

SLNMAS 01

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Introduction to the Sri Lanka National Mine Action Standards (SLNMAS) and Mine Action Terms and Definitions

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Warning

This document is current with effect from the date shown on the cover page. As the Sri Lankan National Mine Action Standards (SLNMAS) are subject to regular review and revision, users should consult the Sri Lankan National Mine Action Centre.

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Foreword

The Sri Lankan National Mine Action Standards (SLNMAS) are essential to enable the Sri Lankan National Mine Action Centre (SLNMAC) staff to plan and assess the conduct of Mine Action (MA) tasks within the Country. The aim of this document is to provide humanitarian mine/UXO clearance and Mine Risk Education (MRE) organisations operating in Sri Lanka with a reference for the conduct of field operations. It has been produced using experiences gained locally, and it incorporates lessons and best practices learned in other theatres world-wide.

This document is not intended to replace or replicate Standing Operational Procedures (SOP) produced by organisations undertaking mine action activities in Sri Lanka, nor do they absolve any such organisations from the responsibility to produce their own SOP. Conversely, these SLNMAS are intended to be used as an aid in developing SOP, by detailing the minimum standards and accepted methods for conducting MA operations in theatre. They also provide the benchmark for comparing the SOP of organisations requesting accreditation to operate in Sri Lanka.

Variations in procedure and different methods of operation are to be expected amongst the different organisations in theatre. Therefore, the SLNMAS provide an example of practices accepted by the SLNMAC, and provide a basis for comparison during the accreditation process. However, organisations that do not conform to the minimum Standards outlined in this document will not be accredited to work in the Country.

This document is designed to be a “living” document. The procedures and practices will be continually reviewed in order to ensure they remain relevant to the current mine situation, and keep up with advances in technology.

Where necessary this document meets and exceeds those minimum standards set out in the International Mine Action Standards (IMAS) and should be read, at all times, in conjunction with that publication. These SLNMAS take precedence over IMAS, however, if a National standard has not been developed, the extant IMAS will be considered as the guiding principle for that specific area of mine action.

The National Steering Committee for Mine Action (NSCMA) has a general responsibility for enabling and encouraging the effective management of mine action programmes, including the development and maintenance of National standards.

The work of preparing, reviewing and revising these standards will be conducted by a technical committee, with the support of international, governmental and non-governmental organizations.

SLNMAS will be reviewed at least every year to reflect developing mine action norms and practices, and to incorporate changes to international regulations and requirements.

THE SECRETARY, MINISTRY OF ECONOMIC DEVELOPMENT

DATE

Introduction

Sri Lanka is significantly contaminated by mines and explosive remnants of war (ERW) resulting from over two decades of armed conflict between the Government and the Liberation Tigers of Tamil Eelam (LTTE). According to Sri Lanka's Information Management System on Mine Action (IMSMA), since 1985, mines/unexploded ordnance (UXO) have caused 223 civilian deaths and injured 1162 civilians. The Jaffna district has reported the highest numbers of mine/ERW related deaths and injuries due to higher levels of armed conflict, post-conflict resettlement and population density. Apart from the physical disabilities, trauma and economic losses sustained by mine victims, mine/UXO contamination adversely impacts entire communities in the north and east of Sri Lanka. The threat of mines/UXO seriously impedes resettlement of Internally Displaced Persons (IDP), infrastructure reconstruction, livelihood development, provision of social services and return to normal life in conflict affected areas.

Both the Government and the LTTE deployed anti-personnel mines and to a lesser extent anti-vehicle mines. The Security Forces used Claymore mines, anti-vehicle mines and anti-personnel mines generally (Chinese type 72, Italian VS50 and Pakistani P4), while the LTTE used Claymore, anti-vehicle mines, and anti-personnel Jony mines and improvised explosive devices. These mines together with many UXO remaining in areas where high-intensity battles have taken place have obstructed Sri Lanka's conflict recovery process.

From June 2002 until January 2009, a cumulative total of 166.5 square kilometers was cleared of mines and UXO in the north and east of Sri Lanka covering 10 districts: Ampara, Anuradhapura, Batticaloa, Jaffna, Kilinochchi, Mannar, Mullativu, Polonnaruwa, Trincomalee and Vavuniya. Based on limited scale Technical Surveys conducted between 2002 and 2006, the remaining mine/UXO contaminated area to be cleared currently stands at 18.3 square meters. However, the full extent of Sri Lanka's mine/UXO contamination problem has not been determined. Observations suggest that since the resumption of conflict in mid-2007 and the abrogation of the Ceasefire in January 2008 that the actual area contaminated with mines, UXO and Improvised Explosive Devices (IED) vastly exceeds existing records of contamination. Mine action is an essential first step toward achieving Sri Lanka's priorities for resettling IDPs and reconstructing its war-torn areas.

The national mine action programme was formally initiated in 2002 with the support of UNDP, UNICEF, international non-governmental organizations (INGOS), local non-governmental organizations (LNGO) and donors after the Government and the LTTE signed a Cease-Fire Agreement in February 2002. The Government established the National Steering Committee for Mine Action (NSCMA) and District Steering Committees at the provincial level to oversee mine action under the authority of the Ministry of National Building and Estate Infrastructure Development (MNBEID). The current members of the NSCMA include representatives of government ministries and entities such as Nation Building, Resettlement, Defense Foreign Affairs and the SLA, as well as representatives of the UN, donors, INGOs and LNGOs. UNDP has been providing support to the programme through the establishment of District Mine Action Offices (DMAOs) to carry out tasking and quality assurance of the mine action operators. UNICEF is working with several LNGOs to provide mine risk education (MRE) to the populations living in contaminated areas. Donors have been directly funding several INGOs and LNGOs to carry out survey and mine clearance work in the north and eastern parts of the country.

The Sri Lanka Mine Action Programme operates under the leadership of the National Steering Committee on Mine Action (NSCMA) chaired by the Ministry of Nation Building and Development which provides overall guidance to the programme, with District Mine Action Offices (DMAO) and District Steering Committees (DSC) managing the operational coordination in the mine-affected districts. The UNDP Project is designed to support coordination at the district level, strengthen national institutions and build capacity of national counterparts with the goal of a fully nationally managed coordination structure and minimal external support by the end of the project.

The term 'mine action' refers to those activities, which, together, aim to reduce the social, economic and environmental impact of landmine contamination. These activities comprise mine risk education, demining¹, victim assistance, advocacy to stigmatise the use of landmines and support of a total ban on anti-personnel landmines, and stockpile destruction. However, mine action and its constituent activities cannot be addressed in isolation as there is significant overlap with complementary humanitarian and developmental programmes, and in some cases with peacekeeping and peace support operations. Mine action requires management planning at global, national and local levels, and involves international, national, commercial, NGO and military stakeholders operating under a variety of conditions. Thus it is not possible, nor is it desirable, to establish a unique set of criteria which alone define mine action standards and guidelines. Instead, it is necessary to identify a framework of standards and guidelines which, together, harmonise the manner in which activities and tasks are conducted by the different organizations and agencies involved. *Sri Lankan National Mine Action Standards* (SLNMAS) provide this framework of standards and guidelines.

¹ Includes technical survey, mapping, mine and UXO clearance, marking, post clearance documentation and sampling and the handover of cleared land. (See SLNMAS 04.10 for the full definition).

Introduction to the Sri Lanka National Mine Action Standards (SLNMAS) and Mine Action Terms and Definitions

1. Scope

This document defines the role of SLNMAS, and establishes the guiding principles for their proper and appropriate use by local authorities, international organizations, donors and organizations involved with the planning and implementation of mine action activities at headquarters and field level.

