

MINISTRY OF INTERNAL AFFAIRS

Based on Article 67, Paragraph 1, Sub-Paragraph 5 of the Law on Humanitarian Demining (the Official Gazette no. 153/05), the Minister of Internal Affairs has reached the

BOOK OF RULES AND REGULATIONS ON THE TRAINING AND THE COMPETENCE EXAMINATION OF THE EMPLOYEES IN HUMANITARIAN DEMINING

I. GENERAL PROVISIONS

Article 1

This Book of Rules and Regulations proscribes the method of training, competence building, passing the competence examination, the form for the certificate for passing the competence examination, and the training program for the employees in humanitarian demining. Physical persons (hereafter: the applicants) that fulfil the criteria as proscribed by the Law on Humanitarian Demining can be admitted to the training and the competence examination for explosives specialists, adjunct employees, site leaders, QA Officers and QC Monitors.

Article 2

The training and competence building of the persons for performing the tasks of humanitarian demining is conducted by the Police Academy, according to programs that are printed with these Regulations and which make its composite part. The Police Academy, based on the training program from Paragraph 1 of this Article, create the teaching plans and programs.

Article 3

In executing the training program, and for the purposes of ensuring the needed competence level, the Police Academy can relegate individual tasks to persons that are not employees of the Ministry of Internal Affairs (hereafter: the Ministry). The persons from Paragraph 1 of this Article must be experts for individual program areas and must have at least an undergraduate degree of a program in the duration of two, i.e. four years.

Article 4

The Police Academy shall undertake the training of applicants when at least 12 applications for attending the training have been collected, i.e. after the maximum of 1 year following the receipt of the training attendance application.

II. BASIC TRAINING

Article 5

The application for attending the basic training for performing the tasks of humanitarian demining is submitted to the Police Academy and contains:

- The name and surname of the applicant, the date and place of birth and the unique citizen number
- Certificate of completed education (school report);
- Proof of Croatian citizenship (for QA Officers and QC Monitors);
- Proof of age;
- Proof of the completion of military service (for QA Officers and QC Monitors);
- Certificate from the authorized health institution regarding the mental, physical and health capability;

The applicant can not attend the training until he/she has submitted proof of paid fee for the training and proof of insurance for the consequences of accidents during the duration of the training. The proof of having secured the conditions from Article 34, Paragraph 2, Sub-Paragraph 3, of the Humanitarian Mine Clearance Act, the Police Academy must obtain as per the force of law.

Article 6

The basic applicant training for deminers consists of the theoretical and practical part. The basic applicant training for deminers lasts for 273 school hours, out of which 137 hours are theoretical, and 136 practical.

The basic applicant training for adjunct employees consists of theoretical part only, and lasts for 40 school hours.

The basic applicant training for the site leader lasts for 40 school hours, out of which 26 hours are theoretical, and 14 practical.

The basic applicant training for the QA Officer and QC Monitor lasts for 40 school hours, out of which 32 hours are theoretical and 8 hours practical.

III. COMPETENCE EXAMINATION

Article 7

The competence examination can be taken only following the completion of basic training.

As an exception to the Paragraph 1 of this Article, Croatian war veterans, employees of the Ministry and employees of the Ministry of Defence that have spent at least six months performing the demining tasks, i.e. auxiliary demining tasks and persons successfully completing the Course for Anti-Explosives Protection – Specialization – Part One, can take the competence examination for the deminer i.e. adjunct employee without prior attendance of the training.

Persons from Paragraph 2 of this Article submit the application for the competence examination to the Police Academy, and the application contains:

- The name and surname of the applicant, the date and place of birth, and the unique citizen number;
- Proof of Croatian citizenship;
- Proof of age;
- Certificate from the authorized health institution regarding the mental, physical and health capability;
- Proof of payment of the examination fee;
- Proof of time spent doing the tasks from Paragraph 2 of this Article.

Article 8

The examination committee for deminers consists of the president and four members and their deputies.

