

# SLNMAS 02

First Edition  
2010

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## The Accreditation Process

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### **Warning**

This document is current with effect from the date shown on the cover page. As the Sri Lankan National Mine Action Standards (SLNMAS) are subject to regular review and revision, users should consult the Sri Lankan National Mine Action Centre.

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## Introduction

The SLNMAS specify the methods of achieving clearance quality by adopting a two stage approach. Stage 1 (quality assurance) involves the accreditation and monitoring of the demining organisations in Sri Lanka, before and during the clearance process. Stage 2 (quality control) involves the inspection (sampling) of cleared land prior to its formal release.

Accreditation is fundamental to the whole demining Quality Management (QM) process. Having thorough and comprehensive accreditation procedures from the outset ensures that a demining organisation is established, staffed, equipped, and has the required systems, procedures and support structures in place prior to any work commencing. Furthermore, the accreditation process checks that the demining organisation is working in accordance with its documented systems and procedures and capable of achieving required standards. As a result of the accreditation process an accreditation agreement is reached with the demining organisation on the standards to which demining is to be carried out. This agreement then forms the basis for all follow-on monitoring activities.

The aim of this SLNMAS is to provide standards and guidelines for the implementation of an accreditation system as part of Stage 1 of the clearance process. The goal is to promote a common and consistent approach that will encourage demining organisations to develop and demonstrate a broadly similar quality of management practices and operational capabilities, regardless of their size or experience.

Accreditation is a critical component of the mine clearance process. It ensures that organisations working in Sri Lanka meet certain minimum standards and provides confidence to donors and users of cleared land and installations. For accredited organisations it means that:

- ❑ they will work to the Sri Lankan National Mine Action Standards, using equipment appropriate for the conditions and mine threat within Sri Lanka;
- ❑ their operations and training will be subject to regular SLNMAC Quality Assurance inspections;
- ❑ the SLNMAC will certify that mine/UXO clearance tasks are completed to standards prescribed in the “International Mine Action Standards (IMAS)”; and
- ❑ their mine/UXO clearance results will be recorded in the SLNMAC database (IMSMA).

## The Accreditation Process

### 1. Scope

This SLNMAS describes the process that shall be followed for the accreditation of every mine action organisation that work or plan to work in Sri Lanka. This SLNMAS does not only focus on the accreditation of demining organisations but is also applicable on other mine action activities as Mine Risk Education projects, EOD activities, training and stockpile destruction.

### 2. The Accreditation Process

Any Mine Action organisation, international or national, that is working or plans to work in Sri Lanka needs to be accredited. Such an organisation needs to pass two levels of accreditation before any work can commence namely organisational accreditation and operational accreditation.

**Organisational accreditation** is the procedure by which a mine action organisation is formally recognised as competent and able to plan and manage mine action activities safely, effectively and efficiently. Accreditation will be given to the in-country headquarters of an organisation for the duration of two years.

**Operational accreditation** is the procedure by which a mine action organisation is formally recognised as competent and able to carry out particular mine action activities; this may sometimes be referred to as certification in order to distinguish between an organisation's accreditation to work in a country and its accreditation for certain distinct tasks. Each operational accreditation shall refer to the capabilities required to carry out a particular activity such as survey, manual clearance, MRE education and training, community liaison or the use of mine detection dog (MDD) teams. The granting of such accreditation assumes that the capability will not change beyond the scope or intention of the original accreditation.

The accreditation process will take place in three phases (see Annex A) each phase only being undertaken after the successful completion of the previous phase. Within the Sri Lankan Mine Action Programme accreditation shall be conducted by boards specifically formed for a particular phase of the accreditation process. The three phases are as follows:

#### Phase 1: Desk Assessment

This initial phase is an examination of relevant and appropriate documentation submitted by the mine action organisation in order to assess and determine the organisational and individual capabilities, experience and competency to conduct mine action activities in accordance with the SLNMAS and IMAS in a safe, effective and efficient manner. This phase is further segmented into 'organisational' and 'operational' assessments where specific documentation pertinent to each aspect is examined. The status of the applying organisation and specific circumstances surrounding the application will determine the documentation that is requested by the SLNMAC to be submitted.

