

**Annex A to SNMAS 07.03 Mine Action Monitoring Completion Form**

Monitoring Reference Number:

**1. General information**

Date: /----/----/20--

Task reference number			
Hazard Area		IMSMA ID (                    )	
Hazard Type	MF <input type="checkbox"/>	BF <input type="checkbox"/>	S.ERW <input type="checkbox"/> ASP <sup>1</sup> <input type="checkbox"/>
Monitoring of:	Land Release <input type="checkbox"/>	NTS <input type="checkbox"/> TS <input type="checkbox"/>	Clearance <input type="checkbox"/>
EOD	<input type="checkbox"/>	Standalone NTS	<input type="checkbox"/>
Internal QA <sup>2</sup>	<input type="checkbox"/>	Training	<input type="checkbox"/>
EORE	<input type="checkbox"/>	Victim Assistance	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	Explosive Management	<input type="checkbox"/>
Completion QA Monitoring	<input type="checkbox"/>	Product Performance or QC	<input type="checkbox"/>
Inspector name		Inspector title	
M.A organization		Sub Office	
Project Donor		Team name/number	
State		Locality	
City		Community	
Date of Last Internal Monitoring and QC		Re-audit	<input type="checkbox"/> YES <input type="checkbox"/> NO

**1.1. Conclusion and Recommendation by QM Inspector (<sup>3</sup>Ref. to Component)**

Conformity  Observation  Minor NC  Major NC

(Date & signature)

**1.2. Acknowledgement by auditee**

(Name, date & signature)

<sup>1</sup> ASP Means Ammunitions Storage Point

<sup>2</sup> Internal QA monitoring should also cover indicators outlined in this form and external monitoring shall verify effective conduct, application of internal QA/QC procedures and management of internal QA/QC records.

<sup>3</sup> Add the copy of related component with this general part of the form once the specific monitoring completed.

**1.3. Comments/instruction(s) by Head of NMAC Sub Office**

(Name, date & signature)

**1.4. Corrective and Preventive Action/Plan by Organization**

(Name, date & signature)

**1.5. Follow up by NMAC Sub Office Manager**

1.5.1 Agreed with CAPA<sup>4</sup> Plan?  Yes  No (Resend for appropriate CAPA)

1.5.2 Report closed by NMAC Sub Office?

15.2.1 YES

15.2.2 NO (Re-audit)

**1.6. Level of confidence**

1.6.1 HIGH  1.6.2 MEDIUM  1.6.3 LOW

Reason:

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<sup>4</sup> CAPA means Corrective Action and Preventive Action

**2. Monitoring of Mine Action Activities**

**2.1. Monitoring of Operations Management**

**2.1.1 Number of Staff, Resources and Level of Preparation for the Implementation:**

- 1) Availability of staff members as per project proposal.
- 2) Staff members' relevant qualifications.
- 3) Availability of tools, equipment, materials, facilities, and SOPs as per proposal.
- 4) Availability of teams in the field with required tools and equipment as per proposal.
- 5) Operations staff understanding of the scope of problem, including land right and land dispute issues.
- 6) Availability and appropriateness of operational plan on task basis.
- 7) Evidence of community involvement and consideration of their needs including men women and children.
- 8) Availability and appropriateness of internal monitoring plan.
- 9) Operational plan tracking process and analysis of progress.
- 10) Communication with operational teams.
- 11) Communication with communities' elders, local government, development interventions (if any) and the NMAC-UNMAS Sub Office.

**2.1.2 Project Team Performance:**

- 1) Number of site visits conducted by operations officer or sub officer.
- 2) Analysis of visits results, recommendations and actions taken for improvement.
- 3) Number of monitoring visits conducted by internal QM staff.
- 4) Analysis of monitoring findings and reports.
- 5) Availability of corrective, preventive actions records.
- 6) Availability of records of inspected land.
- 7) Availability of progress record.
- 8) Analysis on achievements whether on target, behind or ahead and causing factors.
- 9) Number of incident investigation conducted.
- 10) Number of lessons learned summaries shared with demining teams.
- 11) Number of internal meeting held, minutes.
- 12) Number of refresher trainings conducted, records;
- 13) Number and type of FFE items/training aid item/inventory and records;
- 14) Number of meetings held with communities, local authority and NMAC Sub Office.
- 15) Status of Control and security of explosives.
- 16) Evidence of reporting monitoring data to NMAC in timely manner.
- 17) Accuracy and completeness of documents and records.

