

CROATIAN MINE ACTION CENTRE

1733

Pursuant to Article 69, Paragraph 1, Subparagraph 1 of the Law on Humanitarian Demining (*Official Gazette*, no. 153/05), the Director of the Croatian Mine Action Centre passed the following document on 16th May 2007:

BOOK OF RULES AND REGULATIONS

ON COMPETENCE ASSESSMENT PROCEDURE FOR AUTHORISED LEGAL ENTITIES AND TRADESMEN CONDUCTING HUMANITARIAN DEMINING OPERATIONS

GENERAL PROVISIONS

Article 1

This Book of Rules and Regulations specifies competence assessment procedure for authorised legal entities and tradesmen conducting humanitarian demining operations, the requirements legal entities and tradesmen registered for humanitarian demining operations have to meet, and competence assessment issuance procedure. Competence assessment form is annexed to this Book of Rules and Regulations and is its constituent part (Annex 1).

TERMS

Article 2

In this Book of Rules and Regulations:

1. *Authorised legal entity or tradesman* shall mean domestic or foreign legal entity that has the Approval of the Ministry of the Interior (hereinafter: MUP) and is registered for conducting mine search and demining operations (hereinafter: authorised legal entity) or natural person that has the Approval of the Ministry of the Interior and a trade registered for conducting mine search and demining operations (hereinafter: tradesman).
2. *Humanitarian demining operations* shall mean mine search and demining operations conducted by authorised legal entities or tradesmen
3. *Competence assessment for conducting humanitarian demining operations* shall mean procedure by which the Croatian Mine Action Centre (hereinafter: CROMAC) determines the competence of an authorised legal entity or tradesman for conducting demining operations.
4. *Competence assessment for authorised legal entities or tradesmen for conducting demining operations* (hereinafter: competence assessment) shall mean a public document issued by the CROMAC that states the methods an authorised legal entity or tradesman is capable of using in conducting demining operations.
5. *Committee for Assessment of Competence* (hereinafter: Committee) shall mean the body that carries out the procedure for the assessment of competence for conducting demining operations.
6. *Competence assessment team* (hereinafter: Team) shall be formed of at least two members of the Committee and shall examine all the factors influencing the final competence assessment.

REQUIREMENTS FOR THE ISSUANCE AND RENEWAL OF THE COMPETENCE ASSESSMENT

Article 3

For the purpose of the issuance and renewal of the competence assessment an authorised legal entity or tradesman shall submit the request with the following documents enclosed:

1. Decision of the Commercial Court on registration of legal entity to the court register or non-governmental organization to the register of associations or trade license, as a proof of registration for conducting demining

operations;

2. Approval of the Ministry of the Interior for conducting humanitarian demining operations;
3. Proofs confirming the required degree of training of the staff;
4. Proofs of possession of the required equipment and technical means;
5. Standard Operating Procedures as well as its every amendment they are obliged to apply;
6. Proof of insurance in case of an injury or death caused by conducting humanitarian demining operations for deminers and assistant workers;
7. Certificate confirming the required degree of training of deminers for the work with metal detector/metaldetectors;
8. Certificates confirming the required degree of training of machine operators for the work with machine/machines;
9. Certificate of the required degree of training of dog handlers for the work with dogs trained to detect mines and unexploded ordnance;
10. Certificate of the required training of dogs trained to detect mines and unexploded ordnance;
11. Certificate of the usability of protective equipment;
12. Certificate of technical validity and usability of metal detectors;
13. Certificate of technical validity and usability of machines, supporting machines and support vehicles;
14. Certificate of usability of the rest of the equipment.

Request form mentioned in paragraph 1 of this Article is annexed to this Book of Rules and Regulations and is its constituent part. (Annex 2).

PROCEDURE OF ISSUANCE, MODIFICATION OR RENEWAL OF THE COMPETENCE ASSESSMENT

Article 4

Competence assessment procedure for conducting demining operations shall be carried out by the Committee appointed by the Director of CROMAC.

