	STANDARD OPERATING PROCEDURE	S O P
	NORMIZATION AND ACCREDITATION	03.
	COMPETENCE ASSESSMENT OF LEGAL ENTITIES AUTHORISED FOR THE CONDUCT OF HUMANITARIAN DEMINING OPERATIONS	03.02
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CROMAC DIRECTOR: Oto Jungwirth		October 2010

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INTRODUCTION

The competence assessment procedure for authorised legal entities or tradesmen for the conduct of demining operations is used for assessing competence of authorised legal entities or tradesmen in conducting demining and mine search operations in a safe, efficient and qualitative manner. The objective is to raise the quality of the conduct of demining and mine search operations.

1. SUBJECT

This document defines the competence assessment procedure for authorised legal entities or tradesmen for the conduct of demining and mine search operations.

2. OBJECTIVE

The objective is to determine the procedure for the competence assessment of authorised legal entities or tradesmen enabling an insight into business activities, capacities and following up both changes of authorised legal entities or tradesmen and results in issuance of competence assessment for the conduct of demining and mine search operations.

3. NORMATIVE REFERENCES

- Law on Humanitarian Demining (Official Gazette 153/05, 63/07 and 152/08)
- Book of Rules and Regulations on the Conduct of Humanitarian Demining Operations (Official Gazette 53/07 and 111/07)
- Book of Rules and Regulations on the Competence Assessment of Legal Entities and Tradesmen Accredited for the Conduct of Demining Operations (Official Gazette 53/07)
- Book of Rules and Regulations on Technical Requirements and Conformity Assessment of Machines Used in Humanitarian Demining Operations (Official Gazette 53/07)
- Book of Rules and Regulations on Technical Requirements and Eligibility Testing Procedures of Mine Detection Dogs and Handlers in Humanitarian Demining Operations (Official Gazette 53/07)
- Book of Rules and Regulations on Technical Requirements and Conformity Assessment of Equipment and Devices Designed for Use in Humanitarian Demining Operations (Official Gazette 53/07)
- Book of Rules and Regulations on Professional Training and Licensing Exam of Humanitarian Demining Staff (Official Gazette 42/07)

4. TERMS AND DEFINITIONS

Terms and definitions in this SOP are in compliance with the international standards which define terms and abbreviations in mine action (IMAS 04.10) that are listed in the draft of the original Croatian standard nHRN 1129, Humanitarian demining – Terminology – Terms and Definitions and the following terms and definitions:

4.1. Accreditation or competence assessment

Accreditation or competence assessment is a procedure by which the relevant national body (institution) officially confirms that a particular body or a person is competent for the conduct of specific operations.

4.2. Legal Entity or Tradesman Accredited for the Conduct of Demining Operations

Legal Entity or Tradesman Accredited for the Conduct of Demining Operations is a domestic or foreign legal entity with the approval for the conduct of demining operations issued by the Ministry of Interior and is also registered for the conduct of mine search and demining operations; i.e. actual entity with the approval issued by the Ministry of Interior for the conduct of demining operations and has a registered company for the conduct of mine search and demining operations.

4.3. Competence Assessment for the Conduct of Mine Search and Demining

Competence Assessment for the Conduct of Mine Search and Demining is a public document Croatian Mine Action Centre (hereinafter: CROMAC) issues to the accredited legal entity or tradesman stating the competence of the accredited legal entity or tradesman for the conduct of mine search and demining using the methods stated in the competence assessment.

4.4. Mine Incident

Mine incident is an incident that happened at the work site and is related to mines and unexploded ordinance (UXO).

4.5. Mine Accident

Mine accident is an accident that happened out of the work site and is related to mines and unexploded ordinance (UXO).

5. COMPETENCE ASSESSMENT PROCEDURE

Based on the Law on Humanitarian Demining and the Book of Rules and Regulations on Competence Assessment of Legal Entities or Tradesmen Accredited for the Conduct of Demining Operations, the Croatian Mine Action Centre evaluates the competence of legal entities or tradesmen for the conduct of demining operations (hereinafter referred to as "accredited legal entity").

The competence assessment procedure is carried out by the Competence Assessment Committee of the Croatian Mine Action Centre (hereinafter referred to as "Committee") appointed by the director of the Croatian Mine Action Centre. CROMAC director passes the competence assessment at the proposal of the Competence Assessment Committee.