#### Phase 2: Pre-deployment Quality Assurance

All mine action organisations shall conduct pre-deployment operational preparation pertinent to their contracted activities as per their SOP. The preparation will be routinely and regularly monitored throughout by the SLNMAC district and/or sub-office QA personalities and specialists as tasked by the SLNMAC. All aspects of the mine action organisations' capabilities will be assessed including but not restricted to planning, logistics, administration, medical and relevant pertinent mine action activities i.e. MRE training and education, manual mine clearance, MDD clearance, mechanical clearance, community liaison, etc. On completion of the preparation programmes the organisation shall **immediately** submit the declaration at Annex B and the relevant accompanying records. One copy of Annex B is required to be submitted for **each** sub-unit/asset requiring accreditation. In exceptional circumstances i.e. the unavailability of QA resources; the receipt of the declaration by the SLNMAC may result in written authority from SLNMAC to the mine action organisation allowing that mine action organisation to deploy specified subunits/ assets to

designated tasks. In such circumstances operational assessment will be conducted on-site as soon as is practically possible after deployment.

### Phase 3: Operational Assessment

This is an assessment of the mine action organisations competency in practically planning, managing, conducting and/or performing mine action activities in an operational environment and capacity for which the organisation wishes said sub-units/assets to be accredited and licensed to perform. The assessment will assess that relevant activities are performed in a safe, effective and efficient manner in accordance with the organisations own SOPs, the SLNMMAS and IMAS. The following apply:

- a. Whenever practical and possible operational assessment will be completed on completion of the preparation phase and prior to deployment onto tasks (***MDD & Medical Assets i.e. medics – will always be assessed prior to deployment and will only be allowed to deploy into an operational environment when accredited***).
- b. Operational assessment will commence on request of the mine action organisation and on submission/receipt of Annex B.
- c. The assessment will cover **ALL** specific mine action and associated activities being undertaken by the sub-units/assets at the particular site/task and that the mine action organisation sub-unit/asset is seeking accreditation for. It will cover the competency of individuals, teams, support, supervisory and managerial elements in all relevant facets of the pertinent activity.
- d. In exceptional circumstances i.e. the unavailability of SLNMMAS accreditation resources, the mine action organisation, upon submission of Annex B, may be granted '*Operational (Provisional) Accreditation*' accompanied by written authority allowing it to deploy specified subunits/assets to SLNMMAS designated tasks. In such circumstances operational assessment will be conducted on-site as soon as is practically possible after deployment.

### 3. Certification

The following apply:

- a. Desk (Provisional) Accreditation Certificate: On successful completion of Phase One a Desk (Provisional) Accreditation certificate will be issued to the mine action organisation (see Annex C). This will be pertinent to the organisation as a whole and will authorise them to commence Phase Two of the accreditation process.
- b. Operational Asset Accreditation – On successful completion of Phase 3 the mine action organisation will be issued with an Operational Accreditation Certificate (see Annex D) indicating that the specific asset/sub-unit assessed is authorised to conduct those activities for which it has been assessed as competent. This certificate will apply to specific assets/teams i.e. manual mine clearance, EOD, BAC, MRE education, community liaison teams etc belonging to mine action organisations and detailing those specific mine action activities contained/detailed within SOP for which accreditation has been awarded and for which this asset has been operationally assessed and deemed competent.
- c. Individual Operational Asset Accreditation – On successful completion of Phase 3 the mine action organisation will be issued with an Operational Accreditation Certificate (see Annex E) indicating that the specific asset/subunit assessed is authorised to conduct those activities for which it has been assessed as competent. This certificate will apply to specific individual assets i.e. medics, MDD, machine, etc belonging to mine action organisations and detailing those specific mine action activities contained/detailed within SOP for which accreditation has been awarded and for which this asset has been operationally assessed and deemed competent.

Certificates will be in force for one year or until it is necessary due to extenuating circumstances i.e. amendments to SLNMAS, changes to mine action organisation key personalities, new/additional processes being employed etc; to review/begin the accreditation process again.

On the completion of the accreditation process routine QA monitoring will take precedence and will be implemented on mine action organisations' tasks for the remaining period that operational accreditation is in force.

