



# LMAS 07.40-1

## DEMINING SUSPENSION, COMPLETION & SITE HANDOVER

Responsible Local entity:

**Sahrawi Mine Action Coordination Office**

Contact: (00213) 673662211

**Gaici Nah**

[operations@smaco-ws.com](mailto:operations@smaco-ws.com)

**Rabuni, Algeria.**

**Note:**

This document is current at the date shown on this page. The Local Mine Action Standards (LMAS) are subject to regular revision, so users should ensure that they are using the latest version of each document in the standards. The most recent versions of LMAS are available with SMACO office of Rabouni.

**Copyright notice:**

This document has been written with reference to the International Mine Action Standards (IMAS).

In its current form, this document is © **LMAA Western Sahara 2016** – All rights reserved.

## Contents

1. Introduction.....	4
2. Suspension of Demining Operations at a Site.....	4
3. Completion of Demining Operations at Site.....	5
4. Handover of Demining Sites.....	6
5. Marking of Sites on the Suspension or Completion of Demining Operations.....	6
6. Responsibilities.....	6
6.1 Mine Action Organisation.....	6
7. Evaluation of Documentation for the Formal Suspension or Completion of Demining Operations at a Site.....	8
8. QA Evaluation for the Formal Suspension or Completion of Demining Operations at a Site.....	9
9. Conduct for Handover of Demining Sites.....	11
10. General References.....	12

## Foreword

Critical safety, control and quality elements of the International Mine Action Standards (IMAS) have been retained in the Local Mine Action Standards (LMAS), so ensuring that they maintain the principles agreed in IMAS guidelines.

The work of preparing, reviewing and revising LMAS is conducted by a technical committee with the support of international, governmental and non-governmental organisations in Western Sahara, East of Berm (EoB).

In the LMAS, the following words are used to indicate the intended degree of compliance and are to be reflected in Mine Action Organisation Standard Operating Procedures (SOPs):

'Shall', 'will' and 'must' are used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard;

'Should' is used to indicate the preferred requirements, methods or specifications.

'May' is used to indicate a possible method or course of action.

In LMAS:

The term "Demining Organisation" refers to any organisation (government, NGO or commercial entity) responsible for implementing demining projects or tasks. Demining Organisations include headquarters and support elements.

The term "Mine Action Organisation" refers to any organisation (government, military, commercial or NGO/civil society) responsible for implementing mine action projects or tasks. The mine action organisation may be a prime contractor, subcontractor, consultant or agent.

For the purpose of the LMAS, the words "Demining Organisation" and "Mine Action Organisation" are interchangeable and used to describe the same body.

## 1. Introduction

- 1.1** It is paramount that mine action activities are accurately recorded and that there are procedures in place for the suspension, completion of demining operations, and handover of demining sites as part of the land release process.
- 1.2** Mine Action Organisations must ensure that appropriate community liaison is conducted with the local indigenous population and other relevant agencies to ensure that they are aware of the proposed, and implemented demining operations, and the outcome (i.e. residual risk). There may also be a requirement for post clearance inspections to confirm that the land is being used as intended.
- 1.3** Suspension, completions and handovers normally relate to operations conducted for the entire demining site however they may be conducted in stages (sections of the site), i.e. if there is a delay in a continuation of operations, or for large demining sites, enabling some of the land to be released and used.
- 1.4 Note:** If it is intended to complete and handover sections of a demining site, then each section shall be treated as an individual site, allocated a unique task/site number (or similar), and all records updated to reflect this.
- 1.5** This standard details the process and responsibilities for the suspension, completion of demining operations, and handover of demining sites in Western Sahara, (EoB).

## 2. Suspension of Demining Operations at a Site

2.1 Demining operations may be suspended at a demining site for a number of reasons, for example:

- Planned – staff rest periods, holidays, team rotations, maintenance / servicing of equipment or machines, pending a resumption of operations by a different asset or organisation, and seasonal weather changes.
- Unplanned – adverse weather conditions, staff absence, equipment and machine failure, a high risk to security, demining accident, non-conformities recorded during QA monitoring, and suspension or termination of Accreditation.

