

Mine Action QA Monitoring and QC Completion Form

Monitoring Reference
Number:

1. General information

Date: /---/---/20--

Task reference number			
Hazard Area		IMSMA ID ()	
Hazard Type	MF <input type="checkbox"/>	BF <input type="checkbox"/>	Spot EO <input type="checkbox"/> ASP ¹ <input type="checkbox"/>
Monitoring of:	Land Release <input type="checkbox"/>	NTS <input type="checkbox"/> TS <input type="checkbox"/>	Clearance <input type="checkbox"/>
EOD	<input type="checkbox"/>	Standalone NTS	<input type="checkbox"/>
Internal QA ²	<input type="checkbox"/>	Training	<input type="checkbox"/>
EORE	<input type="checkbox"/>	Victim Assistance	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	Explosive Management	<input type="checkbox"/>
Completion QA Monitoring	<input type="checkbox"/>	Product Performance or QC	<input type="checkbox"/>
Inspector name		Inspector title	
M.A organization		Regional Office	
Project Donor		Team name/number	
Province		District	
Twon		Community	
Date of Last Internal Monitoring and QC		Re-audit	<input type="checkbox"/> YES <input type="checkbox"/> NO

1.1. Conclusion and Recommendation by QM Inspector (³Ref. to Component)

Conformity Observation Minor NC Major NC

(Date & signature)

1.2. Acknowledgement by auditee

(Name, date & signature)

¹ ASP Means Ammunitions Storage Point

² Internal QA monitoring should also cover indicators outlined in this form and external monitoring shall verify effective conduct, application of internal QA/QC procedures and management of internal QA/QC records.

³ Add the copy of related component with this general part of the form once the specific monitoring and or QC completed.

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1.3. Comments/instruction(s) by Head of Quality Management

(Name, date & signature)

1.4. Corrective and Preventive Action/Plan by Organization

(Name, date & signature)

1.5. Follow up by QM Officer

1.5.1 **Agreed with CAPA⁴ Plan?** **Yes** **No (Resend for appropriate CAPA)**

1.5.2 **Report closed by QM Office?**

15.2.1 YES

15.2.2 NO (Re-audit)

1.6. Level of confidence

1.6.1 HIGH 1.6.2 MEDIUM 1.6.3 LOW

Reason:

⁴ CAPA means Corrective Action and Preventive Action

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2. Monitoring of Mine Action Activities

2.1. Monitoring of Operations Management

2.1.1 Number of Staff, Resources and Level of Preparation for the Implementation:

- 1) Availability of staff members as per project proposal.
- 2) Staff members' relevant qualifications.
- 3) Availability of tools, equipment, materials, facilities, and SOPs as per proposal.
- 4) Availability of teams in the field with required tools and equipment as per the proposal.
- 5) Operations staff understanding of the scope of the problem, including land rights and land dispute issues.
- 6) Availability and appropriateness of operational plan on a task basis.
- 7) Evidence of community involvement and consideration of their needs including men women and children.
- 8) Availability and appropriateness of internal monitoring plan.
- 9) Operational plan tracking process and analysis of progress.
- 10) Communication with operational teams.
- 11) Communication with communities' elders, local government, development interventions, humanitarian assistance (if any).

2.1.2 Project Team Performance:

- 1) Number of site visits conducted by operations officer or Regional Officer.
- 2) Analysis of visits results, recommendations and actions taken for improvement.
- 3) Number of monitoring visits conducted by internal QM staff.
- 4) Analysis of monitoring findings and reports.
- 5) Availability of corrective, preventive actions records.
- 6) Availability of records of inspected land.
- 7) Availability of progress record.
- 8) Analysis on achievements whether on target, behind or ahead and causing factors.
- 9) Number of incident investigation conducted.
- 10) Number of lessons learned summaries shared with demining teams.
- 11) Number of internal meeting held, minutes.
- 12) Number of refresher trainings conducted, records;
- 13) Number and type of FFE items/training aid item/inventory and records;
- 14) Number of meetings held with communities, local authority and DMAC Regional Office.
- 15) Status of Control and security of explosives.
- 16) Evidence of reporting monitoring data to DMAC in timely manner.
- 17) Accuracy and completeness of documents and records.

