

SLNMAS 03

First Edition 2010

Training and Qualifications

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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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Contents

Contents	iii
Introduction	iv
Training and Qualifications	1
1 Scope	1
2 Qualifications and experience	1
3 Selection of candidates	1
4 Training curriculum	1
5 Minimum contents of Training Courses	2
5.1 Basic Demining Course	2
5.2 Advanced Demining Course	2
5.3 Non-Technical and Technical Survey Course	2
5.4 Team Leader Course	2
5.5 EOD Basic Course (Level 1)	2
5.6 EOD Advanced Course (Level 2)	2
5.7 Basic First Aid Training	2
5.8 Medical Orderly Course	3
5.9 Paramedic Training Course	3
5.10 Demining Supervisors Course	3
5.11 MRE Volunteer Course	3
5.12 MRE Field Officer Course	3
5.13 MRE Coordinator Course	4
5.14 Quality Assurance Monitor Course	4
6 All Course Duration	4
7 Personnel	4
8 Nationalisation	4
9 Training mines and ERW	5
10 Training facilities and areas	5
11 Management of training records	5
12 Responsibilities	5
Amendment record	7

Introduction

A high standard of training is essential to maintain good management, sound operational procedures and safety. The Sri Lankan Mine Action Centre (SLNMAC) currently does not have a national Mine Action (MA) training facility. All MA organisations are responsible to achieve the minimum training standards as outlined in this chapter prior to conducting any actual MA activities.

All MA will be conducted under the control of the SLNMAC. The organisation conducting the training is responsible for administration, supervision and evaluation of the training and members under training. The SLNMAC will conduct regular Quality Assurance (QA) of the training.

The main objective of any MA training must be to establish an indigenous self-sustainable MA capacity. The indigenous capacity should be supported by a small international supervision/technical advisor component initially.

All agencies participating in MA operations in Sri Lanka are to have a Standard Operating Procedure (SOP) approved by the SLNMAC. Their policy will incorporate all details of this document and address any additional details. The SOP will specifically contain information relating to types and schedules of training, responsibilities and resources in the training, and methods of quality assurance designed to evaluate the suitability and effectiveness of the training.

Frequent refresher training and updating will be provided with all above-mentioned details annotated in the agency's SOP.

As the programme develops the establishing of a centralised training institution managed by SLNMAC is to be investigated.

Training and Qualifications

1 Scope

This SLNMAS defines the requirements for the training of MA personnel involved in MA activities in Sri Lanka. The SLNMAS currently only concentrates on mine/UXO clearance personnel training but will as the programme develops also incorporate training of personnel in the other components of MA.

2 Qualifications and experience

MA organisations shall have senior staff members with qualifications and significant experience in MA operations. They shall be able to conduct training in their area of expertise in order to augment the training offered at the training facilities.

It is essential that these specialists are able to conduct the training and support functions to the standards set out in this document. International staff must be able to satisfy the SLNMAC Director (Dir.) that they hold qualifications and experience adequate for their respective position. Before any training commence the resumes of the international specialists must be submitted to the SLNMAC QA Officer for approval by the Dir.

All personnel that underwent MA related training must be able to perform at the level established by the SLNMAC under the guidance of the International Mine Action Standards (IMAS).

3 Selection of candidates

Mine/UXO clearance organisations shall ensure that personnel that are selected for operational activities are medically and mentally fit. Applicants should be tested for hearing and sight deficiencies and should not be employed if they cannot hear the detectors signal.

4 Training curriculum

The majority of the curriculum necessary for mine/UXO clearance at various practical, supervisory, and management levels are well known and the syllabus is generally similar for most MA organisations depending on their approach to the activity. MA organisations shall ensure that syllabi adequately cover all aspects of the activity(ies) the training course is designed to deliver and all courses shall include theory and practical lessons, assessments and/or examinations. MA organisations shall submit their training syllabi and training programmes to the SLNMAC for approval before training commences. The course syllabus may be extended to suit specialist training however the curriculum outlined in this document is the minimum. All trainees shall receive a certificate from the training organisation and training records held detailing the extent and any applicable limitations imposed as a result of the training and experience attained. Previous experience can result in cross crediting of modules, upon approval by the international Training Manager. Recommendations will be issued at the time of qualification recommending any subsequent probation period for individual and or group trainees.

5 Minimum contents of Training Courses

5.1 Basic Demining Course

Includes mine identification, mine detectors, prodding, trip wire identification, vegetation clearance, building clearance, route clearance, mine marking, and first aid. The basic demining course shall be the minimum required for all personnel involved in mine/UXO clearance activities. The demining course shall not be less than one month, which should include practical training. Refresher training is the responsibility of each demining organisation and should normally be carried out after a leave period or when a demining accident has taken place.

5.2 Advanced Demining Course

An advanced course will reinforce all of the basic demining sub-topics and include render-safe procedures, house clearance procedures, battle area clearance (BAC) and basic demolitions.

5.3 Non-Technical and Technical Survey Course

This includes advanced demining, map reading, sketch drawing, land navigation, reporting and manual survey techniques. If automatic computerised survey equipment is used manual survey techniques shall be taught as the basic building module. Prerequisite to attend a technical survey course is having been qualified on a basic demining course. The surveyor course should also be a minimum of four weeks.