### 2.2 Formal Suspension

2.2.1 Where there may be break in operations at the demining site for more than thirty (30) consecutive days, and/or a Mine Action Organisation is replaced by a different Mine Action Organisation, the site shall be formally suspended.

2.2.2 The formal suspension shall require the Mine Action Organisation to compile a suspension report (including site map and coordinates), a review of the task dossier (incl. suspension report) by the SMACO, and a QA suspension (evaluation at the site) by the SMACO.

Note: The SMACO shall reduce the thirty day period where necessary, for example, when there are concerns that the site marking may be removed during the break in operations.

### 2.3 Internal Suspension

2.3.1 An internal suspension of demining operations at a site may be conducted when there is a replacement of the demining team(s) at the site within the same Mine Action Organisation. The internal suspension shall require the Mine Action Organisation to compile a suspension report (including site map and coordinates) for review by the SMACO, however should not require a review of the task dossier, or a QA suspension (evaluation at the site) by the SMACO.

2.3.2 If there shall be a break in the operations at the demining site for more than thirty (30) consecutive days then the site shall be formally suspended.

## 3. Completion of Demining Operations at Site

3.1 Demining operations shall be completed at a site when it is determined that no further demining operations are required in accordance with the site implementation plan (IP), and are to the required standard. The site shall be prepared for handover to the relevant people or organisation.

3.2 The formal completion shall require the Mine Action Organisation to compile a completion report (including site map and coordinates), and shall require a review of the task dossier (incl. completion report) and QA completion (evaluation at the site) by the SMACO.

**Note:** Irrespective of whether demining operations are formally or internally suspended, or completed, the outgoing Mine Action Organisation which is responsible for the site, shall ensure that the demining site is accurately marked, mapped and recorded prior to the suspension or completion of operations.

An exception to this may be if a Mine Action Organisation is required to evacuate the demining site in the event of an emergency. During normal operations however, the demining site must be accurately marked, mapped and recorded on a regular basis (daily and/or at the end of each the working week).

## 4. Handover of Demining Sites

- 4.1** After the completion of demining operations, the site shall be formerly handed over by the SMACO to the relevant persons or organisation, unless the SMACO agrees for the Mine Action Organisation to handover the site directly.
- 4.2** The SMACO shall decide any necessary arrangements for the handover, however it should involve a joint site visit by the SMACO (or Mine Action Organisation, if agreed), and the relevant persons or organisation receiving the site. The handover must be recorded and relevant site documentation (i.e. copy of site map, and other agreed documents) provided to the recipients of the site.

## 5. Marking of Sites on the Suspension or Completion of Demining Operations

- 5.1** Refer to LMAS 10.20/1 Demining Site Marking Systems.

## 6. Responsibilities

The following details organisations responsibilities and the general sequence of events for the suspension and completion of operations, and handover of demining sites:

### 6.1 Mine Action Organisation

The Mine Action Organisation shall:

- Finish demining operations at the site (i.e. in accordance with implementation plan and to the required standard).
- Report to the SMACO.
- Mark the site.
- Arrange the site (i.e. remove scrap and rubbish, latrines, unwanted marking, etc.).
- Record site coordinates.
- Draw site map (to scale).
- Compile suspension or completion report.
- Check the task dossier (all relevant documents included).
- Submit internal suspension report to SMACO for review.
- Handover task dossier to incoming demining team(s) – if applicable.
- Or
- Submit task dossier (including formal suspension or completion report) to SMACO for review.
- Attend the QA suspension or completion (evaluation) at the site by the SMACO.

