

# **SLNMAS 04.70**

First Edition  
July 2010

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## **Post-clearance Documentation**

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### **Warning**

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## Introduction

Once land has been released or cleared of mines and Explosive Remnants of War (ERW), including unexploded sub-munitions there is usually an urgent need to make it available for productive use without delay. In some cases the local population will follow-up and occupy land immediately following clearance in order to confirm ownership by re-establishing historic land rights. And at the end of a project, the demining organisation will be keen to re-deploy its demining teams to new sites in accordance with the national priorities.

Despite the pressure to move on, there are some important issues which must be addressed and tasks which must be completed before the land can be considered formally 'cleared' and available for use. In particular, all post-clearance inspections should be completed and any corrective action carried out; permanent survey markers including turning points and intermediate points should be emplaced and accurately recorded for future reference; and all necessary information such as monitoring and inspection reports should be collated and made available for the formal handover. The demining organisation or its nominated community liaison representative shall ensure that details of all demining activities in the area and the implications for the men, women and children are provided to the mine affected community.

The formal handover of cleared land is most important. The procedure and documentation required for the handover aim to clarify the ownership of any residual risk, and to determine the legal responsibilities and accountability of the Government, the Sri Lanka National Mine Action Centre and demining organisation(s) following handover.

This standard provides guidance on the procedural requirements for the handover of cleared land.

## Post-clearance Documentation

### 1 Scope

This standard provides guidance to the demining organisations, community liaison teams, the Regional Mine Action Offices and the Sri Lankan Mine Action Centre regarding the documentation that needs to be compiled after a clearance task is completed, the activities that are associated with the documentation and the procedural requirements for the handover of cleared land.

### 2 Task Completion

A mine/ERW clearance task shall only be considered completed once the demining organisation has submitted the Completion Survey Report for the task to the Regional Mine Action Office (RMAO), the RMAO accepted the land as cleared through a final quality control of the cleared land and the cleared land is handed over to the respected Government Agent of the District.

The Completion Survey Report is entered into IMSMA and the Quality Control on the Task Completion Report is entered into the QA Database.

All documents received by the demining organisation from the RMAO and SLNMAC regarding the completed task shall be handed back with the submitting of the Completion Survey Report. This includes the Task Dossier received for the task.

#### 2.1 Completion Survey

When the task as assigned is completed the area cleared needs to be properly marked, surveyed and recorded.

##### 2.1.1. Marking

The marking of the cleared land shall be obvious and permanent. The following minimum requirements shall be maintained:

- a. **Benchmark.** The benchmark shall be constructed of materials that will endure the environment and shall extend deep enough into the ground with a solid foundation to support the weight. It shall be clearly visible in normal daylight at a safe distance from the obvious direction of approach. It shall protrude a minimum of one meter above the ground. Metal rods shall be driven flush with the ground at the base of the benchmark as indicated in Figure 1. The information regarding the cleared land that shall occur on the benchmark is indicated in Figure 2. See Figure 3 for a typical benchmark.

