) References	8
Annex B (Informative) Collection of direct witness accounts	9
Annex C (Informative) Collection and transport of human remains	10
Annex D (Informative) Emergency or temporary burial of human remains.....	12
Amendment record.....	15

Foreword

Mine action is carried out in a constantly evolving environment. New threats are being identified, better methods are being developed, improved technology is being introduced and greater field experience is being gained. This changing environment necessitates that management practices and operational procedures must also change in the ongoing effort to improve safety and efficiency.

Information sharing is an important component in improving how mine action is carried out. Information about new threats should be disseminated in a timely manner. Experiences gained and lessons learned should also be shared for the benefit of the whole mine action community. Technical Notes for Mine Action (TN) have been introduced as one of many fora for the purpose of sharing information.

TN are advisory documents that draw on practical experience and publicly-available information to provide principles, advice and information relevant to a specific International Mine Action Standards (IMAS) or technical subjects. They are designed to supplement IMAS, or act as an independent source of information. TN use the same format as IMAS for consistency and ease of use, and are based on the best available technical information, but their status is advisory only. They have no legal standing and unless such a requirement is specified in a contract or other legal instrument, there is no legal obligation to accept the advice provided in a TN.

TN are managed by the Geneva International Centre for Humanitarian Demining (GICHD) on behalf of the United Nations Mine Action Service (UNMAS) and in support of the international mine action community. They are prepared based on information submitted by members of the mine action community and are not normally disseminated for discussion and consensus prior to publication. TN are periodically reviewed to ensure that they remain relevant and up to date. When necessary, information included in TN may be incorporated into IMAS.

Information for inclusion in TN, or comments about current TN may be submitted to the TN manager through the GICHD website at www.gichd.org.

Introduction

From time to time mine action organisations request advice on the management of human remains discovered during operations. The International Committee of the Red Cross (ICRC) has taken a lead role in guiding actions to resolve the problem of people being unaccounted for as a result of armed conflict or internal violence and in assisting the families of the missing.

This Technical Note for Mine Action (TN) includes recommendations from an ICRC publication, '*Operational best practices regarding the management of human remains and information on the dead by non-specialists*', written for armed forces and humanitarian organisations and based in International Humanitarian Law (IHL); and from a meeting of experts convened by the ICRC and held in Geneva in June 2005.

Where relevant, National Mine Action Authorities (NMAA) and mine action organisations should incorporate the recommendations and best practices included in this TN into their policies, standards, procedures and operations.

Guidelines on the management of human remains located during mine action operations

1. Scope

This Technical Note for Mine Action (TN) provides recommendations and best practices on the management of human remains located during mine action operations. It helps preserve the integrity of human remains to facilitate their identification for humanitarian purposes.

2. References

A list of references used in the development of this TN, or referred to in this TN is included at Annex A. These references are provided for information only.

Due to the advisory nature of TN, the provisions cannot be binding unless made so by separate formal agreements as suggested.

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.

The term 'National Mine Action Authority' (NMAA) refers to the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and co-ordination of mine action. In most cases the national Mine Action Centre (MAC) or its equivalent will act as, or on behalf of, the 'NMAA'. In certain situations and at certain times 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 of the functions, of a NMAA.

4. Management of human remains - general requirements

The management of human remains, including investigating suspicious deaths; recovering, storing and identifying remains; issuing death certificates; and authorising or ordering burials or cremations, is the responsibility of relevant authorities (judicial, police, health, municipal, military, etc.) or the parties to a conflict, depending on the context and circumstances. In addition, the families of the dead and often community and/or religious leaders and authorities play a key role in the care, dignified management and disposal of the remains.

Non-specialist humanitarian field workers including personnel involved in mine action operations, are occasionally required to report and document findings of human remains and in exceptional cases may be called upon to recover and manage the remains. Regardless of the circumstances, humanitarian workers called on to help manage human remains should always seek and secure all necessary authorisations and clearances, the acceptance of the families and, if relevant, the agreement of community leaders and religious authorities. They should also obtain the necessary security guarantees. Failure to do so can result in criminal liability and unnecessary security risks for those involved and the organisation they represent.

Note: Unauthorised tampering with scene of death or handling of human remains is a serious offence in most countries (regardless of the good intentions behind the actions). The corresponding criminal liability may be last a long time (i.e. individuals or organisations may be held accountable long after the offence).