With competence assessment, legal entity may be accredited for the conduct of mine search and/or demining operations using the following methods:

- manual mine detection
- mechanical method
- mine and UXO detection dogs
-

Competence Assessment Form is an integral part of the Book of Rules and Regulations on the Method of Evaluation of Legal Entities or Tradesmen Accredited for the Conduct of Humanitarian Demining Operations.

5.1. Bearers of Implementation of Competence Assessment Procedure

- ***Accreditation Body or Competence Assessment Committee***

Accreditation Body or Competence Assessment Committee is a body that performs competence assessment procedure for the conduct of mine search and demining.

Based on submitted and reviewed data and documents of the accredited legal entity, the Competence Assessment Committee proposes to CROMAC director passing the competence assessment for the conduct of mine search and demining operations.

- **Assessment Team**

Authorised legal entities are obliged to allow CROMAC free access to and inspection of all parts of the organization conducting mine search and demining operations. Every contractually engaged authorised legal entity conducting certain operations needs access within its domain of responsibility. The in-field inspection is carried out by the Competence Assessment Team appointed by the chairman of the Competence Assessment Team. The Team consists of at least two members of the Competence Assessment Committee. The basic task of the Team is to verify data, documents and establishment of the actual status of accredited legal entity or tradesman's capacities.

- **Accreditation Advisor**

The Accreditation Advisor participates in Team activities, keeps files of the authorised legal entity's data and documents submitted, conducts the correspondence and maintains contacts with authorised legal entities.

5.2. Request for Competence Assessment

Competence assessment procedure is carried out based on authorised legal entity's request and, in accordance with the request submitted, starts the procedure of issuance, extension or modification of competence assessment.

Authorised legal entity files the request for competence assessment for the conduct of demining operations to CROMAC.

The request is filed on an adequate form (Enclosure 2 of the Book of Rules and Regulations on the Method of Competence Assessment of Legal Entities and Tradesmen Accredited for the Conduct of Demining Operations). The required documents and data should be submitted along with the request.

- a) **Request for competence assessment issuance is filed:**

Upon obtaining Ministry of Interior's approval for the conduct of demining operations (all data and documents stated in the point 5.3.1. of this SOP should be submitted along with the request);

b) Request for extension of competence assessment is filed:

When the validity of previously issued competence assessment expires not later than 15 days prior to the validity expiration;

c) Request for modification of competence assessment is filed:

When the capacities of the authorised legal entity change and thus affect the competence assessment issued.

5.3. Supporting Documentation

5.3.1. Data and Documents Required for the Competence Assessment Issuance

In order to establish the competence assessment for the conduct of mine search and demining operations, the authorised legal entity is obliged to submit relevant documents and data to the Croatian Mine Action Centre.

a) Documents required for the competence assessment

The authorised legal entity submits the relevant documents to the Croatian Mine Action Centre. The legal entity submits the copies of relevant documents and attaches original documents to them for inspection. Upon inspection, original documents are returned to the authorised legal entity.

The entire documentation has to be in Croatian language and translations from foreign languages should be certified by a court interpreter.

The following documents are submitted:

1. Request for issuance, extension or modification of competence assessment
2. Decision of the Commercial Court on Registration of Legal Entity to the Court Register or Non-Governmental Organization to the Register of Associations i.e. Register of Trade Licenses proving that the authorised legal entity is registered for the conduct of demining operations.
3. Decision of the Ministry of Interior approving the conduct of demining operations
4. Copy of the humanitarian demining identity card of deminers, auxiliary workers and worksite leaders
5. Medical Fitness Certificate for deminers and auxiliary workers
6. Insurance policy for deminers and auxiliary workers in case of injuries or death caused by conducting demining operations harmonized with provisions of the Law on Humanitarian Demining
7. Certificates confirming the qualification of deminers for the work with metal detectors
8. Certificate confirming the qualification of machine operators for the work with machine(s)
9. Certificate of conformity for protective equipment
10. Certificate of conformity for metal detectors
11. Certificate of conformity for demining machines
12. Certificate of conformity for dogs and handlers

13. Certificate of conformity for other equipment and devices used in humanitarian demining operations
14. Proof of owning the prescribed equipment and instruments for the conduct of mine search and demining operations (business agreements, lease contracts etc.)
15. Decision of the Ministry of Interior by which the legal entity is approved conduct of mining operations during demining or conclusion of contract on providing the above-mentioned services with the legal entity that already has the Decision issued by the Ministry of Interior on conducting mining operations during demining.

Legal entity submits standard operating procedures (hereinafter referred to as SOP) that shall be applied during the conduct of mine search and demining operations as well as each of their amendments.