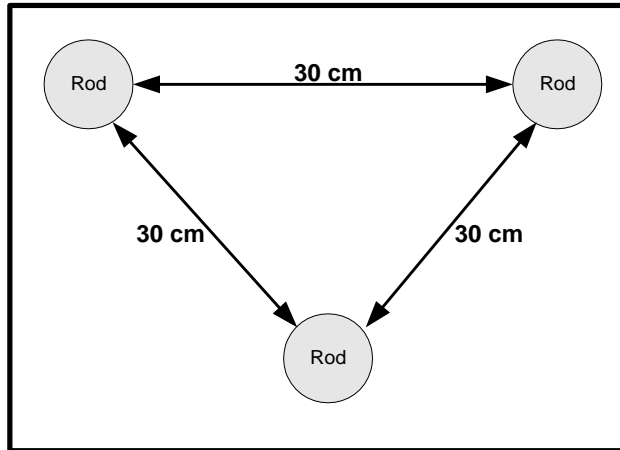


Figure 1: Metal rods driven flush with the ground

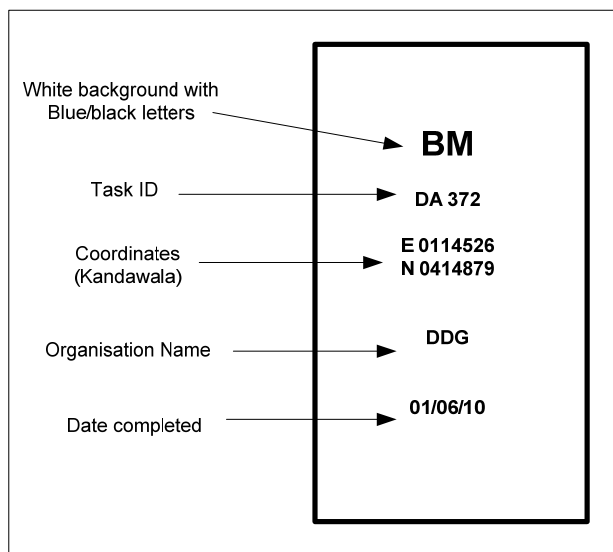


Figure 2: Minimum information on Benchmark

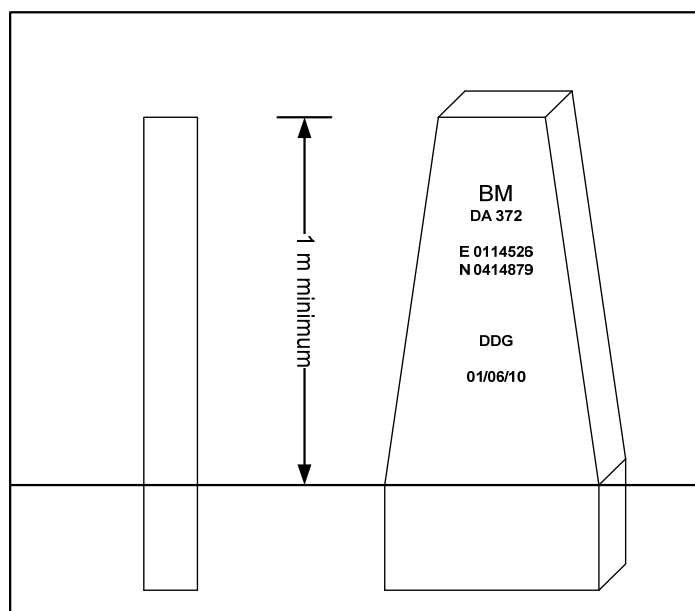


Figure 3: Typical Benchmark

- b. Turning points. Each corner and each turning point of the cleared area shall be marked by driving three metal rods flush to the ground as shown in figure 1 as a permanent marker as well as with a typical turning point sign shown in figure 4. The turning points shall be numbered and in a clockwise direction starting from the starting point. The sign of the start point should look similar to the turning points but shall bear the letters SP.

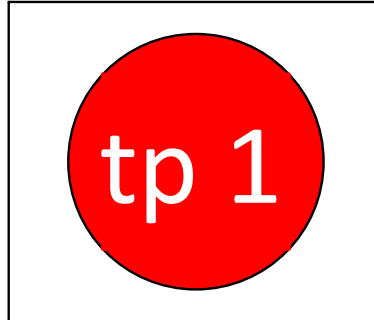


Figure 4: Turning point sign

- c. Intermediate Points. It shall be possible to see the previous and next corner/turning points when standing at any corner/turning point. If the view is obscured or the distance is greater than 50 meters then intermediate points shall be placed, marked and recorded as per the corner/turning points.

### 2.1.2. Recording

The positions (coordinates) of the benchmark, turning points and intermediate points shall be recorded using preferably a differential GPS. If a differential GPS is not available the coordinates of all these points shall be surveyed by resection or GPS to an accuracy of +/- 5m. The compass bearings and distances between the different points shall also be recorded starting from the benchmark to the start point and from the start point to the first turning point and so on.

## 2.2 Completion Survey Report

The demining organisation certifies by completing and signing this report that the task was conducted according to the task dossier and approved clearance plan.