2.1.3 Contract Completion, Handing-over of Completed Tasks and Reporting:

- 1) Number of tasks completed and handed over to the communities and end users.
- 2) Number of tasks not completed due to land dispute issues.
- 3) Available reports and records including (Completion report, monitoring records, community, local authority acceptance).
- 4) Accuracy and completeness of documents and records.
- 5) Status of DMAC, government, and community involvement in handover of completed tasks.
- 6) Availability and appropriateness of post demining impact assessment (PDIA).
- 7) Contract completion document submitted to organization HQ.
- 8) Recorded information in IMSMA standard formats.

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- 9) Record of daily reports from the teams.
- 10) Timely submission of tasks completion reports.
- 11) Rate of accuracy per report, (delay & error).

2.2. Monitoring of Land Release Operations:

2.2.1 Preparation for Land Release Operations

A. Training Management before Deployment of the Teams:

- 1) Available training plans.
- 2) Capability of trainers.
- 3) Training delivery method.
- 4) Availability and list of participants.
- 5) Classroom facilities.
- 6) Teaching aids and handouts.
- 7) Practical training and tests.
- 8) Pass/fail scores.

B. Team Structure, Skills & Qualification in the Worksite:

- 9) Available team staff/approved structure.
- 10) TL Basic leadership, instruction techniques, supervision/command and control technical knowledge.
- 11) Deminers, DC and DPDC course certificate or other evidence.
- 12) Task or site operational plan.
- 13) Field Risk Assessment.

C. Site Briefing (Specific information):

- 1) Mine or ERW history and background.
- 2) Land right/dispute issues.
- 3) Type of mine / ERW.
- 4) Identification of the most probable location of contaminated parts on the map.
- 5) Size of most probable contaminated area.
- 6) Task planning to show TS, clearance parts and deployment of assets appropriately.
- 7) Task relevant information:
 - a) Hazard density in the task (1-mine or ERW per X sqm).
 - b) Fragment density in the task (no of frag/per 1sqm).
 - c) Achievements Vs task planned or set target.
 - d) Depth of mines found.
- 8) Safety brief by team command group.
- 9) Record of communities' involvement and their priorities.

D. Site Set up:

- 1) Control markers.
- 2) Control point.
- 3) Base line and starting point.
- 4) Access lanes (if required).
- 5) Test box/ balance box.
- 6) MDDs warm up area.
- 7) Explosive/accessory storage area and onsite CDS.
- 8) Equipment storage area.
- 9) Rest area.
- 10) Parking area.

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- 11) Toilets and restroom.
- 12) Wastage disposal area.

E. On Site Documentation:

- 1) Task dossier including tasking order.
- 2) Attendance sheet.
- 3) TL /SL daily operations log.
- 4) Visitors' log and QA monitoring and QC record.
- 5) Explosives' usage record.
- 6) CASEVAC drill record.
- 7) Team members blood group record.
- 8) Medical/casualty evacuation plan/map.
- 9) Community request, liaison record.
- 10) SOPs and organization's instructions.

F. Command and control:

- 1) Provision of daily briefing by command group and appropriate deployment of deminers.
- 2) Communication between team members and office.
- 3) Management of site set up and availability of required tools and equipment in the site.
- 4) Shortage of equipment reported to office.
- 5) Visibility of team members from the control point.
- 6) Availability of medical/emergency support as per standards.
- 7) ⁵Availability of ambulance in reasonable proximity.
- 8) Practice of CASEVAC.
- 9) Updated team attendance and site logs.
- 10) Suitable transportation facilities and appropriateness of legal documents (vehicle, driver).
- 11) Effective deployment and utilization of demining assets to accomplish the task.
- 12) Use of PPE and visor by team members and visitors.
- 13) Deminers' discipline and application of directive of SL/TL.
- 14) Control of unsafe acts and behavior of the deminers/operators.
- 15) Call out of command group in case of breach of safety.
- 16) Level of supervision.
- 17) Appropriate use of demining assets and tools, Manual, MDD and Machine.

