

# Afghanistan Mine Action Standards - AMAS 02.01

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## **Glossary of Terms and Definitions**

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## **Glossary of Terms and Definitions**

### **1. Abandoned IED Field (AIF)**

Hazardous areas which mainly contain residual IEDs outside of conflict areas.

### **2. Acceptance**

The formal acknowledgement by the sponsor that the equipment meets the stated requirements and is suitable for use in mine action programmes. An acceptance may be given with outstanding caveats.

### **3. Access Lane**

A marked passage leading through a mined area that has been cleared to provide safe movement to a required point or area.

### **4. Accident**

An undesired event, which results in harm.

### **5. Accreditation**

The procedure by which a demining organization is formally recognised as competent and able to plan and manage mine action activities safely, effectively and efficiently.

Note: For most mine action programmes, the national mine action authority will be the body which provides accreditation. International organizations such as the United Nations or regional bodies may also introduce accreditation schemes.

Note: ISO 9000 usage is that an "Accreditation" body accredits the "Certification or Registration" bodies that award ISO 9000 certificates to organizations. The usage in IMAS is completely different to this, and is based on the main definition above, which is well understood in the mine action community.

### **6. Accreditation Body**

An organization, normally an element of the national mine action authority, responsible for the management and implementation of the national accreditation system.

### **7. Afghan Campaign to Ban Landmine (ACBL)**

Afghan Campaign to Ban Landmine: is the struggles of Afghan people for the total Ban of AP mine all over the world supporting ICBL.

### **8. RO**

Regional Office: represents the DMAC at the regional level for Mine Action activities in Afghanistan.

### **9. AMAS**

Afghanistan Mine Action Standards: Standard documents used as a reference to Mine Action activities in Afghanistan.

## **10. Ammunition**

See Munitions

## **11. Anti-Handling Device**

A device intended to protect a mine and which is part of, linked to, attached, or placed under the mine and which activates when an attempt is made to tamper with or otherwise intentionally disturb the mine. [Mine Ban Treaty]

## **12. Anti-Personnel Mines (APM)**

A mine designed to be exploded by the presence, proximity, or contact of a person and that will incapacitate, injure, or kill one or more persons.

Note: Mines designed to be detonated by the presence, proximity or contact of a vehicle as opposed to a person that are equipped with anti-handling devices, are not considered anti-personnel mines as a result of being so equipped.

## **13. Barricaded**

Used in reference to an Explosive Store House (ESH).

... effectively screened from other buildings, roads or tracks by a natural or artificial barrier capable of minimising the destructive effects of a detonation within a specified danger radius.

## **14. Benchmark**

In the context of humanitarian demining, the term refers to a fixed point of reference used to locate a marked and recorded hazard or hazardous area. It should normally be located a short distance outside the hazardous area.

Note: A benchmark may not be necessary if the reference point is sufficiently close to the perimeter of the hazardous area.

## **15. Block Clearance**

Term used to describe the systematic manual clearance of an area. Also referred to as area clearance

## **16. Bomblet**

See sub-munitions.

## **17. Booby Trap**

An explosive or non-explosive device, or other material, deliberately placed to cause casualties when an apparently harmless object is disturbed or a normally safe act is performed.

## **18. Boundary Lane**

A cleared lane around the perimeter of a hazardous area

## **19. Box**

A squared area that is developed for the purpose of being searched by mine detection dogs during the license test.

Note: A box normally measures 10m x 10m, but other sizes may be preferred.

## **20. Briefing Area**

In the context of humanitarian demining, a clearly identifiable control point intended to be the first point of entry to a demining worksite.

Note: The briefing area contains a plan of the minefield and its current level of clearance, at a scale large enough for briefing purposes, showing the location of control points (car park, first aid point, explosive storage areas, the areas where mine clearance work is progressing and distances), and where safety equipment is issued to visitors.

## **21. Burning Ground**

An area authorised for the destruction of munitions and explosives by burning.

## **22. Cancelled Area**

An area of land previously recorded as a hazardous area, which subsequently is considered, as a result of non-technical and or technical surveys, not to represent a risk from mines and ERW.

Note: This change in status will be the result of more accurate and reliable information, for example non-technical survey and will normally only be authorised by the NMAA, in accordance with national land release criteria. The documentation of all cancelled areas shall be retained together with a detailed explanation of the reasons for the change in status.

