# Technical Guidance Note on the

# INSARAG Recognized National Accreditation Process (IRNAP)

Update: October 31, 2019

# Contents

# Abbreviations

| | |
|---|---|
| ASR | Assessment, Search and Rescue |
| BoO | Base of Operations |
| GIS | Geographic Information System |
| GPS | Global Positioning System |
| TSG | Technical Support Group |
| TRG | Technical Recognition Group |
| ICT | Information and Communication Technology |
| IEC | INSARAG External Classification |
| IER | INSARAG External Reclassification |
| INSARAG | International Search and Rescue Advisory Group |
| IRNAP | INSARAG Recognized National Accreditation Process |
| LEMA | Local Emergency Management Agency |
| MSDA | Material Safety Data Sheet |
| NAP | USAR National Accreditation Process |
| NDMA | National Disaster Management Authority |
| OCHA | United Nations Office for the Coordination of Humanitarian Affairs |
| NGO | Non-governmental organizations |
| OSOCC | On-Site Operations Coordination Center |
| UCC | USAR Coordination Cell |
| USAR | Urban Search and Rescue |

# 1. Introduction

Since 2005, INSARAG has an external classification process for international USAR teams (IEC process), which establishes verifiable operational standards and is an example of how a peer evaluation mechanism can provide added value in disaster preparedness and response.

With regard to national USAR teams, each country's authorities have the responsibility of providing guidance and formulating standards and procedures to verify teams' compliance. Since 2015, the INSARAG Guidelines explicitly encourage countries to establish national accreditation processes that are developed, adapted and framed in the country's own reality and recommends using the national INSARAG Guidelines and standards as reference. In fact, for several years a growing number of countries have been developing their national process using the INSARAG Guidelines as a reference.

# 2. Background

In 2011, and following a global consultation process, a new chapter G on the establishment of national urban search and rescue capabilities was included in the INSARAG Guidelines. At section G3.5. this version of the Guidelines encouraged countries to "adopt (at the appropriate level) the INSARAG organizational and operational guidelines for capacity building of national USAR teams as a target achievement for its national USAR teams and to adopt appropriate processes for the confirmation of achievement of these standards".

The 2015 INSARAG Guidelines included a complete Manual on strengthening national and local capacity (Vol. II, Manual A), recommending countries to establish an accreditation mechanism for national teams that "*allows a country to manage, monitor and establish the same standards officially and adhere closely to the INSARAG standards and guidance*". See Figure 1.

In 2017, the INSARAG Steering Group approved the INSARAG External Support and Recognition proposal (PAREI) for national accreditation processes, and encouraged Regional Groups to put it into practice and report on its implementation at the annual meetings of the Steering Group.



*Figure 1* Difference between INSARAG External Classification (IEC) for International USAR teams and INSARAG recognition through PAREI.

# 3. National Accreditation Process (NAP)

The INSARAG USAR response framework shows a structure that seeks to ensure interoperability between the different USAR response levels, and determines that "*it is vital that working practices, technical language and information are common and shared through all levels of the USAR response framework*" (INSARAG Guidelines, Volume II, 3.1. ). Therefore, the standards developed for the accreditation of national teams **must be aligned** with the INSARAG methodology and must be recognized within this same framework. See Figure 2.
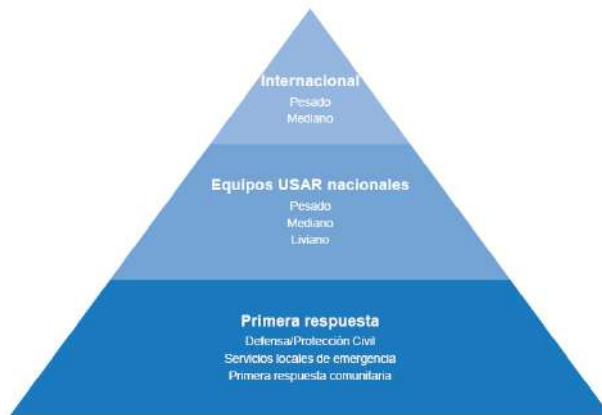


*Figure 2* INSARAG USAR response framework.

It is neither desirable nor feasible for the INSARAG community to take on the responsibility of accrediting or classifying the large number of national USAR teams, this being the responsibility of the national authorities as reconfirmed by the INSARAG Guidelines 2020.

For this purpose, it is proposed to homogenize the minimum standards for national USAR teams, leaving the necessary space for national adaptation in the compliance with said standards. The suggested formats can be found on the INSARAG website at: http://www.insarag.org/fortalecimiento-de-capacidades/directrices-nacionales

# 4. INSARAG Recognized National Accreditation Process (IRNAP)

The INSARAG support and recognition process of National Accreditation Processes responds to standard terms of reference that will be jointly reviewed by the Secretariat and the requesting country.

## 4.1. Objective

Provide a reference framework to support and recognize countries' efforts in the development of national capacity and allow INSARAG recognition of the national USAR accreditation processes.

## 4.2. Scope

Countries that are developing and/or implementing a national USAR accreditation process in accordance with the INSARAG methodology and standards.

## 4.3. Roster of support and recognition specialists: Technical Support Group and Technical Recognition Group (TSG/TRG)

### 4.3.1. Profile of TSG/TRG members

A Roster of experts from different countries at the regional level, with the appropriate profile and approved by the INSARAG Regional Chairmanship Group, has been established for the INSARAG Recognized National Accreditation Processes (IRNAP).

The members of the two teams of specialists who will be involved in the process are selected from this Regional Roster, namely: Technical Support Group (TSG) and Technical Recognition Group (TRG), who have the following functions respectively:

- TSG: Support/advise national systems on the implementation of their national USAR accreditation process in compliance with the minimum INSARAG guidelines, steps and standards.
- TRG: Review compliance with the minimum INSARAG guidelines, steps and standards and recommend the INSARAG external recognition of the national accreditation process to the Secretariat.

Although both groups are established at the regional level in order to respond to requests from countries in that region, experts from other INSARAG regions can also participate as long as it has been approved by the respective Regional Chairmanship Group. In fact, Regional Groups may consider promoting this situation to encourage learning from different experiences.

The experts must meet the established minimum requirements, such as:

- USAR experience (USAR processes and training)
- Experience in USAR operations/coordination
- Experience with the INSARAG methodology
- Experience with a national accreditation process or with the INSARAG external classification process.
- Sufficient knowledge of the regional context and relevant languages.

### 4.3.2. Application and approval

To form the Regional Roster, each Regional Group must make an initial call, with the support of the INSARAG Secretariat. The Regional Chairmanship Group reviews the candidates based on the Secretariat's recommendations and approves them or not. It is recommended that Regional Groups establish two categories of roster experts, members and observers.

- Members: Experts who meet all established requirements will be approved as "members".

- Observers: Experts who have extensive experience in the subject, but who may lack specific experience with a national accreditation process or the INSARAG external classification process can be approved as "observers" in order to obtain the experience required to be part of the roster. "Observers" may be part of a Technical Support or Recognition Group specific to a country, if the requesting country accepts it. Acceptance as an "observer" is at the discretion of the Regional Chairmanship Group. Their expenses must be covered by the country or organization they represent.

At least every two years, the Regional Chairmanship Group, through the INSARAG Secretariat, makes a new call in order to maintain a quality roster of available experts to support the requesting countries. Each time a new call is made, the category of "observers" should also be reviewed to assess whether they gained sufficient experience to become "members".

### 4.3.3.    Roster member preparation process

Roster members are expected to participate in a preparation course in which they are trained in the application of the IRNAP methodology and the various tools used. The selected observers are part of this preparation process. Also, each member of the roster is expected to participate in the planned virtual activities and, at least once every two years, in an in-person update and training activity.

### 4.3.4.    Roster candidates call methodology

At the end of the two-year period of the selection of experts for the roster, or more often if the Regional Chairmanship Group deems it appropriate, the INSARAG Secretariat initiates a new call through the Virtual OSOCC and via e-mail to the focal points of the Regional Group's countries and organizations. Members and observers interested in being part of the TSG/TRG must upload their application and commitment form, detailing their relevant experience, to their profile in the virtual OSOCC. This will help the Secretariat, in the future, to be able to expeditiously share the information about the experts that are part of the Regional Roster with the country requesting the support of the TSG/TRG.

## 4.4. IRNAP Process Criteria

INSARAG's recognition must comply with the criteria indicated below:

- *Voluntary:* Above all, this process must be absolutely voluntary and interested countries must make a formal request to obtain support and recognition.
- *Supported by a team of regional specialists:* A group of experts who support and recognize the country's efforts, such as compliance with the INSARAG methodology and minimum standards.
- *Countries' commitment:* The countries that obtained recognition through the Technical Group must also commit to provide experts for the Regional Roster.
- *Commitment to the INSARAG methodology:* The requesting country must show its willingness to work according to the INSARAG methodology.
- *Financed by the requesting country:* The requesting country must cover the costs related to the Technical Support and Recognition Group (except observers), but this may be done through different modalities, including bilateral agreements and donor support, among others.

## 4.5. IRNAP Process Levels

The support and recognition process has a series of key stages, including determining the level of the country. The work methodology and the completion of the stages will depend on the level of progress of the national USAR process and more specifically on the national USAR accreditation process.

Progress can be characterized in three levels:

- **Design level**: A country that requests support to meet the standards without yet having any existing process.
- **Advanced level**: A country that declares it partially complies with the methodology's standards and requests support for its full development.
- **Consolidated level**: A country that declares it complies with all of the methodology's standards and requests support for verification.

Hence, the terms of reference for the Technical Support Group will be established according to the identified level, and the duration of the process will vary according to this.

## 4.6. Initiation of the Support Process

### 4.6.1.    Request

The interested country must submit an application to the INSARAG Secretariat through a formal document stating its commitment to work according to the INSARAG methodology, presenting an initial self-assessment report of compliance with the INSARAG national guidelines, steps and standards and supporting documentation. The request must be signed by the highest national authority of the country's risk management system to the INSARAG Secretariat/OCHA, through the INSARAG political focal point and with a copy to the INSARAG Regional Chairmanship Group and the United Nations Resident Coordinator in the country. See annexes:

- Annex 01 – Template for TSG support request.
- Annex 02 - Checklist of the National USAR Accreditation Process criteria and stages.
- Annex 03 - Checklist of INSARAG national standards.

### 4.6.2.    Designation of the Technical Support Group (TSG)

When the INSARAG Secretariat receives a request from a country for recognition or support in the design or revision of its national USAR accreditation process, it will send the request to experts within the Regional Roster who will respond with their availability to support the national accreditation process.