There is always the potential for finding human remains during demining operations, and to a lesser extent during other mine action operations. In fact, in some mine action programmes the finding of human remains during demining is a common occurrence.

NMAAs should endeavour to identify the relevant authorities within a country for managing finds of human remains and obtain information on the national requirements for reporting and dealing with remains. In the absence of any national authority or any national requirements for managing human remains, NMAAs should establish their own procedures. These should, as far as practicable, be in accordance with these guidelines.

National requirements and procedures should be clearly documented and provided to all mine action organisations operating within a mine action programme.

5. Reporting findings of human remains

All findings of human remains should be immediately reported to the relevant authorities (civilian, military, religious or municipal) or the parties to the conflict, which are responsible for investigating and certifying deaths and for managing the remains, before the remains are recovered.

Note: The responsibilities of parties to international armed conflict in relation to the dead are included in the Geneva Conventions of August 1949.

If no relevant authority exists, then reporting should be carried out in accordance with procedures established by the NMAA.

6. Recording findings of human remains by non-specialists

6.1. General

The tasks of recovering and identifying human remains are greatly facilitated if the findings are properly recorded. Normally, recording findings is done by the relevant authorities, however in some circumstances humanitarian workers may have to complete this task.

Non-specialist humanitarian workers should only record findings of human remains when those responsible (e.g. the police, judicial authorities, the military, etc.) are unable or unwilling to do it promptly. This should be confirmed beyond reasonable doubt. Where possible, assurances and/or authorization to record the findings should be obtained beforehand.

As a minimum, humanitarian workers recording findings of human remains should record the information listed below. In doing this they should refrain from touching the remains and associated evidence and should ensure the scene is disturbed as little as possible, if at all. Details to be recorded include:

- a) the time, date, place of the finding (including a detailed description of the location and a grid reference obtained using a GPS);
- b) the time and date of recording and name and contact details of the person(s) doing the recording;
- c) a description of the scene, including the location and distance of the remains in relation to other features and landmark. Describe any obvious disturbance to the remains by people, animals or birds, environmental factors etc;
- d) a reference number assigned to the set of remains. Where no national numbering system exists the NMAA should establish its own numbering system;
- e) the season, average temperature, weather conditions and environment;
- f) the circumstances of the discovery (e.g. found during survey, demining operations);

- g) whether the remains are in or close to a hazardous area? Guides may be necessary to guide personnel recovering the remains to avoid inadvertent entry into hazardous areas;
- h) are the remains complete? If incomplete, explain what is there and the degree of certainty that they are human (e.g. certain, possible, uncertain). Unless it is certain the remains are human, they should be referred to as possibly human;
- i) do the remains appear to be recent or old? Include a description of their degree of decomposition (e.g. not decomposed; putrefied; partially decomposed/skeletonised, and fully decomposed/skeletonised, e.g. no soft tissues);
- j) do the remains appear to be those of an adult or a child? Explain reasons for choice;
- k) do the remains appear to be those of a male or female? Explain reasons for choice;
- l) do the remains appear to be those of a military or a civilian person? Explain reasons (e.g. uniform visible, ID tag, weapon/ammunition found nearby, etc.);
- m) if the remains appear to be those of a military person, give details to aid identification, including any visible affiliation, such as uniform, ID tag (name, rank, unit, etc.);
- n) are the remains believed to be linked to a particular incident? Describe the incident;
- o) give as many details as possible about the remains (e.g. tattoos, birthmarks, etc.) and the associated evidence of identity, including clothing and apparent personal belongings (e.g. type of shoes, fabric of clothing, glasses, jewellery, watches, etc.); and
- p) indicate any other relevant particulars that might be useful for the examination and eventual identification of the remains in the context (e.g. apparent injuries).

If permitted, the scene should be photographed and/or filmed, including panoramic shots and close-ups of relevant features (e.g. facial features, personal items, etc). For reference, include in the photographs a scale and a tag with the date and number or code assigned to the remains.

Details provided should be succinct and based on direct findings; there should be no analysis or speculation. A separate record should be prepared for each set of remains. If necessary, one record can be provided for a general description of a finding of multiple human remains, and individual forms attached to it.

The report should be signed, dated and delivered to any authorities as soon as possible. A copy should be kept by the organisation concerned for its records.

Witnesses may be available to assist with gathering some of the information. See Annex B for guidance on the collection of direct witness accounts.

