



Chapter 8

Reporting Procedure

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1. Introduction

Information is essential and useful for the management of explosive ordnance disposal. Without

the development of a good information management system or procedure and the lack of compliance with the existing system, the operation will be inefficient and ineffective. The reporting form is the basis for its use.

To collect information from field operations, reports with complete, accurate and timely content are essential for the operations of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV).

2. Scope

The operating standards in this section cover the reports that are required for the clearance Operations of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV).

3. Reports

The reports used in the operations of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated SLV) are as follows:

The operating standards in this section cover the reports that are required for the operations of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV).

1. General Survey Report
2. Technical Survey Report
3. Roving Task Completion Report
4. Area Clearance Completion Report
5. Monthly Task Progress Report
6. UXO/Mines Accident Report
7. UXO/Mines Victim Report
8. Unknown Explosive Ordnance Report

4. The reporting system of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV).

The reporting system of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV).is in accordance with the requirements of Chapter 24 “National Standards” on reporting. The company will use and comply with the reports specified by the NRA and will submit the reports as requested by the NRA by the 22nd of the following month.

The field team will complete all reports as per the company's operating standards. Completed reports must be submitted to the office for review and approval by the Field Operations Supervisor before being distributed to relevant parties such as the client and the NRA office.

5. Report worksheets used

5.1 General Survey Report

The general survey report is to record data from the initial site survey. The data included in this report includes information on facilities in the area where the work will be carried out and information on the impact of UXO to inform task planning

5.2 Technical Survey Report

Technical Survey Report, a form used to record information obtained during a technical survey for a site clearance or roving task as a planning input.

The information required to be reported is included in the report. The Technical Survey Report is included as an appendix to this section of the Standard Operating Procedures.

The Technical Survey Report is to be prepared by the survey teamleader during the field survey. The information contained in the report is designed to provide information for the site clearance and roving task.

The completed report is to be sent to the company office for storage and use for planning purposes. When assigning work to a clearance unit, a copy of this report must be provided to the unit leader for planning and operational information

5.3 Roving Task Completion Report

The Roving Task Completion Report is used to report the results of demolition activities carried out by the company's clearance unit. The required details are specified in the report. This report is prepared by the demolition teamleader upon completion of the roving task and submitted to the Field Operations Supervisor for review and approval. A copy of this report is then sent to the NRA Office.

A draft of the Roving Task Completion Report is included in the appendix to the operating Standards in this section.

5.4 Area Clearance Completion Report

The Area Clearance Completion Report is used to record the details of the land cleared by Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV). The required information details are specified in the report. This report is the teamleader's responsibility to supervise the work upon completion of clearance and submit the report to the Field Operations Supervisor for review and certification. A copy of this report is then sent to the NCSC office.

The Area Clearance Completion Report is included in the appendix to the Field Operations Standards.

5.5 Monthly Task Progress Report

The monthly task progress report is a summary of the company's performance data for the month in a draft report specified by the NRA and submitted to the NRA before the 22nd

of the following month.

The monthly task progress report is included in the appendix to this section of the operating standards.

5.6 UXO/Mines Accident and Victim Reports

In addition to their regular task responsibilities, the teamleader of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV) may receive information about accidents that have occurred to people in the areas where the company operates.

When informed of such an accident, the teamleader of Silavan UXO Survey, Clearance and Ordnance Disposal Company Limited (abbreviated as SLV) must inquire about the initial information about the accident and notify the NRA so that the NRA can follow up and collect information as appropriate. If the NRA wishes, the company may have the teamleader who received the report and is near the scene of the accident collect information using the NRA-approved accident and mine casualty report template.

In the case where the teamleader collects data and compiles the accident and UXO/mine victim report, upon completion, the completed report must be sent to the company office, which will then forward it to the NRA.