The SOP and each additional amendment are certified by the QA Officer (see Enclosure 3 of this SOP).

The Decision on Certification is passed by the director of CROMAC.

b) Data Required for Competence Assessment

Data on the contractor of mine search and demining are entered into the CROMAC forms (Enclosure 3 of the Book of Rules and Regulations on the Competence Assessment Method of Legal Entities and Tradesmen Accredited for the Conduct of Demining Operations). Upon entering data into the forms, during issuance, extension or modification of competence assessment, it is required to notarize and submit the forms to CROMAC. Completed forms are also submitted in the electronic form.

The forms are also submitted in the electronic form during reporting about any change in authorised legal entity's capacities.

The following data is entered into the forms:

1. Data on employed personnel directly conducting demining operations, supporting operations during demining and providing medical care;
2. Data on material and technical demining assets in possession of authorised legal entity based on ownership or some other form of contractual relationship:
 - a) protective equipment,
 - b) prodders,
 - c) metal detectors,
 - d) demining machines.
3. Data on mine and UXO detection dogs
4. Data on standard operating procedures
5. Data on depot of explosive substances
6. Data on specialist equipment

5.4. Criteria for Competence Assessment Issuance

This SOP defines the criteria based on which the business operation of legal entities is evaluated. The criteria are classified into the following categories:

A Circumstances to be evaluated without adding negative points. The assessment of circumstances is conducted in the so called first phase of competence assessment.

The following circumstances are taken into consideration:

1. total area worked off in m² the request submitter processed in the previous year prior to request submission as project holder in a way presented in the Table 1.

Table 1

Total no. of deminers employed at request submitter at the moment of competence assessment	Minimum area treated by the project holder in the year that precedes the competence assessment establishment
5 - 10	200.000 m ²
11 – 20	500.000 m ²
20 and over	1 000 000 m ²

Minimum area treated by the project holder is a total project area in m² that has been confirmed by the QA Officer's Record on quality assurance over completed mine search and/or demining operations.

2. Expert staff employed at request submitter in a way presented in the Table 2

Table 2

Total no. of deminers employed at request submitter at the moment of competence assessment	Minimum of employed worksite leaders at the moment of competence assessment
5 - 20	2
21 and over	4

3. Conduct of mining operations during demining – the request submitter has to have its own Decision of the Ministry of Interior approving the conduct of mining operations during demining at the moment of competence assessment

If the request submitter did not meet all the stated criteria (described in the point 5.4 A 1, 2 and 3 of this SOP), competence assessment is issued only for the validity period of one year.

B Irregularities in legal entity's work for which it is awarded negative points

An estimate of listed parameters is performed in the so called second phase of competence assessment.

Irregularities to be monitored and awarded negative points are as follows:

1. Mine incident – identified by the insight into the QA Officer's Report on mine incident
2. Repetition of mine search and/or demining – is established by having an insight into the Records on quality assurance over completed mine search and/or demining operations with mines and/or UXO found

3. Repetition of mine search and/or demining during the conduct of operations – is established by having an insight into the Records on quality assurance during the conduct of mine search and/or demining that order the repetition of operations
4. Collected contractual penalties due to non-realization of commitments undertaken by signing the contract on mine search and/or demining
5. Prohibition of work based on QA Officer's decision

Depending on the frequency of appearance of irregularities, the authorised legal entity is awarded a certain number of negative points as given in the Table 3.

Table 3

IRREGULARITY	NO. OF IRREGULARITIES		
	1	2	3
Mine incident	5	5	5
Repetition of mine search and/or demining	3	5	5
Repetition of mine search and/or demining during the conduct of operations	1	2	3
Penalties collected	1	1	2
Prohibition of work based on QA Officer's decision	3	3	4

If the legal entity notes down more than 3 irregularities of each category, scoring system continue in a way that negative points are awarded for each of the future irregularities. Fourth and each future irregularity result in negative scoring as if it was the third in a row.

Three years after the occurrence of irregularity, negative points shall no longer be taken into consideration during competence assessment of the authorised legal entity.

All negative points awarded to the authorised legal entity are kept in the database on a permanent basis.

Documentation based on which authorised legal entity is awarded negative scores is kept on a permanent basis in the authorised legal entity's archive.

C Irregularities in the work of legal entities established by enforceable judgement

Irregularities in the legal entity's work at which the liability of authorised legal entity is determined by enforceable judgement are set aside as special criteria.