Once the deadline for responding to the request has passed, the Secretariat compiles information on the available experts, downloads their profiles and shares this information with the requesting country. The requesting country will select at least one expert from the region within two weeks, with the option of adding/accepting other thematic experts and observers as part of the TSG.

The country communicates its selection to the Secretariat, which in turn informs the entire TSG roster through a message sent via the virtual OSOCC. The Secretariat will share with the selected TSG the contact information of the pertinent people from the requesting country so that they can get in touch and agree on the work modalities. See Figure 3.

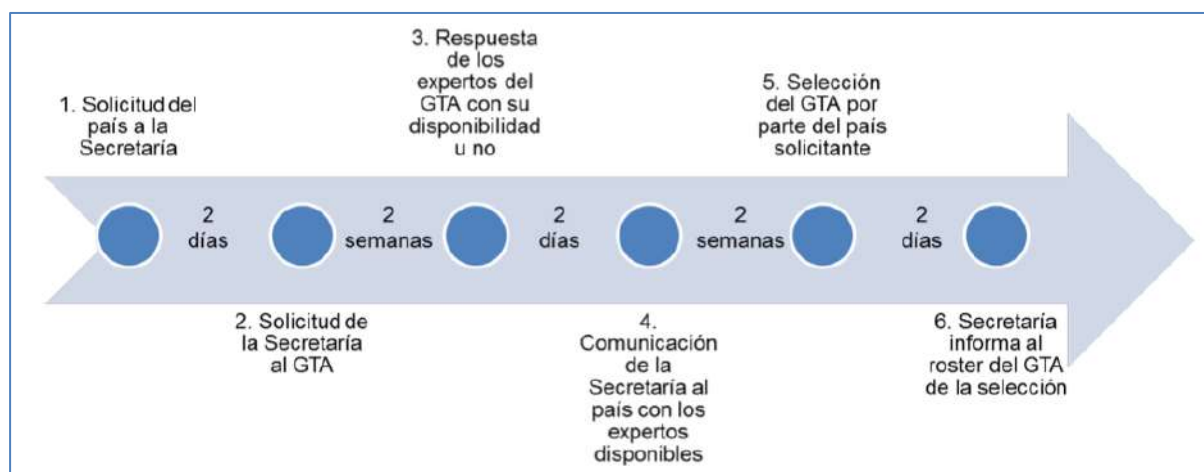**Summary: Timeline for the formation of a TSG in support of a country**



*Figure 3* Timeline for the formation of a TSG in support of a country

### 4.6.3. Agree on specific terms of reference

The INSARAG Support and Recognition Process of National Accreditation Processes responds to standard terms of reference that will be jointly reviewed by the Secretariat and the requesting country once the self-assessment and the supporting documentation submitted have been reviewed.

#### 1. GENERAL OBJETIVE

Advise and support the requesting country in the design and review of the national accreditation process of USAR teams.

#### 2. SPECIFIC OBJETIVES

- Provide guidance in the adoption or adaptation of the guidelines and steps of the national USAR accreditation process.
- Provide guidance in the adoption and/or adaptation of national USAR team capacity standards.
- Build awareness and disseminate the guidelines and steps to be implemented in the national accreditation process of USAR teams.

#### 3. CONSIDERATIONS

- **DURATION:** The process should not last longer than 18 months, with a single extension of up to 6 additional months. There should be a work plan, to be carried out for each stage of the process, as well as a schedule for its implementation, with a clear definition of when the objectives will be achieved, establishing the participants' roles and responsibilities.
- **WORKING METHODOLOGY AND MODALITIES**: The requesting country and the TSG must develop the working methodology and modalities based on the following guidance:
  - o Establish a communication system (for example, WhatsApp)
  - o Establish a system to share files and information (Dropbox, Google Drive, etc.)
  - o Create a document containing the topics and agreements developed between the TSG and the country.
  - o Hold a teleconference to establish first contact between the country's responsible parties and the TSG.
  - o Define the first stage of work starting with the self-assessment, review and request for information.
  - o The TSG proposes a work plan to the country, based on the self-assessment information and attached documents reviewed and discussed.
  - o Hold another teleconference to agree on the work plan between the country and the TSG.
  - o The work plan indicates the times for support and document preparation and/or review required by the TSG.
  - o Hold teleconferences regularly to review the work plan and aspects of compliance or results of the documentary review.

**Important:** There must be close and participatory communication and consultation with the INSARAG Secretariat at all times.