2. Purpose of Sri Lankan National Mine Action Standards

The SLNMAS assists mine action agencies to establish their own SOPs by establishing a frame of reference, which can be used, or adapted for use, as a standard. SLNMAS should be used to provide the basis for the development of legal contracts between donors and implementing organisations.

The SLNMAS are not themselves SOPs. They do not define the way in which mine action requirements are to be achieved in the field - that is covered in local SOPs, rules, instructions and codes of practice.

The SLNMAS have been developed to improve safety and efficiency in mine action by providing guidance, by establishing principles and, in some cases, by defining national requirements and specifications². They provide a frame of reference which encourages the sponsors and managers of mine action programmes and projects to achieve and demonstrate agreed levels of effectiveness and safety. They provide a common language, and recommend the formats and rules for handling data which enable the accurate and timely exchange of important information.

The SLNMAS also provides a suitable medium for informing the mine action community of existing international regulations, conventions, treaties and standards which impact on mine action, particularly those referring to basic human rights, clearance requirements, hazard marking and general safety issues.

3. Conformance

Organisations that do not conform to the standards outlined in this document shall not be accredited to work within the Sri Lankan Mine Action Programme. Additionally, accredited mine action organisations that do not continue to comply and adhere with the terms of their accreditation i.e. continue to apply the standards and details of accredited SOPs; may have their accreditation suspended or removed.

The following terms used throughout this document indicate specific levels of obligation:

- 'Shall' is used to indicate a 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.

4. Amendments to the SLNMAS

Amendments needed to be made to the SLNMAS shall be forwarded to the SLNMAC who shall be responsible for reviewing the suggested amendment and recommendation to the NSCMA.

² In this case, national requirements and specifications refers to those conventions, international agreements, international ISO standards etc that have already been agreed to by the Government of Sri Lanka.

5. Glossary of mine action terms, definitions and abbreviations

This Glossary provides a summary of the terms, definitions and abbreviations used in mine action. If two or more alternative definitions are in common use, then both are given in this glossary.

This Glossary is taken direct from the current edition of IMAS and provides a summary of the mine action terms, definitions and abbreviations used in mine action. If two or more alternative definitions are in common use, then both are given in this glossary.

All of the terms listed within this glossary may not have been used in the SLNMAS. They are however included should the requirement to include them in the drafting of mine action organisations SOPs or other documentation arise.

When a term listed in this glossary has been used within the NTSG it is not generally accompanied by the definition. For purposes of clarity and conformity this glossary should be referred to at these times.

All mine action organisations are requested to apply these principals during the compilation of SOPs, referring to an activity, task or other or when the need to refer to the relevant term is required.

abandoned cluster munitions (2009)

cluster munitions or explosive submunitions that have not been used and that have been left behind or dumped, and that are no longer under the control of the party that left them behind or dumped them. They may or may not have been prepared for use. (CCM)

Abandoned Explosive Ordnance (AXO) (2005)

explosive ordnance that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned explosive ordnance may or may not have been primed, fuzed, armed or otherwise prepared for use. (CCW protocol V)

acceptance (2005)

the formal acknowledgement by the **sponsor**, or the sponsor's nominated representative that the **equipment** meets the stated requirements and is suitable for use in **mine action** programmes. An acceptance may be given with outstanding caveats.

access lane

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

accident

an undesired event which results in **harm**.

Note: Modified from definition in OHSAS 18001:1999.

accreditation (2009)

the procedure by which a **mine action organization** is formally recognised as competent and able to plan, manage and operationally conduct mine action activities safely, effectively and efficiently.

Note: For most mine action programmes, the **NMAA** will be the body which provides accreditation. International organisations 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 organisations. 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.

accreditation body

an organisation, normally an element of the **NMAA**, responsible for the management and implementation of the national **accreditation** system.

advocacy

in the context of mine action, the term refers to..... public support, recommendation or positive publicity with the aim of removing, or at least reducing, the **risk** from, and the **impact** of, **mines** and **ERW**.

agreement (2004)

an alternative term for a contract. An agreement includes all the crucial elements of a **contract**.
Note: Definition when used in a legal sense.

all reasonable effort (2009)

describes what is considered a minimum acceptable level of effort to identify and document **hazardous areas** or to remove the presence or suspicion of **mines/ERW**. All reasonable effort has been applied when the commitment of additional resources is considered to be unreasonable in relation to the results expected.

Amended Protocol II (APII)

Amended Protocol II (APII) to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which May be Deemed to be Excessively Injurious or to have Indiscriminate Effects (CCW).

Note: It prohibits the use of all undetectable **anti-personnel mines** and regulates the use of wider categories of **mines, booby-traps** and other devices. For the purposes of the IMAS, Article 5 lays down requirements for the **marking** and **monitoring** of **mined areas**. Article 9 provides for the recording and use of information on **minefields** and mined areas. The Technical Annex provides guidelines on, inter alia, the recording of information and international signs for minefields and mined areas.

ammunitions

see **munition**

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. [APMBC]

Anti-Personnel Mine Ban Convention (APMBC)

Ottawa Convention
Mine Ban Treaty (APMBC)

Note: Provides for a complete ban on the use, stockpiling, production and transfer of anti-personnel mines (**APMs**) and on their destruction. For the purposes of **IMAS** documents, Article 5 of the APMBC lays down requirements for the destruction of APMs in mined areas. Article 6 details transparency measures required under the Treaty including information on the location of mined or suspected **mined areas** and measures taken to warn the local population.

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 APM as a result of being so equipped. [APMBC]

applied research

research focused at clearly defined problems and market opportunities.

Note: Its principal purpose is to establish the feasibility of applying technology to solve a clearly defined problem, within defined parameters such as cost, time and **risk**.

armed (2009)

the state of a **mine** or **explosive ordnance** when all elements of the fuzing train are in line and capable of initiation/firing by applied energy.

audit (2006)

an assessment of the adequacy of management controls to ensure the economical and efficient use of resources; the safeguarding of assets; the reliability of financial and other information; the compliance with regulations, rules and established policies; the effectiveness of risk management; and the adequacy of organisational structures, systems and processes.

battlefield (2007)

refers to an area in which **ERW** including **UXO** and **AXO** have been found. This may include former **battle areas**, defensive positions and sites where air delivered or artillery **munitions** have been left, fired or dropped.

Battle Area Clearance (BAC) (2005)

the systematic and controlled clearance of hazardous areas where the hazards are known not to include **mines**

benchmark (2004)

*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**.

Bomb Live Unit (BLU) (2004)

part of the nomenclature of a type of submunition e.g. BLU 26 or BLU 97.

bomblet

see **submunition**.

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. [AAP-6]

boundary lane

a **cleared lane** around the perimeter of a **hazardous area**.

box (2005)

a squared area that is developed for the purpose of being searched by **MDDs**.

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

briefing area (2004)

*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**.

burning site (2005)

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

cancelled area (2009)

an area of land previously recorded as a **hazardous area** which subsequently is considered, as a result of **non-technical** and **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 from non-technical I 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.

CCM (the 2008 Convention on Cluster Munitions) (2009)

the CCM prohibits all use, stockpiling, production and transfer of Cluster Munitions. Separate articles in the Convention concern assistance to victims, clearance of contaminated areas and destruction of stockpiles.

CCW (the 1980 Convention on Certain Conventional Weapons) (2007)

The 1980 Convention on Conventional Weapons

Note: The 1980 Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May be Deemed to be Excessively Injurious or to Have Indiscriminate Effects as amended on 21 December 2001. It has five parts, or "protocols." Only two of them are related to mine action. **Amended Protocol II** deals with landmines, booby-traps and other devices, and **Protocol V** deals with the problem of explosive remnants of war (ERW).