2.2.2 Task Execution and Operations:

A. Non-Technical Survey (NTS):

- 1) Source of Information.
- 2) Validity of Information.
- 3) Impact of presence of mine and ERW on the community.
- 4) Priority of the task in consultation with communities, stakeholders and DMAC.
- 5) Size of Task.
- 6) Difference between previous NTS report and fresh NTS.
- 7) Reporting of fresh NTS to DMAC.
- 8) Nature of contamination, depth and pattern of mines, any obstacles.
- 9) Community liaison, considering the priorities of the communities with gender

⁵ Reasonable proximity is defined as the ambulance arriving at the administration area for casualty evacuation, after alert of the accident, within a maximum of 5 minutes.

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consideration.

- 10) Land rights/dispute issues.
- 11) Classification of the area to High and Low threat.
- 12) Direct and indirect evidence.
- 13) Cancellation of area, size sqm.

B. Worksite Safety

- 1) Use of approved PPE and visors.
- 2) Serviceability of PPE and visors.
- 3) Safety distance between deminers during operations.
- 4) Medical/emergency support.
- 5) Communications within the team and HQ.
- 6) Presence of medic equipped with a standard medical kit.

C. Technical Survey and Clearance:

- 1) Control markers.
- 2) Baseline marking.
- 3) Boundary, cross lane, clearance lane marking.
- 4) Other necessary markings; (start of clearance lane, demolition, QC, close of the lane)
- 5) Cross lanes/investigatory lanes targeted or systematic investigation.
- 6) Use of appropriate demining assets.
- 7) Classification of HTA, size, and possible location of hazards.
- 8) Classification of LTA and size of the area, justification.
- 9) Reduction, size and location, Verification area, size, and location.
- 10) "No evidence of" hazards.
- 11) Appropriateness and reasonability of classification of the area and the type of TS undertaken (targeted or systematic).
- 12) Use of detectors.
- 13) Detector capability as per found/anticipated mine/ERW and depth of hazards.
- 14) Detector battery and power.
- 15) Detector calibration and ground compensation and usage of standard test piece.
- 16) Detectors' confirmation test and record.
- 17) Demining tool kit.
- 18) Prodding/excavation tools and usage.
- 19) Method of clearance drill (signal picking, metal free, full excavation).
- 20) Vegetation removal.
- 21) Dealing with obstacles.
- 22) Pulling drill.
- 23) BAC surface clearance.
- 24) BAC sub-surface clearance and use of appropriate detectors.
- 25) Control demolition, onsite, CDS.
- 26) ERW items categorization as safe to move and unsafe to move.
- 27) Appropriateness of CDS.
- 28) CDS management before, during and after demolition.
- 29) Mechanical Operations:
 - a) Machine accreditation license and armoring situation.
 - b) Type and use of machine.
 - c) Type of operations, processing, verification, preparation.
 - d) Suitability and appropriateness of machine to the work site.
 - e) Appropriate follow up system.

