

Technical Note 07.30 /01

Version 2.0

Amendment 1, July 2013

Accreditation of mine action organisations - application documentation

*Technical notes
for mine action*



TNMA

Warning

This document is distributed for use by the mine action community, review and comment. Although in a similar format to the International Mine Action Standards (IMAS) it is not part of the IMAS Series. It is subject to change without notice and may not be referred to as an International Standard.

Recipients of this document are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation. Comments should be sent to mineaction@un.org with a copy to imas@gichd.org.

The contents of this document have been drawn from a range of open source information, and have been technically validated as far as reasonably possible. Users should be aware of this limitation when utilising the information contained within this document. **They should always remember that this is an advisory document only; it is not an authoritative directive.**

Contents

Contents	iii
Foreword	iv
Introduction	v
Accreditation - application documentation	1
1. Scope	1
2. References	1
3. Terms and definitions	1
4. Accreditation application documentation	1
5. Recommendations	1
5.1. National mine action authority	1
5.2. Mine action organisations	1
Annex A (Normative) References	2
Annex B (Informative) Accreditation application documentation	3
Amendment record	17

Foreword

Management practices and operational procedures for humanitarian mine action are constantly evolving. Improvements are made, and changes are required, to enhance safety and productivity. Changes may come from the introduction of new technology, in response to a new mine or UXO threat, and from field experience and lessons learned in other mine action projects and programmes. This experience and lessons learned should be shared in a timely manner.

Technical Notes provide a forum to share experience and lessons learned by collecting, collating and publishing technical information on important, topical themes, particularly those relating to safety and productivity. Technical Notes complement the broader issues and principles addressed in International Mine Action Standards (IMAS).

Technical Notes are not formally staffed prior to publication. They draw on practical experience and publicly-available information. Over time, some Technical Notes may be 'promoted' to become full IMAS standards, while others may be withdrawn if no longer relevant or if superseded by more up-to-date information.

Technical Notes are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a Technical Note. They are purely advisory and are designed solely to supplement technical knowledge or to provide further guidance on the application of IMAS.

Technical Notes are compiled by the Geneva International Centre for Humanitarian Demining (GICHD) at the request of the United Nations Mine Action Service (UNMAS) in support of the international mine action community. They are published on the IMAS website (www.mineactionstandards.org).

Introduction

IMAS 09.10 specifies the methods of achieving clearance quality by adopting a two stage approach. Stage 1 (quality assurance) involves the accreditation and monitoring of the demining organisation, before and during the clearance process. Stage 2 (quality control) involves the inspection of cleared land before it is formally released to the beneficiary for use.

Most national mine action authorities already apply some form of accreditation procedures. The form and extent of such accreditation varies from country to country, but the aim is similar; to establish and confirm the quality of demining organisations, including those with specialist capabilities such as mine detection dogs or mechanically-assisted demining. Accreditation is also needed for those organisations involved in quality assurance and post-clearance quality control.

IMAS 07.30 - Accreditation lays down the requirements for the accreditation of demining organisations by national mine action authorities, or their representatives. A wide range of factors are included, but no recommended documentation layout was included. (Licensing is a separate process, which is the official authorisation by a national mine action authority for a demining organisation to conduct specific technical tasks).

Following requests from the field, UNOPS developed a “template” accreditation application model. This has since been further refined, and is now distributed in this Technical Note.

Accreditation - application documentation

1. Scope

This Technical Note contains application documentation that could be used by national mine action authorities (NMAA) and/or mine action coordination centres (MAC) to assist the accreditation of mine action organisations. It has been designed to complement IMAS 07.30 – Accreditation of demining organisations.

2. References

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

3. Terms and definitions

A Technical Note is an advisory document to accompany or supplement an International Mine Action Standard (IMAS). It provides principles, advice and information relevant to a specific IMAS or technical subject.

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

In the Technical Notes series, the words 'should' and 'may' are used to indicate the intended degree of compliance. This use is consistent with the language used in International Mine Action Standards (IMAS) and guides.

- a) 'should' is used to indicate the preferred requirements, methods or specifications.
- b) 'may' is used to indicate a possible method or course of action.