### 6.2 Sahrawi Mine Action Coordination Office (SMACO) The

SMACO shall:

- Visit the demining site to confirm that demining operations are finished in accordance with the implementation plan and to the required standard, for a formal suspension or completion.
- Record the visit, including the status of the site and further actions.

- Review (evaluate) the task dossier and provide the Mine Action Organisation with feedback.
- Arrange a date / time with the Mine Action Organisation for the QA suspension or completion (evaluation) at the site.
- Conduct the QA suspension or completion (evaluation) at the site.
- If the QA completion (evaluation) is acceptable, arrange for date time of handover of site with relevant persons or organisation.
- Conduct the handover at site.

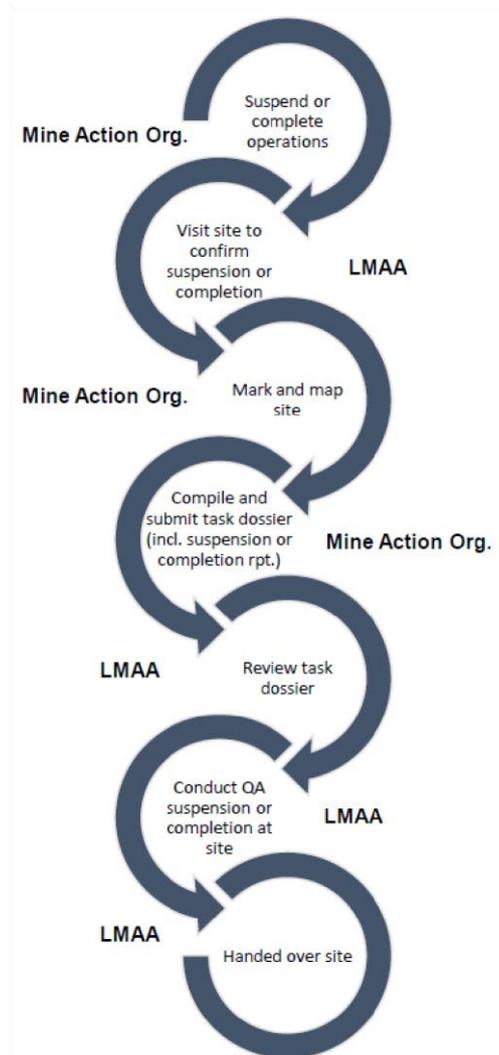


Figure 1: Example of Process for Formal Suspension or Completion, and Site Handover

## 7. Evaluation of Documentation for the Formal Suspension or Completion of Demining Operations at a Site

**7.1** When formerly suspending operations at a demining site, Mine Action Organisations shall submit to the SMACO for review, the task dossier including all relevant documentation. This shall be conducted as soon as possible however no later than five

(5) days after the last operational day at the site, unless an extension is authorised by the SMACO.

**7.2** In the case of a completion of operations, the Mine Action Organisation shall submit to the SMACO for review, the task dossier including all relevant documents, no later than seven (7) days after the last operational day at the site, unless an extension is authorised by the SMACO.

**7.3** The SMACO shall conduct an evaluation of the task dossier for accuracy, and based on this, either request for the Mine Action Organisation to amend / resubmit documents, or confirm that they are acceptable.

**7.4 The following documents should be included in the task dossier for review by the SMACO:**

- Task Order (TO).
- Task data sheet.
- Implementation Plan (IP).
- Non-technical survey (NTS) report.
- Hazard area (HA) report (or similar).
- Mine / ERW risk education (MRE) report (if applicable).
- Suspension or completion report.
- Site map.
- Site map coordinates.
- Site records (including demining statistics, explosive usage reports, Casevac exercises, demolition reports, visitors log, communications log).
- Internal and external QA reports.
- Incident/Accident reports (if applicable).
- Community Liaison reports (if applicable).

## **8. QA Evaluation for the Formal Suspension or Completion of Demining Operations at a Site**

**8.1** On completion of the documentation evaluation by the SMACO, they shall arrange a date / time with the Mine Action Organisation to conduct an evaluation at the demining site.