## 4.7. Support Stages

*Development of Activities:* The following table summarizes the activities that should be developed during the support stage, aimed at sharing information between the TSG and the requesting country for review and corrections, respectively:

| Stages of the support process | Maximum suggested time |
|---|---|
| 1. Review and consensus on the self-assessment and verification document of the requesting country:<br>• Request clarification of doubts or supporting documentation regarding the self-assessment.<br>• It is necessary to consult with the country and the INSARAG Secretariat prior to any decision/statement on the self-assessment.<br>• The objective is to reach a consensus on the self-assessment.<br>• The TSG will use a "color methodology" to assess progress in each of the items of the self-assessment and verification during the entire IRNAP process. | 90 days |
| 2. Adaptation and agreement on the TSG's terms of reference as well as preparation and agreement on a work plan for the support and recognition process according to the level of development of the national process (consolidated, advanced, design), based on the results of the self-assessment.<br>• The TSG prepares a work plan proposal and presents it for discussion to the requesting country. Both parties must agree to the work plan. Contingencies and possible changes in the work plan must be taken into account.<br>• In many cases, especially when the country is at the design level of its national accreditation process, a face-to-face meeting is **mandatory** and of utmost importance to explain the scope of national INSARAG standards, as well as the guidelines and steps of a national USAR accreditation process. The work plan is developed by the TSG together with the requesting country.<br>• As part of the work plan, the TSG and the requesting country establish a timeline with deadlines for the fulfillment of the different goals, as well as a schedule of meetings, electronic correspondence and, if necessary, in-person visits to monitor progress.<br>• At this stage, the observation of a national accreditation exercise must be incorporated into the work plan as a fundamental part for the verification of compliance with INSARAG standards and the INSARAG External Support and Recognition Process, which determines an in-person visit of the TSG to the country. This observation is mandatory.<br>• The TSG and the requesting country must agree on an exchange, management and archiving system of relevant documentation for the process. | 30 days |

| Stages of the support process | Maximum suggested time |
|---|---|
| • The requesting country is expected to create a Working Group dedicated to the process. | |
| 3. Submission by the requesting country of progress/follow-up reports on the implementation of the national USAR accreditation process, as agreed in the work plan.<br>• This follow-up will use the self-assessment and verification format, completing the information contained in it as necessary. | 30 to 180 days |
| 4. Review of progress/follow-up reports by the TSG and submission of comments to the requesting country, keeping the INSARAG Secretariat informed. | |
| 5. Analysis by the TSG together with the requesting country of the progress made in the implementation of the national accreditation process.<br>• The self-assessment and verification format is used as the basis for this analysis.<br>• In line with this joint analysis, the TSG and the requesting Government shall determine to the appropriate time to proceed to the final verification visit or whether the process needs to be redesigned or extended.<br>• If there is relevance, the TSG prepares the report to be presented to the INSARAG Secretariat to begin the recognition stage. | 30 days or more if the redesign or extension of the support and recognition process is determined |

## 4.8. Recognition Stages

Once the TSG and the country have determined that the standards requested in the Support Stage of the process have been reached, the TRG carries out the verification visit for the Recognition Stage.

*Development of Activities:* The following table summarizes the activities that should be carried out during the recognition stage, aiming to determine if the requesting country complies with INSARAG standards in its national accreditation process:

| Recognition Stages | Maximum Time Suggested |
|---|---|
| 1. *Designation of the Technical Recognition Group*: The INSARAG Secretariat will send the request to the experts within the Regional Roster who in turn will respond with their availability to visit and verify the country. The INSARAG Secretariat will choose two experts from the region, with the option of adding/accepting additional observers as part of the TRG. The INSARAG Secretariat will accompany the experts on the verification visit. | 30 days |

| Recognition Stages | Maximum Time Suggested |
|---|---|
| The TRG must have a global vision and ensure the quality of the process with regard to INSARAG guidelines, steps and standards for INSARAG external recognition. | |
| 2. *Verification of compliance with the standards, guidelines and steps of the national accreditation process*: The country and the Technical Recognition Group will determine the appropriate time to visit the requesting country (mandatory) during which the entire National Accreditation Process will be reviewed.<br><br>• Through the INSARAG Secretariat, the GTR and the requesting country must agree on the detailed agenda of the visit as well as the expected results.<br><br>    o Meeting with authorities<br>    o Meeting with the Accreditation Committee<br>    o Documentary review of some pending aspects.<br>    o Review of the exercise development methodology.<br>    o Application of the verification instrument during the exercise.<br><br>• The final verification is made based on the USAR national standards checklist and the list of guidelines and steps of the national accreditation process.<br><br>    *Annex 02 - Checklist of National USAR Accreditation Process criteria and stages.*<br>    *Annex 03 - Checklist of INSARAG national standards*.<br>• The duration of the visit depends on the agreed agenda, but should not exceed 3 days<br>    i. Documentary review<br>    ii. Compliance with steps and guidelines.<br>    iii. Application of the INSARAG standards verification instrument.<br>    iv. On-site review of a national USAR team accreditation process.<br>• In case of non-compliance with a standard, guideline or step of the national accreditation process, a timeline for its implementation is agreed with the country, as well as the method of evaluation (which, if possible, should not involve another in-person visit to the country by the TRG). | |
| 3. *Final Report:* The TRG will prepare a report of its activities and of what has been verified and will share it with the requesting country and the INSARAG Secretariat. It must include the verification instrument.<br><br>    *Annex 04 - Template for the final report.* | 15 days |

| Recognition Stages | Maximum Time Suggested |
|---|---|
| • The Secretariat informs the Regional Chairmanship Group about the result of the INSARAG external support and recognition process. | |
| 4. *Feedback and improvement of the recognition methodology:* It is considered necessary that both the support and recognition methodology of the TSG and TRG, respectively, and the work modalities are improved with the experience acquired in each process. In this context, each of these groups is also expected to document their experience in a feedback report addressed to the INSARAG Secretariat and the regional list of experts in order to serve other INSARAG Recognition Processes and the continuous improvement of the work methodology.<br><br>*Annex 05 - Template for the TSG and TRG feedback report.* | 15 days |

## 4.9. Verification Methodology

The TRG will use a verification methodology to identify the state of progress in the implementation of the national INSARAG guidelines, steps and standards, determining four levels according to the following colors:

- **Green** with "Y" (representing "Yes") indicates that the aspect meets or exceeds the minimum standards.
- **Yellow** with "M" indicates that the aspect meets the standards. However, it is suggested that additional improvements be made in the given aspect. The reasons why the yellow box was marked are provided in the observations on the checklist.
- **Orange** "RT" (which represents "Requires Time") indicates the aspect still does not meet the standards because it has pending conditions that impair compliance with the minimum standards. (For example, a document exists, but it has not yet been approved by the pertinent body.) In this case, a timeline for its implementation is agreed with the country, as well as its evaluation method.
- **Red** with "NY" (which represents "Not yet") means that the aspect still does not meet the minimum standards. If one or more red boxes are marked, it is considered a weak system/process that does not meet the minimum INSARAG standard. In this case, a timeline for its implementation is agreed with the country, as well as its evaluation method.

This methodology will be used for the self-assessment review (including progress reports) in order to prioritize the areas that require a particular emphasis on the work plan to be developed for the Support Process, and also for the final verification of compliance with national standards and the guidelines and steps of the national USAR accreditation process.

The final verification must have all aspects in yellow or green for the TRG to recommend to the INSARAG Secretariat the issuance of a certificate of recognition to the country.

## 4.10. External Recognition

The INSARAG community decided to issue a visible form of recognition to the national authorities who have incorporated and implemented the INSARAG methodology in their own national standards and accreditation processes. It is also a way for the INSARAG community to promote national accreditation and capacity-building processes.

### 4.10.1. Certificate of Recognition

After receiving the final report of the Technical Recognition Group, the Secretariat will issue an administrative recognition by means of a note/certificate to the national authorities in charge of the implementation of the national USAR accreditation process that will be valid for five years from the date of issuance. See Figure 4.



*Figure 4*. Certificate of Recognition

### 4.10.2. Badge option for teams accredited by national authorities

For the countries whose USAR national accreditation process has been recognized by INSARAG, their accredited national teams may use a badge on the field. It shall meet the following criteria approved by the INSARAG Steering Group in 2018:

- 75 mm x 55 mm rectangular badge.
- Black writing on a white background and a light gray square outline.
- 60 mm x 40 mm flag of the accrediting country.
- Under the flag, the following:
  - The words "nationally accredited"
  - Name of the accrediting country.
  - Level and year of accreditation.
  - 22 mm x 10 mm INSARAG logo.

**Template:**                                         **Example:**



*Figure 5* Examples of badges

## 4.11. Role and Responsibilities of Participants

### 4.11.1.    Requesting country

- Respect the criteria for INSARAG recognition throughout the national USAR accreditation process.
- Provide experts for the roster of experts for the TSG/TRG.
- Commitment to the INSARAG methodology.
- Have a national USAR System.
- Have a USAR national accreditation process.
- Fund the TSG in the two recommended visits.

### 4.11.2.    Technical Support Group (TSG)

- Advise and support the implementation of the National USAR Accreditation Process.
- Documentary and field verification of INSARAG guidelines, steps and standards.
- Present a report on the first phase of the support provided and the progress made by the country to the INSARAG Secretariat.
- Submit a self-assessment of the methodology to the INSARAG Secretariat at the end of the process.

### 4.11.3.    Technical Recognition Group (TRG)

- Apply the format for verifying compliance with national INSARAG guidelines, steps and standards.
- Recommend recognition based on the compliance with INSARAG criteria, steps and standards
- Submit a final verification report.
- Submit a self-assessment of the methodology to the INSARAG Secretariat at the end of the process.

### 4.11.4.    INSARAG Secretariat

- Send a request to the experts to participate in the TSG and TRG.

- Accompany the TSG and TRG at all times.
- Select the experts for the TRG.
- Accompany the TRG on the country visit.
- Seek funding for the TRGs to cover the travel costs of the verification visit.
- Publish the call for experts for the Regional Roster in the virtual OSOCC.
- Review applications and verify compliance with the minimum requirements; then select those who have the appropriate profile to be presented to the Regional Chairmanship Group.
- Present the TSG/TRG roster candidates to the Regional Chairmanship Group.
- Follow up on countries that obtained recognition.
- Inform countries of the period of validity of INSARAG recognition.
- Prepare and deliver the Certificate of Recognition.

### 4.11.5. Regional Chairmanship Group

- Request the call for experts for the TSG/TRG roster to the INSARAG Secretariat.
- Approve the TSG/TRG roster candidates from the region.

<div align="center">END</div>

# 5. Annexes

### *Anexo 01 – Template for TSG support request*

*[Date]*

Sr. Sebastián Rhodes Stampa
INSARAG Secretary,
Emergency Response Section
Response Support Branch
Coordination Division
United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

Subject: **Request for support from the Technical Support and Recognition Group (TSG/TRG) for the National Accreditation Process Recognized by INSARAG (IRNAP)**

In representation of *[entity, organization]* from *[country]*, and in my capacity as *[position]*, I am writing to request the support from the Technical Support and Recognition Group (TSG/TRG) for the National Accreditation Process Recognized by INSARAG (IRNAP).

In this regard, *[executing entity and participating institutions]* would like to express the voluntary interest of initiating INSARAG's external recognition of the national USAR accreditation process of *[country]*. For this, the INSARAG political and operational focal points will provide the necessary support:

• *[Name and contact details of the INSARAG political focal point]*
• *[Name and contact details of the INSARAG operational focal point]*

*[Explanation whether or not the country already has a national accreditation process and if the request is for support in the design of the process, a review of an existing process or another modality[1].]*

For all related purposes, the national counterpart responsible for carrying out this process is Mr./Ms. *[name and position]*, who can be contacted via email: *[e-mail address]* or by phone: *[telephone number]*. This process will be carried out in the city of *[name of the city, province, etc.]* and it is intended to start as of *[starting date]*. We estimate that the process will be completed by *[ending date]*.

In addition to the above, the documents previously requested are attached (**Format for self-assessment and verification of compliance with national INSARAG guidelines, steps and standards and the declaration of commitment**).

Sincerely.

---

[1] The IRNAP has defined three levels:
1st level: Design, when s country that requests support to meet the standards without any process.
2nd level: Advanced, when a country declares it partially complies with the INSARAG methodology's standards and requests support for its full development.
3rd level: Consolidated, when a country declares it complies with all of the INSARAG methodology's standards and requests support for verification.

*[Signature, name and position of*
*the highest national authority of*
*the risk management system]*

Copy:
- o INSARAG political focal point & operational focal point in the country;
- o United Nations Resident Coordinator in the country
- o Regional Focal Point of the INSARAG Secretariat/OCHA
- o INSARAG Regional Chairmanship Group

## Declaration of Commitment

The *[entity, organization]* of *[country]* declares its commitment to comply with the guidelines and steps of the accreditation process of national USAR teams according to the INSARAG Guidelines and methodology, cover the funding of the process and activities arising from the development of each of the stages, including travel, accommodation and living expenses of the TSG/TRG during the visit to the country, guarantee the safety of these groups during their stay in the country, implement the recommendations provided by them, and have personnel to liaison with the TSG/TRG and the appropriate means of communication. Signed in *[city]* on *[date]*.

*[Signature, name and position of*
*the highest national authority of*
*the risk management system]*

### *Annex 02 – Checklist of National USAR Accreditation Process criteria and stages*

(Draft Rev. II 10.26.2019)

This document serves as guidance to the requesting country in the creation or adaptation of its National USAR Accreditation Process. It also provides the basis for the TSG to assess the fulfillment of the criteria and steps.

| \u200b | General Criteria of the National USAR Accreditation Process | | | | |
|---|---|---|---|---|---|
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| 1 | The process shall be led by the national disaster/risk management authority (NDMA) or competent entity with the mandate from the NDMA. | There shall be an official document stating the mandate for the national accreditation entity. | | Document | |
| 2 | The process shall be part of the national emergency/disaster management framework. | There shall be a protocol between the NDMA and the accredited USAR team (protocol for the national USAR response activation and cycle) | | Observation | |
| 3 | An accreditation committee shall be created, composed of USAR experts and quality control/ audit experts. | Existence of a procedure for the functioning of the National Accreditation Committee, composition, organization chart, rules of its sessions and periodicity thereof. | | Document | |
| 4 | The accreditation committee shall be backed by the competent national authority/ regulations. | There shall be a document issued by the NDMA that constitutes the accrediting entity. This entity shall issue a document on the creation of the National Accreditation Committee, in accordance with the power granted to it by the NDMA. | | Document | |
| | **General Criteria of the National USAR Accreditation Process** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |

| | | | | | |
|---|---|---|---|---|---|
| 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 State can incur civil and penal liabilities when interacting with non-governmental teams (for example, liability for bad practices of non-governmental USAR teams, accidents while transporting USAR teams, reimbursement of expenses incurred by non-governmental USAR teams, restitution of equipment, etc.) It is recommended to sign commitments taking into account legal responsibilities. | | Interview | |
| 6 | The requirements shall be made available to all interested parties, including information on the standards to be achieved. It is recommended to elaborate and make available standard templates and forms for the required documents. | The enrolment to the process by the teams shall be through the completion of templates and forms that contain all the requirements for the accreditation of the USAR team. These requirements shall be in accordance with the INSARAG Guidelines and Methodology. These forms shall be provided by the accrediting entity to ensure that the accreditation process contains uniform parameters for all applicant groups. | | Document | |
| 7 | The assessment criteria and regulations shall be available to all interested parties before starting the process. | Have a web page or a virtual platform where these forms can be downloaded, as well as meetings to build awareness of the process. | | Observation | |