For the purpose of the issuance of competence assessment, an authorised legal entity or tradesman shall submit a request together with the following documents enclosed: the required proofs of compliance mentioned in Article 3 of this Book of Rules and Regulations and filled out CROMAC forms (Annex 3) stating general information, data on the employees, equipment and technical means for mine clearance that an authorised legal entity or tradesman disposes of:

- a) Form PO – IP; data on the executor of operations
- b) Form PO – P; data on deminers
- c) Form PO – PD; data on assistant workers
- d) Form PO – MO; data on medical staff
- e) Form PO – ZO; data on protective equipment
- f) Form PO – DM; data of metal detectors
- g) Form PO – SZR; data on demining machines
- h) Form PO – PSI; data on dogs trained to detect mines and unexploded ordnance
- i) Form PO – SOP; data on standard operating procedures
- j) Form PO – SE; data on explosives storage facility
- k) Form PO – SO; data on specialist equipment

Authorised legal entities and tradesmen shall enter the requested data into the CROMAC forms, verify them and together with the rest of the documentation submit to CROMAC. The documentation shall be drawn up in Croatian, and translations from foreign languages shall be certified by a certified court interpreter. An authorised legal entity or tradesman shall notify CROMAC of any modification concerning the increase or decrease in the number of employees or the amount or type of equipment, within 8 days at the latest, by submitting the form mentioned in paragraph 2 of this Article. Authorised legal entities and tradesmen shall submit the required filled out forms in electronic form as well.

REQUEST SUBMISSION DEADLINES

Article 5

Upon obtaining the approval for conducting demining operations, authorised legal entity or tradesman may submit the request for competence assessment issuance.

The request for renewal of competence assessment is to be submitted at least 15 days before the expiration of validity period.

CROMAC shall issue, modify, or renew the competence assessment or refuse the request, within 8 days from the date of meeting the requirements from Article 3 of this Book of Rules and Regulations.

COMPETENCE ASSESSMENT VALIDITY CONDITIONS

Article 6

Authorised legal entity or tradesman who submits the request for issuance, renewal or modification of the competence assessment shall submit for inspection all the documentation based on which the competence assessment is issued.

In case authorised legal entity or tradesman fails to meet the requirements before the expiration of the validity period of the competence assessment, CROMAC shall abolish or modify the competence assessment.

Competence assessment is issued for the first time for a period of one year, and after that for a period of one to three years at the most.

INSPECTION OF DATA AND DOCUMENTATION AND DETERMINATION OF THE EXISTING STATE

Article 7

Authorised legal entities and tradesmen shall provide CROMAC with unrestricted access to and render possible the inspection of all the parts of organization of demining operations, and access to every authorised legal entity or tradesman engaged on contract basis for conducting particular operations they assume responsibility for.

Inspection shall be conducted in:

- Headquarters and branch offices (professional qualifications of the staff, training information, insurance policies, health certificates);
- Logistics offices (documents on usability, maintenance and repairs of equipment);
- Explosives storage (safety, staff, documentation, procedure, facilities, equipment, vehicles);
- Maintenance workshops (authorities, procedures, tools);
- Sites (safety on the site, site map, marking of dangerous areas, medical help, activities on the sites with respect to the contract, procedures on the site with respect to Security Operations Procedures).

Frequency, form and scope of inspection of an authorised legal entity or tradesman shall depend on changes of circumstances relating to capacities, changes of operating procedures and other changes affecting the competence for conducting demining operations.

CROMAC may conduct unannounced inspections.

Inspections shall be conducted by assessment teams appointed by and sent by the Committee president.

ENFORCEMENT

Article 8

This Book of Rules and Regulations shall enter into force on the eighth day after the date of publishing in the *Official Gazette*.

Class: 012-01/07-01/6

Reg. no.: 530-117-06/1-07-01

Sisak, 16th May 2007

Director
Oto Jungwirth, v. r.

Annex 1
THE REPUBLIC OF CROATIA
CROATIAN MINE ACTION CENTRE
SISAK

Pursuant to Article 12, Paragraph 4 of the Law on Humanitarian Demining (*Official Gazette*, no. 153/05) and Article 6, Paragraph 3 of the Book of Rules and Regulations on Competence Assessment Procedure for Authorized Legal Entities and Tradesmen Conducting Humanitarian Demining Operations (*Official Gazette*, no. 53/07) the Director of the Croatian Mine Action Centre issues:

COMPETENCE ASSESSMENT

(authorised legal entity/tradesman)

IS COMPETENT FOR CONDUCTING DEMINING AND MINE SEARCH OPERATIONS

BY MANUAL DETECTION OF MINES
USING DEMINING MACHINES
USING DOGS TRAINED TO DETECT MINES AND UXO*

in the period
from _____ 200_ to _____ 200_

Class:
Reg. no.:
Sisak, _____ 200_

Director

*Entered only methods authorized legal entities or tradesmen are competent for conducting

ANNEX 2

(authorized legal entity/tradesman)