**8.2** The evaluation shall be conducted by the SMACO and attended by the Mine Action Organisation. Personnel who were involved in the actual operations at the site should attend the evaluation, however if unavailable (i.e. outside the country) then personnel from the Mine Action Organisation with good knowledge of the operations, layout and marking of the site shall attend.

**8.3** The SMACO may request that the Mine Action Organisation assists with the evaluation process (i.e. measuring distances and checking coordinates), however the SMACO must conduct a sufficient percentage of this to confirm that the site is accurately marked, recorded and arranged.

**8.4** The SMACO shall compare the suspension or completion report, site map, coordinates, and other relevant site documentation with the situation on the ground.

**8.5** The SMACO shall confirm relevant points at the site, and areas within the site boundary where demining has or has not been conducted.

- 8.6** The SMACO shall confirm the location, marking, coordinates at and between relevant points at the site (i.e. reference point, bench mark, start point, turning points, and intermediate points).
- 8.7** Coordinates of the reference point, bench mark and start point shall be recorded using a reliable global positioning system (GPS), and between points using a reliable compass (i.e. prismatic) and tape measure. The SMACO may require the use of a GPS to record the coordinates of turning and intermediate points (i.e. to input into a database). Where possible the same GPS and compass used for recording the coordinates for the suspension or completion should be used for the evaluation.
- 8.8** A differential global positioning system (DGPS) may be used on approval by the SMACO, however if a GPS was used during the suspension or completion process then it must be understood there will be a difference between the two (and vice versa). The SMACO may approve other type's navigation instruments for recording and evaluating the suspension or completion.
- 8.9** Bearings shall be recorded with compasses using degrees and the accepted 'margin of error' between those recorded during the suspension or completion, and during the evaluation, shall be +/- 5 degrees. The SMACO shall also agree a 'margin of error' for the GPS.
- 8.10** The SMACO shall compare the site map and other relevant documentation with the ground for accuracy, and confirm that the site is correctly arranged.
- 8.11** On the culmination of the evaluation, the SMACO shall complete a QA suspension or completion report, detailing any relevant observations and the result.
- 8.12** In the event of an unacceptable evaluation the Mine Action Organisation shall be required to take the necessary corrective action prior to arranging for a further evaluation of the site.
- 8.13** If the evaluation is acceptable then the SMACO will arrange for the handover of the site.

## **9. Conduct for Handover of Demining Sites**

- 9.1** The SMACO shall prepare all necessary documentation for the demining site handover, i.e. 'handover and formal declaration certificate' (or similar), copy of site map and other pertinent site documents deemed useful to the recipient(s) of the site (land).
- 9.2** The 'handover and formal declaration certificate' is acceptance by all relevant parties (i.e. SMACO, Mine Action Organisation, and recipients) that demining operations have been completed to the required standard and that the land may be released.
- 9.3** The SMACO shall arrange a date / time for handover, with consideration to the degree of formality required, i.e. persons / organisations to attend.

The Mine Action Organisation responsible for the final phase of demining at the site and/or the **SMACO** shall conduct a briefing at the site, which shall include:

- The handover process.
- Map to ground appreciation.

- The site (i.e. boundaries, relevant points, the marking, areas where demining has and has not been conducted).
- Mines / ERW and other hazards located.
- Demining procedures used.
- The status of the land (tolerable risk).

**9.4** The Mine Action Organisation and/or SMACO shall escort the recipients around the site, indicating the locations mentioned during the briefing.

**9.5** The Handover shall culminate in a completion of the 'handover and formal declaration certificate' (or similar) and the transfer of relevant documents to the recipients of the site (land).

## **10. General References**

- a. LMAS 07.11 Land Release, 07.40 Monitoring of Mine Action, and 10.20/1 Demining Site Marking Systems.