The Completion Survey Report shall be completed in detail by the demining organisation after completion of the task. The final report shall only be completed after the survey of the cleared land has been finalized and all reference points as required fixed on the ground and recorded.

Before signing the report by the responsible person of the demining organisation he/she shall verify the correctness and accuracy of the contents.

The responsible person shall have written permission to sign documents on behalf of the demining organisation. For a NGO and commercial demining the responsible person is normally the Programme Manager or the Operational Manager. For SLA Engineer Regiments and HDU it is the Regiment Commanding Officer.

For the Completion Survey Report see Annex A.

### **2.3 Clearance suspension report**

Where a clearance task need to be suspended for an unforeseen period the demining organisation shall complete a clearance suspension report. The demining organisation hereby certifies that the area cleared was done in accordance with the task dossier and approved clearance plan. The cleared area shall be marked and recorded as mentioned in this standard and the remaining hazardous area shall be recorded in this report and marked using semi-permanent marking. See Annex B for a clearance suspension report.

### **2.4 Maps and Drawings**

Accurate to scale maps and drawings shall be attached to the Completion Survey Report indicating the cleared area.



## Annex A

### Completion Survey Report

**1 General Information**

1.1 ID:		1.7 Data entry date:	
1.2 Owner MAC:		1.8 Data entry by:	
1.3 Referenced TaskID(s):			
1.4 Organization:		1.9 Total size of cleared area:	m <sup>2</sup>
1.5 Planned start date:		1.10 Clearance depth:	cm
1.6 Planned end date:		1.11 Total of work hours:	h
1.5 Task start date:		1.5 Task end date:	
1.7 Status:			

1.12 Object:     Housing     Industry     Agricultural terrain     Other

1.13 Methods and technologies used?  Manual     Mechanical     Dogs

1.14 Based on:     CHA     Clearance     Minefield (technical survey)

1.15 Reference ID:

1.16 Accidents occurred during activity:     Yes     No                                  1.17 Accident IDs:

1.18 Uncleared area left:                                   Yes                                   No

1.19 Uncleared area marking:                                   Local signs     Official signs     Fenced     Several   

None

1.20 Description of uncleared area:

1.21 Additional information:

<sup>1.22</sup> Quality control carried out by: \_\_\_\_\_ (name & organisation)

<sup>1.23</sup> Quality control method:       Manual       Dogs       Mechanical       Combined

**<sup>2</sup> Location**

<sup>2.1</sup> Province:	<sup>2.6</sup> Coord. system:	<sup>2.11</sup> Map name:
<sup>2.2</sup> District:	<sup>2.7</sup> X/ Easting/ Long:	<sup>2.11</sup> Map series:
<sup>2.3</sup> Subdistrict:	<sup>2.8</sup> Y/ Northing/ Lat:	<sup>2.11</sup> Map edition:
<sup>2.4</sup> Nearest city:	<sup>2.9</sup> MGRS Coord:	<sup>2.11</sup> Map sheet:
<sup>2.5</sup> Municipality:	<sup>2.10</sup> Coord. fixed by: <input type="checkbox"/> DGPS <input type="checkbox"/> GPS or Map with accuracy: <input type="checkbox"/> <30m <input type="checkbox"/> >30 m	<sup>2.11</sup> Map scale: 1 :

<sup>2.12</sup> Description of reference point:

**<sup>3</sup> Description of the perimeter points:**

From Point	No.	To Point	<sup>3.1</sup> Bearing	<sup>3.2</sup> Distance	<sup>3.4</sup> X/ East/ Long	<sup>3.5</sup> Y/ North/ Lat	<sup>3.6</sup> MGRS Coord.
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						

<sup>3.1</sup> Size of area: \_\_\_\_\_ m<sup>2</sup>

**4 Quantity and type of destroyed devices:**

4.1 Type of device (AP, AT, UXO etc.)	4.2 Model	4.3 Quantity	4.4 Anti-lift fitted	4.5 Booby trapped
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