CEN (Committee European Normalisation)

CEN is the European Committee for Standardisation.

Note: The mission of CEN is to promote voluntary technical harmonisation in Europe in conjunction with worldwide bodies and its European partners. European standards (referred to as EN (Europe Normalisation)) form a collection which ensures its own continuity for the benefit of users.

CWA (CEN Workshop Agreement) (2007)

an agreement developed by a CEN Workshop, which reflects the consensus of identified individuals and organizations responsible for its contents.

certification committee

a committee appointed by UNMAS to regularly review compliance of the **impact** component of the **GMAA** process with the UN certification guidelines based on the reports of the UN **quality assurance** monitor from the field.

Note: Acceptance of the findings of the impact component of the GMAA of a specific country by the international community is dependent on its certification by the UN certification committee.

clearance (2009)

*in the context of mine action, the term refers to tasks or actions to ensure the removal and/or the destruction of all **mine** and **ERW** hazards from a specified area to the specified depth.*

cleared area

cleared land (2004)

an area that has been physically and systematically processed by a **demining organisation** to ensure the removal and/or **destruction** of all **mine** and **ERW hazards** to a **specified depth**.

Note: IMAS 09.10 specifies the **quality system** (i.e. the organisation, procedures and responsibilities) necessary to determine that land has been cleared by the demining organisation in accordance with its contractual obligations.

Note: Cleared areas may include land cleared during the **technical survey** process, including **boundary lanes** and **cleared lanes**.

cleared lane

safety 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.

Cluster Bomb Unit (CBU)

an expendable aircraft store composed of a dispenser and **sub-munitions**. [AAP-6]
a bomb containing and dispensing sub-munitions which may be **mines** (anti-personnel or anti-tank), penetration (runway cratering) bomblets, fragmentation bomblets etc.

cluster munition (2009)

Note: The following definition of cluster munition is for political purposes as defined in the CCM. From a technical point of view cluster munitions are included in the overall definition of **ERW**.

Cluster munition refers to a conventional munition that is designed to disperse or release explosive submunitions each weighing less than 20 kilograms, and includes those explosive submunitions.

(CCM) It does not include the following:

- a) a munition or submunition designed to dispense flares, smoke, pyrotechnics or chaff; or a munition designed exclusively for an air defence role;
- b) a munition or submunition designed to produce electrical or electronic effects;
- c) a munition that in order to avoid indiscriminate area effects and the risks posed by unexploded submunitions, has all of the following characteristics:
 - i. each munition contains fewer than 10 explosive submunitions;
 - ii. each explosive submunition weighs more than four kilograms;
 - iii. each explosive submunition is designed to detect and engage a single target object;
 - iv. each explosive submunition is equipped with an electronic self-destruction mechanism;
 - v. each explosive submunition is equipped with an electronic self deactivating feature;

cluster munition contaminated area (2009)

an area known, or suspected, to contain cluster munition remnants. (CCM)

collaboration

*in the context of **mine action equipment procurement**, the term refers to.... an activity which applies solely to the procurement of common **equipment** by two or more organisations.*

Commercial off the Shelf (COTS)

*in the context of **mine action equipment procurement**, the term refers to.... an **equipment** that is available direct from the manufacturer and requires no further development prior to introduction into service apart from minor modifications.*

commonality

*in the context of **mine action equipment procurement**, the term refers to.... a state achieved when groups of individuals or organisations use common procedures and/or **equipment**.*

community liaison

community mine action liaison (2009)

liaison with men and women in **mine/ERW** affected communities to exchange information on the presence and **impact** of mines and ERW, create a reporting link with the **mine action** programme and develop **risk reduction** strategies. Community liaison aims to ensure that the different community needs and priorities are central to the planning, implementation and **monitoring** of mine action operations.

Note: Community liaison is based on an exchange of information and involves men, women, boys and girls in the communities in the decision making process, (before, during and after **demining**), in order to establish priorities for mine action. In this way mine action programmes aim to be inclusive, community focused and ensure the maximum involvement of all sections of the community. This involvement includes joint planning, implementation, monitoring and **evaluation** of projects.

Note: Community liaison also works with communities to develop specific interim safety strategies promoting individual and community behavioural change. This is designed to reduce the impact of mines/ERW on individuals and communities until such time as the **hazard** is removed.

compatibility

*in the context of **mine action equipment procurement**, the term refers to.....* the capability of two or more components or sub-components of **equipment** or material to exist or function in the same environment without mutual interference.

concept formulation

the first stage in the **procurement** process, and covers the period of the emergence of the idea to the initial SON.

Confirmed Hazardous Area (CHA) (2009)

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

contaminated area (2009)

*in the context of **mine action**, the term refers to* an area known or suspected to contain **mines** and, or **ERW**.

contract (2009)

a formal legally binding agreement with specific terms between two or more entities in which there is a promise to do something in return for a valuable benefit known as a consideration.

contractor (2009)

any organisation (governmental, non-government or commercial entity) contracted to undertake a mine action activity. The organisation liable under contract responsible for the conduct of the overall contract is referred to as the „prime contractor“. Other organisations or parties the prime contractor engages to undertake components of the larger contract are referred to as „sub-contractors“. Sub-contractors are responsible to the prime contractor and not to the principal.

control area or point (2004)

all points or areas used to control the movements of visitors and staff on a **demining worksite**.

cost-effectiveness

an assessment of the balance between a system“s performance and its whole life costs.

cost-plus contract (2004)

a contract in which the contractor is reimbursed all costs incurred in undertaking a specific scope of work and is paid an additional lump sum or fixed percentage of the reimbursable costs.

critical non-conformity (2004)

the failure of a 1.0m² unit of land during **inspection** to meet the stated **clearance** requirements. IMAS identifies two types of critical non-conformities:

- a) the discovery of a mine or ERW; and
- b) other critical non conformities as defined by NMAA.

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).

Defined Hazardous Area (DHA)

(2009)

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

deflagration (2009)

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 (AOP 38)].

demilitarisation (2009)

the act of removing or otherwise nullifying the military potential of a munition. Demilitarization is a necessary step for military items prior to their release into a non-military setting (AOP 38). the process that renders **munitions** unfit for their originally intended purpose.

deminer (2009)

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

demining

humanitarian demining

activities which lead to the removal of **mine** and **ERW 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 organisations, 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.

demining accident

an **accident** at a **demining workplace** involving a **mine** or **ERW hazard** (c.f. **mine accident**).

demining accident response plan

a documented plan developed for each **demining workplace** which details the procedures to be applied to move **victims** from a **demining accident** site to an appropriate treatment or surgical care facility.

demining machine (2009)

*in the context of **mine action***, the term refers to a unit of mechanical equipment used in demining operations.

demining incident

an incident at a **demining workplace** involving a **mine** or **ERW hazard** (c.f. **mine incident**).

demining organisation

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

demining sub-unit (2004)

an element of a **demining organisation**, however named, which is operationally accredited to conduct one or more prescribed **demining** activities, such as **technical surveys**, manual **clearance**, **EOD** or the use of **MDD** teams.

demining worker (2009)

all employees, male and female, who work at a **demining worksite**.

demining worksite (2004)

any workplace where **demining** activities are being undertaken.

Note: Demining worksites include workplaces where survey, **clearance** and **EOD** activities are undertaken including centralised disposal sites used for the destruction of mines and ERW identified and removed during clearance operations.