## **23. CBDT**

Community Based Demining Team: This team is formed as a result of community mobilization and the deminers are recruited from the impacted community in order to clear the hazardous areas closed to their villages.

## **24. CBMRE**

Community Based Mine Risk Education: Training of trainers in a community to take part on the training of their community members. The community trainers will then conduct MRE training voluntary

## **25. CDS**

Central Disposal Site: the site or point where the explosive items are taken for final demolition.

## **26. Cleared Lane**

The generic term for any lane, other than a boundary lane, cleared by a survey or clearance team to the international standard for cleared land. This may include access lanes outside the hazardous area or cross/verification lanes inside a hazardous area.

## **27. Cluster Bomb Unit (CBU)**

An expendable aircraft store composed of a dispenser and sub-munitions.

A bomb containing and dispensing sub-munitions, which may be mines (anti-personnel or anti-tank), penetration (runway cratering) bomblets, fragmentation bomblets etc.

## **28. Confirmed Hazardous Area (CHA)**

An area identified by a non-technical survey in which the necessity of further intervention through either technical survey or clearance has been confirmed.

### **29. Control Area or Point**

All points or areas used to control the movements of visitors and staff in a demining worksite.

### **30. Corrective Action**

Corrective Action is used in reference to Quality Management action to eliminate the cause of a detected nonconformity or other undesirable situation.

### **31. Decontamination**

A process of removing undesired contamination from test items, tools and accessories that are used when preparing a field test. (Definition for MDD use only)

### **32. Defined Hazardous Area (DHA)**

An area, generally within a Confirmed Hazardous Area, that requires full clearance. A DHA is normally identified through survey.

### **33. Deflagration**

A technical term describing subsonic combustion that usually propagates through thermal conductivity (hot burning material heats the next layer of cold material and ignites it).

### **34. Demilitarisation**

The act of removing or otherwise nullifying the military potential of munitions. Demilitarisation is a necessary step for military items prior to their release into a non-military setting.

The process that renders munitions unfit for their originally intended purpose.

### **35. Deminer**

A man or woman qualified and employed to undertake demining activities on a demining worksite.

### **36. Demining**

Activities, which lead to the removal of mine and UXO hazards, including technical survey, mapping, clearance, marking, post-clearance documentation, community mine action liaison and the handover of cleared land. Demining may be carried out by different types of organizations, such as NGOs, commercial companies, national mine action teams or military units. Demining may be emergency-based or developmental.

Note: In IMAS standards and guides, mine and ERW clearance is considered to be just one part of the demining process.

Note: In IMAS standards and guides, demining is considered to be one component of mine action.

Note: In IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.

### **37. Demining Team (DT)**

A group of deminers that perform demining activities as a team.

**38. Demining Accident**

An accident at a demining workplace involving a mine or ERW hazard.

**39. Demining Accident Prevention Plan**

A documented plan developed for each demining workplace, which details the procedures to be applied to prevent the likelihood of demining accident happening.

**40. Demining Incident**

An incident at a demining workplace involving a mine or ERW hazard.

**41. Demining Organization**

Refers to any organization (government, NGO, military or commercial entity) responsible for implementing demining projects or tasks. The demining organization may be a prime contractor, subcontractor, consultant or agent.

**42. Demining Sub-Unit**

An element of a demining organization, however named, which is licensed to conduct one or more prescribed demining activities, such as technical surveys, manual clearance, EOD or the use of MDD teams.

**43. Demolition**

Destruction of structures, facilities or material by use of fire, water, explosives, mechanical or other means.

**44. Demolition Ground**

An area authorised for the destruction of ammunition and explosives by detonation. Same as CDS.

**45. Destroy (Destruction) In Situ**

Blow in-situ or blow in place. The destruction of any item of ordnance by explosives without moving the item from where it was found, normally by placing an explosive charge alongside.

**46. Destruction**

The processes of final conversion of ammunition and explosives into an inert state that can no longer function as designed.

**47. Detection**

In the context of demining, the term refers to, the discovery by any means of the presence of mines or ERW.

**48. Detonation**

The rapid conversion of explosives into gaseous products by means of a shock wave passing through the explosive (c.f. deflagration). Typically, the velocity of such a shock wave is more than two orders of magnitude higher than a fast deflagration.

**49. Detonator**

A device containing a sensitive explosive intended to produce a detonation wave.

#### **50. Development Demining**

In the context of mine action in Afghanistan the term development demining is used to describe demining that supports development and reconstruction projects.