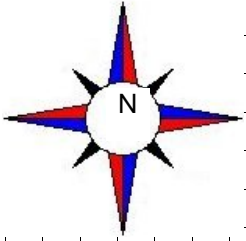
**5 Quantity and type of marked devices:**

5.1 Type of device (AP, AT, UXO etc.)	5.2 Model	5.3 Quantity	5.4 Anti-lift fitted	5.5 Booby trapped
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>6</sup>Declarations and Handover

DECLARATIONS AND ACCEPTANCES			
HANDOVER AND DECLARATION ON BEHALF OF THE DEMINING ORGANISATION Accreditation Certificate No: _____ / _____ 20__		QUALITY ASSURANCE DECLARATION BY THE RMAO MINE ACTION OFFICER	
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE AREA AND DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE HAS BEEN CLEARED OF ALL MINES AND UXO HAZARDS.		I CERTIFY THAT THE AREA AND DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE HAS BEEN INDEPENDENTLY ASSESSED TO BE CLEAR OF ALL MINES AND UXO HAZARDS.	
NAME:		NAME:	
POSITION:		POSITION:	Regional Mine Action Officer Jaffna/Vavuniya/Batticaloa
DATE:		DATE:	
SIGNATURE:		SIGNATURE:	
ACCEPTANCE BY THE GOVERNMENT AGENT / MINE ACTION FOCAL POINT OF THE DISTRICT I ACCEPT RESPONSIBILITY OF THIS AREA ON BEHALF OF THE PEOPLE OF SRI LANKA. I UNDERSTAND THAT THE SPECIFIED AREA HAS BEEN CLEARED OF MINES AND UXO TO THE DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE.		<p><b>Advisory:</b> As a general precaution, individuals or groups wishing to take up residence, work or cultivation activities in the subject area should be warned to immediately report any suspicious items to the SLA or direct to the Government Agent through their DS or GS to prevent any residual risks that may happen. Mine Risk Education will be arranged by the Mine Action Office upon request.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>Final QC Report by the Quality assurance team.</li> <li>Diagram of the Cleared Area by the Demining Organisation</li> </ol>	
NAME:			
POSITION:			
DATE:			
SIGNATURE:			

<sup>7</sup>Attach explanatory map(s) and/or sketch(es) (required):  
(Show on sketch type and location of cleared/marked area marking)



1 Square(5mm) =          meters

A large grid of 25 columns and 30 rows of 5mm squares for drawing or mapping.

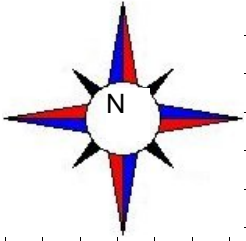
- Checklist**
- Landmark
  - Benchmark
  - Datum point
  - Turning points
  - Start line
  - Safe lanes
  - Safe areas
  - Cleared access roads
  - Mine rows
  - Location of booby traps
  - Legend
  - Coordinates

