

## **TRAINING AND QUALIFICATIONS**

### **References**

1. This document has been developed with reference to the following documents:
  - i. IMAS 07.10 Guide for the Management of Demining Operations

### **Scope**

2. This chapter covers the training of national personnel within Jordan.

### **Objective**

3. To ensure that all training conducted in Jordan enhance the safety and quality of all clearance operations.

### **Introduction**

4. A high standard of training and discipline is essential to maintain good management, sound operational procedures and safety. The NCDR does not have a national demining training facility. All demining organisations are responsible to achieve the minimum training standards as outlined in this chapter prior to conducting any actual mine/UXO clearance operations.

5. All agencies participating in demining operations are to have a Standard Operating Procedure (SOP) approved by NCDR. Their policy will incorporate all details of this document and address any additional details. The SOP will specifically contain information relating to types and schedules of training, responsibilities and resources in the training, and methods of quality assurance designed to evaluate the suitability and effectiveness of the training.

5. Frequent refresher training and updating will be provided by demining organisation with all above-mentioned details annotated in the agency's SOP.

### **Training courses**

7. All personnel completing the training conducted should be able to perform at the level as required by the NTSG for Mine/UXO clearance Operations. The course syllabus may be modified to include specialised training specific to that agency.

8. Training programmes must be included in the agency's SOP and will be approved by the NCDR as part of the operational accreditation process.

9. All organisations shall maintain detailed training records for their personnel. As a minimum this shall be in the form of a qualifications list.

- i. **Survey Training Courses.** The Survey Training must include basic and advanced mine/UXO clearance, map reading and land navigation, surveying techniques. Manual operation of surveying equipment

will be taught even if automatic / computerised surveying equipment is used and taught.

**ii. Team Leader Training.** All future instructors and designated Team Leaders and Supervisors must receive instruction in Basic Leadership, Instruction techniques, and Supervisor roles and responsibilities. All personnel in a Team Leader or Supervisor role will attend a Basic mine/UXO clearance Course and a Basic First Aid Course.

**iii. Mine/UXO Clearance Training.** There are several types of mine/UXO clearance courses. The Basic mine/UXO clearance Course must be the minimum required for all personnel involved in mine/UXO clearance activities.

a. **The Basic Mine/UXO Clearance Course.** A basic course will involve sub-topics including: Mine Orientation and Identification, method of clearance, Marking systems and Site layout, casualty evacuation and basic First Aid.

b. **The Advanced Mine/UXO Clearance Course.** An advanced course will reinforce all of the Basic Mine/UXO clearance sub-topics and include, On-site requirements, site management and supervision, quality assurance and quality control, Destruction and Render-Safe Procedures, Reporting and post clearance procedures.

c. **The Supervisor Mine/UXO Clearance Course.** A supervisor's course will reinforce all Basic and Advanced Mine/UXO clearance topics and include Minefield Supervisory Techniques.

d. **The EOD Basic Course.** The basic course syllabus should concentrate on basic demolition procedures for the destruction of those mines and munitions, which can be disposed of easily and safely.

**iv. Medical Training Courses.** Trained medical support is required on site should a medical emergency occur. Medical personnel should be registered with the appropriate health authority. Two levels of training will be used under the following terms, qualifications and training standards:

a. **Basic First Aid Training.** Basic First Aid Training is a requirement for all field personnel. Mine/UXO clearance operators, surveyors, drivers, and any management staff involved in the field operations are all required to attend Basic First Aid Training provided by the Mine/UXO clearance organisation. This course is recommended for all staff. As a minimum, the course will provide basic life and limb saving procedures including Cardiopulmonary Resuscitation (CPR), Management of Bleeding, Splitting Fractures, Immediate Patient Assessment, and Patient Transport Techniques.

**b. Paramedic Training.** After attending the Basic First Aid Training Course, personnel designated to be the First Line Medical Technician (one per site) will be required to attend Paramedical Training. Topics taught will include Advanced Life and Limb Saving Skills, Triage, and Long Term Patient Management. Paramedics are also trained to provide trauma treatment, to run a clinic, provide basic medical attention and provide medical advice on sanitation, hygiene and the prevention of diseases.

### **Change of organisations**

10. Qualifications issued by one organisation are not automatically transferable between organisations.

### **Change of SOP / Equipment**

11. Organisations are to ensure that all relevant personnel receive appropriate training, and that this training is documented in the case of amendments to SOP's or equipment.

### **Life of qualification**

12. Refresher training will be required in the event that operation staff have a break of more than three months from their routine appointment.