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- f) Clearance depth of machine attachment as per the depth of mines.
 - g) Removal of obstacles.
 - h) Operator control of machine and communication with command group.
 - i) Output of machine as per SoW.
 - j) Deployment of the machine as per SOPs.
 - k) Suitable control point for supervision of mechanical operations.
- 30) MDD Operations:
- a) License of MDD and its handler.
 - b) Wind strength (at ground level) and temperature.
 - c) MDD Medical checkup.
 - d) MDDs drinking water and shadow.
 - e) Relation of the handler with MDD.
 - f) Warming up at the beginning of operations and using items as per SOPs.
 - g) Suitability of area for MDD operations, vegetation, obstacles, and slope.
 - h) Type of operations (reduction, verification, QC, creating cross lanes).
 - i) Type of search (long/short leash).
 - j) Sniffing and detection capability.
 - k) Ground disturbance during indication.
 - l) Indication marking and processing.
 - m) Post operations daily training record.
 - n) Daily training area after operations and type of targets.
 - o) Health and hygiene in the kennels.
 - p) Record of medical checkup.
 - q) Available veterinary support.
 - r) Knowledge of MDD limitations.
- 31) EOD Operations:
- a) Search Method, Visual or Instrument use.
 - b) Use of machinery.
 - c) Hazard ordnance classification skills of EOD operators, Safe/un-safe to move.
 - d) Loading of hazardous items into vehicle.
 - e) CDS and final disposal operations.
 - f) Bulk demolitions.
 - g) EOD qualification level of authorized staff for demolition.
 - h) Communication with NGO HQ, DMAC, UNMAS and local authority.
 - i) Post demolition procedures.
- 32) Explosive Management:
- a) Handling and transportation.
 - b) Explosive records.
 - c) Storage in worksite.
 - d) Storage in temporary bunker at base camp or sites.
 - e) Explosive storage in field bunkers, bunker condition, explosive conditions.
 - f) Warning signs and guards.
 - g) Management of FFE mines/UXO, inventory and records.
- 33) Environmental Aspects.
- a) Watercourse contamination or barriers.
 - b) Vegetation burning procedure and preparations.
 - c) Solid waste management at the sites.
 - d) Base camp and waste management (toxic waste, human waste and excess water).

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- e) Fuel storage and handling.
- f) Protection of livestock and wildlife.
- g) Preservation of cultural resources aspects.
- h) Human remains and mass graves.
- i) Noise and dust to the communities and neighbors.
- j) Environmental awareness of the staff.

D. Task completion, handing over and reporting:

- 1) Marking of completed task as per SNMASs and SOPs requirements.
- 2) Mapping and navigation.
- 3) Site documentation including IMSMA standard forms.
- 4) Photographs before, during and after the operations.
- 5) Progress analysis and reporting.
- 6) Conduct and record of QC.
- 7) Involvement of communities, DMAC regional office and local authority.
- 8) Acceptance of the whole task by the communities and beneficiaries.
- 9) Ensuring that the land release has not contributed to land dispute issues.

2.3. Explosive Ordnance Risk Education

2.3.1 Structure, Availability of Resources, and Level of Preparation for EORE Delivery:

- 1) Availability of staff as per the project proposal and their technical knowledge.
- 2) Availability of EORE standard training package (Trainers' Kit).
- 3) Availability of plan of EORE delivery as per project proposal and organization SOPs, including communities list.
- 4) Availability and use of required teaching aid materials⁶.
- 5) Availability of adequate EORE materials for distribution.
- 6) Availability of health facilities' list and/or knowledge of their locations.

2.3.2 Accountability and Involvement of Affected Communities and Target Audience:

- 1) Community and audiences' involvement and consultation before and during the EORE delivery.
- 2) Pre EORE-Assessment through the community mapping.
- 3) Are the pre EORE assessment findings addressed through EORE sessions?
- 4) Community and audiences' feedback about EORE delivery.
- 5) Community and audiences' understanding about the risk of EO in their village and nearby areas.
- 6) Do they understand where and to whom they will report if they face EO?
- 7) Does the EORE match the community's and audiences' priorities and needs?
- 8) Is the EORE needs assessment conducted?
- 9) Are the findings of EORE needs assessment considered in EORE sessions?
- 10) Is the at-risk group of people identified and educated?
- 11) Are the community people and audiences happy or satisfied or dissatisfied or provide no feedback or comments about EORE delivery?
- 12) What are the main changes in people understanding of EO compared to findings of Pre-EORE-Assessment?

2.3.3 EORE Delivery and reporting:

- 1) Communication skills of EORE trainer in terms of speaking local language, voice tone, listening and ability to answer questions.
- 2) EORE team understanding about their related EORE SOPs.
- 3) Appropriateness of EORE session venue in terms of ventilation, weather condition and noise.
- 4) Participation and encouragement of audiences by trainer.
- 5) Available audience from at risk group and targeted beneficiaries.
- 6) Covering necessary topics during EORE session:
 - a) Introduction and objective of the session.
 - b) Dangers and effects of Mine and ERW.
 - c) Types of Mine and ERW with different colours, shapes, and sizes.
 - d) Difference between mine and ERW.
 - e) Safe and Risky behavior.