6.2. Sites disturbed by demining

During some demining operations (mechanical in particular) the finding of human remains may not occur until after the site has been disturbed. In this situation, as soon as human remains are found, work in the area affected should cease in order to avoid destroying the remains and associated evidence. The findings should be marked and secured for recording and proper recovery.

The reporting of the findings should then include the fact that the remains were inadvertently disturbed by demining and the reasons given, for example, remains were initially buried, limited visibility due to dust or debris or remains were obscured by vegetation etc.

7. Management of sites containing human remains

The management of sites containing human remains should only concern mine action organisations when the human remains are located in or nearby hazardous areas or directly affect mine action operations. Human remains may not be in a hazardous area but in areas included in demining worksites, or areas used for EOD or stockpile destruction operations.

The site where human remains are found should be marked, mapped and secured until the remains can be recovered, to facilitate their location and help ensure that the remains and the scene remain undisturbed.

The security of sites where human remains are found is normally the responsibility of the relevant authorities or the parties to the conflict. However, if the remains were found on sites affected by mine action operations, then the security of sites may become the responsibility of the mine action organisation concerned. This should be directed by the NMAA.

If the human remains were discovered in a hazardous area then the requirement not to disturb the remains would preclude any clearance in the immediate vicinity of the remains. Demining organisations should then have the responsibility under normal operational procedures for the hazard marking of the site to prevent inadvertent entry.

Depending on the requirements of the NMAA and the location of the remains, the demining organisation may also have the additional responsibility of providing demining support to the authority recovering the remains.

8. Security risks and health hazards

8.1. General

Prior to any investigation of a site the security risks and health hazards should be thoroughly assessed and acted on.

8.2. Security risks

Security risks may be site-related (e.g. mines, booby-traps, UXO, etc.), situation-related (e.g. sniper-fire, armed attacks, acts of intimidation, etc.), or case-related (e.g. retaliation against investigators, criminal liability, etc.). Mine-marking and mine-clearance of the site is a necessity before removal of the remains.

8.3. Health hazards

The health hazards (biohazards) of handling bodies or remains of victims of armed conflict are often very low, but in some contexts may include contamination (i.e. chemical, biological, radiological or nuclear (CBRN) substances or materials, etc.) and infection (hepatitis, tetanus, HIV, typhus, plague, etc.).¹

¹ All blood and certain body fluids are considered potential vectors of the hepatitis B and C virus, human immunodeficiency virus (HIV), and other blood-borne pathogens.

If necessary, specialist advice should be sought and reasonable precautions adopted accordingly, especially when handling fresh or decomposed bodies, including vaccination², prophylaxis, use of protective wear (e.g. masks, goggles, gloves, boots, impermeable and disposable overalls, etc.), mine-marking and mine-clearance of site, etc. Any entry to a site should be conditional on manageable risk levels and acceptable levels of safety. When in doubt, seek specialists' advice, including from health authorities, CBRN experts, humanitarian health workers, etc.

8.4. Psychological considerations

The psychological burden for non-specialist humanitarian workers dealing with human remains should be part of the risk assessment and preparation.

9. Recovery of human remains by non-specialists

Proper recovery of human remains helps prevent them from being lost, spoiled or desecrated, makes it easier to identify the deceased.

Non-specialist humanitarian workers perform this task only in exceptional circumstances. The authorization and/or justification for their intervention should be documented accordingly.

All the logistics of handling the remains, from recovery to burial, should be planned beforehand. See Annex C for details on the collection and transport of human remains.

The reference number assigned to a particular set of human remains and associated evidence (i.e. personal effects) should be the same throughout the process, until the body or body parts and personal effects have been identified and released (returned to the family, for administrative disposal, etc.). Any files, bags, boxes and temporary burial sites used should also be clearly tagged or marked using the same reference number.

All but completely skeletonised remains should be placed in body bags. If body bags are available, the remains should be wrapped in cloth or some other suitable material. Skeletal remains are best collected, transported and stored in suitably sized hard cardboard boxes or similar containers, which will help keep them safe from damage.

Human remains should be collected and stored individually (e.g. one set of remains per bag or box). The mixing of separate sets of remains should be avoided at all costs. When unavoidable (e.g. the remains were already mixed when found) this should be documented. Body parts should be collected in separate containers, unless clearly related to the same individual/s. This should be documented.