| | | | | |
|---|---|---|---|---|
| **Stages of the National USAR Accreditation Process** | | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 1 | There shall be a formal request/application/ enrolment of the team to the accreditation process with the presentation of a portfolio with relevant documentation (equivalent to the Abbreviated Portfolio of Evidence of the IEC process). It is recommended to request all the verification documentation at the beginning or to request a brief portfolio at first and then the complete portfolio. | USAR teams that initiate the national accreditation process must send all the documentation in the "process enrolment formats" (see point 6). This is because it is a faster verification than the IEC. It is essential that the USAR Team signs a statement of responsibilities in the application letter or request to remain an Accredited Team. | | Document | |
| 2 | At the discretion of the National Accreditation Committee and the USAR Teams, there can be a person or group of people with extensive administrative and operational experience to guide the USAR team during the different stages of the accreditation process. These advisors must be part of the accreditation system. | The National Accreditation Process will have a roster of experts, which can be requested by the USAR teams for technical, operational and administrative advice and support during the different stages of the process. | | Interview | |
| 3 | The process shall include a self-assessment by the team. | The National Accreditation Committee must, together with the team applying for accreditation, undertake the documentary self-assessment exercises and field exercises in order to prepare their final evaluation and thus guarantee success in achieving their national accreditation. | | Document | |
| 4 | The process shall include an administrative audit of the portfolio presented. | Identification of nonconformities. This first audit is only documentary. | | Observation | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| **Stages of the National USAR Accreditation Process** | | | | | |
| 5 | The process must include a field/on-site audit of the capacities declared in the portfolio provided. | This is a field audit in which the team deploys its operational capabilities through a capacity demonstration exercise. The review considers administrative aspects, equipment, procedures, personnel, logistics, etc. All according to the enrolment formats completed by each team. | | Observation | |
| 6 | The process must include a field exercise demonstrating skills and competencies. | There shall be a written evaluation guideline, with a score table, which must be known in advance by the applicant USAR Team. | | Observation | |
| 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 be part of the national response. | The acknowledgment will be carried out by the Accrediting Entity through a badge, ribbon or similar that allows the team to be identified as a specialized USAR team of the National Risk/Emergency Management System. | | Document | |
| 8 | The country shall have a directory of accredited national USAR teams, and the accredited team must be registered in it, as well as in the INSARAG directory as a national team. | Keep the directory of accredited teams updated and ensure that they are also included in the INSARAG directory. | | Document | |
| 9 | The process shall include a regular re-accreditation process. | A period of time for re-accreditation between 3 and 4 years is required. | | Document | |

## Annex 03 – Checklist of INSARAG national standards

This template will also be used for the self-assessment.

This document will be in Excel format and is available on the INSARAG website. The TSG will use it for its final assessment, but it also serves the requesting country as guidance on the requirements to be incorporated into the national USAR standards.

*(Draft Rev. II 10.26.2019)*

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **1** | **USAR within the national disaster management framework** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| 1.1 | Has the national disaster management framework identified the risk scenarios and threat map of the national territory? | Risk scenarios and threat maps developed by societies and communities to implement policies, strategies and strengthen their capacities to reduce the impact of natural hazards, and consequent environmental and technological disasters. | | | |
| 1.2 | Are USAR capacities in the country identified? | There is an inventory or record of the existing capacities in the country for the implementation of a USAR system/process. | | | |
| 1.3 | Is the USAR system/process part of the national risk management policy? | The USAR system/process is included in the national risk management framework as part of the national policy. | | | |
| 1.4 | Is the USAR system/process part of the National Disaster Risk Management Plan? | The USAR system/process is an integral part of the National Risk Management Plan. | | | |
| 1.5 | Is there a strategic plan for the consolidation of the USAR system/process? | The USAR system/process has a five-year strategic plan. | | | |
| 1.6 | Does the USAR system/process have annual implementation programs? | The USAR system/process has an annual implementation program (Annual Operational Plan). | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **1** | **USAR within the national disaster management framework** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **1.7** | Does the USAR system/process have the required funding for its implementation and sustainability? | The USAR system/process has an annual funding plan that allows its implementation and sustainability. | | | |
| **1.8** | Does the country have a national governmental body that coordinates the USAR system/process? | The USAR system/process has governmental support and a body coordinating it at the national level. | | | |
| **1.9** | Does the country have a national governmental body that accredits the national capabilities of the USAR system/process? | The USAR system/process can count on the collaboration of the national system and the pertinent authorities, which support transparency and the application of the accreditation methodology in accordance with the capacities established by INSARAG or nationally. | | | |
| **1.10** | Does the National Risk Management System have a mechanism for quality control and continuous improvement of the USAR system/process? | The USAR system/process has allocated resources to fund the hiring of an external agency for quality control and continuous improvement. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **2** | **LEMA Requirements** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **2.1** | Does the USAR system/process have a national Policy Focal Point? | Is the national INSARAG Policy Focal Point designated?<br>· Has the required financial and administrative resources.<br>· Leads the USAR system and has constant communication with the national USAR accreditation system/process and national USAR teams. | | | |