Irregularities are as follows:

- a) liability of the authorised legal entity for mine accident established by enforceable judgement
- b) additional detection of mines and/or UXO and/or their fragments for which it is determined by enforceable judgement to be residual from the operations conducted by the authorised legal entity

4. When CROMAC receives the enforceable judgement, the irregularity is entered into the database and authorised legal entity is awarded negative points in a way presented in the Table 4.

Table 4

IRREGULARITY	NEGATIVE POINTS
Responsibility for mine accident	5
Additionally found mines and UXO and/or their fragments remained after the execution of operations	3

5.5. Passing the Competence Assessment for the Conduct of Mine Search and Demining

After the legal entity submits the request for issuance, extension or modification of competence assessment, the Accreditation Advisor checks the data and documents submitted.

If during the submission of competence assessment request it is established that data and documents submitted are incomplete, the authorised legal entity is requested to complement the documents and data. The request is filed in written form.

Deadline for the data delivery is within 8 days from the request receipt.

If the legal entity fails to deliver data and documents in the planned period, the competence assessment procedure shall be suspended.

The request for issuance, extension or modification of competence assessment shall be rejected. The request submitter is informed about the rejection in written form.

Having checked the entire documentation submitted, the Advisor for Accreditation proposes to the chairman of the Committee to call a Committee session. The chairman calls the session at which the Advisor for Accreditation shares the documentation submitted by the authorised legal entity with the Committee members for competence assessment purposes. The Advisor drafts the Report on supervision over the competence assessment criteria as per SOP Normization and Accreditation and submits the Report to Committee members for consideration.

If the Committee established the documentation is acceptable, it determines the competence assessment validity period. Information on capacities is relevant for determination of methods by which the authorised legal entity shall be accredited for the conduct of mine search and demining. This SOP establishes the criteria for determination of competence assessment validity period for all authorised legal entities and tradesmen during competence assessment.

The Committee establishes whether the authorised legal entity meets the criteria from the so called first phase of competence assessment (see Point 5.4 of this SOP).

If the Committee establishes that the authorised legal entity failed to meet the above-mentioned criteria, competence assessment is issued for the validity period of one year.

If the Committee establishes by having an insight into the database that the authorised legal entity met the criteria from the first competence assessment phase (see Point 5.4 of this SOP), they will determine the final number of irregularities and negative points of each legal entity.

Consequently, competence assessment can be issued with the validity period of one, two or three years.

5.5.1. Competence Assessment with the Validity Period of One Year

Competence assessment with the validity period of one year shall be issued to the legal entity in the following cases:

- a If the authorised legal entity submits the competence assessment request for the first time.
- b During the first three years of legal entity's business, competence assessment can be issued for the validity period of only a year. First three years are calculated from the date of first competence assessment issued. During that period, legal entity has to have valid competence assessment.
- c Competence assessment with the validity period of one year shall be issued to the authorised legal entity or tradesman that, at the moment of competence assessment, has at least 5 employed deminers and no capacities for the conduct of mine search and demining.
- d If during the passed three years of legal entity or tradesman's business, a mine incident occurred
- e Legal entity failed to meet all the criteria from the first competence assessment phase (see Point 5.4 of this SOP)
- f Legal entity that collected 5 negative scores by implementation of this SOP's criteria into its operation.

5.5.2. Competence Assessment with the Validity Period of Two and Three Years

Competence assessment with the validity period of two or three years is issued when the Committee establishes the authorised legal entity to have met all the criteria required in the so called first competence assessment phase (see Point 5.4 A and Table 5 of this SOP).

Depending on the number of negative scores awarded to the authorised legal entity or tradesman, competence assessment shall be issued to a certain period of time as specified in the Table 5.

Table 5

2 years	3 years
If the legal entity or tradesman collected 3 or 4 negative scores	If the legal entity or tradesman collected 2 negative scores or less

Competence assessment with the validity period of three years can be issued to the authorised legal entity or tradesman right after the expiration of validity period of the competence assessment issued to the period of two years.

5.5.3. Competence Assessment Issuance

In the period of 15 days from the proper documentation submission, CROMAC issues the competence assessment.

Having checked the documentation submitted and upon insight into the database of irregularities, the Committee proposes to CROMAC director to pass the competence assessment for the conduct of mine search and demining.

Competence assessment for the conduct of mine search and demining is issued by CROMAC director. When issued for the first time, competence assessment is issued for the period of only one year and after that, for the period of three years the most.

Competence assessment form is an integral part of the Book of Rules and Regulations on Competence Assessment of the Authorised Legal Entities and Tradesman for the Conduct of Humanitarian Demining.

