



Annex 1: List of the criteria and steps for the national USAR team accreditation process

General criteria	Evaluation method	Comment
1. The process shall be led by the NDMA o competent entity with the mandate from the NDMA	An official document shall exists that clarifies the mandate for the national accreditation entity	It is accepted that the NDMA can mandate an accrediting entity such as a university, an auditing company, the national fire academy (which shall be administratively independent from its partners)
2. The process shall form part of the national emergency/ disaster management framework	A protocol shall exist between the NDMA and the accredited USAR team (protocol on the activation and the national USAR response cycle)	
3. An accreditation committee shall be created, which shall be composed of USAR experts and quality control/ audit experts	Existence of a procedure on the functioning of the National accreditation committee, composition, organigramme, regulations of its sessions, and meeting agenda	
4. The accreditation committee shall be backed by the competent national authority / norm	A document from the NDMA shall exist which constitutes the accrediting entity. This entity shall issue a document on the creation of the national accreditation committee, in line with the mandate that the NDMA gave it.	
5. The process shall be public and open to all USAR response entities, and made aware to all	The protocol between the NDMA and the accredited USAR team is essential if the process if open and public. The Government can incur civil and penal liabilities when interacting with non-governmental teams. (ex. For bad practices of non-	To all USAR teams? – NGOs, firefighters, police, military, civil defense, etc. Decision of each country. General rule: it shall include all types of organisations but with a clear protocol on procedures.

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	governmental USAR teams, transport accidents, reimbursement of operational costs, reinstatement of equipment, etc.)	
6. The requirements shall be made available to all interested stakeholders, including information on the standards to be achieved <ul style="list-style-type: none"> <u>Optional, but desirable</u>: it is suggested to elaborate and make available standard templates for the documents to be presented 	The enrollment by the teams shall be through the completion of forms which include all the requirements for the accreditation of that team. These requirements shall be in conformity with the INSARAG guidelines 2015. These forms shall be provided by the accrediting entity to ensure that the accreditation process guarantees the same uniform parameters for all applying teams.	The accrediting entity shall provide all the standard enrollment formats.
7. The evaluation criteria and regulations shall be available to all before the process		Have a website or an intranet where all formats can be downloaded
Steps	Evaluation method	Comment
1. There has to be a formal request/ application/ enrollment of the team to the accreditation process with the presentation of the folder with relevant documentation (equivalent to the Portfolio of Evidence of the IEC process) <ul style="list-style-type: none"> <u>Optional</u>: all the supporting document may be asked at once at the beginning of the process or first an abbreviated version and then a full version. 		For national teams, the best is to send all the documentation in the "enrollment formats" (see 6 above). This is because it is in principle a shorter process than the IEC. It is fundamental that the application letter or request by the USAR team contains a signed declaration on the responsibilities to accept in order to be an accredited team.
2. There shall be a mentor for each team to accompany and guide the team through the process, designated by the Accreditation Committee <ul style="list-style-type: none"> <u>Optional</u>: The mentor shall be part of the accreditation system 		If the mentor is remunerated, this should be covered by the accrediting entity. the experience from Chile is that

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		the mentor is designated by the Accreditation Committee. The problem of remuneration may occur but this is not an issue in Chile as it is ad honorem work.
3. The process shall include a self-evaluation by the team		Surely this is an initial self-evaluation. The mere presentation of the all the enrollment formats is a self-evaluation. This may constitute one more reason for requesting all the required documentation at the moment of enrollment by the team.
4. The process shall include an administrative audit of the portfolio presented.	To identify non-conformities	This first audit is merely based on documents.
5. The process shall include a field audit of the capacities of the team, as declared in the portfolio	This is a field audit where the team deploys its capacities but it is not equivalent to an exercise. the review concerns the administrative part, the equipment, procedures, staff, logistics, All this in conformity with what the team provided in the formats.	
6. The process shall include a field exercise demonstrating skills and competencies of the team	A written evaluation grid shall exist, with explanation of the marking system, and this shall be known to the team in advance.	
7. The process shall culminate in the certification and a formal and identifiable recognition of the team, as well as a commitment by the team to form part of the national response assets		
8. The country shall have a national USAR team directory of accredited teams, and the team shall be included in this one; as well as included in the INSARAG directory as national USAR team		



9. The process shall include a regular re-accreditation process		The recommendation is for a 5 year period. In Chile, it was decided to limit it to 3 years but experience already shows that this period should be longer.
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