REQUEST

- _____ FOR COMPETENCE ASSESSMENT ISSUANCE
- _____ FOR COMPETENCE ASSESSMENT MODIFICATION
- _____ FOR COMPETENCE ASSESSMENT RENEWAL

Submits proofs of meeting the requirements for issuance-modification-renewal of competence assessment:

1. Decision of the Commercial Court on registration of legal entity to the court register or non-governmental organization to the register of associations or trade license, as a proof of registration for conducting demining operations;
2. Approval of the Ministry of the Interior for conducting humanitarian demining operations;
- 3 Standard Operating Procedures (hereinafter: SOP);
4. Filled-out CROMAC forms;
5. Business cooperation contracts;
6. Lease contracts;
7. Leasing contracts;
8. Proof of insurance in case of an injury or death caused by conducting humanitarian demining operations for deminers and assistant workers;
9. Certificate confirming the required degree of training of deminers for the work with metal detector/metaldetectors;
10. Certificates confirming the required degree of training of machine operators for the work with machine/machines;
11. Certificate of the required degree of training of dog handlers for the work with dogs trained to detect mines and unexploded ordnance;
12. Certificate of the required training of dogs trained to detect mines and unexploded ordnance;
13. Certificate of the usability of protective equipment;
14. Certificate of technical validity and usability of metal detectors;
15. Certificate of technical validity and usability of machines, supporting machines and support vehicles;
16. Certificate of usability of the rest of the equipment.

Request form mentioned in paragraph 1 of this Article is annexed to this Book of Rules and Regulations and is its constituent part. (Annex 2).

(signature/stamp)

ANNEX 3

DATA ON THE EXECUTOR OF OPERATIONS

FORM PO-IP

	Name:
Date:	
Person responsible for data accuracy:	
Address:	
Fax, phone:	

Other:			
Name of the equipment:		Number of pieces:	TOTAL (number of pcs.)
	ownership		
	lease		
	leasing		
	ownership		
	lease		
	leasing		

Place and date:

Signature and stamp:

Director/Tradesman:			
Director/Tradesman mobile phone number:			
E-mail address:			
Data on company establishment:			
Date of the establishment/registration			
Place and country of registration:			
Number and date of issuance of the Approval of the Ministry of the Interior of the Republic of Croatia for conducting demining operations			
References of previously conducted demining and mine search operations up to: (date):			
Total size of searched and demined area:	as general contractor	m2	
Total size of demined area:		m2	
Total size of searched area:		m2	
Total size of searched and demined area:	as subcontractor	m2	
Total size of demined area:		m2	
Total size of searched area:		m2	
Number of mines found:	pcs.	m2	

Number of UXO found:	pcs.	m2	
Number of other explosive devices:	pcs.	m2	
Number of deminers injured or killed in demining and mine search operations:	total		
	killed		
	seriously injured		
	slightly injured		
Number of repeated search operations for the purpose of finding mines and UXO during the final quality assurance:			
Number of permanent prohibitions on conducting demining operations based on the Decision of the QA Officer:			
Number of protective measures demining operations prohibition measures:			
Joint data on the capacities for conducting demining operations:			
Total number of employees:			
Total number of deminers:			
Total number of assistant workers:			
			Total:
Number of dog handlers:	deminers		
	assistant workers		
Number of demining machines operators:	deminers		
	assistant workers		
Number of doctors:	with license		
	without license		
Number of medical technicians/nurses:	with licence		
	without license		
Number of ambulance drivers:	with licence		
	without license		
Number of other authorized employees:	deminers		
	assistant workers		
Number of protective vests with groin protection:	ownership		
	lease		

DEMINERS

DATA ON THE EXECUTOR OF DEMINING OPERATIONS										Form PO-P										
		Name:																		
Date:		Person responsible for data accuracy:																		
No.	Deminers		Deminig work experience		Qualifications and occupation		Deminers license no.		Jobs in the company*		Date of health certificate validity			Insurance		Date of injury insurance policy validity			Train with	
	surname	name	years		qualifications	occupation					d.	m.	y.	insurer	policy no.	d.	m.	y.	dete type	

*Enter jobs performed: site leader, internal inspector, deminer, team leader, dog handler, demining machine operator or deminer

Place and date:

Signature and stamp:

ASSISTANT WORKERS

DATA ON THE EXECUTOR OF DEMINING OPERATIONS										Form PO-PD										
		Name:																		
Date:		Person responsible for data accuracy:																		
No.	Assistant worker		Deminig work experience		Qualifications and occupation		Assistant workers license no.		Jobs in the company*		Date of health certificate validity			Insurance		Date of injury insurance policy validity				
	surname	name	years		qualifications	occupation					d.	m.	y.	insurer	policy no.	d.	m.	y.		