The transportation of human remains from site of the finding to storage site should be authorized and all necessary clearances, including security, should be obtained beforehand. The remains should be transported swiftly, in a dignified manner and respectfully concealed from public view, ideally in a refrigerated truck/container. The smell of decomposing remains can be masked (but not eliminated) using specially designed products.

10. Storage of human remains by non-specialists, including temporary burial

The purpose of storing human remains is to protect and preserve the remains in the best possible way with a view to their subsequent examination and identification. The remains should be sorted with the greatest respect for their dignity as well as their families, communities, religion and customs. All relevant information on the dead should be made available to the authorities concerned and to the families where appropriate.

² Vaccination against tetanus and hepatitis should be firmly advocated in all circumstances.

If appropriate refrigerated storage facilities are unavailable, it may be necessary and perfectly legitimate and justified to bury the remains temporarily; this requires proper management. See checklist under Annex D emergency or temporary burial of human remains.

Bodies should be buried individually in single graves between 1 and 3 metres deep and at a safe distance from drinking-water sources to avoid their contamination. In exceptional circumstances large numbers of human remains may be temporarily buried in trenches, in only one layer and lying side by side; and always ensuring the proper tagging and exact mapping of each body or set of remains AND of the corresponding site.

Specific information that could serve to identify the remains and the site, including photographs, as well as associated evidence from the remains (i.e. personal objects) should be collected and recorded with the corresponding numbers or codes. All the personal items collected should be properly coded and securely stored. Consideration should be given to collecting and preserving samples for forensic analysis (i.e. for DNA testing), where appropriate. Specialists' (i.e. forensic) advice should be sought accordingly.

A fully reliable system for tracking stored and buried remains, including the corresponding files and grave locations, should be set up beforehand so that the remains can be recovered when required. All necessary information should be made available to relevant authorities. Suitable tags with the information needed to identify the remains should be attached to or enclosed with them (e.g. using non-perishable and indelibly marked material; placing tags inside bottles buried together with the corresponding remains).

The temporary burial site should be adequately secured and protected and graves marked, with corresponding codes/numbers, to withstand passage of time³.

While religious and cultural customs should be observed, it is best not to use religious symbols to mark the temporary burial sites of unidentified remains, as they may not correspond to the beliefs of the person buried or the families concerned.

11. Permanent burial and cremation by non-specialists

11.1. Permanent burial

Permanent burial of human remains, even in an emergency situation, requires an order or authorization from the relevant authorities (which usually require a death certificate or equivalent document) and the authorization of the families, if they are known. The procedure should observe relevant cultural and religious codes and practices. All the conditions for burial should be met or satisfactorily recorded.

Provisions outlined under clause 9 above on the marking of graves and tracking of remains, also apply to permanent burials. For burial procedures and the necessary logistics see Annex D

While religious and cultural customs should be observed, it is best not to use religious symbols to mark the definite burial site of unidentified remains, as they may not correspond to the beliefs of the person buried or the families concerned.

11.2. Cremation

The cremation of human remains before they have been examined and identified or without the approval of the families should be avoided at all costs. The health concerns that justify cremation in certain circumstances can be met using proper burial procedures, even in emergencies.

³. Stone or cement slabs (with codes/numbers carved or otherwise suitably marked), firmly planted over the burial site, are a good and cost-effective option in most contexts.

The cremation of human remains requires an order or authorization from the relevant authorities (which usually requires a death certificate or equivalent document) and the authorization of the families, if they are known. The procedure should observe relevant cultural and religious codes and practices. All the conditions for cremation should be met or satisfactorily cleared.

Annex A (Informative) References

The following documents have been referred to in the development of this TN or are referred to in the text of this TN:

- a) IMAS 04.10 Glossary of mine action terms, definitions and abbreviations;
- b) The Geneva Conventions of August 1949 and additional Protocols, ICRC. Available at: <http://www.icrc.org>
- c) Operational best practices regarding the management of human remains and information on the dead by non-specialists for all armed forces, for all humanitarian organisations, ICRC 2004. Available at [http://www.gva.icrc.priv/Web/Eng/siteeng0.nsf/htmlall/p0858/\\$File/ICRC_002_858.PDF!Open](http://www.gva.icrc.priv/Web/Eng/siteeng0.nsf/htmlall/p0858/$File/ICRC_002_858.PDF!Open).
- d) Management of Dead Bodies after Disasters: A Field Manual for First Responders, Pan American Health Organisation/WHO; ICRC and IFRC, 2006. Available at: <http://www.gva.icrc.priv/web/eng/siteeng0.nsf/htmlall/p0880?opendocument>
- e) Disaster Victim Identification Guide, INTERPOL, available at: <http://www.interpol.int/Public/DisasterVictim/guide/default.asp>

Unless covered by separate formal agreements the provisions of these references are not binding on the users of this TN.