#### **51. Disarm**

The act of making a mine or explosive ordnance safe by removing the fuze or igniter. The procedure normally removes one or more links from the firing chain.

#### **52. Disposal Site**

An area authorised for the destruction of ammunition and explosives by detonation and/or burning.

#### **53. Department for Mine Clearance**

The government designated department charged with the regulation, management and coordination of mine action in Afghanistan.

#### **54. Drill Munitions**

An inert replica of ammunition specifically manufactured for display or instructional purposes.

#### **55. Efficiency**

In the context of mine action evaluation, the term refers to, a measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results (outputs and outcomes).

#### **56. Effectiveness**

In the context of mine action evaluation, the term refers to, the extent to which the interventions objectives were achieved, or are expected to be achieved, taking into account their relative importance.

#### **57. Ensemble**

The group of protective clothing designed to be worn as a protective measure.

#### **58. Environmental Factors**

Factors relating to the environment and that influence the transportation of odour from the mine, the detection of the target odour or the ability of people and dogs to work safely and effectively. (i.e. Wind, rain, temperature, humidity, altitude, sun and vegetation). (Definition for MDD use only).

#### **59. Equipment**

A physical, mechanical, electrical and/or electronic system, which is used to enhance human activities, procedures and practices.

#### **60. Evaluation**

The analysis of a result or a series of results to establish the quantitative and qualitative effectiveness and worth of software, a component, equipment or system, within the environment in which it will operate.

#### **61. Explosive Materials**

Components or ancillary items used by demining organizations, which contain some explosives, or behave in an explosive manner, such as detonators and primers.

## **62. Explosive Ordnance (EO)**

All munitions containing explosives, nuclear fission or fusion materials and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes and depth charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

## **63. Explosive Ordnance Disposal (EOD)**

The detection, identification, evaluation, render safe, recovery and disposal of UXO. EOD may be undertaken:

- (a) As a routine part of mine clearance operations, upon discovery of the UXO.
- (b) To dispose of UXO discovered outside mined areas, (this may be a single UXO, or a larger number inside a specific area).
- (c) To dispose of explosive ordnance, which has become hazardous by damage or attempted destruction.

## **64. Explosive Remnants Of War (ERW)**

Unexploded Ordnance (UXO) and Abandoned Explosive Ordnance (AXO).

## **65. Explosives**

A substance or mixture of substances, which, under external influences, is capable of rapidly releasing energy in the form of gases and heat.

## **66. External Inspection**

Used in reference to Quality Management, an inspection conducted by an organisation or body other than the mine action organisation undertaking a task. External inspections may be Quality Assurance (QA) or Quality Control (QC) inspections.

## **67. Fragmentation Hazard Zone**

For a given explosive item, explosive storage or mine/ERW contaminated area, the area that could be reached by fragmentation in the case of detonation.

Note: Several factors should be considered when determining this zone; the amount of explosive, body construction, type of material, ground conditions etc. See also [secondary fragmentation].

## **68. Fuse**

A device, which initiates explosive train.

## **69. GIS**

Geographical (or geospatial) information system.



An organised collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyse, and display all forms of geographically referenced information."

Note: GIS allows a user to graphically view multiple layers of data based on their geographic distribution and association. GIS incorporates powerful tools to analyse the relationships between various layers of information.

#### **70. Ground Preparation**

Preparing of ground in mine and ERW contaminated area by mechanical means by reducing or removing obstacles to clearance e.g. trip wires, vegetation, metal contamination and hard soil to make subsequent clearance operations more efficient. Ground preparation may or may not involve the detonation, destruction or removal of landmines.

#### **71. Handover**

The process by which the beneficiary (for example, the NMAA on behalf of the local community or land user) receives and accepts land which was previously suspected of containing hazard but which has subsequently had this suspicion removed, or reduced to a tolerable level either through non-technical survey, technical survey or clearance.

#### **72. Handover Certificate**

Documentation used to record the handover of land which was previously suspected of containing an explosive hazard but which has subsequently had this suspicion removed, or reduced to a tolerable level.

#### **73. Harm**

Physical injury or damage to the health of people, or damage to property or the environment.

#### **74. Hazard**

Potential source of harm.

#### **75. Hazardous Area**

Contaminated area: A generic term for an area not in productive use due to the perceived or actual presence of mines or ERW

#### **76. Hazard Marker**

Object(s), other than hazard signs, used to identify the limits of a mine and ERW hazard area. Hazard markers shall conform to the specification established by the NMAA.