*Enter jobs performed: dog handler, demining machine operator or other if doing other assistance jobs

Place and date:

Signature and stamp:

MEDICAL STAFF

DATA ON THE EXECUTOR OF DEMINING OPERATIONS						Form PO-MO									
		Name:													
Date:		Person responsible for data accuracy:													
No.	Medical staff		Demining work experience	Qualifications and occupation		License no.		Jobs in the company*		Insurance		Date of injury insurance policy validity			Special skills and knowledge
	surname	name	years	qualifications	occupation					insurer	policy no.	d.	m.	y.	

*Enter jobs performed: doctor, medical technician, ambulance driver.

Place and date:

Signature and stamp:

PROTECTIVE EQUIPMENT

DATA ON THE EXECUTOR OF DEMINING OPERATIONS						Form PO-ZO						
		Name:										
Date:		Person responsible for data accuracy:										
No.	Name of equipment*	Manufacturer	Type, model	Serial no.**	Year of production	Expiration date	Accredited laboratory/center (issuer of conformity certificate)	Certificate/conformity certificate code	Date of issuance			Owned
									d.	m.	y.	

*Enter all protective vests with groin protection, protective helmets with visor and protective suits

**For each part of the protective equipment enter serial number into a separate column.

Place and date:

Signature and stamp:

METAL DETECTORS

DATA ON THE EXECUTOR OF DEMINING OPERATIONS						Form PO-DM								
Name:														
Date:		Person responsible for data accuracy:												
No.	Type of metal detector according to purpose*	Manufacturer	Type, model	Serial no.**	Year of production	Date of last maintenance			Accredited laboratory/center (issuer of conformity certificate)	Certificate/conformity certificate code	Date of issuance			Owned
						d	m	y			d	m	y	

*Enter all metal detectors and magneto metres

**For each metal detector enter serial number into a separate column

Place and date:

Signature and stamp:

DEMINING MACHINES

DATA ON THE EXECUTOR OF DEMINING OPERATIONS								Form PO-SZR				
Name:												
Date:		Person responsible for data accuracy:										
No.	Machine operator		Name of the machine	Machine manufacturer	Year of production/modification	Chassis no.	Accredited center (issuer of conformity certificate)	Usability assessment no.	Date of usability assessment validity			M
	surname	name							d	m	y	

Place and date:

Signature and stamp:

DOGS TRAINED TO DETECT MINES AND UXO

DATA ON THE EXECUTOR OF DEMINING OPERATIONS				Form PO-PSI													
Name:																	
Date:		Person responsible for data accuracy:															
No.	Dog handler		Data on dog trained to detect mines and UXO				Accredited center (issuer of conformity certificate)	Usability assessment no.	Date of usability assessment validity			Owned	Leased (from)	Date of lease contract validity			
	surname	name	name	ID code	sex	age (years)	breed			d	m	y			d	m	y

Place and date:

Signature and stamp:

STANDARD OPERATIVE PROCEDURES

DATA ON THE EXECUTOR OF DEMINING OPERATIONS				Form PO-SOP						
Name:				Person responsible for data accuracy:						
Date:										
No.	Name of SOP/amendments			Date of delivery to CROMAC		Date of verification by CROMAC		Comment		

Place and date:

Signature and stamp:

EXPLOSIVE STORAGE

DATA ON THE EXECUTOR OF DEMINING OPERATIONS				Form PO-SE				
Name:								
Date:		Person responsible for data accuracy:						
No.	Location of explosive storage	Type of storage	Person responsible for storage	Owned	Leased (from)	Date of lease contract validity		Comment
1		storage facility				d	m	y
2		portable container						

Place and date:

Signature and stamp:

SPECIALIST EQUIPMENT

DATA ON THE EXECUTOR OF DEMINING OPERATIONS						Form PO-SO							
		Name:											
Date:		Person responsible for data accuracy:											
No.	Name of equipment*	Manufacturer	Type, model	Serial no./chassis no.	Year of production	Date of technical examination/maintenance/work permit validity			Certificate of quality code	Owned	Leased (from)	Date of lease contract v	
						d	m	y				d.	n

*Enter all ambulance cars with medical equipment and all mobile radio-stations

Place and date:

Signature and stamp: