

Afghanistan Mine Action Standards - AMAS 09.02

Third Edition
August 2012

Reporting

Directorate for Mine Action Coordination (DMAC)
Post Box : 520 Kabul – Afghanistan
Website: www.dmac.gov.af

Contents

1. INTRODUCTION	3
2. SCOPE	3
3. USE OF MINE ACTION REPORTS	3
3.1 VILLAGE SURVEY FORM	3
3.2 HAZARD AREA CANCELLATION REPORT	3
3.3 HAZARD AREA REPORT	4
3.4 TASK DATA SHEET	4
3.5 MONTHLY PROGRESS REPORT	4
3.6 COMPLETION REPORT	4
3.7 EOD MONTHLY SUMMARY FORM	4
3.8 DEMINING ACCIDENT REPORT FORM	4
3.9 MINE/ERW ACCIDENT REPORT	5
3.10 MINE RISK EDUCATION AND VICTIM ASSISTANT FORM	5
3.11 EXPLOSIVE USAGE FORM	5
3.12 INTERNAL QUALITY ASSURANCE AND QUALITY CONTROL	5
4. TIMELINES	5

Reporting

1. Introduction

Reporting in mine action is the process of providing documentary evidence of related activities performed, the results achieved and or events occurred. Mine Action activities are being recorded in standard formats, managed and maintained in IMSMA database. Accurate and timely information requires accurate and timely reports as input to IMSMA database.

IMSMA in Afghanistan is configured for centralized data entry at DMAC level. Therefore it is essential for mine action organizations to ensure that the compiled field report as discussed in this chapter are submitted to RO and processed at the DMAC, and that processed copies are received back to ensure accuracy.

2. Scope

This AMAS covers the standard guidelines and requirements for reporting mine action activities in Afghanistan.

3. Use of Mine Action Reports

Use of different mine action forms are intended for recording the minimum set of required information. Therefore each format shall be used for its appropriate intended use in order to ensure accurate and timely data entry into IMSMA and derive accurate information in timely fashion.

The standard guidelines for submitting mine action data in appropriate and IMSMA oriented formats are detailed in this AMAS, mine action organizations working in Afghanistan shall meet the minimum requirements of this AMAS in terms of reporting as applicable to the type of activities.

3.1 Village Survey Form

The village survey form is essential for collecting socio-economic, demographic, and location reference information that forms the core of the IMSMA pre-requisite information for the data entry of the various forms. The gazetteer is used as the basis for recording village information in IMSMA. The village survey is essential for impact scoring and priority setting during the non-technical survey operation and hence forms the core of the whole data entry process and hence should take place at the earliest stage of this process.

All the IMSMA data with location requirements for storage, retrieval and visibility on the GIS should be referenced to a corresponding nearest town.

When a new village is founded and needs to be recorded in IMSMA, the village survey form as in Annex D to AMAS 05.02 shall be used to record the minimal data required. In addition to the minimal data required to record a new village into IMSMA, the form have been customized to record villages visited by mine action teams to record not mine/ERW affected communities as well.

3.2 Hazard Area Cancellation Report

As per AMAS 05.02 Mine/ERW survey, the cancellation process has been introduced in Afghanistan to allow mine action organizations to change the status of a Suspected Hazardous Area (SHA) and may be previously Confirmed Hazardous Area (CHA) which has been found not to represent any risk from mines and ERW. Once the cancellation criteria are met, the organization shall fill cancellation form and recommend to the DMAC related regional office to certify the format and the cancellation of the hazardous area. The recorded hazard area status should be changed to "Closed" in IMSMA based on the received certified form.

The form should be scanned and linked to the hazard in IMSMA for future reference. See Annex B to AMAS 05.02 Cancellation Form.

3.3 Hazard Area Report

The Hazard Area Report is used for newly found hazards which include description of geographical location, perimeters of hazardous area, type of hazards, hazard area general information in terms of the ground profile, obstacles and terrain category, and recommendation for further demining activities. Hazard Area Report is also used to record new data on previously recorded hazards with accurate technical information on the corresponding benchmark, perimeter points, field data, suspected devices and approximate size of the area. See Annex C to AMAS 05.02 the Hazard area form.