#### **77. Hazard Marking System**

A combination of measures (signs and barriers) designed to provide the public with warning and protection from mine and ERW hazards. The system may include the use of signs or markers, or the erection of physical barriers.

#### **78. Hazard Sign**

A permanent, manufactured sign which, when placed as part of a marking system, is designed to provide warning to the public of the presence of mines or ERW.

#### **79. High Threat Area (HTA)**

A High Threat Area is an area with a confirmed or known presence of mine and or ERW threat. All areas contained within minefield fencing are deemed to be HTHA.

## **80. Humanitarian Demining**

See demining. In the context of mine action in Afghanistan the term humanitarian demining is used to describe demining that targets the impact of mines and ERW on specific communities.

Note: In IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.

## **81. IED**

Improvised Explosive Device. A homemade [bomb](#) constructed and deployed in ways other than in [conventional military](#) action. One may be constructed of conventional military explosives, such as an artillery round, attached to a detonating mechanism.

## **82. Impact Survey**

An assessment of the socio-economic impact caused by the actual or perceived presence of mines and ERW, in order to assist the planning and prioritisation of mine action programmes and projects.

## **83. IMSMA**

The Information Management System for Mine Action (IMSMA).

Note: This is the United Nation's preferred information system for the management of critical data in UN-supported field programmes and at the UN headquarters in New York. IMSMA provides users with support to data collection, data storage, reporting, information analysis and project management activities. Its primary use is by the staff of MACs at national and regional level, however the system is also deployed in support of the implementers of mine action projects and demining organisations at all levels.

## **84. Incident**

An event that gives rise to an accident or has the potential to lead to an accident.

## **85. Inert**

Munitions that contains no explosive, pyrotechnic, lachrymatory, radioactive, chemical, biological or other toxic components or substances.

Note: An inert munitions differs from a drill munitions in that it has not necessarily been specifically manufactured for instructional purposes. The inert state of the munitions may have resulted from a render safe procedure or other process to remove all hazardous components and substances. It also refers to the state of the munitions during manufacture before the filling or fitting of explosive or hazardous components and substances. Any inert or FFE item used for training or display purposes must be marked "INERT" or "FFE" in a visible position on the item. All such inert or FFE items should also be recorded in a proper register.

## **86. Inspection**

In the context of mine action, the term refers to the process of measuring, examining, testing or otherwise comparing a sample of cleared land with the clearance requirements.

### **87. Inspection Body**

An organization which conducts post-clearance QC on behalf of the national mine action authority by applying random sampling procedures, or other appropriate and agreed methods of inspection.

### **88. Insurance**

An arrangement for compensation in the event of damage to or loss of (property, life or a person) to an individual or organisation to predetermined levels and due to specific listed circumstances.

Note: Insurance should include appropriate medical, death and disability coverage for all personnel as well as third party liability coverage.

### **89. Intended Use (Land)**

The use of land following demining operations.

Note: The intended land use should be included in the clearance task specification and clearance task handover documentation.

### **90. Intermediate Point**

Survey markers used between start and finish markers, or between turning points that are more than 50m apart.

### **91. International Mine Action Standards (IMAS)**

Documents developed by the UN on behalf of the international community, which aim to improve safety and efficiency in mine action by providing guidance, by establishing principles and, in some cases, by defining international requirements and specifications.

Note: They provide a frame of reference, which encourages, and in some cases requires, the sponsors and managers of mine action programmes and projects to achieve and demonstrate agreed levels of effectiveness and safety.

Note: They provide a common language, and recommend the formats and rules for handling data, which enable the free exchange of important information; this information exchange benefits other programmes and projects, and assists the mobilisation, prioritisation and management of resources.

### **92. International Organization For Standardization (ISO)**

Note: A worldwide federation of national bodies from over 130 countries. Its work results in international agreements, which are published as ISO standards and guides. ISO is a NGO and the standards it develops are voluntary, although some (mainly those concerned with health, safety and environmental aspects) have been adopted by many countries as part of their regulatory framework. ISO deals with the full spectrum of human activities and many of the tasks and processes, which contribute to mine action, have a relevant standard. A list of ISO standards and guides is given in the ISO Catalogue.

### **93. Intrusive Machine**

In the context of mine action, the term refers to, a machine designed to work inside a hazardous area, while the term 'non-intrusive machine' refers to those designed to operate from a cleared or known safe area, with it's mechanical tool working in the hazardous area.