With a special act, the Committee briefly elaborates the competence assessment issuance and provides instructions on legal remedy.

5.6. Legal Entity's Objection to the Competence Assessment Established

In case of disagreement with the competence assessment established, authorised legal entity is entitled to raise the objection to CROMAC director with elaboration and evidence the objection is based on.

The Objection is raised in written form within 15 days from the competence assessment delivery.

CROMAC director shall ask the Committee to repeat the competence assessment procedure. If needed, CROMAC director can appoint other Centre's staff members to take part in the work of the Committee.

The Committee shall investigate if the objection is raised in due time and by the authorised person. If the objection is not allowed and raised by the authorised person, it shall be overruled.

If the Committee establishes the objection is allowed, it will consider the allegations from the objection. If the party insists on making a statement about the facts and circumstances the party believes to be important for the procedure or to carry out the verification procedure, the Committee is obliged to act in accordance with party's request.

All appointed Committee members participate at the Committee session. The Committee passes a Decision about the objection by two-thirds majority of all votes. According to session results, the Committee members reject the objection or accept the objection and propose new competence assessment.

CROMAC director passes the competence assessment and legal entity is informed about it in written form.

6. CHANGES OF LEGAL ENTITY'S CAPACITIES DURING THE COMPETENCE ASSESSMENT VALIDITY PERIOD

The authorised legal entity is obliged to report capacity changes to the CROMAC, submit data (by CROMAC forms) and documents stating changes within 8 days from the time they occurred.

6.1. Data Change

The authorised legal entity reports about data change during the competence assessment validity period in the following cases:

- a) change of a number of employees (deminers, auxiliary workers, medical staff)
- b) change of situation with means and equipment (capacity changes)
- c) amendments of SOP
- d) expiration of documentation validity period

Each change is entered into the corresponding CROMAC forms (Enclosure 3 of the Book of Rules and Regulations on Competence Assessment of the Authorised Legal Entities and Tradesmen for the Conduct of Humanitarian Demining Operations). The forms are delivered to CROMAC by e-mail together with documents proving the changes.

6.2. Inspection and Data Registry

Data on authorised legal entity's capacities is entered into the CROMAC capacity database based on data from the forms and documentation submitted by authorised legal entities or tradesmen.

The Advisor for Accreditation goes through the documentation and data delivered. If it is established that the authorised legal entity failed to deliver the documentation and data required, the entity is ordered to submit the entire documentation and data required.

Data collected is used for planning and analysis of mine search and demining operations, assessment of competence of the authorised legal entities for the conduct of mine search and demining, during best bidder selection procedure, during the evaluation of mine search and demining execution projects, during supervision over the conduct of mine search and demining in progress, during quality control etc.

7. COMPETENCE ASSESSMENT EXTENSION

The authorised legal entity submits the competence assessment extension request not later than 15 days from the date of expiration of competence assessment validity. The legal entity submits the extension request together with all the documents and data from the Point 5.3.1 of this SOP.

Upon insight into documentation delivered, the Advisor for Accreditation will propose the Committee chairman to call the Committee session at which the members will decide whether to propose the extension of competence assessment to CROMAC director.

Competence assessment is issued by application of all criteria stated in this SOP and by CROMAC director.

8. COMPETENCE ASSESSMENT MODIFICATIONS

Croatian Mine Action Centre reserves the right to change the competence assessment prior to the expiration of competence assessment validity period in case it establishes a change of capacities, equipment and assets affecting the competence assessment for the conduct of demining operations.

The authorised legal entity shall be called to deliver data on the status of its capacities. Deadline for the submission of data is within 8 days from the call receipt.

In case changes affect the issued competence assessment, the authorised legal entity is obliged to submit a request for the modification of competence assessment within 8 days from the time they occurred.

The Competence Assessment Committee decides at the Committee session whether capacity changes affect the competence assessment.

Competence assessment is issued taking into consideration all criteria stated in this SOP.

9. COMPETENCE ASSESSMENT SHORTENING

Irregularities for which negative scores are awarded and taken into consideration during competence assessment are not without importance even during the competence assessment validity period.

Due to monitoring of authorised legal entity's business activity, when irregularities are noticed, they are entered into the database led for each authorised legal entity or tradesman individually.

Database is the basis for determination of competence assessment validity period during competence assessment issuance and extension, as well as during modification or shortening of competence assessment within competence assessment validity period.

CROMAC reserves the right to shorten competence assessment issued to the period of over one year.