**2.1.3 Contract Completion, Handing-over of Completed Tasks and Reporting:**

- 1) Number of tasks completed and handed over to the communities and end users.
- 2) Number of tasks not completed due to land dispute issues.
- 3) Available reports and records including (Completion report, monitoring records, community, local authority acceptance).
- 4) Accuracy and completeness of documents and records.
- 5) Status of NMAC, government, and community involvement in handover of completed tasks.
- 6) Availability and appropriateness of post demining impact assessment (PDIA).
- 7) Contract completion document submitted to organization HQ.
- 8) Recorded information in IMSMA standard formats.

- 9) Record of daily reports from the teams.
- 10) Timely submission of tasks completion reports.
- 11) Rate of accuracy per report, (delay & error).

**2.2. Monitoring of Land Release Operations:**

**2.2.1 Preparation for Land Release Operations**

**A. Training Management before Deployment of the Teams:**

- 1) Available training plans;
- 2) Capability of trainers;
- 3) Training delivery method;
- 4) Availability and list of participants;
- 5) Classroom facilities;
- 6) Teaching aids and handouts;
- 7) Practical training and tests;
- 8) Pass/fail scores;

**B. Team Structure, Skills & Qualification in the Worksite:**

- 9) Available team staff/approved structure;
- 10) TL Basic leadership, instruction techniques, supervision/command and control technical knowledge;
- 11) Deminers, DC and DPDC course certificate or other evidences;
- 12) Task or site operational plan;
- 13) Field Risk Assessment.

**C. Site Briefing (Specific information):**

- 1) Mine or ERW history and background;
- 2) Land right/dispute issues;
- 3) Type of mine / ERW;
- 4) Identification of the most probable location of contaminated parts on the map;
- 5) Size of most probable contaminated area;
- 6) Task planning to show TS, clearance parts and deployment of assets appropriately;
- 7) Task relevant information:
  - a) Hazard density in the task (1-mine or ERW per X sqm);
  - b) Fragment density in the task (no of frag / per 1sqm);
  - c) Achievements Vs task planned or set target;
  - d) Depth of mines found;
- 8) Safety brief by team command group;
- 9) Record of communities involvement and their priorities;

**D. Site Set up:**

- 1) Control markers;
- 2) Control point;
- 3) Base line and starting point;
- 4) Access lanes (if required);
- 5) Test box/ balance box;
- 6) MDDs warm up area;
- 7) Explosive/accessory storage area and onsite CDS;
- 8) Equipment storage area;
- 9) Rest area;
- 10) Parking area;

- 11) Toilets and restroom;
- 12) Wastage disposal area;

**E. On Site Documentation:**

- 1) Task dossier including tasking order;
- 2) Attendance sheet;
- 3) TL /SL daily operations log;
- 4) Visitors log and QA monitoring and QC record;
- 5) Explosives usage record;
- 6) CASEVAC drill record;
- 7) Team members blood group record;
- 8) Medical/casualty evacuation plan/map;
- 9) Community request, liaison record;
- 10) SOPs and organization's instructions;

**F. Command and control:**

- 1) Provision of daily briefing by command group and appropriate deployment of deminers;
- 2) Communication between team members and office;
- 3) Management of site set up and availability of required tools and equipment in the site;
- 4) Shortage of equipment reported to office;
- 5) Visibility of team members from the control point;
- 6) Availability of medical/emergency support as per standards;
- 7) <sup>5</sup>Availability of ambulance in reasonable proximity;
- 8) Practice of CASEVAC;
- 9) Updated team attendance and site logs;
- 10) Suitable transportation facilities and appropriateness of legal documents (vehicle, driver);
- 11) Effective deployment and utilization of demining assets to accomplish the task;
- 12) Use of PPE and visor by team members and visitors;
- 13) Deminers' discipline and application of directive of SL/TL;
- 14) Control of unsafe acts and behavior of the deminers/operators;
- 15) Call out of command group in case of breach of safety;
- 16) Level of supervision;
- 17) Appropriate use of demining assets and tools, Manual, MDD and Machine;

**2.2.2 Task Execution and Operations:**

**A. Non-Technical Survey (NTS):**

- 1) Source of Information;
- 2) Validity of Information;
- 3) Impact of presence of mine and ERW on the community;
- 4) Priority of the task in consultation with communities, stakeholders and NMAC SO;
- 5) Size of Task;
- 6) Difference between previous NTS report and fresh NTS;
- 7) Reporting of fresh NTS to NMAC;
- 8) Nature of contamination, depth and pattern of mines, any obstacles;
- 9) Community liaison, considering the priorities of the communities with gender