#### **94. Lachrymatory Ammunition**

Lachrymatory ammunition contains chemical compounds that are designed to incapacitate by causing short-term tears or inflammation of the eyes.

#### **95. Land Release**

In terms of mine action the term describes the process of applying all reasonable effort to identify, or better define, Confirmed Hazardous Areas and remove all suspicion of mines/ERW through non technical survey, technical survey and/or clearance.

Note: criteria for “all reasonable effort” shall be determined by the NMAA.

#### **96. LIAT**

Landmine Impact Assessment Team: a team responsible for maintaining the Afghan Landmine Impact Survey data and perform community liaison activities.

#### **97. Licence**

In the context of humanitarian demining, the term refers to a certificate issued by a national mine action authority to a demining organization which indicates an endorsement of the organization's demining capabilities such as survey, manual clearance or the use of mine detection dogs. (see also accreditation)

#### **98. LIS**

Landmine Impact Survey: An assessment of the socio-economic impact caused by the actual perceived presence of mines and ERW, in order to assist the planning and prioritisation of mine action programmes and projects.

#### **99. Local Communities**

The communities that own or control the land on which demining operations are carried out or are located in the immediate vicinity of the demining operations.

#### **100. Lot Size**

In the context of humanitarian demining, the term refers to an area (comprising a number of 1.0m<sup>2</sup> units of cleared land) offered for inspection.

#### **101. Low Threat Area (LTA)**

Low Threat Areas are any areas of land that are suspected of containing mine and or ERW threat. Normally reported dangerous areas requiring non technical or technical survey fall into this category.

#### **102. Magazine**

In the context of humanitarian demining, the term refers to any building, structure or container approved for the storage of explosive materials.

#### **103. Major Non-Conformity**

used in reference to Quality Management

Any conditions or actions that indicate systemic failure or may lead directly to the delivery of a non-conforming product or a direct safety breach

#### **104. Marking**

Emplacement of a measure or combination of measures to identify the position of a hazard or the boundary of a hazardous area. This may include the use of signs, paint marks etc, or the erection of physical barriers

#### **105. Marking System**

An agreed convention for the marking of hazards or hazardous areas.

#### **106. MCT**

Manual Clearance Team.

#### **107. MDG**

Mine Dog Group: a team comprising a set of deminers and MDD.

#### **108. MDU**

A single machine or it may refer to more than one machine that operates as a system for example, a front end loader and screening plant.

#### **109. Mechanically -Assisted Clearance**

The use of appropriate mechanical equipment to augment other procedures in humanitarian demining such as manual and MDD clearance.

#### **110. Main Explosive Depot (MED)**

This is a purpose built ammunition and explosive storage depot located at the Mine Dog Centre (MDC), Kabul and managed and controlled by the DMAC.

#### **111. Medical Support Staff**

Employees of demining organizations designated, trained and equipped to provide first aid and further medical treatment of demining employees injured as a result of a demining accident.

#### **112. Memorandum Of Understanding (MOU)**

A document used to facilitate a situation or operation when it is not the intention to create formal rights and obligations in international law but to express commitments of importance in a non-binding form.

#### **113. Mine**

Munitions designed to be placed under, on or near the ground or other surface area and to be exploded by the presence, proximity or contact of a person or a vehicle. [Mine Ban Treaty]

#### **114. Mine accident**

An accident away from the demining workplace involving a mine or ERW hazard.

#### **115. Mine action**

Activities, which aim to reduce the social, economic and environmental impact of mines and UXO.

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by landmine contamination. The objective of mine action is to reduce the risk from landmines to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by landmine contamination, and in which the victims' needs can be addressed. Mine action comprises five complementary groups of activities:

- a) MRE;
- b) humanitarian demining, i.e. mine and ERW survey, mapping, marking and clearance;
- c) victim assistance, including rehabilitation and reintegration;
- d) stockpile destruction; and
- e) advocacy against the use of APM.

Note: A number of other enabling activities are required to support these five components of mine action, including: assessment and planning, the mobilisation and prioritisation of resources, information management, human skills and development and management training, QM and the application of effective, appropriate and safe equipment.,

#### **116. Directorate of Mine Action Coordination (DMAC)**

Directorate of Mine Action Coordination (DMAC) under the authority of the Afghanistan National Disaster Management Authority (ANDMA). DMAC has overall responsibility for the policy and guidance of the programme. DMAC staff operating from a Kabul headquarters and seven regional offices across the country, have the responsibility for coordination, planning, prioritization, quality management, capacity development, information management, advocacy, communication and resource mobilization of the programme.