If the company in three years of its business activity that precede the date of emerged irregularity collects 5 or more negative scores and previously issued competence assessment still has not expired, valid competence assessment is annulled.

The Advisor for Accreditation monitors the legal entities' business activity and, based on documentation delivered, enters negative scores and irregularities into the database. When the Advisor for Accreditation takes notice of the emerged assumptions for competence assessment shortening, he/she is obliged to inform the Committee chairman about it.

The chairman calls a Committee session within 8 days from the delivery of the documentation confirming that the authorised legal entity collected 5 or more negative scores.

The Committee analyses the delivered documentation. Having checked the database of irregularities, the Committee conducts competence assessment procedure in accordance with the criteria defined by this SOP.

The Committee puts forwards a proposal to CROMAC director to annul the valid competence assessment only if there is more than a year left until expiration of valid competence assessment.

CROMAC director is also advised to issue a new competence assessment to the period of one year from the date of issuance.

Upon the completion of competence assessment procedure, the legal entity is informed about the annulment of previously issued competence assessment, reasons for assessment shortening and possible right to an objection.

10. COMPETENCE ASSESSMENT ANNULMENT

CROMAC annuls the competence assessment for the conduct of mine search and demining in the following circumstances:

- a) In case the Ministry of Interior annuls the Decision issued to the authorised legal entity by which the entity is approved conduct of demining operations;
- b) In case the authorised legal entity stops conducting demining, it has to notify CROMAC 15 days prior to the intended termination;
- c) In case the authorised legal entity or tradesman stops meeting some of the conditions under which the competence assessment was issued;
- d) In case the capacities of the authorised legal entity significantly change and have an impact on the competence assessment for the conduct of mine search and demining.

During monitoring over the legal entity's business activity and noticing the assumptions emerged for the annulment of competence assessment, the Advisor for Accreditation informs the chairman of the Committee about them. Legal entity is called to submit the necessary data. Deadline for the submission is within 8 days from the call receipt.

After expiration of deadline, the chairman calls the Committee session. The Committee members establish if assumptions for the annulment of competence assessment have been met. If they have, and if data requested from the legal entity have not been delivered, the Committee proposes annulment of competence assessment. The assessment is annulled by CROMAC director.

CROMAC informs the authorised legal entity and the Ministry of Interior about the annulment of competence assessment and elaborates the reasons for such decision in written form.

11. VERIFICATION AND ESTABLISHMENT OF THE ACTUAL SITUATION BY THE COMPETENCE ASSESSMENT TEAM

The Committee performs a review of delivered documents and data and in case of being incomplete, calls upon supplementing of documents and relevant data. The call for supplementing states the ultimate deadline for the documentation and data delivery. In case deficiencies and other circumstances that need to be checked in the field are established at the Committee session, the chairman appoints and sends the Evaluation Team to the field.

CROMAC may perform unannounced inspection. Their purpose is to observe the regular work of a demining organization and to keep records of capacities and application of SOP. Preparation and implementation of unannounced inspection must not affect the execution of planned demining activities.

The inspection is made by the Evaluation Team appointed by the chairman of the Committee and sent by his/her order to the field with precisely defined tasks, deadline for the completion of tasks and extent of inspection of capacity status.