The latest version/edition of these references should be used. GICHD hold copies of all references used in this Technical Note. A register of the latest version/edition of the IMAS standards, guides and references is maintained by GICHD, and can be found on the IMAS website (www.mineactionstandards.org). National Mine Action Authorities, employers and other interested bodies and organisations should obtain copies before commencing mine action programmes.

The latest version/edition of the Technical Notes can be accessed via the IMAS website (www.mineactionstandards.org).

Annex B

(Informative)

Collection of direct witness accounts

B.1. General requirements

Witnesses must be told exactly how the information they provide will be used. Therefore, prior to obtaining information, witnesses should be given an explanation of the work of the recording organisation, what it is trying to achieve in the collection of information and whether the information they may provide is able to be passed on and to whom.

B.2. Identification of human remain by a witness

If a witness account identifies individuals, the personal data provided by the witness should be sufficient to identify the person beyond doubt, and there should be no possibility of confusion with another person.

The account should include information about how the witness knows the identity of the person concerned and information that can be corroborated with data provided by the family.

In many cases, witnesses who are not close family members or friends will not be in a position to provide particulars such as date of birth, parent's names, or even the full name of the person concerned. They may, however, be able to provide other details which, when cross-checked against those provided by the family, can help to ascertain identity.

B.3. Information about the events leading to death

Witness accounts of the events leading to death should include:

- a) the date and place where the information was recorded;
- b) a detailed description of the event and circumstances leading to death;
- c) any alleged perpetrators; and
- d) other victims/casualties and their locations if known.

B.4. Witness details

Identify the witness by name and contact address and include a statement as to whether the witness agrees to release his/her identity (name and address) to the family, to the authorities or to any other body, the ICRC for example. Witnesses should be asked to confirm that their details can be released by signing the statement.

If a witness refuses even the anonymous transmission of information, the interviewer should endeavour to understand why. If the witness fears for his/her safety or that of family members, other, informal ways of transmitting the information should be examined. The absence of a good reason, on the other hand, casts serious doubt on the reliability of the statement.

If the witness agrees to the release of the information, he/she should be asked to write a message that could be used to present the news to the family, if it is felt doing so may be beneficial to the family. If the family's location is unknown at the time, the message should be kept on file until contact is established. Alternatively, witnesses can agree to be contacted by the family, or to contact the family on their own.

Annex C

(Informative)

Collection and transport of human remains

C.1. General requirements

Human remains become increasingly difficult to collect and identify as time passes. Important points to remember are:

- a) bodies decompose rapidly when exposed to a warm climate, humidity, rain, etc.;
- b) animals may remove and scatter the remains;
- c) bones may be removed;
- d) decomposition, loss of bones and scattering increase with time;
- e) heavy clothing will slow down the process of bones separating from each other; and
- f) climate and seasonal changes are important determinants of the ease with which surface remains are found.

C.2. Checklist for the collection of human remains

Material needed:

- a) paper and pencil;
- b) an ink pad (for fingerprinting);
- c) plastic or metal markers;
- d) plastic bags with labels (for belongings);
- e) surgical gloves or the equivalent thereof;
- f) if permitted, a camera or video camera; and
- g) body bags or coffins (at a minimum, blankets or sheets).

In collecting human remains do not:

- a) open graves without specialist expertise unless absolutely necessary;
- b) destroy anything that could help identify the remains or establish the cause of death, e.g. remains, personal effects, clothes, etc.;
- c) move the remains before obtaining the necessary information on the human remains, see clause 5);
- d) separate personal effects from the remains without documenting and labelling them with the reference number;
- e) mix body parts or attribute body parts to incomplete remains; or
- f) mix personnel effects, clothes, etc.

If time permits, collect information on each body (part). At a minimum:

- a) all remains should be marked with a reference number, the place and date; and
- b) personal belongings should be collected, grouped and referenced by the body's reference number, stored separately in bags labelled with the corresponding reference number and kept dry.

If the remains must be moved to a place of temporary storage in a vehicle:

- a) place the remains in the vehicle with great care;
- b) ensure that bodies and the corresponding personal belongings are transported in the same vehicle;
- c) keep a copy of all records and notes; and
- d) ensure a copy of the record is given to an appropriate authority or organisation.