The president and the president deputy of the committee from Paragraph 1 of this Article are named from the ranks of Police Academy employees, while the members and their deputies are nominated from the ranks of those conducting the training.

The examination committee for the applicants for adjunct employees, site leaders, QA Officers and QC Monitors consists of the president and two members and their deputies.

The president and the president deputy of the committee from Paragraph 3 of this Article are named from the ranks of Police Academy employees, while the members and their deputies are nominated from the ranks of those conducting the training.

For the purposes of conducting the administrative tasks in examination committees, a secretary and a deputy secretary are nominated for each examination committee.

The Resolution on naming the examination committee members determines which educational topics will be verified by the president and the members of the examination committee, i.e. their deputies.

Article 9

The examination committee determine whether the applicant meets the criteria for taking the competence examination, and reach a resolution regarding this, which determines the place, timing and the costs of the examination.

The examination committee must notify the applicant regarding the date and place of competence examination taking at least 15 days prior to the time scheduled for taking the examination.

The applicant can, out of justified reasons, prolong or cancel the competence examination, but must notify the examination committee regarding this prior to the examination.

In case the applicant fails to notify the examination committee of the prolongation or cancellation of the examination, i.e. if he/she prolongs or cancels it out of unjustified reasons, the applicant shall be considered as having failed the examination.

Article 10

The competence examination for the explosives specialist consists of the theoretical and practical parts.

The theoretical part of the competence examination for the explosives specialist consists of written and oral verification of knowledge from all curriculum topics.

The practical part of the competence examination for the explosives specialist encompasses the verification of skills for the detection, search for, removal and elimination of mines and ammunition. The competence examination for the adjunct employee, site leader, QA Officer and QC Monitor consists of oral verification of knowledge from all curriculum topics.

Article 11

The success of applicants in the competence examination is marked with the grades of 'passed' and 'failed.'

The applicant is marked with the grade of 'passed' if he/she displayed sufficient knowledge (results) in the theoretical part of the basic examination and performed all assigned tasks with needed safety level, during the individual work in the practical part of the basic examination.

The applicant who failed the theoretical part of the competence examination can not take the practical part of the examination.

The applicant who fails the practical part of the competence examination must take the basic examination again in full.

To the applicant who passed the competence examination, the Ministry issues a certificate of passed competence examination for the deminer, adjunct employee, site leader, QA Officer and QC Monitor.

The applicant who failed to pass the competence examination can take the basic examination again 30 days following the prior taking at the earliest.

The forms for the certificates from Paragraph 5 of this Article are printed together with these Regulations and are its composite part.

The certificate of passed competence examination is a public document and is entered into the Worker's Booklet.

Article 12

The examination committee secretary keeps minutes of the competence examination, where he/she enters the data on the applicant name and surname, the committee members i.e. their deputies, the date of the competence examination taking, the questions posed to applicants and the committee grades regarding the applicants' success.

The minutes are signed by the committee president and members, i.e. their deputies.

Article 13

The examination committee president, members and secretary and their deputies are entitled to compensation for their work in the examination committee, that is, determined per applicant, by a special resolution reached by the Minister of the Internal Affairs.

IV: ADDITIONAL TRAINING

Article 14

Deminers that do not perform the tasks of humanitarian demining in uninterrupted duration of two years must take additional training.

The application for attending the additional training for persons conducting the tasks of humanitarian demining is submitted to the Police Academy and contains the proofs from Article 5 of these Regulations, and the certificate on passed competence examination for the deminer.

Article 15

The additional training consists of the theoretical and practical parts. The additional training for deminer lasts for 78 school hours, out of which 48 hours are theoretical and 30 hours practical.

Article 16

Following the completion of the additional training, the deminer takes the additional examination. Those provisions of these Regulations that refer to the deminer competence examination are applied to the additional examination. The form for the certificate of passed additional examination is printed together with these Regulations and is its composite part.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 17

The Police Academy registers applicants and the execution of basic and additional training, the results of competence and additional examinations and issued certificates regarding the competence for performing demining and auxiliary demining tasks.