#### **117. Mine Clearance**

The clearance of mines and ERW from a specified area to a predefined standard.

#### **118. Mine Detection Dog (MDD)**

A dog trained and employed to detect mines, ERW and other explosive devices.

#### **119. Mine Dog Set (MDS)**

A Mine Dog Set comprises two MDD and two Handlers.

#### **120. Mine free**

A term applied to an area that has been certified as clear of mines to a specified depth. Also applied to a country or an area that has not had a mine contamination problem.

#### **121. Mine incident**

An incident away from the demining workplace involving a mine or UXO hazard.

#### **122. Mine Risk Education (MRE)**

A process that promotes the adoption of safer behaviours by at-risk groups, and which provides the links between affected communities, other mine action components and other sectors Mine risk education is an essential component of Mine Action.

### **123. Mine sign**

A sign which, when placed as part of a marking system, is designed to provide warning to the public of the presence of mines

### **124. Mine threat**

Mine and UXO threat

### **125. Mined area**

An area, which is dangerous due to the presence or suspected presence of mines.

### **126. Minefield**

An area of ground containing mines laid with or without a pattern.

### **127. Minor Non-Conformity**

Used in reference to Quality Management

Any minor non-compliance with a requirement of AMAS or the organisation's approved management processes and operating procedures that do not indicate systemic failure and could not lead directly to the delivery of a non-conforming product or a direct safety breach.

### **128. Monitoring**

In the context of humanitarian demining, the term refers to the authorised observation by qualified personnel of sites, activities or processes without taking responsibility for that being observed. This is usually carried out to check conformity with AMAS, standard operating procedures (SOP) or standard practice and often includes recording and reporting elements.

### **129. Monitoring Body**

An organization, normally an element of the national mine action authority (DMAC/ROs), responsible for management and implementation of the national monitoring system

### **130. Munitions**

A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material for use in military operations, including demolitions.

### **131. Neutralise**

The act of replacing safety devices such as pins or rods into an explosive item to prevent the fuse or igniters from functioning.

It does not make an item completely safe as removal of the safety devices will immediately make the item active again.

A mine is said to be neutralised when it has been rendered, by external means, incapable of firing on passage of a target, although it may remain dangerous to handle.

### **132. No Evidence of (Mine and or ERW)**

After the high threat area has been cleared and the low threat area has been surveyed the remaining piece of land can be classified as “**no evidence of**” and can be removed from the database using an IMSMA non clearance task completion report.

### **133. Not Cleared Land**

Used in reference to areas of land used for development purposes, an area of land that has been assessed visually inspected or had the application of a demining asset and declared to not contain any mines and or ERW. This land is not ‘cleared’ land.

### **134. Non-Conformity**

Used in reference to Quality Management

The non-compliance with a requirement of AMAS or an organisation’s documented and approved management processes or operating procedures.

### **135. Observation**

Used in reference to Quality Management

An observation is identification of area (s) for improvement mostly addressed through preventive actions. The observation is raised where a QA Monitor, QC Inspector or auditor encounters or identifies a situation or performance that is felt to be a weakness in a process or procedure, or situation to improve upon, but not strong enough and have no objective evidences to warrant a non-conformity. An observation is not a non-conformity at the time of the audit but may become or give raise to non-conformance (s) if no preventive action is taken. Auditees are required to take action on observations as this is true preventive action as required by the ISO 9001 standard".

### **136. On The Job Experience (OJE)**

Operational duties carried out under supervision to gain experience in applying skills and knowledge obtained through formal training courses or OJT.

### **137. On The Job Training (OJT)**

Training carried out while a trainee is employed on operational duties commensurate with their current level of skill. OJT requires the assessment of achieved standard of the trainees and the recording of results achieved.

### **138. Open Burning Open Demolition (OBOD)**

The destruction of stockpiles of EO including landmines by open burning and or open detonation.

### **139. Permanent Marking System**

A marking system having an indefinite period of use, usually requiring maintenance

### **140. Personal Protective Equipment (PPE)**

All equipment and clothing designed to provide protection, which is intended to be worn or held by an employee at work and which protects him/her against one or more risks to his/her safety or health.

