

CROATIAN MINE ACTION CENTRE

Based on the Article 69, paragraph 3 of the Law on Humanitarian Demining («Narodne novine» (National Gazette), no. 153/05), with the consent of the Minister of Interior no. 511-01-52-137/2-07 from February 9, 2007, director of Croatian Mine Action Centre passed on April 2, 2007 the following

RULES AND REGULATIONS

ON METHOD OF PROJECT DOCUMENTATION DEVELOPMENT IN HUMANITARIAN DEMINING

1. BASIC PROVISIONS

Article 1

These Rules and Regulations prescribe the contents and method of project documentation development in humanitarian demining.

Article 2

Terms used in these Rules and Regulations have the following meaning:

- *Topographic map (hereinafter: TM)* is a map S 1: 25 000 consisting of horizontal and altitude terrain image presented in heights above sea-level of terrain marking points and contour lines,
- *Croatian Basic Map (hereinafter: CBM)* is a map S 1: 5 000 or 1: 10 000 consisting of horizontal and altitude terrain image presented in heights above-seal level of detailed points and contour lines,
- *Cadastral plan (hereinafter: CP)* of one of the following scales 1: 500, 1: 1 000, 1: 2 000, 1: 2 500, 1: 2 880, 1: 1 440, 1: 2 904, is a geodetic map consisting of horizontal terrain image, objects and numerated lots according to cultures and exclusive user; does not consist of altitude terrain image,
- *Geo-information system (GIS)* is a system of geospatial data consisting of polygon spatial data and attributive data about polygons describing subject area and providing complete and clear picture of the same (polygon boundaries are marked with coordinates, attributive part geographically describes subject area, soil type, slope, affiliation to cadastre, administrative municipality or town, county, and other geographical, toponymic and administrative attributes related to the subject area),
- *Mine Information System (MIS)* is a specialized GIS system in humanitarian demining which, apart from GIS data for certain area, consists of special data set exclusively relating to humanitarian demining process (data on MSA, survey, projects, searched and demined areas, mine incidents and victims as well as other attributes relating to humanitarian demining on subject area),
- *Safe access areas* – areas from which it is safe to access project areas,

- *Minefield* is a barrier made of formation antitank and antipersonnel mines and other explosive ordnance,
- *Turning point* – fictitious point on the ground and/or point marked in the field presenting the change of direction of extension of the boundary defining project area to be demined and/or searched.

2. PROJECT DOCUMENTATION

Article 3

Project proposals) and execution projects have to comprise all the data enabling the following:

- 1) Making a decision on the implementation of procedure of awarding mine search and/or clearance operations on the basis of mine search and/or mine clearance project proposals,
- 2) To conduct mine search/mine clearance operations on the basis of mine search and/or mine clearance execution plan,
- 3) To conduct technical survey on the basis of technical survey execution project.

Article 4

Mine search and/or mine clearance project proposals are made for mine suspected areas defined by annual demining plan and additional claims for mine search and/or mine clearance. Financial means for the realization of above-mentioned projects have already been ensured.

Mine search and/or mine clearance project proposals are made by CROMAC.

Article 5

Projects that are an integral part of project documentation have to be made in the following manner:

- 1) Projects should be binded to A4 format (21x29,7) in a way to make any replacement of their parts impossible.
 - 2) Project must consist of general and technical part.
- All textual parts and maps enclosed need to be in Croatian language and Latin script.

Article 6

General part of the project consists of:

- name and address of legal entity (tradesman) who made the project, project type, name of project and date of project development on the front page,
- project code, name and signature of project designer, name, signature and stamp of authorized person in the original and name of investor on the second page,
- contents of project proposal i.e. execution project consisting of list of chapters from textual part, page numbers as well as name and code number of graphical enclosures on the third page.

Article 7

Technical part of the project consists of:

- textual part consisting of technical description,
- maps enclosed that need to have a legend of legal entity (tradesman) that made the project positioned next to the right edge, on a visible part of a formatted sheet. The following data should be entered into the legend: name of project, project code and name of legal entity (tradesman) that made the project, name and signature of project designer, contents of enclosures, enclosure code and date of development.

3 CONTENTS OF THE PARTICULAR PROJECT TYPES

Project Proposals

Article 8

Mine search and/or mine clearance project proposals should consist of the following:

- general information on the project – project task, safe access areas, safety and protection measures during the execution of operations,
- technical information – soil conditions, mine contamination estimate, prescribed mine search and/or mine clearance methods,
- duties and guidelines for the contractor,
- TM S 1: 25 000 with marked area to be searched and/or demined, safe access roads (areas), minefields and positions of mine incidents,
- CBM S 1: 5 000 with marked area to be cleared and/or searched, safe access areas, minefield polygons, positions of mine incidents and other mine contamination indicators and introduction point (in cases when there is no CBM for the project area, it can be replaced by TM S 1: 5 000),
- Cadastre plan in one of the following scales: 1: 500, 1: 1 000, 1: 2 000, 1: 2 500, 1: 2 880, 1: 440, 1: 2 904 with marked area to be cleared and/or searched and safe access areas if there are houses and house yards on the project area,
- Minefield records,
- Demining records,
- List of coordinates of project area turning points in the adequate zone of Gauss Krüger projection,
- Working (empty) maps S 1: 25 000, 1: 5 000 or cadastre plan.