Note: Survey, in relation to a demining worksite includes general survey undertaken to identify mine and ERW hazards and hazardous areas.

demolition (dml)

destruction of structures, facilities or material by use of fire, water, **explosives**, mechanical or other means (AAP 6).

demolition ground (2004)

an area authorised for the **destruction** of **munitions** and **explosives** by **detonation**.

destroy (destruction) in situ

blow in situ.

(2009)the **destruction** of any item of ordnance by **explosives** without moving the item from where it was found, normally by detonating an **explosive** charge alongside.

destruction (2004)

the process of final conversion of **munitions** and **explosives** into an **inert** state whereby they can no longer function as designed.

destruction organisation (2004)

refers to any organisation (government, military or commercial entity) responsible for implementing **stockpile destruction** projects or tasks. The destruction organisation may be a prime contractor, subcontractor, consultant or agent.

detection (2004)

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

detonator

a device containing a sensitive **explosive** intended to produce a **detonation** wave. [AAP-6]

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.

dispenser (2009)

a container or device which is used to carry and release submunitions (AAP-)

disposal/destruction site (2009)

an area authorised for the destruction of **munitions** and **explosives** by **detonation** and/or burning.

DNT (Dinitrotolulene) (2005)

a residual product of **TNT** manufacture, and a breakdown product of TNT decay. Is normally present in varying amounts in any explosive device containing TNT. The vapour pressure of DNT is much higher than that of TNT, and under some conditions it may be easier to detect DNT than TNT.

donor (2009)

all sources of funding.

drill munition (2005)

an **inert** replica of a **munition** specifically manufactured for drill, display or instructional purposes.

durability

the ability of an item or material to continue to perform its required function under stated conditions as time progresses. Durability is a function of reliability with time.

Note: Durability involves resistance to degradation, corrosion, cracking, de-lamination, thermal shock, wear and the effects of foreign object damage.

efficiency (2009)

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**).

effectiveness (2009)

*in the context of **mine action evaluation**, the term refers to...* the extent to which the intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance.

ensemble

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

environment

surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation. [ISO 14001:2004 (E)]

environmental aspects

element of an organisation's activities or products or services that can interact with the **environment**. [ISO 14001:2004 (E)]

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).

environmental impact (2006)

any change to the **environment**, whether adverse or beneficial, wholly or partly resulting from an organisation's **environmental aspects**. [ISO 14001:2004 (E)]

Environmental Impact Assessment (EIA) (2007)

*in the context of **mine action**, the term refers to*the process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant environmental effects of **mine action** activities prior to decisions being taken and commitments made.

Environmental Management System (EMS) (2006)

part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects. [ISO 14001:2004 (E)]

environmental policy (2006)

overall intentions and direction of an organisation related to its environmental performance as formally expressed by top management. [ISO 14001:2004 (E)]

equipment

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

European Normalisation (EN) (2005)

See **CEN (Committee European Normalisation)**

evaluation (2009)

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.

Note: Definition when used in context of equipment test and evaluation.

an assessment, as systematic and objective as possible, of an on-going or completed project, programme or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, developmental efficiency, effectiveness, impact and sustainability. An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors.

Note: Definition from Principles for Evaluation of Development Assistance, Organisation for Economic Cooperation and Development, DAC, 1991.

a process that attempts to determine as systematically and objectively as possible the merit or value of an intervention.

Note: The word „objectively“ indicates the need to achieve a balanced analysis, recognising bias and reconciling perspectives of different stakeholders (all those interested in, and affected by programmes, including both male and female beneficiaries as primary stakeholders) through use of different sources and methods.

Note: Evaluation is considered to be a strategic exercise.

Note: Definition when used in relation to programmes. (*UNICEF Policy and Programming Manual*)

excavation (2009)

procedures employed in the process of **demining** whereby ground is removed to detect or confirm the presence of sub-surface **mines** and/or **ERW**.

explosive materials

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

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. [AAP-6]

Explosive Ordnance Disposal (EOD)

(2005)

the **detection**, identification, evaluation, **render safe**, recovery and **disposal** of EO. EOD may be undertaken:

- a) as a routine part of **mine clearance** operations, upon discovery of **ERW**;
- b) to dispose of ERW discovered outside **hazardous areas**, (this may be a single item of ERW, or a larger number inside a specific area); or
- c) to dispose of **EO** which has become hazardous by deterioration, damage or attempted **destruction**.

Explosive Remnants of War (ERW) (2005)

Unexploded Ordnance (UXO) and Abandoned Explosive Ordnance (AXO). (CCW protocol V).

explosives

a substance or mixture of substances which, under external influences, is capable of rapidly releasing energy in the form of gases and heat. [AAP-6]

explosive submunition (2009)

a conventional **munition** that in order to perform its task is dispersed or released by a **cluster munition** and is designed to function by detonating an explosive charge prior to, on or after **impact**. (CCM)

failed cluster munition

(2009)

a **cluster munition** that has been fired, dropped, launched, projected or otherwise delivered and which should have dispersed or released its **explosive submunitions** but failed to do so. (CCM)

failure

an event in which any system, **equipment**, components or sub-components does not perform as previously specified.

Note: Failures may be classified as to cause, degree, relevance, dependence and responsibility.

Feasibility Study (FS)

a study to establish the feasibility of the Statement of Tasks and Outputs (STO) in terms of technology, costs and time.

field editor

an individual whose main responsibility is to ensure accuracy, consistency, readability and clarity of the information gathered by enumerators in the field.

Note: The field editor must work closely with the survey teams in order to ensure that the review process is done shortly after the survey has been completed and while the teams are in the same general vicinity as the community being reviewed.

fixed price contract (2004)

a contract in which a **contractor** is paid a fixed price to undertake a specific scope of work or to provide a specific number of assets (demining teams, **MDD** teams or mechanical equipment) over an agreed time-frame. The fixed price covers the whole of the works, supplies and services to be provided by the contractor.

force majeure (2009)

a common clause in **contracts** which essentially frees both parties from liability or obligation when an extraordinary event or circumstance occurs that is beyond the control of the contracting parties,

Full Development (FD)

the procedure containing all of the engineering processes, **trials** and **tests** necessary to establish the final detailed design to enable full production to commence.

fuze

a device which initiates an **explosive** train. [AAP-6]

gender analysis (2009)

the study of the differences in men's and women's roles as well as their different access to and control over resources. It is a tool for improving the understanding of how the differences between men and women influence their opportunities and problems and can identify the challenges to participation in development. (IDRC¹)

gender equality (2009)

the equal rights, responsibilities and opportunities of men and women and implies that the interests, priorities and needs of both are taken into consideration equally.

gender mainstreaming (or mainstreaming a gender perspective) (2009)

refers to the process of assessing the different implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making the concerns and experiences of both women and men an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. (UNMAT 2005)

gender sensitive (2009)

A gender sensitive approach to mine action takes into consideration the different impact landmines have on men, women, boys and girls. The ultimate aim of gender sensitive mine action is to conduct mine action in such a way that respects and is based on gender equality (see gender equality).

General Mine Action Assessment (GMAA)

the continuous process by which a comprehensive inventory can be obtained of all reported and/or suspected locations of **mine** or **ERW** contamination, the quantities and types of **explosive**

hazards, and information on local soil characteristics, vegetation and climate; and assessment of the scale and **impact** of the landmine and ERW problem on the individual, community and country.

generic requirement

the performance and environmental characteristics which will be common to all planned uses of the proposed **equipment**.

georeferencing

a process whereby graphic coordinates or other indirect referencing codes are added to tabular data in order to allow simple comparison, compilation and analysis of disparate datasets based on common locations.