#### **4. Accreditation Board Composition**

Depending on which phase of accreditation is being undertaken accreditation boards shall be formed that will comprise, but not be restricted to, some or all of the following appointments:

- a. Representative of the Ministry of Nation Building
- b. SLNMAC National QA Officer
- c. SLNMAC District QA Officers
- d. SLNMAC Sub-office QA Officers
- e. SLNMAC District Operations Officers

The board<sup>1</sup> will comprise of appointments suitably qualified and experienced in the roles for which they are appointed and shall be able to apply the accreditation requirements in a fair and equitable manner.

When accreditation is required for specialist activities i.e. MDD, medical, MRE etc then the accreditation body shall include the relevant SLNMAC 'specialist' or in his absence a coopted individual with relevant qualifications and operational experience that will allow him/her to carry out the relevant role and responsibilities.

#### **5. Board Responsibilities**

General Responsibilities. Each board will be responsible for conducting the desk assessment, pre-deployment quality assurance and/or operational assessment of mine action organisations. Accreditation boards have the following general responsibilities:

- a. Gain accreditation to operate as an accreditation body.
- b. Respond and/or react in a timely fashion to queries and/or applications from prospective or currently operational mine action organisations concerning accreditation.
- c. Assess applications in a timely manner ensuring delays do not impact unnecessarily on the operational effectiveness of the applicants.
- d. Specify and provide national standards and guidelines for the accreditation of mine action organisations and operations.
- e. Accredite mine action organisations and their sub-units.
- f. Act with independence, impartiality and integrity during the accreditation process.
- g. Issue certificates authorising mine action organisations to conduct operational mine action activities/tasks.

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<sup>1</sup> The term '**board**' when used throughout this chapter can mean a single appointment, a number of appointments or all appointments from those listed in the composition of a board.

Specific responsibilities. Whenever possible and/or practicable boards shall comprise of those appointments detailed with '**primary responsibilities**'. Depending on the accreditation phase, on the practicalities and circumstances, on the specific requirements and availability of appointments at the time, the board may require input or assistance from some or all of the other appointments listed:

- a. Desk Accreditation Board:
  - i. Director of SLNMAC – primary responsibility for authorising desk (provisional) accreditation.
  - ii. SLNMAC Quality Assurance Officer – primary responsibility for conducting desk (provisional) assessment and for the production and issuing of the relevant certificates.
  - iii. District Quality Assurance Officers, Sub-office Quality Assurance Officers, District Operations Officers and specialists to support and assist as requested.
  
- b. Operational (Provisional) Accreditation Board:
  - i. SLNMAC Quality Assurance Officer – primary responsibility for authorising operational (provisional) accreditation and for the production and issuing of the relevant certificates.
  - ii. District Quality Assurance Officers – primary responsibility for recommending operational (provisional) accreditation and for coordinating pre-deployment quality assurance.
  - iii. Sub-office Quality Assurance Officers/Specialists – primary responsibility for conducting pre-deployment quality assurance assessments.
  - iv. District Operations Officers and specialists to support and assist as requested.
  
- c. Operational Accreditation Board:
  - i. Director of SLNMAC – primary responsibility for authorising the operational accreditation.
  - ii. SLNMAC Quality Assurance Officer – primary responsibility for the production and issuing of the relevant certificates and for coordinating effort to execute operational assessments.
  - iii. District Quality Assurance Officers – primary responsibility for conducting operational assessments.
  - iv. Sub-office Quality Assurance Officers/Specialists – primary responsibility for conducting operational assessments.
  - v. District Operations Officers and Specialists to support operational assessment process as requested.

## **6. Duration, Suspension and/or Termination of Operational Accreditation**

### **6.1 Duration**

The period of operational accreditation will last for the duration of the contract or for the duration of the mine action season (March 01st – February 28th) whichever is the lesser.

### **6.2 Suspension**

The following, although not exhaustive, details possible reasons when suspension of operational accreditation may be invoked against a mine action organisation.

- a. If external QA monitoring results in the suspension of a task.
- b. In the case of improper use of the accreditation agreement.
- c. In the event of failure to disclose major and significant management or operational changes.



### 6.3 Termination

The following, although not exhaustive, details possible reasons when the SLNMAC may terminate the accreditation of a demining organisation:

- a. If monitoring results in the suspension of a task.
- b. If the accredited organisation goes out of business.
- c. If the accredited organisation does not wish to prolong the accreditation agreement.
- d. If the requirements or provisions of standards or laws are changed and the accredited organisation cannot or will not ensure compliance with the new requirements or provisions.
- e. If inadequate measures are taken following the suspension of an accreditation.