Drawn by: \_\_\_\_\_

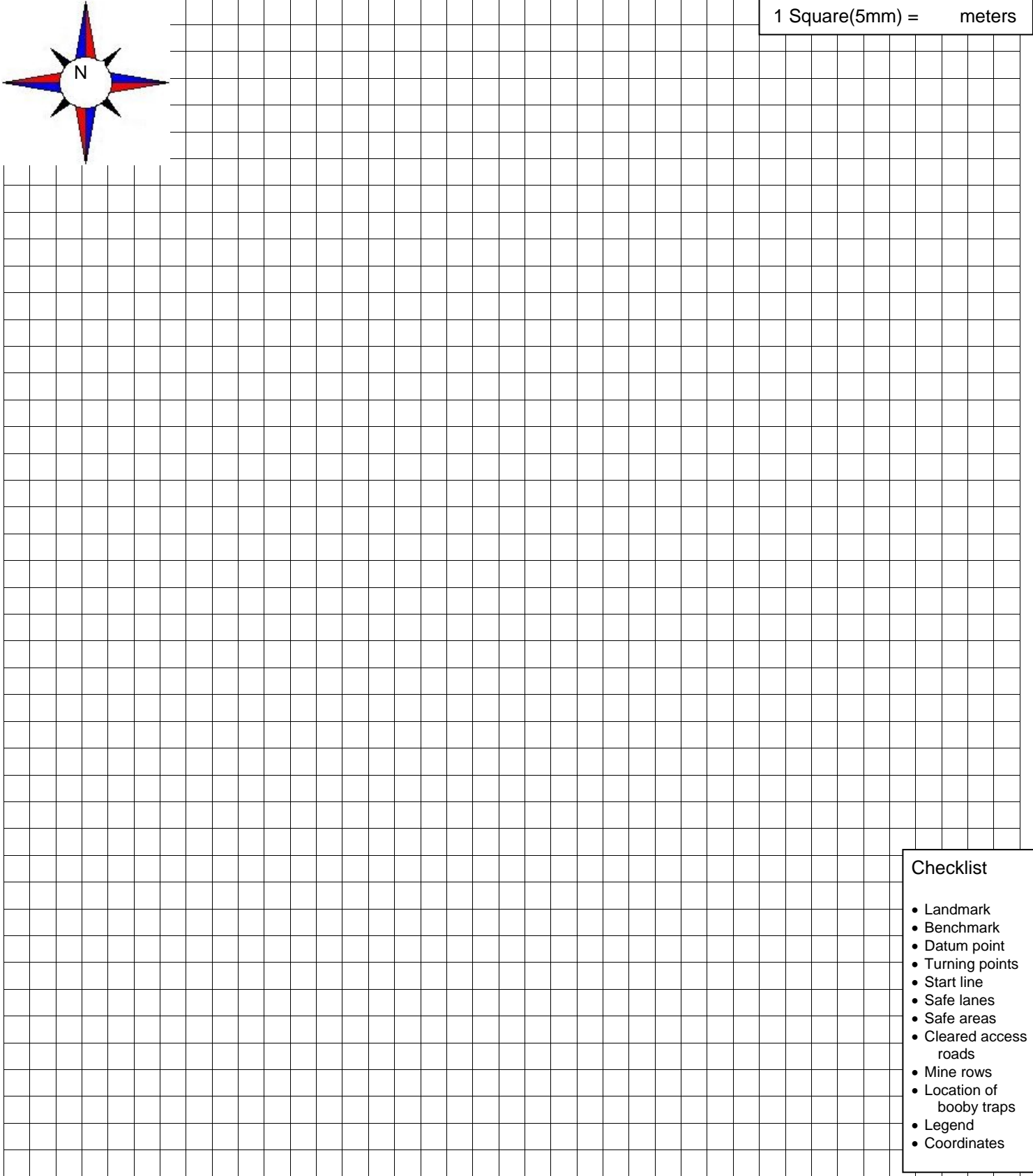
Date: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_



1 Square(5mm) =     meters



- Checklist**
- Landmark
  - Benchmark
  - Datum point
  - Turning points
  - Start line
  - Safe lanes
  - Safe areas
  - Cleared access roads
  - Mine rows
  - Location of booby traps
  - Legend
  - Coordinates

Drawn by: \_\_\_\_\_ Date: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



2.16 Description of reference point:

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3 Description of the Cleared Area perimeter points:

From Point	No.	To Point	<sup>3.1</sup> Bearing	<sup>3.2</sup> Distance	<sup>3.4</sup> X/ East/ Long	<sup>3.5</sup> Y/ North/ Lat	<sup>3.6</sup> MGRS Coord.
	1						
	2						
	3						
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	6						
	7						
	8						
	9						
	10						
	11						
	12						

<sup>3.1</sup> Size of area: \_\_\_\_\_ m<sup>2</sup>

4 Quantity and type of destroyed devices:

<sup>4.1</sup> Type of device (AP, AT, UXO etc.)	<sup>4.2</sup> Model	<sup>4.3</sup> Quantity	<sup>4.4</sup> Anti-lift fitted	<sup>4.5</sup> Booby trapped
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