The register from Paragraph 1 of this Article contains:

- The name and surname of the applicant
- The date, place and country of applicant's birth
- The name and the address of the main office of the legal entity that sent the applicant to training
- The date of examination taking
- The number of the certificate on passed examination

The register from Paragraph 1 of this Article is permanently kept in the Police Academy.

Article 18

The curriculum plans and programs from Article 2 of these Regulations will be created within 30 days from these Regulations coming into force.

Article 19

By these Regulations coming into effect, the Regulations on training and examinations of deminers and adjunct employees become void (the Official Gazette no. 41/00, 17/02, 149/02).

Article 20

These Regulations come into effect on the eighth day following their publication in the Official Gazette.

Number: 511-01-52-12713/06
Zagreb, 13 April 2007

Ivica Kirin, signed
Minister

THE PROGRAM

Of the deminer' basic training

THEORETICAL PART – 137 hours

1. Explosive Substances	10
2. Ignition Ordinances	5
3. Anti-Personnel Mines	5
4. Anti-Tank Mines	5
5. Special Igniters	8
6. Systems of Mine Field and Group Creation	3
7. Systems of Mine Field and Group Clearance	4
8. Mine Clearance Safety and Work Safety Measures	4
9. Ammunition	18
10. Air Missiles	8
11. Naval Mines	4
12. Diversion and Terrorist Devices	8
13. Explosive Ordinance Maintenance and Storage	4
14. Explosive Ordinance Elimination	4
15. Manual Mine Detection	8
16. Use of Demining Machines	6
17. Use of Dogs for the Detection of Mines	3
18. Methods of Performing Demining Tasks	5
19. Site Organization	6
20. Law on Humanitarian Demining	3
21. First Aid	8
22. Stress Prevention in Humanitarian Demining	8

PRACTICAL PART – 136 hours

1. Individual Ignition of Explosive Filling	8
2. Creation of Ignition Networks	8
3. Demining of Anti-Personnel Mines (practice ordinances)	16
4. Demining of Anti-Personnel Mines (live ordinances)	8
5. Demining of Anti-Tank Mines (practice ordinances)	16
6. Demining of Anti-Tank Mines (live ordinances)	8
8. Booby-Traps and Improvised Mine Removal	8
9. Individual and Collective Elimination of Explosive Substances and Ordinances	8
10. Terrain Search Organization	30
11. Air Missiles	8
12. First Aid	18

TOTAL: 273 hours

THE PROGRAM

Of the adjunct employees' basic training

1. Explosive Substances	2
2. Ignition Ordinances	2
3. Anti-Personnel Mines	2
4. Anti-Tank Mines	2
5. Special Igniters	2
6. Ammunition	2
7. Air Missiles	2
8. Demining Methods and Techniques	10
9. Demining Site Organization	3
10. Law on Humanitarian Demining	2
11. Methods of Conducting Demining Tasks	3
12. First Aid	8
TOTAL:	40 hours

THE PROGRAM

Of the deminers' additional training

THEORETICAL PART – 48 hours

1. Explosive Substances	3
2. Ignition Ordinances	3
3. Anti-Personnel Mines	4
4. Anti-Tank Mines	4
5. Special Igniters	3
6. Ammunition	6
7. Air Missiles	3
8. Explosive Ordinance Maintenance and Storage	2
9. Demining Methods and Techniques	10
10. Demining Site Organization	4
11. Law on Humanitarian Demining	2
12. Methods of Performing Demining Tasks	4

PRACTICAL PART – 30 hours

1. Igniting the Explosive Filling by a Slow Igniter and by Electrical Ordinances	8
2. Demining of Anti-Personnel Mines (practice ordinances)	4
4. Demining of Anti-Tank Mines (practice ordinances)	4

5. Individual and Collective Elimination of Explosive Substances and Ordinances (practice ordinances)	4
6. Terrain Search Organization	10
TOTAL:	78 hours