Temporary storage of remains if they are not to be buried immediately is best done in a hospital mortuary, however if temporary storage is not available, the only option may be emergency burial. See Annex D.

Annex D

(Informative)

Emergency or temporary burial of human remains

D.1. General requirements

Human remains that have not been properly stored become increasingly difficult to identify as time passes. If remains cannot be properly stored, they must be temporarily buried.

D.2. Checklist for the burial of human remains

Material needed:

- a) paper and pencil;
- b) plastic or metal markers;
- c) plastic bags with labels (for belongings);
- d) surgical gloves or the equivalent thereof;
- e) if permitted, a camera or video camera;
- f) body bags or coffins (at a minimum, blankets or sheets);
- g) shovels;
- h) if necessary, lime; and
- i) material to mark the graves.

Human remains should undergo emergency or temporary burial only when there is no possibility of temporary storage, this applies whether or not the bodies have been identified.

The human remains should be temporarily buried once all the information required has been collected on them. At a minimum:

- a) all remains should be marked with a reference number, the place and date; and
- b) personal belongings should be collected, grouped and numbered with the reference and stored separately in bags labelled with the corresponding reference number.

The temporary burial site should be selected on the basis of the following criteria:

- a) it should be as close as possible to the place where death occurred, taking into account the points below;
- b) there should be soil in which to bury the remains;
- c) the soil should be well drained and due consideration should be given to avoiding contamination of the water table (this might include sprinkling lime in the grave);
- d) the site should be easily reached by vehicles;
- e) the site should not be in a strategically or tactically significant area; and

- f) the site should be located at a reasonable distance from sources of water for human consumption, in order to prevent those sources from being contaminated.

Each body should:

- a) be placed in an individual grave, if possible;
- b) be left clothed; and
- c) be protected from water.

Graves should be grouped according to nationality and/or religion. Each grave should:

- a) be as deep as practicable (1.5 to 3 meters is usually appropriate) or covered in a manner appropriate to the terrain, for example with a pile of stones;
- b) when appropriate, be sprinkled with lime before the body is deposited in it;
- c) be clearly marked (to ensure that it can be found again) that:
 - (1) is high enough to be seen;
 - (2) is made of the most durable material possible;
 - (3) indicates the unique reference and, for an identified body, the name (alternatively, this information can be written on a piece of paper that is sealed in a bottle or other waterproof container and left in the ground above the body);
- d) be clearly marked on a map, along with any other appropriate information; and
- e) be treated with respect and in keeping with any known religious or cultural beliefs.

Specifically for group graves:

- a) the bodies should be laid out in a recognizable sequence, preferably side by side;
- b) a grave marker must be used to indicate the beginning of the sequence;
- c) two lists should be prepared with the sequence of the bodies: one list should be left beneath the grave marker and the other kept with the record of the grave;
- d) a record should be kept of the number of bodies; and
- e) a record should be kept of the names of people known to be in the grave but whose bodies are unidentifiable.

A religious official may preside over the emergency burial of any remains, no matter what the religion or culture of the dead person. If no religious official is present, another person may perform this function. Any ceremony involving human remains must be dignified.

The following information should be recorded for each grave, kept and transmitted whenever necessary to the ICRC:

- a) all information marked on the grave;
- b) any information pertaining to the person's identity;
- c) the exact location of the grave, marked on a map or with a precise grid reference;

- d) the appearance and nature of the material with which the grave is marked;
- e) the total number of graves in the same location;
- f) whether the grave contains only body parts; and
- g) whether it is a group grave.

Amendment record

Management of Technical Notes amendments

Technical Notes (TN) are subject to review on an 'as required' basis. As amendments are made to this TN 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 TN by the inclusion under the version date of the phrase *'incorporating amendment number(s) 1 etc.'*

As reviews of TN are made new versions may be issued. Amendments up to the date of the new version will be incorporated into the new version and the amendment record table cleared. Recording of amendments will then start again until a further version is produced.

The most recently amended TN will be the versions that are posted on the IMAS website at www.mineactionstandards.org.

Number	Date	Amendment Details
01	01 July 2013	1. Inclusion of amendment No, date in the title and header. 2. Inclusion if reference to IMAS website in Annex A. 3. Updated links and email addresses. 4. Inclusion of amendment record.