5 Quantity and type of marked devices:

<sup>5.1</sup> Type of device (AP, AT, UXO etc.)	<sup>5.2</sup> Model	<sup>5.3</sup> Quantity	<sup>5.4</sup> Anti-lift fitted	<sup>5.5</sup> Booby trapped
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



<sup>6</sup> **Description of the uncleared Area perimeter points:**

From Point	No.	To Point	<sup>3.1</sup> Bearing	<sup>3.2</sup> Distance	<sup>3.4</sup> X/ East/ Long	<sup>3.5</sup> Y/ North/ Lat	<sup>3.6</sup> MGRS Coord.
	1						
	2						
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	12						

<sup>6.1</sup> Size of area: \_\_\_\_\_ m<sup>2</sup>

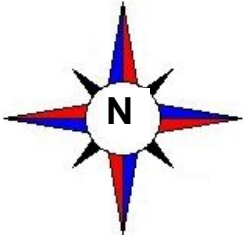
<sup>7</sup> **General comments / problems**

<sup>6</sup> Declaration

DECLARATIONS AND ACCEPTANCES			
HANDOVER AND DECLARATION ON BEHALF OF THE DEMINING ORGANISATION Accreditation Certificate No: _____ / _____ 20__		QUALITY ASSURANCE DECLARATION BY THE RMAO MINE ACTION OFFICER	
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE AREA AND DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE HAS BEEN CLEARED OF ALL MINES AND UXO HAZARDS AND THAT THE REMAINING HAZARDOUS AREA ARE PROPERLY MARKED USING SEMI-PERMANENT MARKING.		I CERTIFY THAT THE AREA AND DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE HAS BEEN INDEPENDENTLY ASSESSED TO BE CLEAR OF ALL MINES AND UXO HAZARDS.	
NAME:		NAME:	
POSITION:		POSITION:	Regional Mine Action Officer Jaffna/Vavuniya/Batticaloa
DATE:		DATE:	
SIGNATURE:		SIGNATURE:	
ACCEPTANCE BY THE GOVERNMENT AGENT / MINE ACTION FOCAL POINT OF THE DISTRICT		<p><b>Advisory:</b> As a general precaution, individuals or groups wishing to take up residence, work or cultivation activities in the subject area should be warned to immediately report any suspicious items to the SLA or direct to the Government Agent through their DS or GS to prevent any residual risks that may happen. Mine Risk Education will be arranged by the Mine Action Office upon request.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>Final QC Report by the Quality assurance team.</li> <li>Diagram of the Cleared Area by the Demining Organisation</li> </ol>	
I ACCEPT RESPONSIBILITY OF THE CLEARED AREA ON BEHALF OF THE PEOPLE OF SRI LANKA. I UNDERSTAND THAT THE SPECIFIED AREA HAS BEEN CLEARED OF MINES AND UXO TO THE DEPTH SPECIFIED IN THIS HANDOVER AND FORMAL DECLARATION CERTIFICATE. I ALSO ACKNOWLEDGE THAT AN HAZARDOUS AREA IS REMAINING			
NAME:			
POSITION:			
DATE:			
SIGNATURE:			

<sup>7</sup> Attach explanatory map(s) and/or sketch(es) (required):  
(Show on sketch type and location of cleared/marked area marking)





1 Square(5mm) =      meters

A large grid of 50 columns and 30 rows of squares, each measuring 5mm by 5mm. The grid is used for field sketching and mapping.

- Checklist**
- Landmark
  - Benchmark
  - Datum point
  - Turning points
  - Start line
  - Safe lanes
  - Safe areas
  - Cleared access roads
  - Mine rows
  - Location of booby traps
  - Legend
  - Coordinates

Drawn by:

Date:

Checked by:

Date:

## Amendment record

### Management of SLNMAS amendments

Amendments to this document will be published periodically. An accurate record of amendments is to be maintained in the table below.

Any comments, suggestions or proposed amendments to this document should be addressed to: The National QA Coordinator, Sri Lanka National Mine Action Centre (NMAC), Colombo.

Serial No.	Date	Paragraph		Amendment	Remarks
		Old	New		