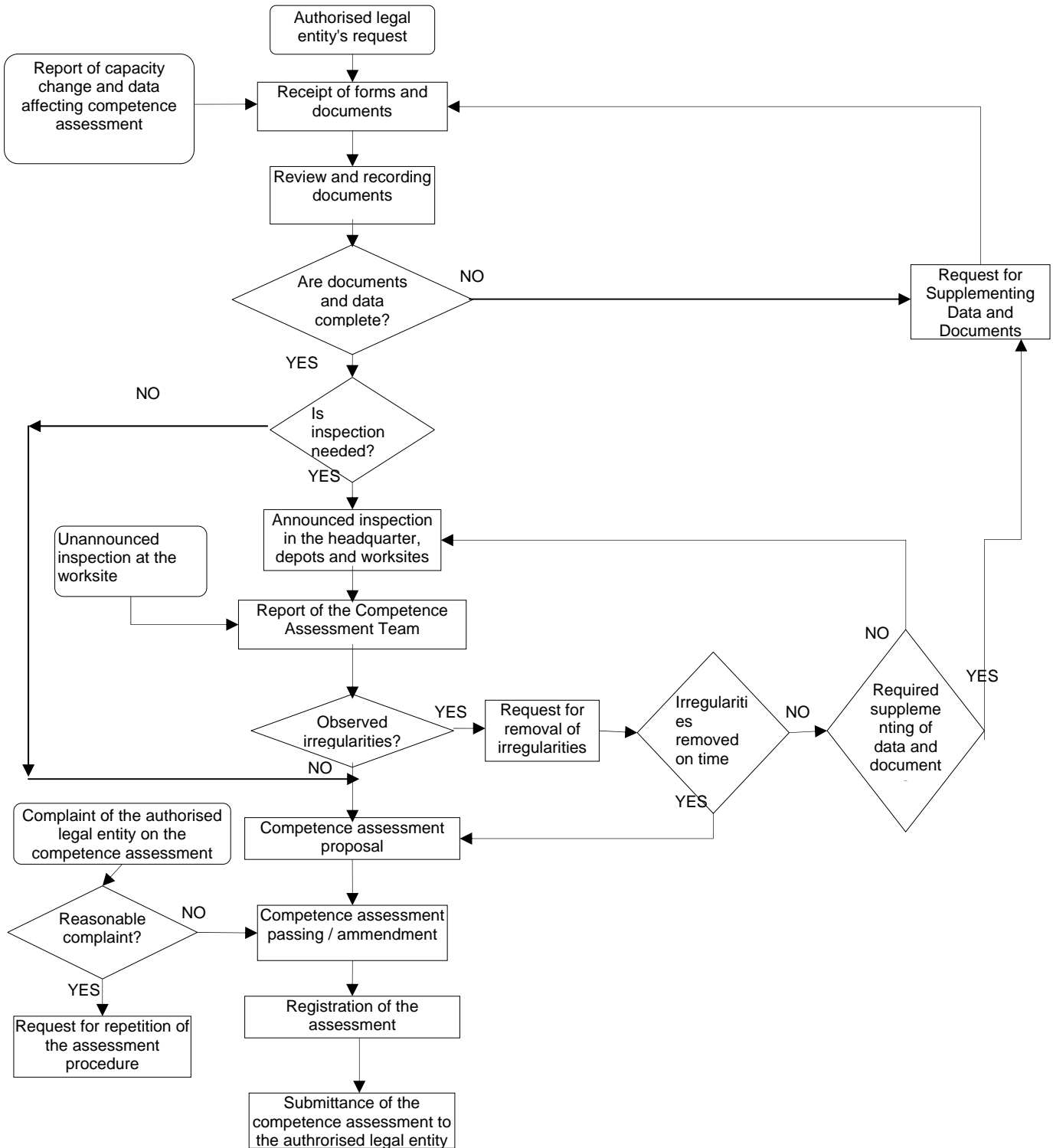
After the inspection, the Evaluation Team drafts a Report (see Enclosure 2 of this SOP) and submits the Report to the Committee chairman.

In case the Team establishes some irregularities, the chairman calls the Committee session. The results of the Evaluation Team's inspection and their opinion are discussed at the session. The Committee shall inform the legal entity in writing about the irregularities noticed and order their removal.

The legal entity is obliged to provide evidence on irregularities being removed.

ENCLOSURES

Enclosure 1 – Flow diagram of competence assessment procedure



Enclosure 2 – Report of Competence Assessment Team

REPORT
OF
COMPETENCE ASSESSMENT TEAM

(Name of authorised legal entity)
FOR THE CONDUCT OF MINE SEARCH AND DEMINING

Inspection site:

Present representatives of authorised legal entity:

Present CROMAC representatives:

Team's task:

Team's report:

REMARKS

In _____, _____ 20__

TEAM MEMBERS:

- 1. _____
- 2. _____
- 3. _____

**Enclosure 3- Control form of the inspection and verification of SOP's content-related part
CONTROL FORM OF THE REVIEW OF THE SOP'S CONTENT-RELATED PART**

AUTHORISED LEGAL ENTITY/TRADESMAN: _____

CONTENTS				Explanation of irregularity
1.	INTRODUCTION		MEETS	
2.	ABOUT THE COMPANY/TRADESMAN	YES NO		
2.1.	History	YES NO		
2.2.	Quality policy (Statement of quality policy and quality assurance)	YES NO		
2.3.	Organizational scheme	YES NO		
3.	SAFETY AND OCCUPATIONAL HEALTH	YES NO		
3.1.	Preventive measures	YES NO		
3.2.	Restricting measures	YES NO		
3.3.	Special measures	YES NO		
3.4.	Method of safety measures implementation (along the roads, ...)	YES NO		
3.5.	Fire-prevention measures	YES NO		
3.6.	Safety distances	YES NO		
4.	LIABILITY	YES NO		
4.1.	Liability of the person responsible	YES NO		
4.2.	Worksite leader's liability	YES NO		
4.3.	Team leader's liability	YES NO		
4.4.	Deminer's liability	YES NO		
4.5.	Auxiliary worker's liability	YES NO		
4.6.	Liability for proper functioning of means and equipment	YES NO		
4.7.	Which equipment is in use	YES NO		
4.8.	Method of equipment use	YES NO		
5.	MARKING	YES NO		

