



## LMAS 10.20-1

### DEMINEING WORKING SITE ADMINISTRATION

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#### 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.

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## 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 essential that demining sites are accurately administered ensuring that all activities at the site are approved, recorded, reported and evident.
- 1.2 It is the Mine Action Organisation's responsibility to manage and implement demining operations at the site in accordance to the implementation plan, SOPs and LMAS.
- 1.3 Site administration shall involve the upkeep of marking, equipment, vehicles, documentation and anything else required to facilitate safe, efficient and effective demining operations.

## 2. Demining Site Mapping

- 2.1 Mine Action Organisations shall ensure that site supervisors (or similar) are capable of recording the necessary information (i.e. using navigation instruments) and drawing an accurate map of the demining conducted, which shall be updated by the end of the working day in order to reflect the actual clearance on the ground.
- 2.2 In circumstances where it is not possible to achieve this on a daily basis then the map shall be updated by the end of each the working week.
- 2.3 Each separate demining site shall have its own map which shall, as accurately as possible, depict all demining activities conducted during the task duration.

- 2.4** The production of the map shall start when demining commences and shall be finished on the suspension or completion of operations at the site.
- 2.5** A copy of the site map and/or a computer generated map (schematic) and, all coordinates shall be submitted to the SMACO with the suspension or completion report. The map (or copy) shall be handed over to incoming Mine Action Organisations in the event of a suspension and to the recipients of the site on a completion.
- 2.6** In situations when a demining site is divided (for different demining procedures or for handover) it may be necessary to produce a separate map for each area.
- 2.7** The map should be drawn on graph paper or another suitable format and a scale used which shall be sufficient to ensure that the details are unambiguous. It is recommended that where possible, the minimum used is 1:1000 (1cm = 10m).
- 2.8** Non-permanent markers (e.g. pencils) should be used to draw the map, therefore, allowing for alterations if required.
- 2.9** The SMACO may approve other formats for demining maps such satellite imagery, or computers however they must be to scale, and clearly depict all relevant information, including administration and working areas.
- 2.10** When using computers, demining site supervisors (or similar) shall ensure that maps are saved onto another device as a backup and that the computer battery is sufficiently charged for the duration of daily operations.
- 2.11** The demining map is an essential component when briefing Mine Action site personnel and visitors, therefore it must be accurate and clear.
- 2.12** For the purposes of site briefings, it is recommended that a general area map is used in addition to the demining site map, which should include other relevant details such evacuation routes, medical facilities and landing sites, local emergency services, military camps, other demining sites, hazardous areas, populated areas, prominent features, etc.

### **3. Drawing a Demining Site Map**

- 3.1** A prismatic compass (degrees) and measuring tape (metres) is normally used to navigate on the ground, although the SMACO may allow the use of a differential global positioning system (DGPS), if available.
- 3.2** A global positioning system (GPS) should be used to record relevant locations such as the reference point (RP), bench mark (BM), start point (SP), and may be required to record turning points (TPs) and intermediate points (TPs). A GPS is not normally used to accurately record the course between these points.
- 3.3** Laser range finders are primarily used to measure the distance between two points. They are particularly useful for survey and other demining operations where it may not be necessary or possible to access certain areas.
- 3.4** Range finders are however not normally used to record points for demining site mapping, and for conducting the QA suspension or completion, as the ability to obtain an accurate reflection from the target generally depends on the distance, its size, shape and composition.
- 3.5** When drawing a site map, it should be conducted in the following sequence:
- Stage One (Navigate)**
- a. Locate the RP.
  - b. Measure/record the bearing and distance to the BM and then from the BM to the SP.

- c. From the SP record all perimeter coordinates between each TP (and IPs if applicable), returning to the SP. Ensure that the information is gathered in one direction only. **Stage Two (Plot)**
- a. Select a point on the map for the RP if possible, and the BM.
- b. From the BM plot the SP and all perimeter TP's onto the map using a protractor and ruler.
- c. Ensure that the perimeter is plotted in one direction only.

### **Stage Three**

Draw/record all other relevant symbols and information.

### **Stage Four**

The map is updated when required.