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<sup>5</sup> Reasonable proximity is defined as the ambulance arriving at the administration area for casualty evacuation, after alert of the accident, within a maximum of 5 minutes.

consideration;

- 10) Land right/dispute issues;
- 11) Classification of area to High and Low threat;
- 12) Direct and indirect evidences;
- 13) Cancellation of area, size sqm;

**B. Worksite Safety**

- 1) Use of approved PPE and visors;
- 2) Serviceability of PPE and visors;
- 3) Safety distance between deminers during operations;
- 4) Medical/emergency support;
- 5) Communications within the team and HQ;
- 6) Presence of medic equipped with standard medical kit;

**C. Technical Survey and Clearance:**

- 1) Control markers;
- 2) Base line marking;
- 3) Boundary, cross lane, clearance lane marking;
- 4) Other necessary markings; (start of clearance lane, demolition, QC, close of lane)
- 5) Cross lanes/investigatory lanes, targeted or systematic investigation;
- 6) Use of appropriate demining assets;
- 7) Classification of HTA, size and possible location of hazards;
- 8) Classification of LTA and size of the area, justification;
- 9) Reduction, size and location, Verification area, size and location;
- 10) "No evidence of" hazards;
- 11) Appropriateness and reasonability of classification of the area and the type of TS undertaken (targeted or systematic);
- 12) Use of detectors;
- 13) Detector capability as per found/anticipated mine/ERW and depth of hazards;
- 14) Detector battery and power;
- 15) Detector calibration and ground compensation and usage of standard test piece;
- 16) Detectors confirmation test and record;
- 17) Demining tool kit;
- 18) Prodding/excavation tools and usage;
- 19) Method of clearance drill (signal picking, metal free, full excavation)
- 20) Vegetation removal;
- 21) Dealing with obstacles;
- 22) Pulling drill;
- 23) BAC surface clearance;
- 24) BAC sub-surface clearance and use of appropriate detectors;
- 25) Control demolition, onsite, CDS;
- 26) ERW items categorization as safe to move and unsafe to move;
- 27) Appropriateness of CDS;
- 28) CDS management before, during and after demolition;
- 29) Mechanical Operations:
  - a) Machine accreditation license and armoring situation;
  - b) Type and use of machine;
  - c) Type of operations, processing, verification, preparation;
  - d) Suitability and appropriateness of machine to the work site;
  - e) Appropriate follow up system;

## Annex A to SNMAS 07.03 Mine Action Monitoring Completion Form

- f) Clearance depth of machine attachment as per the depth of mines;
  - g) Removal of obstacles;
  - h) Operator control of machine and communication with command group;
  - i) Output of machine as per SoW;
  - j) Deployment of machine as per SOPs;
  - k) Suitable control point for supervision of mechanical operations;
- 30) MDD Operations:
- a) License of MDD and its handler;
  - b) Wind strength (at ground level) and temperature;
  - c) MDD Medical checkup;
  - d) MDDs drinking water and shadow;
  - e) Relation of handler with MDD;
  - f) Warming up at the beginning of operations and used items as per standards;
  - g) Suitability of area for MDD operations, vegetation, obstacles and slope;
  - h) Type of operations (reduction, verification, QC, creating cross lanes);
  - i) Type of search (long/short leash);
  - j) Sniffing and detection capability;
  - k) Ground disturbance during indication;
  - l) Indication marking and processing;
  - m) Post operations daily training record;
  - n) Daily training area after operations and type of targets;
  - o) Health and hygiene in the kennels;
  - p) Record of medical checkup;
  - q) Available veterinary support;
  - r) Knowledge of MDD limitations;
- 31) EOD Operations:
- a) Search Method, Visual or Instrument use;
  - b) Use of machinery;
  - c) Hazard ordnance classification skills of EOD operators, Safe/un-safe to move;
  - d) Loading of hazardous items into vehicle;
  - e) CDS and final disposal operations;
  - f) Bulk demolitions;
  - g) EOD qualification level of authorized staff for demolition;
  - h) Communication with HQ, NMAC SO, UNMAS and local authority;
  - i) Post demolition procedures;
- 32) Explosive Management:
- a) Handling and transportation;
  - b) Explosive records;
  - c) Storage in worksite;
  - d) Storage in temporary bunker at base camp or sites;
  - e) Explosive storage in field bunkers, bunker condition, explosive conditions;
  - f) Warning signs and guards;
  - g) Management of FFE mines/UXO, inventory and records;
- 33) Environmental Aspects.
- a) Watercourse contamination or barriers;
  - b) Vegetation burning procedure and preparations;
  - c) Solid waste management at the sites;
  - d) Base camp and waste management (toxic waste, human waste and excess water);