4. Accreditation application documentation

A template for applications by mine action organisations seeking accreditation is attached at Annex B.

The adoption of this documentation by national mine action authorities, or their representatives, would enable consistency among the different mine action authorities. It would also be of significant benefit to demining organisations applying for accreditation, as the common approach would reduce their administrative workload in this area to a minimum.

5. Recommendations

5.1. National mine action authority

The National mine action authority should consider adopting the recommended accreditation application documentation contained within this Technical Note.

5.2. Mine action organisations

Mine action organisations should consider adopting the recommended accreditation application documentation contained within this Technical Note as their standard format when applying for accreditation.

Annex A (Normative) References

The following documents, when referred to in the text of this Technical Note, form part of the provisions of this guide.

- a) ISO 9001:2008. Quality management;
- b) IMAS 04.10. Glossary of demining terms; and
- c) IMAS 07.30. Accreditation.

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)
Accreditation application documentation

The application documentation follows as a “stand alone document”.

Application for Accreditation**Country (?) Mine Action Programme****Project Reference:****Name of Mine Action Organisation Applying for Accreditation****Notes to applicants**

1. Please answer all questions.
2. Please reply in the following format.
3. Please retain a copy of your complete submission.
4. If a joint venture is proposed, all participating mine action organisations are to submit the required information.
5. Project financial data is to be given in US Dollars (\$ USD) unless otherwise requested.

LAYOUT OF DOCUMENT	
SECTION	SUBJECT
PRE	Title Page and Notes
1	Structure and Organisation
2	Financial Statement
3	Joint Venture Information
4	Resources - Personnel
5	Resources - Equipment and Facilities
6	Resources - Other
7	Experience - Geographical and Relevant Projects
8	Experience - Ongoing Relevant Projects
9	Other Information
A	Review of Technical SOPs
B	Insurance Scale

1. Structure and organisation

1.1. Mine action organisation details

Name of Mine Action Organisation:	
Mailing Address:	
Telephone:	
Telefax:	
E Mail:	
Website URL:	
Registered Address:	
Charity Registration Number: <i>(For NGOs)</i>	
National Mine action organisation Registration Number: <i>(For commercial organisations)</i>	

1.2. Organisational structure

(Please insert details and organisational diagram, including names).

1.3. Proposed in-country representation

(Please include details of proposed mine action organisation structure in-country, including arrangements for sub-contractors or joint ventures).

(Do not include full details of Joint Venture organisations. Complete Section 3 with this information).

1.4. Technical information

(This refers to the experience of the mine action organisation and not any individuals employed by it).

AREA	DETAILS
Years Experience in Mine Action:	
Specialist Areas	
Explosive Ordnance Disposal:	
Manual Demining:	
Mine Detection Dogs:	
Mechanical Assistance:	
Mine Risk Education:	
Survey:	

Others	
--------	--

1.5. Project management capability

(Explain the organisation's background capability and methodology for project management).

1.6. Standing Operating Procedures (SOP)

(Attach a copy of the mine action organisations SOPs relevant to this project. List those attached below. An example check list for demining is at Annex A)

1.7. Logistic planning procedures

(Explain the organisations policy and methodology for logistic planning. This should include details of procurement, equipment evaluation, maintenance and repair schedules).

1.8. Quality management policy

(Please explain and provide evidence of the organisation's quality management policy and procedures.).

1.9. Safety and occupational health

(Describe and provide evidence to support the organisation's safety and occupational health policy.

1.10. Associated organisations

(This should not include details of Joint Venture proposals, as this is included in Section 3).