3.4 Task Data Sheet

The Task Data Sheet is used for recording tasking data of the mine actions activities. A unique IMSMA Task ID is generated per Task Data Sheet and consequently all future progress reporting is done against this Task ID. This form shall be filled by all commercial mine action organizations and EOD operators. See Annex A of this AMAS.

3.5 Monthly Progress Report

The Clearance progress form shall be used to report progress of a task where demining is currently in progress.

The Clearance Progress Report shall be prepared by the mine action organizations on a monthly basis and submitted to DMAC for recording into IMSMA database. See Annex B to this AMAS.

Monthly Summary Reports: Monthly Mine/ERW summary reports shall be produced by the DMAC MIS based on the monthly progress reports per mine action organisation. The Completion Report clearance figures will be calculated based on the clearance figures reported in the monthly reports.

3.6 Completion Report

The Completion Report forms shall be accurately filled out by mine action organization for each single task that has been completed and released. This report shall cover the entire area in terms of the size of area cancelled without any demining activities, the size of area released at the result of technical survey and the area cleared. See Annex C to this AMAS

3.7 EOD Monthly Summary Form

The EOD monthly summary forms shall be used to document EOD clearance tasks which need to be recorded in IMSMA. The EOD village by village clearance is also recorded using the same form. See Annex D to this AMAS.

3.8 Demining Accident Report Form

The Demining Accident form shall be filled out by mine action organizations to record any single demining accident. This form should only be used to record information on accidents encountering individuals while performing demining operations in a known minefield, battlefield and AIF (Abandoned IED Fields). Once the demining accident has been entered into IMSMA the IMSMA ID shall be used in all the references. See Annex E to this AMAS.

3.9 Mine/ERW Accident Report

This format shall be used to record information on accidents encountering civilians due to mine or ERW detonations in a known or unknown hazard area. See Annex F to this AMAS

3.10 Mine Risk Education and Victim Assistant Reports

M/ERW RE and DAAT (Disability Advocacy and Awareness Training) Monthly Activity Report shall be used by all M/ERW RE and VA teams in the field. All M/ERW RE and DAAT teams throughout the country shall report to relevant DMAC regional offices on monthly basis to process the data in IMSMA. The quarterly narrative and consolidated report of each organization should come to M/ERW RE and VA departments of the DMAC for checking and verification. This reporting matrix can handle the data about M/ERW RE and DAAT audience, their gender, location of M/ERW RE and DAAT sessions. See annex G and H to this AMAS

3.11 Explosive Usage Form

Explosive control forms shall be used to record the issue and use and, if required, the return of explosives. The explosives shall be recorded in by item and unit of measure and include the name and signature of the supervisor certifying that the specific amount of explosives have been expended. The expenditure of explosives shall be cross referenced to munitions destroyed on site.

Demining organisations that use explosives should submit monthly 'Explosive Control Reports' to the DMAC. The 'Explosive Control Reports' should include details of explosives issued and expended during the month and the quantity and location of current stock-holdings by type and unit of measure. See Annex I to this AMAS

3.12 Internal Quality Assurance and Quality Control

All accredited mine action organizations working in Afghanistan shall submit their internal QA and QC activities to the DMAC on monthly basis. Internal QA and QC form should be submitted to the DMAC Quality Management department and be checked and verified and then to be submitted to MIS department for further processing to the IMSMA. See Annex J to this AMAS

4. Timelines

All completed forms should be submitted to the DMAC or its regional offices on monthly basis. The regional offices should then submit the report to the DMAC MIS department after being checked and verified for further processing in IMSMA. The following exceptions are applied about the timelines:

- a) Immediate notification of demining accidents and incidents as soon as possible by phone or radio.
- b) Initial demining accident or incident report shall be submitted within the same day without waiting for the end of month.
- c) Internal accident or incident detailed investigation report within 10 days of the event. See AMAS 07.05 of demining incident investigation and its annexes for more details.