THE PROGRAM

Of the site leader training

THEORETICAL PART – 26 hours	
1. Measures of Explosive Specialists' Safety	2
2. Law on Humanitarian Demining	2
3. Mines and Unexploded Ordinances	4
4. Site Organization	4
5. Regulations on the Methods for Performing the Tasks of Humanitarian Demining and Keeping Documentation	5
6. Topography Basics	6
7. Humanitarian Demining Equipment	3
PRACTICAL PART – 14 hours	
1. Practice – Site Organization	8
2. Elimination and Removal of Mines and Unexploded Ordinances (practice ordinances)	6
TOTAL:	40 hours

THE PROGRAM

Of the QA Officers' training

THEORETICAL PART – 32 hours	
1. Measures of Deminer Safety	2
2. Law on Humanitarian Demining	3
3. Site Organization	4
4. Regulations on the Methods for Performing the Tasks of Humanitarian Demining and Keeping Documentation	4
5. Management Basics	2
6. Quality Assurance	4

7. Topography Basics and the Geographical- Information System	8
8. Humanitarian Demining Equipment	5
PRACTICAL PART – 8 hours	
1. Practice – Site Organization	8
TOTAL:	40 hours

THE PROGRAM

Of the QC Monitors' training

THEORETICAL PART – 32 hours	
1. Measures of Deminer Safety	3
3. Mines and Unexploded Ordinances	8
4. Site Organization	5
5. Regulations on the Methods for Performing the Tasks of Humanitarian Demining and Keeping Documentation	5
6. Topography Basics	6
7. Quality Assurance	2
8. Humanitarian Demining Equipment	3
PRACTICAL PART – 8 hours	
1. Practice – Site Organization	8
TOTAL:	40 hours

THE REPUBLIC OF CROATIA
THE MINISTRY OF INTERNAL AFFAIRS
POLICE DIRECTORSHIP
POLICE ACADEMY

Based on Article 33, Paragraph 4, of the Law on Humanitarian Demining (the Official Gazette 153/05), the Police Academy of the Ministry of Internal Affairs issues

THE CERTIFICATE
ON THE PASSED COMPETENCE EXAMINATION FOR
THE DEMINER

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the competence examination for the deminer before the Examination Committee of the Ministry of Internal Affairs.

Number: _____
Zagreb, _____

HEAD

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THE CERTIFICATE
ON THE PASSED COMPETENCE EXAMINATION FOR
THE ADJUNCT EMPLOYEE

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the competence examination for the adjunct employee before the Examination Committee of the Ministry of Internal Affairs.

Number: _____

Zagreb, _____

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THE CERTIFICATE

ON THE PASSED COMPETENCE EXAMINATION FOR

THE SITE LEADER

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the competence examination for the site leader before the Examination Committee of the Ministry of Internal Affairs.

Number: _____

Zagreb, _____

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THE CERTIFICATE
ON THE PASSED COMPETENCE EXAMINATION FOR
THE QA OFFICER

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the competence examination for the QA Officer before the Examination Committee of the Ministry of Internal Affairs.

Number: _____
Zagreb, _____

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THE CERTIFICATE
ON THE PASSED COMPETENCE EXAMINATION FOR
THE QC MONITOR

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the competence examination for the QC Monitor before the Examination Committee of the Ministry of Internal Affairs.

Number: _____

Zagreb, _____

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Based on Article 33, Paragraph 4, of the Law on Humanitarian Demining (the Official Gazette 153/05), the Police Academy of the Ministry of Internal Affairs issues

THE CERTIFICATE

ON THE PASSED ADDITIONAL COMPETENCE EXAMINATION FOR

THE QC MONITOR

NAME AND SURNAME

Born _____, in _____, country *the Republic of Croatia*, citizen of *the Republic of Croatia*,

Passed on _____, the additional competence examination for the QC Monitor before the Examination Committee of the Ministry of Internal Affairs.

Number: _____

Zagreb, _____

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