INPUT INTO THIS PROJECT:	
RELATIONSHIP: <i>(Subsidiary, Parent, Other)</i>	
Name of Mine Action Organisation:	
Speciality / Activity:	
Mailing Address:	
Telephone:	
Telefax:	
E Mail:	
Website URL:	
Registered Address:	
Charity Registration Number: <i>(For NGOs)</i>	
National Company Registration Number: <i>(For commercial organisations)</i>	

1.11. Existing accreditation's

ISO:	
National:	
National Mine Action Authorities: <i>(List current accreditation with other NMAA)</i>	
Other:	

2. Financial Statement**2.1. Capital (USD \$) ¹**

Capital:	
Authorised:	
Issued:	

2.2. Annual value of recent mine action work (USD \$K)

PROJECT	NMAA	CURRENT YEAR	2001	2000	1999	1998	1997	REMARKS

2.3. Mine action organisation accounts

(Please attach copies of the Mine action organisation Accounts for the three previous financial years. These should include the Profit/Loss Account and Assets/Liabilities Analysis. List all attachments below).

2.4. Bankers references

(Please list name and address of bankers from whom references can be obtained).

2.5. Litigation record

Please provide the organisation's history of litigation or arbitration from contracts executed in the last six years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against the organisation.

2.6. Insurance

(Please provide details of insurance coverage, for both staff life, medical and third party liability insurance. If self-insured then provide financial evidence of compliance with IMAS)

(It is recommended that insurance be provided in line with the contents of Annex B).

¹ For those mine action organisations with an annual turnover in excess of US\$ 1M, an audited copy of the latest annual accounts must also be submitted.

3. Joint Venture Proposals

(If the organisation intends to enter into a joint venture for the project, please provide the following information, otherwise state "not applicable").

3.1. Details of organisation

Name of Mine Action Organisation:	
Speciality / Activity:	
Mailing Address:	
Telephone:	
Telefax:	
E Mail:	
Website URL:	
Registered Address:	
Charity Registration Number: <i>(For NGOs)</i>	
National Company Registration Number: <i>(For commercial organisations)</i>	

3.2. Bankers references

(Please list name and address of bankers from whom references can be obtained).

3.3. Litigation record

Please provide the organisation's history of litigation or arbitration from contracts executed in the last six years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against the organisation.

4. Resources - personnel**4.1. Staff numbers**

(Please indicate the number of staff in each location for the organisation. Projects may be listed by country for ease of compilation).

LOCATION	MANAGEMENT	TECHNICAL	ADMINISTRATION	REMARKS
Headquarters:				
Project ? (International):				
Project ? (Indigenous):				
TOTAL				

4.2. Management experience

(Describe the formal qualifications and experience of the HQ management team and list membership of relevant, recognised professional institutes or bodies).

POSITION	NAME	QUALIFICATIONS	EXPERIENCE
CEO / MD			
Operations Manager			
Quality Manager			
Safety Manager			

4.3. Proposed project personnel

(Describe the formal qualifications and experience of the HQ management team and list membership of relevant, recognised professional institutes or bodies).

POSITION	NAME	QUALIFICATIONS	EXPERIENCE (Include previous contracts)
Project Manager			
Technical Advisor			
Quality Manager			
Safety Manager			

4.4. Management training programmes

(Describe and provide evidence to support any organisational management training programmes).

4.5. Employees skills development programmes

(Describe and provide evidence to support the organisation's employee skills development programmes).

5. Resources - equipment and facilities

(On the basis of the information provided in the prequalification documents please indicate the demining equipment and facilities considered by the organisation to be necessary for the undertaking of the project. Indicate whether this is already in the mine action organisation's ownership or will be purchased, leased or hired).

6. Resources - other

(If it is foreseen that any part of the contract will be sub-contracted, state the type of work to be undertaken by the sub-contractor(s) and, if known, give the name and address of the sub-contractor(s) to be used).

Name of sub-contractor:	
Speciality / Activity:	
Mailing Address:	
Telephone:	
Telefax:	
E Mail:	
Website URL:	
Registered Address:	
Charity Registration Number: <i>(For NGOs)</i>	
National Mine action organisation Registration Number: <i>(For commercial organisations)</i>	

7. Experience - geographical and projects

(List all countries in which work similar to this project has been undertaken)

(The name of the Contracting / Donor Party and Funder Reference MUST be included in the Remarks column):

COUNTRY	PROJECT	YEAR	VALUE (USD \$)	REMARKS

8. Experience - ongoing relevant projects*(List all countries in which work similar to this project is currently being undertaken):*

COUNTRY	PROJECT	YEAR	VALUE (USD \$)	REMARKS

I certify that all information stated in this application is true and complete to the best of my knowledge. I authorise the national mine action authority to verify the information provided in the application.