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.

ground preparation (2009)

preparing of ground in a **confirmed** or **defined hazardous area** by mechanical means by reducing or removing obstacles to clearance e.g. tripwires, 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.

group interview (2009)

the conduct of a formal interview with a group of **key informants**, both men and women, in an impacted community on what to survey within that community.

handover (2009)

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 an explosive hazard but which has subsequently had this suspicion removed, or reduced to a tolerable level, either through **non-technical survey**, **technical survey** or **clearance**.

handover certificate (2009)

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.

hardware

equipment with physical size and mass; as opposed to **software**.

harm

physical injury or damage to the **health** of people, or damage to property or the environment. [ISO Guide 51:1999(E)]

harmful event (2004)

occurrence in which a **hazardous situation** results in **harm**. [ISO Guide 51:1999(E)].

hazard

potential source of **harm**. [ISO Guide 51:1999(E)]

hazard (ous) area

contaminated area (2009)

a generic term for an area perceived to have **mines** and/or **ERW**.

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**.

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.

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**.

hazardous situation (2004)

circumstance in which people, property or the environment are exposed to one or more **hazards**. [ISO Guide 51:1999(E)].

health (2004)

in relation to work, indicates not merely the absence of disease or infirmity, it also includes the physical and mental elements affecting health, which are directly related to safety and hygiene at work. [ILO C155]

high risk area (2009)

an identifiable area that is typically mined in a **Confirmed Hazardous Area**, or an area that is described by a **non-technical survey** as being more likely to be mined, or contain **ERW** than others.

humanitarian demining

see **demining**. (In IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.)

impact (2009)

*in the context of **mine action**, the term refers to...the level of social and economic suffering experienced by the community resulting from the harm or risk of harm caused by mine and ERW hazards and hazardous areas.*

Note: **Impact** is a product of:

- a) the presence of mine/ERW hazards in the community;
- b) **intolerable risk** associated with the use of infrastructure such as roads, markets etc;
- c) intolerable risk associated with livelihood activities such as use of agricultural land, water sources etc; and
- d) number of victims of **mine** and **ERW incidents** within the last two years.

Note: *in the context of **mine action evaluation**, the term refers to the positive and negative, primary and secondary long-term effects produced by an intervention, directly or indirectly, intended or unintended. The term „final **outcome**“ may be substituted.*

impact free (2004)

a term applied to countries that may still have **mines** but where the **mined areas** are not having a negative socio-economic **impact** on communities, e.g. the mines may be in remote, marked and unpopulated areas.

Note: In most cases, “impact free” should be considered in a static sense (i.e. impact free at this point in time) because changes in socio-economic patterns may bring people into contact with mines/ERW that previously had no impact

impact survey (2009)

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.

IMSMA (Information Management System for Mine Action) (2007)

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

incident (2004)

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

inert

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

Note: An **inert munition** differs from a **drill** munition in that it has not necessarily been specifically manufactured for instructional purposes. The inert state of the munition 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 munition during manufacture prior to the filling or fitting of explosive or hazardous components and substances.

informal demining (2009)

self-supporting **mine** and/or **ERW clearance** and **hazardous area** marking, normally undertaken by local inhabitants, on their own behalf or the behalf of their immediate community. Often described as a *self-help initiative or spontaneous demining*, informal demining usually sits outside or in parallel with formal mine action structures, such as *demining* undertaken by militaries or *humanitarian demining* such as is supported by the UN, international and national non-governmental organisations, private enterprise and governments, among others.

Note: Informal demining is sometimes referred to as "village demining".

inspection (2004)

the observation, measurement, examination, testing, **evaluation** or gauging of one or more components of a product or service and comparing these with specified requirements to determine conformity.

inspection body

an organisation which conducts post-clearance **QC** on behalf of the **NMAA** by applying random **sampling** procedures, or other appropriate and agreed methods of **inspection**.

insurance (2009)

an arrangement for financial compensation in the event of damage to or loss of (property, life of a person) to an individual or organization 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.

Note: Such insurance need not necessarily have to be arranged through an insurance broker or company, unless otherwise required by contractual arrangements. Self insurance (under-writing) schemes, provided they are formally constituted on accepted actuarial principles and provide adequate cover, may be an acceptable alternative.

integrated mine action and development (linking mine action and development) (2009)

(1) Efforts to enhance the contribution that mine action makes to socio-economic development and poverty reduction, particularly in contexts where contamination by landmines and ERW impedes post-conflict reconstruction and development. (2) Efforts by development actors, working with mine

action organizations, to actively promote the development of mine-affected communities and regions.

intended use (land)

use of land following **demining** operations.

Note: Intended use: use of a product, process or service in accordance with information provided by the supplier. [ISO Guide 51:1999(E)]

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

interchangeability

*in the context of **mine action equipment procurement**, the term refers to.....* a condition which exists when two or more items of **equipment** possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged for one another without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance.

intermediate point (2004)

survey markers used between **turning points** that are more than 50m apart.

International Mine Action Standards (IMAS) (2009)

documents developed by the UN on behalf of the international community, which aim to improve safety, **quality** 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.

International Organisation 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 [www.iso.ch/info/catinfo/html].

Note: The revised mine action standards have been developed to be compatible with ISO standards and guides. Adopting the ISO format and language provides some significant advantages including consistency of layout, use of internationally recognised terminology, and a greater acceptance by international, national and regional organisations who are accustomed to the ISO series of standards and guides.

intrusive machine (2007)

*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 its **mechanical tool** working in the **hazardous area**.

investment appraisal

the process of defining the objectives of expenditure, identifying the alternative ways of achieving those objectives and assessing which way is likely to give best value for money.

key informants (2009)

all men, women and children who have relatively good knowledge on the **hazardous areas** in and around their community.

Note: Key informants may include, but are not limited to, community leaders, mine-affected individuals, schoolteachers, religious leaders etc.

lachrymatory ammunition

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

land release (2009)

*in the context 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 defined by the NMAA.

letter of agreement (2004)

a simpler form of contract that states the essentials of the agreement without including all the detail. It may be used as a precursor to a formal contract or, in some cases, may be used in place of a more formal contract.

licence (2004)

*in the context of **mine action**, the term refers to..... a certificate issued by a **NMAA** in relation to the capacity or capability of a facility, for example a demolition site may be licensed for certain explosive limits and explosive storage areas may be licensed for certain types and quantities of munitions. **Demining organisations** receive organisational or operational **accreditation** from an accreditation body authorised by a NMAA.*

Linking Mine Action with Development (LMAD) (2009)

see integrated mine action and development.

local requirement

the performance and characteristics of the proposed **equipment** which reflect local environmental conditions, operating procedures and operational requirements.

logistic disposal (2004)

*in the context of **mine action**, the term refers to the removal of **munitions** and **explosives** from a **stockpile** utilising a variety of methods, (that may not necessarily involve **destruction**). Logistic disposal may or may not require the use of **RSP**.*

lot size

*in the context of **humanitarian demining**, the term refers to an area (comprising a number of 1.0m² units of **cleared land**) offered for **inspection**.*

magazine

(2004)

*in the context of **mine action**, the term refers to any building, structure or container approved for the storage of explosive materials.*

maintainability (2009)

the ability of an **equipment**, component or sub-component under stated conditions of use, to be retained or restored to a specific condition, when maintenance is performed by staff having specific skill levels, under stated conditions and using prescribed procedures and resources.