5.1.	Worksite organization and marking prior to the beginning of operations (scheme)	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	Marking during the conduct of mine search and demining (scheme)	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	Closing marking of worksite boundaries upon completed mine search and demining	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.	METHOD OF MINE SEARCH AND DEMINING	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.1.	Mine search methods	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	Demining methods	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	Conduct of auxiliary operations	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	Manual detection procedures	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.5.	Mechanical detection procedures	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.6.	Procedures for handling MDDs	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.7.	Procedures during mine and UXO detection	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.8.	Mine and UXO destruction procedures	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
6.9.	Procedure for acquisition of means of destruction	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
7.	MEASUREMENT, ANALYSIS AND IMPROVEMENT	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
7.1.	Method of conducting internal control	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
7.2.	Daily measurement of individual performances	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
7.3.	Procedure for the poorly treated area	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
7.4.	Corrective and preventive actions	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
8.	SANITARY SUPPORT	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
8.1.	Conduct of sanitary support	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
8.2.	Procedure in case of a mine incident	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
9.	RADIO-LINK SYSTEM	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
9.1.	Radio-link system at the worksite (scheme)	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
10.	RECORDS AND REPORTS	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
10.1.	Records and reports at the worksite	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
10.2.	Final report	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
10.3.	Mine incident report	YES NO	<input type="checkbox"/>	<input type="checkbox"/>
10.4.	Warranty/Guarantee of quality execution of operations	YES NO	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

In Sisak, _____

Enclosure 4 Report on monitoring over the competence assessment criteria

REPORT ON MONITORING OVER THE COMPETENCE ASSESSMENT CRITERIA AS PER SOP – Normization and Accreditation

LEGAL ENTITY: _____

CURRENTLY VALID COMPETENCE ASSESSMENT IN TH PERIOD: FROM _____ TO _____

METHODS:

A	Manual detection
B	Demining machines
C	Mine and UXO detection dogs

1. CRITERIA OF THE FIRST PHASE OF COMPETENCE ASSESSMENT:

TOTAL No. OF DEMINERS EMPLOYED: _____

TOTAL No. OF WORKSITE LEADERS: _____

TOTAL AREA TREATED BY PROJECT HOLDER (COMPANY) IN THE PREVIOUS YEAR (period _____)

MINISTRY OF INTERIOR'S CERTIFICATE FOR THE CONDUCT OF MINING DURING DEMINING:

YES	NO
-----	----

CRITERIA MET FROM THE FIRST PHASE OF COMPETENCE ASSESSMENT in accordance with the point 5.4.A of the SOP Normization and Accreditation

1	YES	NO
2	YES	NO
3	YES	NO

TOTAL

YES

NO

2. CRITERIA OF COMPETENCE ASSESSMENT SECOND PHASE

PERIOD: _____

IRREGULARITIES:

TOTAL NO. OF NEGATIVE SCORES: _____

3. COMPETENCE ASSESSMENT CRITERIA FOR THE PERIOD OF ONE YEAR:

FIRST LEGAL ENTITY'S COMPETENCE ASSESSMENT _____ year _____

THREE YEARS OF UNINTERRUPTED WORK FROM THE FIRST COMPETENCE ASSESSMENT

AT LEAST 5 EMPLOYED DEMINERS AND ONE'S OWN EQUIPMENT

MINEINCIDENT

COMPETENCE ASSESSMENT PROPOSAL WITH VALIDITY PERIOD OF ONE YEAR

YES	NO
YES	NO
YES	NO
YES	NO

In Sisak, _____

Report made by _____

COMMITTEE'S PROPOSAL IN ACCORDANCE WITH FACTS ESTABLISHED AT THE COMMITTEE SESSION:

In accordance with the facts established, the Committee members propose passing of the following competence assessment to CROMAC director:

COMPETENCE ASSESSMENT WITH VALIDITY PERIOD FROM _____ TO _____

METHODS:

A
B
C

In Sisak, _____

Report made by: _____