### **141. Post Clearance Inspection**



An inspection of cleared land that is conducted at the end of a clearance task

In the context of humanitarian demining, the terms refer to...the process of measuring, examining, testing or otherwise comparing a sample of cleared land against the clearance requirements

#### **142. Post De-Mining Impact Assessment (PDIA)**

An assessment to determine the effect that demining has achieved in lessening the impact of mines/UXO in the assessment area on the local communities and to identify, if necessary, if further demining operations are required in the community area.

#### **143. Preventive Action**

Used in reference to Quality Management

Action to eliminate the cause of a potential nonconformity or other potential undesirable situation.

#### **144. Primer**

A self-contained munitions which is fitted into a cartridge case or firing mechanism and provides the means of igniting the propellant charge.

#### **145. Procurement**

The process of research, development and production or purchase which leads to an equipment being accepted as suitable for use, and continues with the provision of spares and post design services throughout the life of the equipment.

#### **146. Prodding**

A procedure employed in the process of demining whereby ground is probed to detect the presence of sub-surface mines and/or ERW.

#### **147. Progressive Inspections**

Inspections of cleared land that are carried out progressively while clearance operations are ongoing

#### **148. Protective Measure**

Means used to reduce risk [ISO Guide 51:1999(E)]

#### **149. Public Education**

The process aimed at raising general awareness of the mine and UXO threat; through public information, formal and non-formal education systems.

Public education is a mass mobilisation approach that delivers information on the mine/UXO threat. It may take the form of formal or non-formal education and may use mass media techniques.

#### **150. Public Information**

Information, which is released or published for the primary purpose of keeping the public fully informed, thereby gaining their understanding and support.

### **151. Quality Assurance (QA)**

Part of quality management focused on providing confidence that quality requirements will be met.

The purpose of QA in humanitarian demining is to confirm that management practices and operational procedures for demining are appropriate, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will be conducted by demining organizations themselves, but external inspections by an external monitoring body should also be conducted.

### **152. Quality Control (Qc)**

Part of quality management focused on fulfilling quality requirements. [ISO 9000:2000]

QC relates to the inspection of a finished product. In the case of humanitarian demining, the 'product' is safe cleared land.

### **153. Quality Management**

Coordinated activities to direct and control an organization with regard to quality. [ISO 9000:2000]

### **154. Random Sampling**

Selection of samples by a process involving equal chances of selection of each item. Used as an objective or impartial means of selecting areas for test purposes.

### **155. Reference Point**

A fixed point of reference some distance outside the hazard (ous) area. It should be an easily recognised feature (such as a cross-roads or a bridge), which can be used to assist in navigating to one or more benchmarks.

Internationally these are often also referred to as Geodetic Points when they refer to a pre-surveyed location such as a trig point.

### **156. Render Safe Procedure (RSP)**

The application of special EOD methods and tools to provide for the interruption of functions or separation of essential components to prevent an unacceptable detonation.

### **157. Residual Risk**

In the context of humanitarian demining, the term refers to, the risk remaining following the application of all reasonable efforts to remove and/or destroy all mine or UXO hazards from a specified area to a specified depth.

### **158. Sample**

In the context of humanitarian demining, the term refers to, one or more 1.0m<sup>2</sup> units of land drawn at random from a lot.

### **159. Sample Size**

In the context of humanitarian demining, the term refers to, the number of 1.0m<sup>2</sup> units of land in the sample.

### **160. Sampling**

In the context of humanitarian demining, the term refers to, a defined procedure whereby part or parts of an area of cleared land are taken, for testing, as a representation of the whole area.

#### **161. Sampling Plan**

In the context of humanitarian demining, the term refers to, a specific plan that indicates the number of 1.0m<sup>2</sup> units of land from each lot which are to be inspected (sample size or series of sample sizes) and the associated criteria for determining the acceptability of the lot (acceptance and rejection numbers).

#### **162. Sapping**

In the context of humanitarian demining, the term refers to; a procedure employed in the process of demining whereby, in conjunction with other procedures, ground is cleared by digging forward to a specified depth from a safe start point.

#### **163. Scent**

A distinctive odour.

#### **164. Secondary Fragmentation**

In an explosive event, fragmentation which was not originally part of the mine/UXO.

#### **165. Self-Neutralisation**

Action generated by means of a device integral to a mine, which renders the mine inoperative, but not necessarily safe to handle. In landmines, this process may be reversible.