Before the termination of an accreditation agreement, the SLNMAC shall determine measures to be taken to re-clear land released prior to the cancellation of the accreditation agreement. The responsibility for re-clearing land and the cost of such re-clearing will either lie with the mine action organisation or another party. The responsibilities should be specified in the contract of work.

## 7. The Application Process

Mine Action organisations (national, international and Sri Lanka Army) who want to or have to conduct Mine Action activities in Sri Lanka need to apply for accreditation. No work shall be conducted by any organisation with out the necessary valid accreditation certificate in their possession.

The Mine Action organisation shall submit an initial application stating their intent to conduct mine action in Sri Lanka. The application must contain the following detailed information:

- a. A cover letter containing their application, stating the organisation's intent, donor information and planned duration of operations. It must also be stated that funding is already secured for the planned mine action activities.
- b. Local capacity building program, management training schemes and employee skills development programmes.
- c. Management and Supervisory Structure.
- d. Formal qualifications and practical experience of its management team gained on previous mine action programmes.
- e. Technical Standard Operating Procedures (SOP).
- f. Financial viability.
- g. Freedom from any outstanding or pending legal liability.
- h. Planning and project management capabilities.
- i. Logistic planning procedures, including equipment procurement, evaluation, maintenance and repair.
- j. Financial planning and control procedures.
- k. Information management systems and mapping;
- l. Safety and occupational health (S&OH) policy.

- m. Task site safety policy for demining.
- n. Quality Management Policy.
- o. Personal insurance cover for demining operational personnel (death/accident/medical).
- p. Third Party Liability insurance.
- q. History of Recent Operations.
- r. Equipment quantity, quality and suitability.

Organisations that employ Mine Detection Dogs (MDD) and/or mechanical clearance systems will be subject to additional accreditation on these capacities of their programme. This will occur in country, once the dogs and equipment have arrived in theatre after desk accreditation is awarded.

The application documentation shall be complete and in accordance with Annex F.

## Annex A

### The Accreditation Process

Ser	Process Description	Responsibility			Remarks
		Mine Action Organisation	Accreditation/Monitoring Body, SLNMAC QA Off, District QA Off, Sub-Office QA Off, Ops Off, Specialist	SLNMAC QA Officer	
<b>PHASE ONE – DESK ASSESSMENT</b>					
1	Submits request to conduct mine action	x			Must be by letter, e-mail or fax
2	Receives and acknowledge receipt of request			x	By e-mail or letter
3	Send organisation the SLNMAS 02			x	Within 10-working days
4	Submit documents as required in SLNMAS 02	x			Preferably in e-format (CD-ROM) or as e-mail attachment
5	Acknowledge receipt of documentation			x	By e-mail or letter
6	Conduct desk assessment based on documentation		x		
7	Inform organisation of decision			x	By e-mail or letter
8	Does application and supporting information meet the desk assessment requirements?		x <b>YES or NO</b>		If <b>YES</b> go to Ser. 12.
9	Notify applicant of additional information needed to process the application.			x If <b>NO</b> in Ser. 8	By e-mail or letter
10	Applicant provides additional information	x If <b>NO</b> in Ser. 8.			Preferably in e-format (CD-ROM, etc.) or as e-mail attachment.
11	Does application and supporting information meet the desk assessment requirements?		x <b>YES or NO</b>		If <b>NO</b> continue process as in Ser's 9/10 until process is exhausted or complete.
12	Send applicant a copy of the extant SLNMAS.			x	
13	Applicant drafts organisational SOPs covering <b>all</b> proposed mine action activities that comply with SLNMAS and submits to SLNMAC QA Officer for appraisal/review.	x			Preferably in e-format (CD-ROM, etc.) or as e-mail attachment that can be printed.