## Annex A to SNMAS 07.03 Mine Action Monitoring Completion Form

- e) Fuel storage and handling;
- f) Protection of livestock and wildlife;
- g) Preservation of cultural resources aspects;
- h) Human remains and mass graves;
- i) Noise and dust to the communities and neighbors;
- j) Environmental awareness of the staff;

### **D. Task completion, handing over and reporting:**

- 1) Marking of completed task as per SNMASs and SOPs requirements;
- 2) Mapping and navigation;
- 3) Site documentation including IMSMA standard forms;
- 4) Photographs before, during and after the operations;
- 5) Progress analysis and reporting;
- 6) Conduct and record of QC;
- 7) Involvement of communities, NMAC SO and local authority;
- 8) Acceptance of the whole task by the communities and beneficiaries;
- 9) Ensuring that the land release has not contributed to land dispute issues;



**2.3. Explosive Ordnance Risk Education**

**2.3.1 Structure, Availability of Resources and Level of Preparation for M/ERW RE Delivery:**

- 1) Availability of staff as per the project proposal and their technical knowledge.
- 2) Availability of EORE standard training package (Trainers' Kit).
- 3) Availability of plan of EORE delivery as per project proposal and organization SOPs, including communities list.
- 4) Availability and use of required teaching aid materials<sup>6</sup>.
- 5) Availability of adequate EORE materials for distribution.
- 6) Availability of health facilities' list and/or knowledge of their locations.

**2.3.2 Accountability and Involvement of Affected Communities and Target Audience:**

- 1) Community and audiences' involvement and consultation before and during the EORE delivery.
- 2) Pre EORE-Assessment through the community mapping.
- 3) Are the pre EORE assessment findings addressed through EORE sessions?
- 4) Community and audiences' feedback about EORE delivery.
- 5) Community and audiences' understanding about the risk of EO in their village and nearby areas.
- 6) Do they understand where and to whom they will report, if they will face EO?
- 7) Is the EORE matching with community's and audiences' priority and needs?
- 8) Is the EORE needs assessment conducted?
- 9) Are the findings of EORE needs assessment considered in EORE sessions?
- 10) Is the at-risk group of people identified and educated?
- 11) Are the community people and audiences happy or satisfied or dissatisfied or provide no feedback or comments about EORE delivery?
- 12) What are the main changes in people understanding of EO comparing to findings of Pre-EORE-Assessment.

**2.3.3 M/ERW RE Delivery and reporting:**

- 1) Communication skills of EORE trainer in terms of speaking local language, voice tone, listening and ability to answer questions.
- 2) EORE team understanding about their related EORE SOPs.
- 3) Appropriateness of EORE session venue in terms of ventilation, weather condition and noise.
- 4) Participation and encouragement of audiences by trainer.
- 5) Available audience from at risk group and targeted beneficiaries.
- 6) Covering necessary topics during EORE session:
  - a) Introduction and objective of the session.
  - b) Dangers and effects of Mine and ERW.
  - c) Types of Mine and ERW with different colours, shapes and sizes.
  - d) Difference between mine and ERW.
  - e) Safe and Risky behaviours.

<sup>6</sup>Audio/video, posters, activity cards, loudspeaker, leaflets and EORE notebooks

- f) Action on come across a mine/ERW?
- g) What to do in case of mine/ERW incident?
- 7) Ability to link lessons with community situation.
- 8) Appropriateness of the duration of session, time balance and sequence of topics.
- 9) Use of appropriate methodology<sup>7</sup> as per project proposal and IPs SOPs.
- 10) Available mine/ERW official and local danger signs and marking samples in encashment centres.
- 11) Appropriate layout of encashment centre including venue for lecture and direct presentation, exhibition of mock hazards, TV room with adequate seats.
- 12) Familiarity to use standard IMSMA forms and geo-tag pictures for reporting.
- 13) Record and evidence of visits to health facilities for victim data collection.
- 14) Awareness and liaison with communities about other mine action interventions.
- 15) EORE trainer asks audience about any new mine ERW incident and casualty.
- 16) EORE trainer asks audience about suspected hazardous area/device.