## **3.6 Map Details**

The Site map should contain the following information:

- a. Map name (in local language and/or English).
- b. Site/task number.
- c. BM.
- d. SP.
- e. TPs and IPs.
- f. North Pointer.
- g. Scale.
- h. Legend (this may be on a separate sheet).
- i. Control Point / administration area.
- j. Mines / ERW located.
- k. Working areas (TS and clearance).

In addition, the site supervisor (or similar) shall have the following information available at the demining site:

- a. Demining site team structure, personnel details (i.e. position and blood group). **b.**  
Task start date.
- c. A record of the RP, BM and SP (coordinates using a GPS/DGPS).
- d. A List of the demining site map boundary coordinates (using degrees and metres) in sequence from the RP.
- e. Map legend (if not included on map).
- f. The location of accidents / incidents which occurred at the site.
- g. Date of last external QA monitoring at the site.
- h. Date of last Casevac exercise at the site.
- i. Daily work sheets (or similar).
- j. Visitors and radio log (or similar).
- k. Casevac / medevac plan.

- I. Communications network.
- m. Explosives register (if applicable).
- n. Task Dossier (containing all relevant documents).
- o. Site Implementation Plan (IP) - approved.
- p. Mine Action Organisation SOPs pertaining to the operations at the Site.

**3.7 Map Legend**

3.7.1 The SMACO shall decide on a standard map symbols and colours to use for demining site maps, to ensure consistency and clarification. When indicating areas where a combination of demining procedures have been used (i.e. technical survey and clearance) then it may be decided to different colours or patterns, for example:

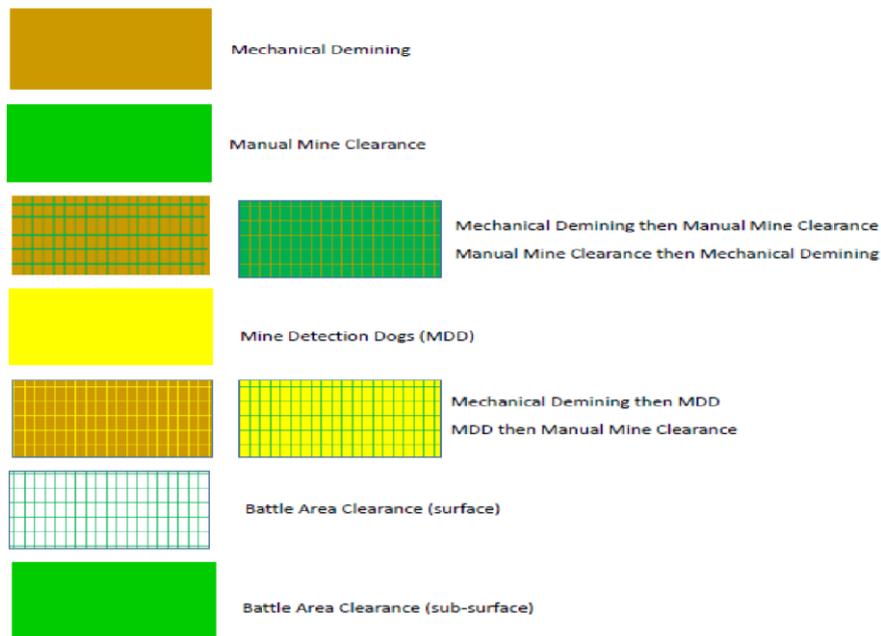


Figure 1: Example of Demining Site Map Symbols

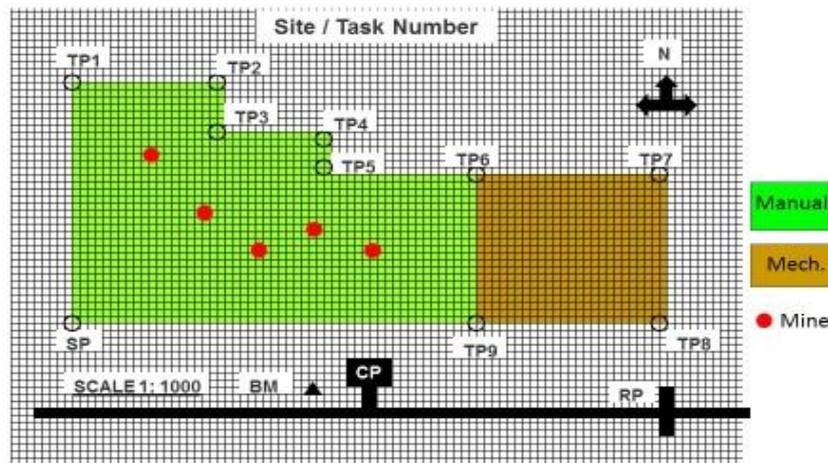


Figure 2: Example of a Demining Site Map

## 4. Visitors at the Demining Site

- 4.1** All visitors to the demining site shall receive a briefing by supervisory staff at the control point or other designated safe area, prior to them being permitted to move around the site, and in particular go to the working area.
- 4.2** Site visitors may include personnel from the Mine Action Organisation operating at the site, the SMACO, and other agencies. All visitors must be registered on arrival and departure from the demining site.
- 4.3** The site briefing shall include details pertaining to the operations and safety, and the degree of information provided to visitors may depend on the nature of their visit, however shall always include relevant aspects relating to safety.
- 4.4** Mine Action Organisations should develop a standard briefing format which may be adjusted to suite the situation of each demining site.

## 5. Example of an Operations Briefing

The operations briefing should include the following: **Introduction**

- Site Supervisor's introduction (name, organisation, responsibility).
- Site introduction (site/task number/name, demining procedure/s, unit/structure).

### **Ground Orientation**

- Accurate direction of North.
- Location, distance and direction of towns, villages and major geographical features.

### **Task/Plan**

- Tasking agency.
- Objective of task.
- Phases of operations including start and estimated finish date.

### **Site History**

- Conflict - who (laid, fired, dropped the mines / ERW), when, why, where, and what type of mines/ERW, location of defensive / offensive positions, minefields, battlefields, direction of attacks in relation to site.
- Mine/demining accident/incidents - including human, animals and vehicles (prior and during demining).

### **Demining Statistics**

- Area (sq. metres) of TS and clearance.
- Number and type of mines / ERW located.

### **Communications**

- Means and responsibility for communicating internal and externally from the site.

### **Site Map**

- With map orientated to the ground, explain and indicate the following:
- Direction of north.
- Scale.
- Legend.
- RP, BM, SP and boundaries.
- Location of all demining personnel, MDD, machines, and key locations at the site (administration and working areas).
- Mines / ERW located.

- Mine / demining accidents.
- Other significant areas (i.e. high metal contamination, flooding, dense vegetation, steep slopes).

***Ask visitors if they have any questions regarding the brief.***

## **6. Example of a Safety Briefing**

***Request for visitors to pay close attention to the safety briefing, which should include the following: Medical Support***

- Explain the medical support at the site, i.e. personnel, vehicles, and the medical emergency plan. **Marking System**
- Explain the marking system and in particular marking of hazardous area and items.

### **Site Regulations**

Explain additional regulations for visitors at the site, for example:

- Always follow the instructions given to you by the supervisory staff at the site.
- Never run at the site.
- Never throw anything at the site.
- Do not pick any thing up without permission at the site.
- Do not stray from your guide and if unsure of your location then stop and wait for assistance.
- Do not take photographs at the site without permission from the supervisory staff.
- Do not distract the personnel conducting demining at the site.
- If unsure of anything at the site then ask one of the supervisory staff.

### **Actions in the event of an explosion, accident or emergency**

- In the event of a controlled explosion, you will be escorted to a safe area prior to the demolition.
- In the event of an uncontrolled explosion, **stop**, and inspect yourself for any injuries. If you are injured then bring it to the attention of the Mine Action Organisation staff otherwise, await for further instructions.
- In the event of an emergency, stop and wait for further instructions, and if necessary, move to the designated safe area (this should be explained).

### **Personnel Protective Equipment (PPE)**

- Demonstrate how to wear the PPE, if necessary (i.e. if loaning visitors).

***Ask visitors if they have any questions regarding the brief.***

## **7. General References**

- a. LMAS 10.20 Demining Worksite Safety, and 08.40 Demining Site Marking Systems.