

# SLNMAS 13.0

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## Reporting and report formats

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### **Warning**

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## Introduction

The effective management of the Sri Lankan mine action programme depends very much on regular feedback and detailed reporting regarding all mine action activities. Good and comprehensive reporting enable management on all levels to make timely decisions, take corrective actions where necessary and to provide in-time information to the following level of management.

The IMSMA relies also on comprehensive and timely reports to provide in-time mine action information to all mine action role players, humanitarian agencies and organisations and government decision makers.

This standard provides guidance on the type of reports required, the format of the reports and when the reports are to be submitted.

## Reporting and report formats

### 1 Introduction

Accurate and timely reporting of all mine action activities are key features of an effective mine action programme. All mine action organisations are to submit regular reports, in the correct format, to the NMAC through the relevant RMAO.

### 2 General requirements

All reports shall be submitted directly to the relevant RMAO's Ops section.

Reports may be submitted electronically by e-mail but the original paper report shall still be submitted within 12 hours to the relevant RMAO after the electronic report was forwarded.

All reports shall be inspected by the mine action organisation for detail and accuracy before it is submitted to the relevant RMAO.

All reports shall be signed in the case of a national or international NGO by the project manager of the mine action organisation or by a member fully authorised in writing to sign the reports on his/her behalf. In the case of the HDU the reports shall be signed by the relevant regiment commander.

All reports shall be submitted in the format as outlined in the relevant SLNMAS.

### 3 Reports

#### 3.1 Demining Weekly Summary Report

Demining organisations shall submit a weekly summary report to the relevant RMAO before or at the weekly coordination meeting at the RMAO. The report shall address the organisation's capacity, assigned tasks with clearance progress per assigned task, the amount and type of mines/ERW recovered and the amount of mines/ERW disposed off over the reporting period. See Annex A for the demining weekly progress report to be used.

#### 3.2 MRE Weekly Progress Report

MRE organisations shall submit a weekly progress report to the relevant RMAO before or at the weekly coordination meeting at the RMAO. The report shall address all the various MRE activities conducted during the week, the location of these activities and the target group. See Annex B for the MRE weekly progress report to be used.

#### 3.3 Non-Technical Survey Data Collection Sheet

A non-technical survey data collection sheet shall be completed and submitted to the relevant RMAO in the following situations:

- a. when the organisation is tasked to conduct a non-technical survey in a specific area or of a previous identified SHA or CHA,
- b. when new evidence indicates that a previous identified SHA or CHA is not a hazard anymore and may be cancelled, and
- c. when new evidence indicates that some areas within or part of a previous identified CHA can be cancelled.

When tasked to conduct a no-technical survey the organisation shall submit the data collection sheet within 48 hours after the survey has been completed.

In the case where a new CHA has been identified the organisation shall only complete the CHA part of the non-technical survey data collection sheet in detail and submit it to the RMAO within 48 hours after the new CHA has been identified.

See SLNMAS 4.10 for the Non-Technical Survey Data Collection Sheet.

### **3.4 Technical Survey Report**

A technical survey report shall be completed and submitted to the RMAO in the following situation:

- a. when the organisation is tasked to conduct a technical survey of a specific CHA, or
- b. when an organisation tasked to conduct the clearance of a specific CHA commenced by first conducting a technical survey of the CHA and the evidence during the survey indicates that no hazard exist and the area may be released by technical survey.

Where DHAs are identified during the technical survey a DHA report for each DHA shall be completed in addition to the technical survey report.

The technical survey report and the DHA reports shall be submitted within 48 hours after the technical survey is completed.

See SLNMAS 4.20 for the Technical Survey Report and the CHA Report.

### **3.5 Mine/ERW Completion Survey Report**

The completion survey report shall be completed by the organisation after an area has been cleared in accordance with the task dossier. The completion survey report shall be completed in detail and shall clearly state, by text and diagram, the area of definition (precise area that has been cleared) and the level of clearance.

The completion survey report also contains the declarations by the demining organisation and the RMAO that the area is cleared in accordance with the requirements and the land is accepted by signature by the relevant Government Agent or the relevant government department requested the clearance.

The completion survey report shall be submitted to the RMAO within 72 hours after the area was cleared.

The sampling and final quality control shall be completed by the RMAO before signature by the RMAO and handing over to the Government Agent.

See SLNMAS 4.7 for the completion survey report to be used.

### **3.6 Demining Accident Report**

A Demining Accident Report shall be submitted in case of a demining accident.

The term 'demining accident' refers to an accident at a demining workplace involving a mine or ERW hazard.

The demining accident report shall form part of the organisation's demining incident detail report.

A casualty report for each casualty shall accompany the demining accident report.