#### **2.4. Victim Assistance**

##### **2.4.1 Number of Staff, Resources and Level of Preparation for VA Services Delivery:**

- 1) Available staff and facilities as per project proposal.
- 2) Available plan of VA services delivery, specification and type of the project.
- 3) Liaison with government, Public Health state ministries and other stakeholders.
- 4) Identification of EO victims and survivors, number and types of disabilities within communities, identification of target beneficiaries.
- 5) Level of communication with target beneficiaries and service providers.

##### **2.4.2 Execution of VA Projects:**

- 1) Survey and Assessment of Civilian Accidents.
  - a) Date and time of accidents and response by related organization.
  - b) Number of people/families affected and surveyed properly.
  - c) Appropriate response plan and implementation.
  - d) Referral for follow up Assistance.
- 2) Physical Rehabilitation:
  - a) Physiotherapy services.
  - b) Provision of Orthotics, Prosthetic, movement aids.
- 3) Psychological counseling and peer support.
- 4) Social inclusion:
  - a) Community acceptance of the EO survivors.
  - b) Integration of EO survivors in the community.
- 5) Inclusive Education (IE):
  - a) Integration of RE messages in schools;
  - b) School based IE for school teachers;

<sup>7</sup> Lecture and direct presentation, question/answer, Focus Group Discussion, Brainstorming, Small Group Activity, Role Play, use of audio/video.


- c) School based IE for parents.
- 6) Special Education:
  - a) School based brail training for teachers.
  - b) School based sign language training for teachers.
- 7) Economical reintegration:
  - a) Are the vocational training courses designed in accordance with the needs of EO survivors and victims'?
  - b) Are the training courses on marketing appropriate to the needs and requirements?
  - c) Are the EO victims and survivors consulted about the microeconomic integration packages?
  - d) Are they happy with the commodities delivered to them?
  - e) Are the micro-finance/credit, revolving loan appropriate and accepted by the beneficiaries?
- 8) Advocacy for the Rights of EO Victims and Survivors:
  - a) Workshops, Meetings, Round table discussions.
  - b) Are they effective?
- 9) Physical accessibility
  - a) Ramps construction
  - b) Adaptation of doors and toilets for the use of Persons with Disabilities.

**2.4.3 Accountability and Involvement of VA Beneficiaries:**

- 1) Are the VA beneficiaries involved and consulted before and during the VA project implementation?
- 2) VA beneficiaries' feedback about the VA project and MEI assistance package delivery.
- 3) VA beneficiaries' understanding about the VA assistance MEI assistance packages.
- 4) Are the assistance packages matching with priorities and needs of EO survivors and victims'?
- 5) Are the needs of EO victims and survivors assessed?
- 6) Are the assistance packages designed according to their needs?
- 7) Are the VA beneficiaries satisfied or dissatisfied with the quality and quantity of assistance they received?

**3. Quality Control (Sampling) of Cleared/Released Land:**

1)	Type of Sampling:		
	a) Post Clearance;		
	b) Progressive;		
	c) Targeted;		
2)	Type of asset used in sampling:		
	a) Manual;		
	b) MDDs;		
	c) Mechanical;		
3)	Size of lots sampled;	_____sqm	% of sampled per cleared area;
4)	Sampled area size/SOP requirement;		
5)	Location and map of lots sampled within the task;		Bearing and distance from nearest TP.
6)	Marking of sampled area;		
7)	Clearance depth;		
8)	Result of sampling:		
	a) Passed;		
	b) Failed <sup>8</sup> : (Type, name and quantity of items discovered);		
9)	Sketch map of inspected lot:		

<p><b>N</b></p> 	

<sup>8</sup> Where any sample in the lot is found to contain one or more mines/ERW or a missed signal or undisturbed metal fragment with a weight equal to or greater than the metal content of the mine, in any 1.0 sqm unit of sampled land, shall be counted as a 'critical non-conformity, and that lot shall be declared as failed. Organization shall require the lot to be cleared again. There can be situation where the whole cleared area within a task is subject to re-clearance, if previous lots have not already passed the QC.

**1. Level of Internal QA/QC Coverage:**

- |  |
|--|
| <ol style="list-style-type: none"><li>1) Available record with the team;</li><li>2) Identification of issues and recommended solution;</li><li>3) Record of corrective and preventive actions;</li></ol> |
|--|