#### **166. Specified Area**

In the context of humanitarian demining, the term refers to, that area for which mine clearance activity has been contracted or agreed, as determined by the national mine action authority or an organization acting on its behalf.

#### **167. Specified Depth**

In the context of humanitarian demining, the term refers to, the depth to which a specified area is contracted or agreed to be cleared of mine and UXO hazards, as determined by the national mine action authority or an organization acting on its behalf.

#### **168. Splinter Proof Shelter (SPS)**

a shelter designed to provide total protection to the occupants from the blast and fragmentation hazard produced by munitions disposal operations. Total protection includes protection from falling fragmentation or debris.

#### **169. Standard**

A standard is a documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics to ensure that materials, products, processes and services are fit for their purpose”.

Mine action standards aim to improve safety and efficiency in mine action by promoting the preferred procedures and practices at both headquarters and field level. To be effective, the standards should be definable, measurable, achievable, and verifiable.

#### **170. Standards**

Requirements, specifications or other precise criteria, to be used consistently to ensure that materials, products, processes and services are fit for their purpose.

Mine action standards aim to improve safety and efficiency in mine action by promoting the preferred procedures and practices at both headquarters and field level.

#### **171. Standing Operating Procedures (SOPs)**

Instructions, which define the preferred or currently established method of conducting an operational task or activity.

Their purpose is to promote recognisable and measurable degrees of discipline, uniformity, consistency, and commonality within an organization, with the aim of improving operational effectiveness and safety. SOPs should reflect local requirements and circumstances.

#### **172. Stockpile**

In the context of mine action, the term refers to, a large accumulated stock of Explosive Ordnance.

#### **173. Stockpile Destruction**

The physical destructive procedure towards a continual reduction of the national stockpile.

#### **174. Sub-Munitions**

Any munitions that, to perform its task, separates from a parent munitions.

Mines or munitions that form part of a cluster bomb, artillery shell or missile payload.

#### **175. Survey Marker**

A durable and long lasting marker used to assist in the management of marked and cleared land demining operations.

#### **176. Suspected Hazardous Area (SHA)**

A recorded contaminated area in the Landmine Impact Survey (LIS) for an area not in productive use due to the perceived or actual presence of mines or ERW.

An area suspected of containing a contamination hazard.

#### **177. SVP**

Safe Viewing Point: used in LIS, it is a point from where the SHA could be seen in a safe manner

#### **178. Task Identification Number (ID)**

A unique number used to designate a hazardous area. Task identification numbers shall be allocated by the national mine action authority.

#### **179. Technical Survey**

Previously referred to as a Level 2 survey

The detailed topographical and technical investigation of known or suspected mined areas identified during the planning phase. Such areas may have been identified during the LIS or have been otherwise reported.

### **180. Temporary Marking System**

A marking system having a stated finite period of use

### **181. TNMA**

A Technical Note for Mine Action (TNMA) is an advisory document designed to accompany or supplement an IMAS, or act as an independent source of information.

### **182. Training Management Package (TMP)**

A training package developed for a particular course of instruction that includes all necessary instructional and administrative requirements for the course to be completed. A TMP includes course objectives, details of reference materials, criteria for the selection of trainees, instructional objectives, course programme, individual lesson plans, tests and assessments, practical exercises and administrative requirements.

### **183. Turning Point**

A fixed point on the ground, which indicates a change in direction of the perimeter of the hazardous area or perimeters of a cleared area that has been documented in the IMSMA completion report

### **184. TWG**

Technical Working Group: Meetings held to review all technical operational activities in the DMAC.

### **185. Un barricaded**

Used in reference to ESH

An ESH that is not effectively screened from other buildings, roads or tracks by a natural or artificial barrier capable of minimising the destructive effects of a detonation within a specified danger radius

### **186. Undesirable Scent**

Factors related to the environment and that influence the transportation of scent from the mine, the detection of the target scent or the capability of people and dogs to work safely and effectively. Such factors can be, wind strength, temperature, humidity, rain, altitude, sun and vegetation

### **187. Unexploded Ordnance (UXO)**

Explosive ordnance that has been primed, fused, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.

### **188. Victim**

An individual who has suffered harm as a result of a mine or UXO accident.

### **189. Victim Assistance (VA)**

Refers to all aid, relief, comfort, and support provided to victims (including survivors) with the purpose of reducing the immediate and long-term medical and psychological implications of their trauma.