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.

marking system

an agreed convention for the **marking** of **hazards** or **hazardous areas**.

mechanical demining operations (2007)

refers to the use of **machines** in demining operations and may involve a single **machine** employing one **mechanical tool**, a single machine employing a variety of tools or a number of machines employing a variety of tools.

mechanical demining unit (2007)

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

mechanical tools (2007)

the working component(s) attached to a **machine**, such as flails, tillers, sifters, rollers, excavators, ploughs, magnets etc. A single machine may utilise a number of different **tools**, which may be fixed or interchangeable.

medical support staff (2009)

men and women employees of **demining organisations** designated, trained and equipped to provide first aid and further medical treatment of **demining** employees injured as a result of an **accident**.

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.

mine

munition 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. [APMBC]

mine accident

an accident away from the **demining workplace** involving a **mine** or **ERW** hazard (c.f. **demining accident**).

mine action (2009)

activities which aim to reduce the social, economic and environmental **impact** of **mines**, and **ERW** including **cluster munitions**.

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by landmine and ERW contamination. The objective of mine action is to reduce the risk from landmines and ERW to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by landmine and ERW contamination, and in which the victims' different 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 development and management training, **QM** and the application of effective, appropriate and safe equipment.

Mine Action Centre (MAC)

Mine Action Coordination Centre (MACC) (2009)

an organisation that, on behalf of the **National Mine Action Authority** where it exists, typically is responsible for planning, coordination, overseeing and in some cases implementation of mine

action projects. For national mine action programmes, the MAC/MACC usually acts as the operational office of the **NMAA**.

Mine Action Coordination Centre (MACC)
see **Mine Action Centre (MAC)**

mine action organisation (2009)

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.

mine awareness (2004)

see **Mine Risk Education (MRE)**.

mine clearance

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

Mine Detection Dog(s) (MDD)

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

mine free (2004)

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.

mine incident

an incident away from the demining workplace involving a **mine** or **ERW** hazard (c.f. **demining incident**).

mine risk (2004)

the probability and severity of physical injury to people, property or the environment caused by the unintentional **detonation** of a mine or **ERW**. [Adapted from ISO Guide 51:1999(E)]

Mine Risk Education (MRE) (2009)

activities which seek to reduce the risk of injury from mines/ERW by raising awareness of men, women, and children in accordance with their different vulnerabilities, roles and needs, and promoting behavioural change including **public information dissemination**, **education** and training, and **community mine action liaison**.

mine risk reduction (2004)

those actions which lessen the probability and/or severity of physical injury to people, property or the environment. [Adapted from ISO Guide 51:1999(E)] Mine risk reduction can be achieved by physical measures such as **clearance**, fencing or marking, or through behavioural changes brought about by **MRE**.

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**.

mined area

an area which is dangerous due to the presence or suspected presence of **mines**. [APMBC]

minefield

an area of ground containing **mines** laid with or without a pattern. [AAP-6]

monitoring (2009)

refers to a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing project, programme or policy with

indications of the extent of progress and achievement of objectives, and progress in the use of allocated funds. (OECD/DAC)

monitoring body

an organisation, normally an element of the **NMAA**, responsible for management and implementation of the national monitoring system.

MRE organisation (2009)

any organisation, including governmental, non-governmental, civil society organisations (e.g. women's organisations, youth organisations, red cross and red crescent societies etc.), commercial entities and military personnel (including peace-keeping forces), which is responsible for implementing MRE projects or tasks. The MRE organisation may be a prime contractor, subcontractor, consultant or agent. The term 'MRE sub-unit' refers to an element of an organisation, however named, that is accredited to conduct one or more prescribed MRE activities such as a public information project, a schools based education project or a community mine action liaison project evaluation.

MRE partner (2004)

an institution or agent within the mine-affected community who is able to work with an MRE organisation to facilitate, establish and implement an MRE project.

munition

a complete device charged with **explosives**, propellants, pyrotechnics, initiating composition, or nuclear, biological or chemical material for use in military operations, including **demolitions**. [AAP-6]

Note: In common usage, „munitions“ (plural) can be military weapons, ammunition and equipment.

national authority (2004)

*in the context of **stockpile destruction** the term refers to the government department(s), organisation(s) or institution(s) in each country charged with the regulation, management and coordination of stockpile destruction.*

National Mine Action Authority (NMAA) (2009)

the government entity, often an inter-ministerial committee, in a mine-affected country charged with the responsibility for the regulation, management and coordination of **mine action**.

Note: In the absence of a **NMAA**, it may be necessary and appropriate for the UN, or some other recognised international body, to assume some or all of the responsibilities, and fulfil some or all the functions, of a MAC or, less frequently, an NMAA.

neutralise

the act of replacing safety devices such as pins or rods into an **explosive** item to prevent the **fuze** or igniter from functioning.

Note: It does not make an item completely safe as removal of the safety devices will immediately make the item active again (c.f. **disarm**).

Note: 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. [AAP-6]

non-sparking material (2004)

material that will not produce a spark when struck with tools, rocks, or when the material itself strikes hard surfaces.

non-technical Survey (2009)

survey activity which involves collecting and analysing new and/or existing information about a **suspected hazardous area**. Its purpose is to confirm whether there is evidence of a **hazard** or not, to identify the type and extent of hazards within any **hazardous area** and to define, as far as is possible, the perimeter of the actual hazardous areas *without* physical intervention. A non-technical

survey does not normally involve the use of clearance or verification assets. The results from a non-technical survey can replace any previous data relating to the survey of an area.

Operational Analysis (OA)

operational research (2009)

a field of research that applies scientifically based quantitative and qualitative analysis to assist management decisions relating to operations.

operational research

see **Operational Analysis (OA)**

output (2009)

*in the context of **mine action evaluation**, the term refers to the products, capital goods and services which result from a mine action intervention. Outputs may also include changes resulting from the intervention which are relevant to the achievement of outcomes (such as the development of local capacities).*

outcome (2009)

*in the context of **mine action evaluation**, the term refers to the likely or achieved short-term and medium-term effects of an intervention's outputs. Outcomes are related to the „effectiveness“ of an intervention.*

particle board (2009)

a composition board made of small pieces of wood, bonded together frequently used as profile boards for testing soil penetration by **demining machines**.

permanent marking system

a **marking system** having an indefinite period of use, usually requiring maintenance (c.f. **temporary marking system**).

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**.

pilot test

a process ahead of the commencement of wide range data collection to ensure that all survey project elements, such as team deployment, data collection, reporting and administration, are functioning as planned.

policy (2009)

defines the purpose and goals of an organisation, and articulates the rules, standards and principles of action that govern the way in which the organisation aims to achieve these goals.

post clearance assessment (2009)

surveys to assess the effectiveness and efficiency of **mine action** planning, **priority setting**, and implementation processes, aiming to enhance the productivity and effectiveness of mine action, monitor post-clearance land use, ensure priority-setting processes are clear, transparent and carried out correctly, and help identify problems faced by communities in transforming the outputs of mine action (e.g. cleared land) into sustainable developmental **outcomes**.

post clearance inspection (2004)

*in the context of **humanitarian demining**, the term refers to the process of measuring, examining, testing or otherwise comparing a sample of **cleared land** against the **clearance** requirements.*

Post Design Services (PDS)

further services such as ongoing development and modification of **equipment**, subsequent to the **acceptance** of the equipment.

Note: PDS may be used after the initial contract in order to update the equipment in response to changing circumstances and requirements.

Preliminary Development (PD) (2004)

the planning, design and engineering work necessary to explore areas of technical uncertainty and to provide detailed estimates of duration and cost before the decision to proceed to **full development** is made.