5.4 Team Leader Course

All future instructors and team leaders must receive instruction in basic leadership, instruction techniques, minefield supervising techniques, introduction to the site design process (minefield task planning), minefield task management and the role and responsibilities of the team leader. All candidates must have successfully completed the basic and advanced demining and the EOD basic courses.

5.5 EOD Basic Course (Level 1)

The basic course syllabus shall concentrate on basic demolition procedures for the destruction of those mines and munitions, which can be disposed of easily and safely. At the end of the course the deminer shall be qualified to undertake the destruction in-situ of individual mines and small UXO such as sub-munitions, grenades and mortar ammunition up to 84mm. These categories of munition normally represent the majority of UXO found in and around mined areas. The course shall include identification of UXO and fuses, site command and control, demolition techniques, sketching, reports and returns, explosives and accessories, charge placement, grenades and pyrotechnics. Prerequisite for attendance on the EOD course is a qualification on the Basic Deminers Course.

5.6 EOD Advanced Course (Level 2)

The second level of EOD training shall develop EOD expertise and skill based on the need to train team leaders and supervisors to undertake this activity without external assistance and to be able to tackle larger and more complex disposal tasks. At the end of the course the member shall be qualified to dispose of larger munitions, such as rocket and tank gun ammunition, and artillery ammunition up to 160mm. The member should also be qualified to prepare items for safe removal from the demining worksite, and to undertake their destruction.

5.7 Basic First Aid Training

Basic first aid training is a requirement for all field personnel. Deminers, surveyors, drivers, and any management staff involved in the field operations must all attend basic first aid

training provided by the demining organisation. A basic first aid course consists of at least 20 hours of medical training. Regular (at a minimum - biannual) refresher courses must form part of routine activities. As a minimum, the course will provide basic life and limb saving procedures including cardiopulmonary resuscitation (CPR), management of bleeding, splinting fractures, immediate casualty assessment, and casualty transport techniques.

5.8 Medical Orderly Course

The medical orderly shall be trained to respond to a medical emergency and provide basic life support and resuscitation to the casualty. Medical orderlies should receive some basic demining training. The course shall include advanced life and limb saving, triage, trauma treatment, CPR and airway maintenance, basic medical attention, evacuation procedures, basic anatomy and physiology, communicable diseases, disorders related to heat, universal precautions, practical lifting, mass casualty management, sanitation, hygiene, and field camp water management, and basic mine/UXO recognition.

5.9 Paramedic Training Course

After attending the basic first aid training course and the medical orderly course, personnel designated to be paramedics shall attend paramedic training. Paramedics shall be trained to provide advanced life support to casualties, to undertake CASEVAC planning, to supervise training, administer basic health care and assist the medical officer in his duties. Topics taught shall include advanced life and limb saving skills, triage, and long term patient management. They should also be trained to provide trauma treatment, to run a clinic, provide basic medical attention and provide medical advice on sanitation, hygiene and the prevention of diseases. **Person designated to be**

5.10 Demining Supervisors Course

The supervisor's course is for team leaders who have been selected for managerial positions. A demining supervisor must be capable to manage one or more demining teams. A supervisor's course shall include the following minimum topics: demining planning, organising of demining teams and sites, occupational health and safety, IMAS, SLNMAC, SOP, the role and responsibilities of the SLNMAC, the administration and logistics system and procedures, the handling, transportation and control of explosives, supervising techniques, internal quality control techniques, reporting and reporting procedures, and the management of a CASEVAC. All candidates must have successfully completed the team leader and advanced EOD courses and must have adequate field experience as a team leader. The course should also include advanced site design process, Critical Path Method (CPM) planning, task management, field camp design, logistics, administration, and incident/inquiry procedures.

5.11 MRE Volunteer Course

Mine Risk Education volunteers shall be trained to get basic knowledge to deliver effective MRE to their own village members. The objective of the training is to provide volunteers with basic knowledge and skills on including an overview on the Mine Action program. The training for MRE volunteers should be at a minimum for two days covering basic need assessment and planning, the basic principles of effective communication, key messages, various delivery methods and the reporting mechanism. Refresher training needs to be provided on a regular basis to ensure correct content and to provide updates to adapt MRE delivery to a changing context.

5.12 MRE Field Officer Course

MRE field officers courses shall last for 5 days and at the end lead to certification based on practical tests. Courses should follow an approved curriculum for MRE field officers. Main focus will be given on community mobilisation, technical knowledge on Mine Action with the special focus on MRE, effective communication, assessment and planning, community liaison and data Management and risk reduction. Candidates for the MRE field officer course should have at least one year field experience in MRE or in a related educational field.

5.13 MRE Coordinator Course

MRE Coordinator Courses shall last for 10 days and at the end lead to certification based on written and practical tests. Courses should follow an approved curriculum for MRE Coordinators. The course content will cover the same areas as the Field Officer Course but in more depth. Additionally, this course will focus on managerial/leadership skills, on reporting, planning monitoring and evaluation (PME). Candidates for the MRE coordinator course should have at least three years field experience in MRE and should have successfully completed the course for MRE field officers.