Article 9

In the project proposal, it is mandatory to define the depth down to which mine search and/or clearance operations should be performed. It should not be less than the values stated in the table «Depth of mine search and/or mine clearance in the project as per similar soil categories» printed in the Enclosure to this Rules and Regulations as its integral part (Enclosure 1).

Article 10

Additional project has to contain:

- introductory part,
- general information on the project,
- project task,
- CBM with marked areas to be cleared and/or demined from the basic and additional project and other elements like the ones in the basic project,
- All other points from the contents of the basic – project proposal if they differ in relation to the basic project.

Execution projects

Article 11

Execution mine clearance and/or mine search i.e. technical survey project should in its technical part contain the following:

- project task,
- list of personnel to be conducting the operations at the worksite,
- statement of worksite leader and deputy worksite leader confirming that they have been briefed on execution project,
- list of means and equipment to be used at the worksite,
- worksite scheme,
- scheme of radio communications,
- technical description of mine search and/or mine clearance process and dynamic plan,
- S & OH measures.

Article 12

Project task descriptively defines basic information about the project: area, terrain, soil composition, mine situation, mine incidents and other data obtained from mine search and/or mine clearance project proposal or additionally collected and, at the same time important for the execution of mine search and/or mine clearance operations.

Article 13

List of staff to be conducting operations at the worksite has to contain:

- list of deminers,
- list of assistant workers,
- list of medical technicians, medical doctors and drivers,
- decision on appointment of worksite leader and deputy worksite leader.

List of deminers should consist of the data on demining teams with name of their team leader, certificates of authority numbers, validity dates of their medical confirmations, numbers of their insurance policies with validity dates and numbers of certificates confirming that they have been properly trained for work with metal detector.

List of assistant workers should consist of the data on certificates of authority numbers and types of activities to be conducted by assistant workers, validity dates

of their medical confirmations and numbers of their insurance policies with validity dates.

Article 14

List of means and equipment to be used at the worksite consists of:

- list of protective equipment per types and years of manufacture,
- list of metal detectors with serial numbers and date of last service,
- list of machines per types, number of usability assessment and assessment validity deadline,
- list of mine detection dogs with identification marks and assessment validity dates,
- list of means of communication,
- ambulance registration plate,
- list of other means and equipment to be used at the worksite.

Article 15

Worksite scheme presented on the CBM S 1: 5 000 consists of:

- worksite boundaries,
- starting line,
- control points,
- mine warning signs placement positions,
- command post,
- parking area,
- equipment disposal area,
- area for ambulance and administering first aid,
- area for check-up and calibration of metal detectors,
- area for temporary disposal of mines, UXOs and their fragments,
- position of toilet facilities.

Article 16

The scheme of communication system at the worksite comprises:

- direct radio communication between the staff at the worksite and
- telephone connection towards:
 - the authorised person,
 - the nearest hospital,
 - the police administration,
 - CROMAC,
 - the fire brigade,
 - the Emergency Service 112.

Article 17

Technical description of mine search and/or mine clearance process and dynamic plan needs to define:

- methods of conducting operations at the worksite,
- progress course,
- phases of operations execution at the worksite,

- conducting internal control.

Elements from Paragraph 1 of this Article have to be compliant with technical description of mine search and/or mine clearance process. They are presented on the CBM S 1: 5 000.

Sequence of conducting the operations and capacities employed have to be presented in the dynamic plan using the forms printed in the Enclosures to these Rules and Regulations that form its integral part. (Enclosures 2, 3, 4 and 5)

Article 18

Safety and protection measures characteristic for the worksite with marked direction of movement of ambulance towards the closest health care facility have to be presented on the TM S 1: 25 000 or smaller one.

4 FINAL PROVISIONS

Article 19

Execution project is submitted to CROMAC not later than 7 days from the receipt of the decision on awarding the works.

Article 20

These Rules and Regulations will enter into force on the eight day upon publication in "Narodne novine".

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Sisak, 2 April 2007

Director

Oto Jungwirth

ENCLOSURE 1

MINE SEARCH/MINE CLEARANCE DEPTHS IN THE PROJECTS ACCORDING TO SIMILAR SOIL CATEGORIES

No.	Soil category	Description of soil	Mine search and mine clearance depth
1	First category	Humus, loam, compacted sand, hard and medium hard soil covered in vegetation	20 cm
2	Second category	a) earthen mass is prevailing in relation to the rocks b) when the ratio between the rocks and earthen mass in the soil is approximately equal or the portion of rocks is smaller	a) 15 cm b) 10 cm
3	Third category	a) when there is a significant quantity of earthen mass between the stony boards b) when there is a very small quantity of earthen mass between the stony boards	a) 10 cm b) 5 cm
4	Fourth category	Specific conditions where all three categories mentioned above cannot be applied	Depth of mine search/mine clearance can vary from only surface-mine search to required estimated depths bigger than 20 cm