Note: During PD a relatively flexible relationship should exist between the technical specification and the operational requirements.

preliminary study

a study to give an indication of the practicability of the idea in terms of technological possibilities and cost.

pre-test

a process at the start of a survey to validate clarity and appropriateness of the selected survey instrument.

primer

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

principal (2004)

the entity that contracts another entity to undertake the required **mine action** activity. The principal may be a **donor**, an **NMAA**, an organisation acting on behalf of the NMAA, a commercial organisation or any entity that desires mine action to be conducted and engages a mine action organisation to do so.

priority-setting (2009)

the process of deciding which tasks should be undertaken first, given limited resources and time. Priority-setting applies to all aspects of mine-action (**MRE, land release stockpile destruction, and advocacy**).

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** (PDS) throughout the life of the equipment.

prodding

a procedure employed in the process of **demining** whereby ground is probed to detect the presence of sub-surface **mines** and/or **ERW** (c.f. **sapping**).

programme (2009)

a group of projects or activities which are managed in a co-ordinated way to deliver benefits that would not be possible or as cost effective were the projects and/or contracts managed independently.

project (2004)

an endeavour in which human, material and financial resources are organised to undertake a unique scope of work, of given specification, within constraints of cost and time, so as to achieve beneficial change defined by quantitative and qualitative objectives.

project management (2004)

the process by which a project is brought to a conclusion.

protective measure

means used to reduce **risk**. [ISO Guide 51:1999(E)]

Protocol V (2007)

Protocol V to the **CCW** on **Explosive Remnants of War**

Note: Under Protocol V, States Parties and parties to armed conflict are required to take action to clear, remove or destroy ERW (Art. 3), and record, retain and transmit information related to the use or abandonment of explosive ordnances (Art. 4). They are also obligated to take all feasible precautions for the protection of civilians (Art. 5) and humanitarian missions and organizations (Art. 6). States Parties in a position to do so should provide cooperation and assistance for marking, clearance, removal, destruction, and victim assistance, among other things (Art. 7 & 8). Protocol V entered into force on 12 November 2006.

prototype

an **equipment**, component or sub-component built as nearly as possible to the final design and build standard.

Note: Prototypes are used to aid development of the final production standard and/or to demonstrate performance or specification compliance.

proximity verification

an activity to observe **mine/ERW hazard areas** reported during the community interview.

Note: Observation must be done from a safe area and in accordance with the relevant protocols.

public education (2009)

the process aimed at raising general awareness of the **hazards of mines** and **ERW**; through public information, formal and non-formal education systems.

Note: Public education is a mass mobilisation approach that delivers information on mine and ERW hazards. It may take the form of formal or non-formal education and may use mass media techniques. There may be a difference in access to education between men, women, boys and girls, which may affect the outreach of the mine awareness message and may call for the adoption of different educational means, message and material.

Note: In an emergency situation, due to time constraints and the lack of available data, it is the most practical means of communicating safety information. In other situations it can support **community liaison**.

public information dissemination (2004)

information concerning the **mine** and **ERW** situation, used to inform or update men, women and children. Such information may focus on particular issues, such as complying with mine ban legislation, or may be used to raise public support for the mine action programme. Such projects usually include risk reduction messages, but may also be used to reflect national mine action policy.

quality

degree to which a set of inherent characteristics fulfils requirements. [ISO 9000:2000]

Quality Assurance (QA) (2005)

part of **QM** focused on providing confidence that quality requirements will be fulfilled. [ISO 9000:2000]

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

Quality Control (QC)

part of QM focused on fulfilling quality requirements. [ISO 9000:2000]

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

Quality Management (QM)

coordinated activities to direct and control an organisation with regard to **quality**. [ISO 9000:2000]

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.

raster data

the use of an imaginary grid of cells to represent the landscape. Point features are stored as individual column/row entries in a grid; lines are identified as a set of connected cells; and areas are distinguished as all of the cells comprising a feature.

RDX (1, 3, 5-triazacyclohexane) (2005)

RDX is another military explosive which is used extensively as an **explosive** in many **munitions** formulations. RDX is relatively insensitive; it has a high chemical stability, although lower than that of **TNT**. RDX is never handled pure and dry because of the danger of accidental **explosion**. It is used as a component in explosive mixtures, especially plastic explosives.

reasonably foreseeable misuse (2004)

use of a product, process or service in a way not intended by the supplier, but which may result from readily predictable human behaviour. [ISO Guide 51:1999(E)]

recognition piece (2004)

A metal piece, which is placed under test items to make them recognisable with a metal detector.

reduced area

see **area reduction**

the area of **hazardous** land remaining after the process of area reduction. It is still referred to as a **hazardous area**.

reference point

landmark

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**.

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

Relational Database Management System (RDMS)

as opposed to a single table with numerous fields for each record entered, a RDMS uses identification codes to link multiple tables of data. The codes used establish the relationship between data tables. RDMS are very effective in managing large amounts of data and permitting detailed queries to determine the relationship among data compiled against different records.

relevance (2009)

*in the context of **mine action evaluation**, the term refers to...*the extent to which the objectives of a project, programme or policy are consistent with beneficiary requirements, country needs, global priorities, and **donor** policies.

reliability

the ability of an **equipment**, component or sub-component to perform a required function under stated conditions for a stated period of time.

reliable (mine action) information (2009)

information deemed acceptable by the **NMAA** for the conduct of **demining** operations.

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**.

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 **ERW hazards** from a **specified area** to a **specified depth**. [Modified from ISO Guide 51:1999]

risk

combination of the probability of occurrence of **harm** and the severity of that **harm**. [ISO Guide 51:1999(E)]

risk analysis

systematic use of available information to identify **hazards** and to estimate the **risk**. [ISO Guide 51:1999(E)]

risk assessment

overall process comprising a **risk analysis** and a **risk evaluation**. [ISO Guide 51:1999(E)]

risk evaluation

process based on **risk analysis** to determine whether the **tolerable risk** has been achieved. [ISO Guide 51:1999(E)]

risk reduction

actions taken to lessen the probability, negative consequences or both, associated with a particular **risk**.

safe (2009)

the absence of risk. Normally the term **tolerable risk** is more appropriate and accurate.

Note: *in the context of munitions*, the term **safe** is related to the "safe position" of a **fuze**

safety

the reduction of risk to a tolerable level. [ISO Guide 51:1999(E)]

sample

in the context of humanitarian demining, the term refers to..... one or more 1.0m² units of land drawn at random from a lot.

sample size

in the context of humanitarian demining, the term refers to..... the number of 1.0m² units of land in the **sample**.

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.

sampling plan

in the context of humanitarian demining, the term refers to..... a specific plan that indicates the number of 1.0m² 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).

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.

scent

a distinctive odour.

secondary fragmentation

in an **explosive** event, fragmentation which was not originally part of the **mine/ERW**.

self-destruction mechanism (2009)

an incorporated automatically-functioning mechanism which is in addition to the primary initiating mechanism of the munition and which secures the destruction of the munition into which it is incorporated. (CCM)

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. [AAP-6]

sex and age disaggregated data (SADD) (2009)

collection of data which includes details on sex and age, knowing who is affected – men or women, boys or girls - and who among them is the most at risk, and so prevents the services provided from being off target. Data on the population affected by the crisis should always be broken down by age and sex and other relevant factors such as ethnicity or religion. (IASC)

specified area

*in the context of **humanitarian demining**, the term refers to.....* that area for which mine or **ERW** clearance activity has been contracted or agreed, as determined by the **NMAA** or an **organisation** acting on its behalf.

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 **ERW hazards**, as determined by the **NMAA** or an **organisation** acting on its behalf.

Specified Quality Limit (SQL)

*in the context of **humanitarian demining**, the term refers to.....*an indication of the **quality** required from **clearance** operations.