5.14 Quality Assurance Monitor Course

The QA Monitor Course is for members of the SLNMAC who have been selected to fill the positions in the SLNMAC QA Teams. The candidates should successfully completed the Basic and Advanced Demining Courses, the EOD Basic Course and preferable the Team Leaders Course. The course shall cover the following topics: the IMAS, the SLNMAC, map reading and navigational skills, the QA process, demining reporting system (IMSMA reporting formats), local and international lessons learned, accident investigation and the utilisation of Mine Detection Dogs and Machines in demining.

6 All Course Duration

The SLNMAC will approve the duration for all courses, upon the presentation of the organisation's training package.

7 Personnel

When an agency plans to conduct MA related training a request shall be submitted to the SLNMAC Dir. stating their objectives, type of training to be conducted and the amount of people to be trained. When the Dir. approves the request the SLNMAC should determine if any additional requirements for such training exist and if possible liaise with the organisation to accommodate additional national students on the course.

This point should be written to every agency

8 Nationalisation

One of the main objectives of the Sri Lankan Mine Action Programme shall be to build a national mine action capacity. Organisations planning to conduct any mine action activities in Sri Lanka shall incorporate this objective in their planning. All positions in the organisations internal structure shall, after proper education and training of local personnel, be filled by local staff. The education and training should include formal training, internal courses, seminars and on the job training.

Clearance teams shall only conduct mine/UXO clearance activities under the supervision of a certified qualified team leader. The MA organisation is responsible for the field evaluation of all national personnel. In particular the demining organisation shall establish a formal objective evaluation process for all national mine action staff employed by that organisation with the goal of eventually handing over responsibility for the planning, execution and supervision of the individual demining, EOD and survey teams to the national staff. While the field management staff is still under training the demining activities shall be supervised by a qualified international or national supervisor. Such a supervisor may supervise more than one demining team but not more than three teams simultaneously.

Evaluation reports of field management staff shall be submitted to the SLNMAC Director through the MA organisation's country programme manager after the initial training period, after the first six months of deployment and from then on every two months. The MA organisation in conjunction with the SLNMAC Director and his staff shall determine at what stage teams/personnel may be deployed under national supervision. The modality for this process will be agreed upon between the SLNMAC Director and the Organisation's Country Programme Manager.

9 Training mines and ERW

The use of training mines and ERW shall be strictly controlled to avoid accidents/incidents. The use of inert, drill, instructional or replica mines and ERW shall be in accordance with the requirements of IMAS 10.50 S&OH Storage, transportation and handling of explosives.

10 Training facilities and areas

Training shall be conducted safely without risk of harm to the trainees, trainers or local population. If an initial training is conducted in the field, it should be in areas known or proven to be safe. After initial training is complete, and a satisfactory level of competence has been achieved, it may be permissible to continue further training in hazardous areas. Such training should only be conducted under close supervision and only with the approval of the SLNMAC.

Consideration shall always be given to the safety of the local population and the environment when conducting training, especially when live explosives or ordnance are used.

11 Management of training records

For each training course or period of on-the-job training, records should be maintained by the organisation that conducted the training. Training records should include details of the training received, who received it, who were the instructors and the standard achieved by each individual trainee. A training report should also be issued to each trainee.

The organization conducting the training should maintain records of training for the life of the programme. If the organisation ceases to work in Sri Lanka, the training records should be transferred to the SLNMAC. Records of training are to be made available to the SLNMAC on request.

12 Responsibilities

12.1 Sri Lankan National Mine Action Centre (SLNMAC)

The SLNMAC shall:

- a. establish and maintain national standards, regulations and procedures for the management of training within the Sri Lankan MA programme. These procedures should be consistent with relevant national and international standards, regulations and requirements.
- b. ensure that capacity development forms an essential part of the work of the SLNMAC, each DMAO, and each mine action organisation, as well as every Senior/Chief Technical Advisor (S/CTA) providing support to any of these organizations.
- c. approve training management packages (TMPs) and the CVs of trainers before training begins, when these have not already been covered as part of the accreditation process.

- d. perform periodic external assessment of training conducted by the mine action organizations to ensure the training is in accordance with the TMP and the national standards.

12.2 Mine Action Organisations

The organizations conducting mine action training shall;

- a. ensure that capacity development forms an essential part of their work and the work of Technical Advisors providing support to any training.
- b. produce comprehensive TMPs.
- c. ensure that their TMP is in compliance the organisation's SOPs and with the national standards.
- d. ensure that training is based on a Training Needs Analysis.
- e. ensure training activities, whether formal or on-the-job, are written into the strategic and work plans of the organization.
- f. submit TMPs to the NMAA for approval prior to any training taking place, unless the training is carried out centrally under the control of the SLNMAC.
- g. conduct internal monitoring and evaluation as an essential part of the training.
- h. maintain records of training for the life of the programme. If the organisation ceases to work in a particular country, the training records shall be transferred to the SLNMAC.
- i. ensure the training is being delivered by qualified and experienced trainers.

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		