The organisation shall complete and submit the report as soon as practically possible after the accident but not later than 5 days after the accident occurred.

See SLNMAS 11 for the demining accident report to be used.

### **3.7 Mine Accident Report**

Mine Action organisations have to submit a mine accident report as soon as they hear from the local population that a mine accident occurs. Mine accidents are normally reported to MRE organisations working in the area where the accident occurred.

The mine accident shall be completed as far as possible and as a priority contains the detail of all victims and the location of the accident. A Casualty report for each victim shall also accompany the mine accident report.

The report shall be submitted as soon as possible to the RMAO.

See SLNMAS 12 for the mine accident report to be used.

### **3.8 Demining Accident Casualty Report**

A casualty report for each casualty during a demining accident shall be submitted as part of the organisation's demining incident detail report.

A casualty report shall be completed even if the casualty is not evacuated to a medical installation.

See SLNMAS 11 for the demining accident casualty report to be used.

### **3.9 Mine Accident Casualty Report**

A casualty report for each casualty during mine accident shall be submitted with the mine accident report to the RMAO.

A casualty report shall only be submitted for a casualty that was submitted to a medical installation.

See SLNMAS 12 for the mine accident casualty report to be used.

### **3.10 Mine/ERW Report Form**

The mine/ERW report form shall be completed as soon as possible after a mine or RW is reported by a member of the local population. Mines and ERW are normally reported by the local population to the MRE organisation working in the area. The form needs to be completed in detail as far as possible and the compiler shall make sure that the contact detail of the person doing the reporting are complete.

The report shall be submitted to the nearest demining agency and a copy of the report shall also be forwarded to the RMAO.

The report shall be submitted within 24 hours after the mine/ERW is reported.

### **3.11 Clearance Suspension Report**

A clearance suspension report shall be submitted when a clearance task is halted, the remaining hazardous area is suspended for future clearance and the cleared area is released for use. The suspension report shall clearly state, by text and diagram, the area cleared and the level of clearance and the remaining hazardous area.

The clearance suspension report shall be submitted within 72 hours after the suspension of the site was ordered.

The remaining hazardous area shall be clearly marked using semi-permanent marking as defined in SLNMAS 5.0 Marking of hazards.

See SLNMAS 04.7 for the clearance suspension report to be used.



## Annex A Demining Weekly Summary Report

Organisation: \_\_\_\_\_

Week Ending (Sun): \_\_\_\_\_

Page 1

Period Covered: \_\_\_\_\_

Total personnel available during reporting period:			
	Locals	Intl	Total
Demining personnel			
EOD Personnel			
Mechanical Teams			
MDD Teams			
Community Liaison			
NTS Teams			
Admin Personnel			
Other			
<b>Total:</b>			

Status of other assets available during reporting period:		
Type	Number	Serviceable
Steel roller (steel disks type)		
Mini-Flail		
Mechanical Rake		
Armoured vegetation cutter		
Armoured excavator		
Solid steel roller		
Armoured bulldozer		
Armoured front end loader		
Armoured tipper		
Stone crusher		
Low-bed transporter		
Allu Bucket		
MDD Teams		

Summary on Allocated Tasks:							
Open Tasks				Tasks awaiting handover			
Task ID	Location/Name	Status	Estimated Completion	Task ID	Location/Name	Partial or in Total	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)



**Total Explosives usage during reporting period:**

Plastic Explosives		Flash Detonator (ea)	
Detonating Cord		Elect Detonator (ea)	
Other			

**Next stand-down period:**

<b>From</b>	<b>To</b>

**Problems/Concerns:**

The information contained in this weekly summary report is hereby confirmed as correct.

\_\_\_\_\_  
Signature, name and designation of authorised person

## Annex B

### MRE Weekly Progress Report

Organisation: \_\_\_\_\_ Week Ending (Sun): \_\_\_\_\_

Period Covered: \_\_\_\_\_

District: \_\_\_\_\_

Type of MRE Activity and date:									
DS Division	Village/GN	No. of families	No. of individuals	No of time	Adults		Children		Total
					male	Female	male	female	
<b>Total</b>									

#### Posters/Community maps displayed

District	Division	Village	Date	Type of Activity(Posters/Community map)	No. of posters/maps	Specific location
<b>Total Posters</b>						
<b>Total Community maps</b>						

**Community Liaison Activity (Brief update)**

District	Division	Village	Date	Activity	Contact organization	Action taken

**UXO/ERW Identification**

Division	Village	UXO/ERW Type	No of UXO	Identification date	To whom reported	When reported	Action taken
<b>Total</b>							

The information contained in this weekly summary report is hereby confirmed as correct.

\_\_\_\_\_  
 Signature, name and designation of authorised person