I understand that any misstatements may lead to non-accreditation, suspension and/or cancellation of the accreditation.

Signed:

Appointment:

Date:

REVIEW OF TECHNICAL SOPs

SER	AREA	NMAA / MAC STANDARD	ACCEPTABLE		REMARKS
			YES	NO	
1	Introduction, Summary, Amdt Sheet, Dates				
2	Structure of supervision for task sites				
3	Responsibilities of personnel on a task site				
4	Deminer in Lane AND Changeover Drills				
5	Tools & Drills for tripwire feeler in lanes				
6	Actions to be taken when a tripwire is found				
7	Tools & Drills for vegetation cutting in lanes				
8	Tools & Drills for manual prodding in lanes				
9	Tools & Drills for use of metal detectors				
10	Actions to be taken when a mine is found				
11	Procedures for excavation of buried mines				
12	Procedures for remote pulling of mines				
13	Daily destruction of mines and UXO				
14	Methods for survey & marking of mined areas				
15	Diagrams showing typical Task Site layout				
16	Explosives & Demolition procedures				
17	Transport and storage of explosives				
18	Communications & Radio Procedures				
19	Routine for reporting to MAC: Week/Month				
20	Procedures for Handover of Cleared Land				
21	Task Site Safety Routine				
22	Visitor procedures at task sites				
23	Medical Cover & CASEVAC procedures				
24	Quality Control Routine & Procedures				
25	Drills and procedures for the use of MDD				
26	Accident Reporting & Investigation				
27	Drills and Procedures for Mechanical Aids				
28	Drills for Clearance of Buildings				
29	Drills for Clearance of Booby Traps				
30	PPE: Coveralls / Jackets - Helmets / Visors				
31	Metal Detector: Maint / Calibration / Testing				

NOTES BY NMAA / MAC QUALITY ASSURANCE AND EVALUATION STAFF

SER	NOTES

ANNEX B

**GUIDE TO DEMINER ACCIDENT INSURANCE FOR SERVICE INCURRED
DEATH OR INJURY**

Insurance cover for death or permanent total disability for local nationals should be decided by the national mine action authority. It should also be remembered that in the developing world, a deminer is usually the major breadwinner of a large family.

Lesser injuries should be covered in line with a sliding scale of compensatory payments², (sometimes called "The Continental Scale") of which an illustrative example only follows:

SER	LEVEL OF INJURY	\$US COMPENSATION		Remarks
		LEFT	RIGHT	
1	Death	18,000		
2	Permanent total disablement	18,000		
3	Incurable insanity.	18,000		
4	Total organic paralysis	18,000		
5	Permanent total loss of vision in one eye			
6	Permanent total loss of vision in both eyes			
7	Permanent total loss of hearing in one ear			
8	Permanent total loss of hearing in both ears	7,500		
9	Loss of thumb	3,240	3,750	Reversed for left-handers
10	Loss of index finger	2,300	2,750	Reversed for left-handers
11	Loss of any other finger	1,400	1,950	Reversed for left-handers
12	Permanent total loss of use of shoulder or elbow	3,700	4,600	Reversed for left-handers
13	Permanent total loss of use of wrist	2,750	3,700	Reversed for left-handers
14	Loss of big toe	1,851		
15	Loss of any other toe	1,500		
16	Permanent total loss of use of hip, knee or ankle	3,700		
17	Removal of lower jaw by surgical operation	5,500		
18	Shortening of at least 5 cm of lower limb	2,750		

² These figures are based on the UNMEE requirements and are **included for illustrative purposes only**. Other national mine action authorities may choose different requirements.

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 Jul 2013	1. Inclusion of amendment No, date in the title and header. 2. Updated links and email addresses. 3. Inclusion of reference to IMAS 04.10 for glossary and definitions in paragraph 3. 4. Inclusion of reference to IMAS website in Annex A 5. Inclusion of amendment record.