Ser	Process Description	Responsibility			Remarks
14	Appraisal review of submitted SOPs.		x		
15	Do SOPs meet the desk assessment requirements and do they comply with SLNMAS?		x <b>YES or NO</b>		If <b>YES</b> go to Ser. 19.
16	Notify applicant of required amendments, changes to SOPs.			x If <b>NO</b> in Ser. 15.	Send appraisal form attached to e-mail or letter.
17	Applicant actions recommendations in appraisal form and resubmits SOPs.	x			
18	Do SOPs meet the desk assessment requirements and do they comply with SLNMAS?		x <b>YES or NO</b>		If <b>NO</b> continue process as in Ser's 16/17 until process is exhausted or complete.
19	Notify organisation that the desk assessment process was completed successfully			x	In writing.
20	Issue "Desk Accreditation" certificate.			x	
<b>PHASE TWO – PRE-DEPLOYMENT QUALITY ASSURANCE</b>					
21	Conducts training and prepares for deployment	x	x		SLNMAC District and sub-office QA personnel regularly and routinely monitor training and preparation.
22	Submits post-training paperwork	x			
23	Notify organisation that pre-deployment quality assurance completed successfully.			x	In writing.
24	Issue "Operational ( <i>Provisional</i> ) Accreditation" certificate			x	In exceptional circumstances this will be accompanied by written authority allowing the deployment of indicated assets to tasks prior to operational assessment in which cases operational assessment by SLNMAC will take place on-site at the earliest opportunity.
<b>PHASE THREE – OPERATIONAL ASSESSMENT</b>					
25	Undergo operational assessment	x	x		This will generally be completed prior to deployment and on

Ser	Process Description	Responsibility			Remarks
					completion of pre-deployment training.
26	Does the mine action organisation meet the operational assessment requirements?		x <b>YES or NO</b>		If <b>YES</b> go to Ser. 31.
27	Advise the applicant of corrective actions required and timelines involved.		x If <b>NO</b> in Ser. 26		In written report format.
28	Carry out corrective action/training	x If <b>NO</b> in Ser. 26			
29	Undergo operational assessments	x If <b>NO</b> in Ser. 26	x		
30	Does the mine action organisation meet the operational assessment requirements?		x <b>YES or NO</b>		If <b>NO</b> continue process as in Ser's 27-29 until process is exhausted or complete or go to Ser. 33.
31	Notify organisation that operational assessment is successfully completed.			x	In writing.
32	Issue Operational Accreditation certificate			x	
33	Terminate application for accreditation		x		Inform reasons in writing (report format) to SLNMAC QA Officer and organisation.
34	Continuous monitoring of organisation and its resources for compliance with the accreditation agreement.		x		

## Annex B

### Training Declaration

#### DECLARATION

This document declares that: *(print asset(s) resource(s)/sub-units designation)*

\_\_\_\_\_

of:-

\_\_\_\_\_

has/have undergone suitable and sufficient internal training that has complied with accredited organisational SOPs and SLNMAS and is considered by the signatory as fit for purpose, capable and competent to conduct \_\_\_\_\_  
\_\_\_\_\_ *(mention specific mine action activity)* for which it has/they have been contracted/employed.

I, *(print name)* \_\_\_\_\_ as the authorised representative of *(print organisation name)* \_\_\_\_\_ confirm the details of this declaration.

Signature: \_\_\_\_\_

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



The following documentation is attached and submitted in support of this declaration:

Course outline/Programme	<input type="checkbox"/>
Nominal Roll of Students	<input type="checkbox"/>
Attendance Records	<input type="checkbox"/>
Instructor Details	<input type="checkbox"/>
Examiner Details	<input type="checkbox"/>
Evaluation/Interim test results	<input type="checkbox"/>
Final test results	<input type="checkbox"/>
Pass/Fail criteria results	<input type="checkbox"/>
Other applicable documentation	<input type="checkbox"/>

- *A copy of this declaration is to be sent immediately upon completion of each training course to the SLNMAC QA Officer and District QA Officer.*
- *On written acknowledgement from the SLNMAC QA Officer (in his absence the District QA Officer) confirm receipt of this declaration, an "Operational (Provisional) Accreditation" will be issued and operational assessment can be arranged.*
- *In certain circumstances, the acknowledgement of receipt of this declaration may be accompanied by written authority to deploy the indicated assets/resources/sub-unit on the operational task authorised by SLNMAC.*

## Annex C

### SLN MAC Desk Accreditation

This certificate is presented to indicate that \_\_\_\_\_ has completed the desk assessment and is deemed competent to conduct the following mine action activities within the Sri Lankan Mine Action Programme:

- |  |                          |
|--|--------------------------|
| Non-Technical Survey                   | <input type="checkbox"/> |
| Technical Survey                       | <input type="checkbox"/> |
| Manual Demining using the rake system  | <input type="checkbox"/> |
| Manual Demining using metal detectors  | <input type="checkbox"/> |
| Mechanical Demining Operations         | <input type="checkbox"/> |
| Mine Detection Dogs                    | <input type="checkbox"/> |
| Battle Area Clearance                  | <input type="checkbox"/> |
| Explosive Ordnance Disposal            | <input type="checkbox"/> |
| Mine Risk Education: Public Education  | <input type="checkbox"/> |
| Mine Risk Education: Community Liaison | <input type="checkbox"/> |
| Mine Risk Education: Safety Briefings  | <input type="checkbox"/> |

PERIOD OF PROVISIONAL ACCREDITATION:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CERTIFICATE NO.: \_\_\_\_\_

VALIDATION OF DESK ACCREDITATION:

<u>Issued by:</u> Mahendran Kumar SLNMAC QA Officer	
_____	_____
Signature	Date

<u>Recommended by:</u> Vimal de Silva Director SLNMAC	
_____	_____
Signature	Date

<u>Authorised by:</u> Gogulan Langamoorthy Chairman National Steering Committee for Mine Action	
_____	_____
Signature	Date

**Note:** This certificate **does not** authorise the organisation or its sub-units to conduct operational mine action activities. All sub-units shall first obtain operational accreditation before commencing with physical operational mine action activities.

## Annex D

### Operational Accreditation

This certificate indicates that \_\_\_\_\_ of \_\_\_\_\_ has completed the operational assessment and is authorised to conduct the following mine action activity as part of the Sri Lankan Mine Action Programme:

Non-Technical Survey		<input type="checkbox"/>
Technical Survey		<input type="checkbox"/>
Manual Demining using the rake system		<input type="checkbox"/>
Manual Demining using metal detectors		<input type="checkbox"/>
Mechanical Demining Operations		<input type="checkbox"/>
Mine Detection Dogs		<input type="checkbox"/>
Battle Area Clearance: Surface		<input type="checkbox"/>
Battle Area Clearance: Sub-surface		<input type="checkbox"/>
	Level 1	<input type="checkbox"/>
Explosive Ordnance Disposal	Level 2	<input type="checkbox"/>
	Level 3	<input type="checkbox"/>
Mine Risk Education: Public Education		<input type="checkbox"/>
Mine Risk Education: Community Liaison		<input type="checkbox"/>
Mine Risk Education: Safety Briefings		<input type="checkbox"/>

PERIOD OF PROVISIONAL ACCREDITATION:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CERTIFICATE NO.: \_\_\_\_\_

<u>Issued by:</u> Mahendran Kumar SLNMAC QA Officer	
_____	_____
Signature	Date

<u>Recommended by:</u> Antony Perera District Operations Officer	
_____	_____
Signature	Date

<u>Authorised by:</u> Vimal de Silva Director SLNMAC	
_____	_____
Signature	Date



## Annex E

### Individual Operational Accreditation

#### MINE DETECTION DOG TEAM

This certificate indicates that the MDD Team consisting of

\_\_\_\_\_ ( Handler)

\_\_\_\_\_ (Dog )

\_\_\_\_\_ (Dog)

of

\_\_\_\_\_

has successfully completed the MDD accreditation and is authorised to be employed as a MDD team in the Sri Lanka Mine Action Programme.

PERIOD OF ACCREDITATION:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

MDD CERTIFICATE NO.: \_\_\_\_\_

<u>Issued by:</u> Mahendran Kumar SLNMAC QA Officer	
_____	_____
Signature	Date

<u>Recommended by:</u> Antony Perera District Operations Officer	
_____	_____
Signature	Date

<u>Authorised by:</u> Vimal de Silva Director SLNMAC	
_____	_____
Signature	Date

## ON-SITE MEDIC

This certificate indicates that

\_\_\_\_\_ (medic name)

of

\_\_\_\_\_ (org. name)

has completed the operational assessment for medical personnel and is authorised to be employed in the role of on-site Advanced Life Support medic providing cover during mine action activities conducted as part of the Sri Lankan Mine Action Programme.