Note: For acceptance **sampling** purposes, the SQL is a specified borderline between what can be considered reasonable as a process average and what can not. It has to be attainable by the producer (**demining organisation**) but tolerable to the consumer (**NMAA** or contracting agency).

Note: In the case of **mine** and **ERW clearance**, the SQL indicates the average contamination (in terms of non-conforming items per square metre) following a lengthy and steady process run.

sponsor

the sponsor of an **equipment trial** is the authority requiring the trial to be carried out.

Note: This is most likely to be an international organisation, national **MAC**, **donor** or **demining organisation**.

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.

Note: **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.

Standard Operating Procedures (SOPs)

Standing Operating Procedures (SOPs)

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

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

standards

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

Note: **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.

Standing Operating Procedures (SOPs)

see **Standard Operating Procedures (SOPs)**.

Statement of Operational Need (SON) (2004)

the document that describes the **user's** operational needs.

Note: The SON should be prepared by the User who has identified the need, or by a **sponsor** acting on a user's behalf.

Statement of Requirement (SOR)

the document that provides a detailed statement of the characteristics and performance expected of the equipment, based on the preferred solution.

Statement of Tasks and Outputs (STO)

the document that articulates the **user's** needs in broad terms, giving the tasks of the equipment and the key characteristics, with the emphasis on the output required rather than the means of achieving it, so as to enable full consideration of alternative solutions.

stockpile

*in the context of **mine action**, the term refers to..... a large accumulated stock of **EO**.*

stockpile destruction (2009)

the physical destructive procedure towards a continual reduction of the stockpile of **explosive ordnance**.

submunition

any **munition** that, to perform its task, separates from a parent munition. [AAP-6]
mines or munitions that form part of a **CBU**, artillery shell or missile payload.

survey marker (2004)

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

survivor (landmine/ERW) (2004)

persons either individually or collectively who have suffered physical, emotional and psychological injury, economic loss or substantial impairment of their fundamental rights through acts or omissions related to the use of mines or the presence of ERW. Mine/ERW survivors or victims include directly impacted individuals, their families, and communities affected by landmines and ERW.

survivor assistance

see **victim assistance**

Suspected Hazardous Area (SHA) (2009)

an area suspected of having a **mine/ERW** hazard.

Note: A SHA can be identified by an impact survey, other form of national survey, or a claim of presence of explosive hazard.

sustainability (2009)

*In the context of **mine action evaluation**, the term refers to...*the continuation of benefits from a **mine action intervention** after major assistance has been completed.

systematic investigation (2009)

a systematic process of applying **technical survey** in a **Confirmed Hazardous Area**. It is typically used where there are no areas within the **Confirmed Hazardous Area** that are more likely to be mined, or contain **ERW**, than others.

targeted investigation (2009)

the investigation, during **technical survey**, of certain areas within a **Confirmed Hazardous Area** that are more likely to be mined or contain **ERW**.

task identification number (ID)

a unique number used to designate a **hazardous area**. Task identification numbers shall be allocated by the **NMAA**.

technical survey (2009)

describes a detailed intervention with clearance or verification assets into a **Confirmed Hazardous Area**, or part of a **Confirmed Hazardous Area**. It should confirm the presence of mines/ERW leading to the definition of one or more **Defined Hazardous Area** and may indicate the absence of mines/ERW which could allow land to be released when combined with other evidence.

temporary marking system

a marking system having a stated finite period of use (c.f. **permanent marking system**).

test

determination of one or more characteristics according to a procedure. [ISO 9000:2000]

Test and Evaluation (T&E)

activities associated with the testing of hardware and software.

Note: Activities include the formation and use of procedures and standards, the reduction and processing of data and the assessment and evaluation of **test** results and processed data against criteria such as defined **standards** and specifications.

test site (2005)

the site at which a series of test boxes or lanes are prepared for the purpose of operational accreditation testing of MDD.

theft resistant (2004)

construction designed to deter and/or delay illegal entry into facilities used for the storage of explosives.

TNT (2, 4, 6 Trinitrotoluene)

one of the most widely used military high **explosives**. TNT is very stable, non-hygroscopic and relatively insensitive to impact, friction, shock and electrostatic energy. TNT is the most widespread type of explosive used in **mines** and **munitions**.

tolerable risk

risk which is accepted in a given context based on current values of society. [ISO Guide 51:1999(E)]

trial

a series of **tests** organised in a systematic manner, the individual results of which lead to an overall evaluation of a component, **equipment** or system.

triangulation (2009)

*in the context of **mine action evaluation** the term refers to...*the use of multiple theories, sources or types of information, or types of analysis to verify and substantiate an assessment. The sources of information may not necessarily be people but include documents, maps, photographs, satellite imagery etc.

turning point (2004)

a fixed point on the ground which indicates a change in direction of the perimeter of the **hazardous area**. It shall be clearly marked and recorded. Buried metal objects should be used to mark all turning points for permanent future reference.

unexploded bomblet (2009)

an explosive bomblet that has been dispersed, released or otherwise separated from a dispenser and has failed to explode as intended. (CCM)

Unexploded Ordnance (UXO)

EO that has been primed, fuzed, 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.

unexploded submunition (2009)

an explosive submunition that has been dispersed or released by, or otherwise separated from, a cluster munition and has failed to explode as intended. (CCM)

unit rate (2004)

the rates agreed and accepted for specific priced activity items and quantities stated in a contract.

United Nations Mine Action Service (UNMAS) (2004)

the focal point within the UN system for all mine-related activities.

Note: UNMAS is the office within the UN Secretariat responsible to the international community for the development and maintenance of **IMAS**.

Note: UNICEF is the focal point for **MRE**, within the guidelines of UNMAS overall coordination.

user (2009)

a man or a woman or an organisation that will operate the equipment.

Note: For the purpose of mine action, the user could also be defined as „a composite body of informed and authoritative opinions on the needs of national commercial and NGO users, today and in the future“.

validation

the act of ratification that takes place after a process of verification.

vector data

the use of X, Y coordinates to locate three basic types of landscape features; point, line and areas.

Note: Points (towns, incident locations etc) are represented by a single pair of X, Y coordinates. Lines (roads, rivers etc) are represented by a series of X, Y coordinate points connected in order. Areas or polygons (lakes, boundaries etc) are represented by a set of X, Y coordinates closing on itself and implying its interior.

verification

confirmation, through the provision of objective evidence that specified requirements have been fulfilled. [ISO 9000:2000]

victim (2009)

a man, or a woman or a child who has suffered harm as a result of a **mine, ERW or cluster munition accident**.

Note: In the context of **victim assistance**, the term victim may include dependants or other persons in the immediate environment of a mine/ERW casualty, hence having a broader meaning than survivor.

victim assistance/ survivor assistance (2004)

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.

visitor (2004)

for the purposes of IMAS, a person who is neither a member of the **demining organisation**, nor a **demining worker** accredited by the **NMAA**.

Note: In circumstances where the **NMAA** does not have an **accreditation** system the demining organisation should determine the status of non-employees.

White Phosphorous (WP) (2004)

a chemical smoke screening agent which burns in contact with air, (with serious anti-personnel affect if the phosphorous comes in direct contact with people).

workplace

all places where employees need to be or to go by reason of their work and which are under the direct or indirect control of the employer. [ILO R164]

Amendment record

Management of SLNMAS amendments

Amendments to this document will be published periodically. An accurate record of amendments is to be maintained in the table below.

Any comments, suggestions or proposed amendments to this document should be addressed to: The National QA Coordinator, Sri Lanka National Mine Action Centre (SLNMAC), Colombo.

Serial No.	Date	Paragraph		Amendment	Remarks
		Old	New		