⁶Audio/video, posters, activity cards, loudspeaker, leaflets and EORE notebooks

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- f) Action on coming across a mine/ERW?
- g) What to do in case of mine/ERW incident?
- 7) Ability to link lessons with community situations.
- 8) Appropriateness of the duration of the session, time balance, and sequence of topics.
- 9) Use of appropriate methodology⁷ as per project proposal and IPs SOPs.
- 10) Available mine/ERW official and local danger signs and marking samples in encashment centers.
- 11) Appropriate layout of encashment centre including the venue for lecture and direct presentation, an exhibition of mock hazards, TV room with adequate seats.
- 12) Familiarity to use standard IMSMA forms and geo-tag pictures for reporting.
- 13) Record and evidence of visits to health facilities for victim data collection.
- 14) Awareness and liaison with communities about other mine action interventions.
- 15) EORE trainer asks the audience about any new mine ERW incident and casualty.
- 16) EORE trainer asks the audience about suspected hazardous areas/devices.

2.4. Victim Assistance

2.4.1 Number of Staff, Resources, and Level of Preparation for VA Services Delivery:

- 1) Available staff and facilities as per project proposal.
- 2) Available plan of VA services delivery, specification, and type of the project.
- 3) Liaison with government, Public Health state ministries, and other stakeholders.
- 4) Identification of EO victims and survivors, number and types of disabilities within communities, identification of target beneficiaries.
- 5) Level of communication with target beneficiaries and service providers.

2.4.2 Execution of VA Projects:

- 1) Survey and Assessment of Civilian Accidents.
 - a) Date and time of accidents and response by related organization.
 - b) Number of people/families affected and surveyed properly.
 - c) Appropriate response plan and implementation.
 - d) Referral for follow-up Assistance.
- 2) Physical Rehabilitation:
 - a) Physiotherapy services.
 - b) Provision of Orthotics, Prosthetic, movement aids.
- 3) Psychological counseling and peer support.
- 4) Social inclusion:
 - a) Community acceptance of the EO survivors.
 - b) Integration of EO survivors in the community.
- 5) Inclusive Education (IE):
 - a) Integration of RE messages in schools.
 - b) School-based IE for school teachers.

⁷ Lecture and direct presentation, question/answer, Focus Group Discussion, Brainstorming, Small Group Activity, Role Play, use of audio/video.

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- c) School-based IE for parents.
- 6) Special Education:
 - a) School-based brail training for teachers.
 - b) School-based sign language training for teachers.
- 7) Economical reintegration:
 - a) Are the vocational training courses designed per EO survivors' and victims' needs?
 - b) Are the training courses on marketing appropriate to the needs and requirements?
 - c) Are the EO victims and survivors consulted about the microeconomic integration packages?
 - d) Are they happy with the commodities delivered to them?
 - e) Are the economic reintegration, revolving loans appropriately and accepted by the beneficiaries?
- 8) Advocacy for the Rights of EO Victims and Survivors:
 - a) Workshops, Meetings, Round table discussions.
 - b) Are they effective?
- 9) Physical accessibility
 - a) Ramps construction
 - b) Adaptation of doors and toilets for the use of Persons with Disabilities.

2.4.3 Accountability and Involvement of VA Beneficiaries:

- 1) Are the VA beneficiaries involved and consulted before and during the VA project implementation?
- 2) VA beneficiaries' feedback about the VA project and MEI assistance package delivery.
- 3) VA beneficiaries' understanding about the VA assistance MEI assistance packages.
- 4) Are the assistance packages matching with the priorities and needs of EO survivors and victims'?
- 5) Are the needs of EO victims and survivors assessed?
- 6) Are the assistance packages designed according to their needs?
- 7) Are the VA beneficiaries satisfied or dissatisfied with the quality and quantity of assistance they received?