### PERIOD OF ACCREDITATION:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

MEDIC CERTIFICATE NO.: \_\_\_\_\_

<u>Issued by:</u> Mahendran Kumar SLNMAC QA Officer	
_____	_____
Signature	Date

<u>Recommended by:</u> Antony Perera District Operations Officer	
_____	_____
Signature	Date

<u>Authorised by:</u> Vimal de Silva Director SLNMAC	
_____	_____
Signature	Date

## MECHANICAL

This certificate indicates that the following machine

\_\_\_\_\_ (type)

\_\_\_\_\_ (make)

\_\_\_\_\_ (chassis no.)

\_\_\_\_\_ (registration no.)

of

\_\_\_\_\_

has completed the individual operational accreditation for mechanical mine clearance machines/systems and is authorised to conduct one or more of the following activities:

Ground preparation

Vegetation removal

Area reduction/Verifying of land

Mine clearance as part of a mechanical system /process

within the Sri Lankan Mine Action Programme.

### PERIOD OF ACCREDITATION:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

MECH CERTIFICATE NO.: \_\_\_\_\_

<u>Issued by:</u> Mahendran Kumar SLNMAC QA Officer	
_____	_____
Signature	Date

<u>Recommended by:</u> Antony Perera District Operations Officer	
_____	_____
Signature	Date

<u>Authorised by:</u> Vimal de Silva Director SLNMAC	
_____	_____
Signature	Date

## Annex F

### Application for Accreditation

#### SRI LANKA 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 organigram

### 1.1 Mine Action organisation details

<b>Name of Mine Action Organisation:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Telefax:</b>	
<b>e-mail:</b>	
<b>Website URL:</b>	
<b>Registered Address:</b>	
<b>Charity Registration Number:</b>	
<b>Company Registration Number:</b>	

### 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 to any individuals employed by it).*

<b>Years Experience in Mine Action:</b>	
<b>Specialist Area</b>	<b>Detail</b>
<b>Explosive Ordnance Disposal</b>	
<b>Manual Demining</b>	
<b>Mine Detection Dogs</b>	
<b>Mechanical Assistance</b>	
<b>Mine Risk Education</b>	
<b>Survey</b>	
<b>Other</b>	

**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 organisation's SOP relevant to this project. List those attached below. The check list forms part of this Annex).*

**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).*

<b>INPUT INTO THIS PROJECT:</b>	
<b>RELATIONSHIP:</b> <i>(Subsidiary, Parent, Other)</i>	
<b>Name of Mine Action Organisation:</b>	
<b>Speciality/Activity:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Telefax:</b>	
<b>e-mail:</b>	
<b>Website URL:</b>	
<b>Registered Address:</b>	
<b>Charity Registration Number:</b> <i>(For NGO's)</i>	
<b>Company Registration Number</b> <i>(Commercial companies)</i>	

**1.11 Existing Accreditations**

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

## 2. Financial Statement

### 2.1 Capital (USD)<sup>2</sup>

<b>Capital:</b>	
<b>Authorised:</b>	
<b>Issued:</b>	

### 2.2 Annual value of recent mine action work (USD K)

Project	NMAA	Current Year	2008	2007	2006	2005	2004	Remarks

### 2.3 Organisation accounts

*(Please attach copies of the organisation's 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 reference

*(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 whatever the award was for or against the organisation).*

### 2.6 Insurance

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

*The organisation shall provided insurance in line with the insurance requirements as stated at the end of the Annex.*

<sup>2</sup> For those mine action organisations with an annual turnover in excess of USD 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

<b>Name of Mine Action Organisation:</b>	
<b>Speciality/Activity:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Telefax:</b>	
<b>e-mail:</b>	
<b>Website URL:</b>	
<b>Registered Address:</b>	
<b>Charity Registration Number:</b>  (For NGOs)	
<b>Company Registration Number:</b>  (For commercial organisations)	

#### 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 whatever 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
Head Office				
Project (Country)				
Project (Country)				
Project (Country)				
Project (Country)				
Project (Sri Lanka)				
<b>Total</b>				

### 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 management team of the project and list membership of relevant, recognised professional institutes or bodies).*

Position	Name	Qualifications	Experience <i>(Include previous contracts)</i>
Project Manager			
Technical Advisor			
Quality Manager			
Safety Manager			
Resource Team Leader			
Resource Team Leader			

### 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**

*(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 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, give the name and address of the sub-contractor(s) to be used).*

<b>Name of Mine Action Organisation:</b>	
<b>Speciality/Activity:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Telefax:</b>	
<b>e-mail:</b>	
<b>Website URL:</b>	
<b>Registered Address:</b>	
<b>Charity Registration Number:</b> (For NGOs)	
<b>Company Registration Number:</b> (For commercial organisations)	

## 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

**I certify that all information stated in this application is true and complete to the best of my knowledge. I authorise the Sri Lanka National Steering Committee for Mine Action 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:**

## Annex G Reviewing of SOPs

### Review of Demining Technical SOPs

Ser.	Area	SLNMAS	Acceptable		Remarks
			Yes	No	
1	Introduction, Summary, Amdt sheet, Dates				
2	Structure of supervision for task sites				
3	Personnel, equipment and drills for Non-Technical Survey				
4	Personnel, equipment and drills for Technical Survey.				
5	Responsibilities of personnel on a task site				
6	Deminer in lane and change over Drills				
7	Tools & drills using rake excavation & demining process (Rake E&D process)				
8	Site layout and safety distances during Rake E&D process				
9	Tools and drills when conducting demining using metal detector				
10	Site layout and safety distances during demining using metal detector				
11	Actions to be taken when a mine is found				
12	Procedures for excavation of buried mines				
13	Procedures for remote pulling of mines				
14	Methods the marking of confirmed hazardous areas				
15	Explosives and demolition procedures				
16	Transport and storage of explosives				
17	Communications and radio procedures				
18	Reporting routines and formats				
19	Post clearance documentation and handing over of cleared land				
20	Task site safety routine				
21	Handling of visitors to task sites				
22	Internal Quality management				
23	Medical cover & CASEVAC procedure				
24	Drills and procedures for the use of MDD				
25	Drills and procedure for the use of each mechanical system				
26	Drills for the clearance of buildings				
27	Drills for BAC				
28	Accident reporting & investigation				
29	PPE, clothing and maintenance thereof				
30	EOD drills				
31	Environmental policy				

#### NOTES BY SLNMAC ACCREDITATION BOARD

Ser	Notes

## Review of MRE SOPs

(To be developed)

## Annex H

### Deminer Accident Insurance Level for service incurred death or injury

The following is the minimum insurance cover that organisations shall provide to their national deminers in Sri Lanka.

Ser	Level of Injury	Compensation (USD)		Remarks
		Left	Right	
1	Death	25,000		
2	Permanent total disability	40,000		
3	Incurable mental alienation	40,000		
4	Total organic paralysis	40,000		
5	Total blindness	40,000		
6	Amputation or the permanent loss of the use of:			
	both arms or both hands	100%		
	both legs or both feet	100%		
	one arm or hand and one leg or foot	100%		
7	Total loss of the sight of one eye with ablation	30%		
8	Total loss of one eye without ablation	20%		
9	Incurable total deafness in both ears	40%		
10	Incurable total deafness in one ear	15%		
11	Loss of an arm or hand	75%	60%	Reversed for left-handers
12	Total paralysis of an upper limb	65%	55%	Reversed for left-handers
13	Amputation of the thumb	20%	18%	Reversed for left-handers
14	Amputation of index finger	12%	10%	Reversed for left-handers
15	Amputation of a second finger	12%	10%	Reversed for left-handers
16	Amputation of a third finger	10%	8%	Reversed for left-handers
17	Amputation of a fourth finger	8%	6%	Reversed for left-handers
18	Total paralysis of lower limb	60%		
19	Amputation of foot:			
	total (tibio-tarsian disarticulation)	50%		
	sub-astragalian	40%		
	media-tarsian	35%		
	tarso-metatarsian	30%		
20	Amputation of all toes	20%		
21	Amputation of big toe	10%		
22	Amputation of a toe other than big toe	5%		

## Annex I

### 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 (SLNMAC), Colombo.

Serial No.	Date	Paragraph		Amendment	Remarks
		Old	New		