| | PREPAREDNESS | | | | |
|---|---|---|---|---|---|
| **2** | **LEMA Requirements** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **2.2** | Does the USAR system/process have a national Operational Focal Point? | Is the national INSARAG Operational Focal Point designated?<br>· Has the required financial and administrative resources.<br>· Has a direct relationship with the USAR system and constant communication with the national USAR accreditation system/process and national USAR teams and will always act jointly with the Policy Focal Point. | | | |
| **2.3** | Do the Policy and Operational Focal Points have and comply with the terms of reference on the functions to be carried out in the USAR system/process? | The national USAR accreditation system/process takes into account the terms of reference and the focal points in the accreditation process. | | | |
| **2.4** | Does LEMA have a technical/operational entity in charge of the national USAR system/process? | LEMA has established a technical and operational entity to follow up and ensure the sustainability of the national USAR accreditation system/process. | | | |
| **2.5** | Does the country have an organizational structure of the national USAR system/process? | The country has an organizational structure of the national USAR accreditation system/process, which involves the different political/administrative levels of the national disaster preparedness and response system. | | | |
| **2.6** | Does the technical/operational entity have the protocols and procedures to channel the request and assistance of national USAR teams? | The USAR system/process verifies that there is a technical/operational LEMA entity, which jointly with national USAR teams has developed protocols and procedures to channel the request and the assistance of national USAR teams across national territory. | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|-----|---------|-------------|----------------|---------------------|-------|
| 2.7 | Does the country have a competent entity with the protocols and procedures to channel the assistance of international USAR teams? | The Ministry of Foreign Affairs or equivalent has a set of protocols and procedures, which shall be applied in the case of request and offer of international assistance by USAR teams. Coordinated work with the INSARAG policy and operational focal points shall be reflected in these protocols and procedures. | | | |
| 2.8 | Does LEMA, through the technical/operational entity, have the staff and coordination arrangements required to contribute to the official information management through the components of the OSOCC and/or official national instruments? | LEMA and the national INSARAG policy and operational focal points coordinate the capacity to access information on the Virtual OSOCC and to provide official real-time information, as well as to share information with the Ministry of Foreign Affairs or equivalent. | | | |
| 2.9 | Does LEMA, through the technical/ operational entity, have the mechanisms and the capacity to receive international USAR teams and integrate them into the response? | LEMA and the USAR system have the mechanisms and the capacity to receive and integrate international USAR teams, when they are requested, with national USAR teams and other national response resources. | | | |
| 2.10 | Does LEMA have the procedures to end USAR operations? | USAR LEMA, jointly with USAR teams, has established the procedures to end USAR operations. | | | |

| PREPAREDNESS | | | | | |
|-----|---------|-------------|----------------|---------------------|-------|
| 3 | Administration | | | | |
| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
| 3.1 | Does the USAR system/process require having annual plans that detail work, training, and maintenance of the national USAR team? | An annual plan which details work, training, and maintenance, using established formats and conditions. | | | |

| | | | | | |
|---|---|---|---|---|---|
| **3.2** | Does the USAR system/process require having policies, procedures and regulations for functional positions, and operational and financial processes? | Documents that prove having policies, procedures and regulations for functional positions, and operational and financial processes. | | | |
| **3.3** | Does the USAR system/process require having formal agreements or mechanisms for the collaboration with strategic partners? | Approved and signed documents proving the existence of formal agreements or mechanisms for the collaboration with strategic partners. | | | |
| **3.4** | Does the USAR system/process require for all members of the national USAR team to have personal and occupational protection? | Supporting documents which indicate the level of personal and occupational protection of each team member to undertake their respective work, including that provided by the State or Government and by other entities. | | | |
| **3.5** | Does the USAR system/process require having equipment procurement and maintenance programs and the preparation of responsible staff? | Relevant documentation of equipment procurement and maintenance programs, which would include the processes of preparedness and training of responsible staff that would be part of operations in a USAR environment. | | | |
| **3.6** | Does the USAR system/process require having a health monitoring and pre- and post-deployment medical screening programs? | Supporting documents with regard to a health monitoring and pre- and post-deployment medical screening programs (including vaccinations) to ensure the team is capable of performing its role in good physical and psychological conditions. | | | |
| **3.7** | Does the USAR system/process require having accident, health and life insurance and/or equivalent benefits and coverage in case of damages to third parties? | Documents proving having accident, health and life insurance and/or legal health benefits and coverage in case of damage to third parties. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **4** | **Decision-making** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **4.1** | Does the USAR system/process require having a national communication system between the national USAR team and the LEMA to ensure timely decision-making with regards to activation, deployment, operations, demobilization, and resupply? | Documentation and equipment to demonstrate effective communication between the national USAR team and the LEMA to ensure timely decision-making with regards to activation, deployment, operations, demobilization, and resupply. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **5** | **Staffing Procedure** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **5.1** | Does the USAR system/process require having a well-timed activation process of team members? | Documentation of procedures and methodology applied for a well-timed activation process of the national USAR team members. | | | |
| **5.2** | Does the USAR system/process require for national USAR teams to undergo an annual medical exam, as well as a medical screening process? | National USAR team members (including search dogs) have a record of annual medical exams. Additionally, they undergo a medical screening process before each deployment, ensuring their aptitude to carry out the activity. Only light teams are required to undergo periodical medical exams, recommended to be annual. | | | |
| **5.3** | Does the USAR system/process require for the national USAR team's search dogs to undergo a veterinary screening process by a competent authority before each deployment? | The national USAR team's search dogs shall undergo a veterinary screening process before each deployment, done by the competent authority and in accordance with a written procedure of the national USAR team. | | | |

| | PREPAREDNESS | | | | |
|---|---|---|---|---|---|
| **6** | **USAR Team Structure** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **6.1** | Does the USAR system/process require national USAR teams to be structured as recommended by the INSARAG Guidelines with the components of Management, Logistics, Search, Rescue, and Medical Assistance? | The document outlining the structure of the national USAR team shows it is structured as recommended by the INSARAG Guidelines with regards to the following components: | | | |
| | | Management | | | |
| | | Logistics | | | |
| | | Search | | | |
| | | Rescue | | | |
| | | Medical assistance<br>·    Light teams: basic life support | | | |
| **6.2** | Does the USAR system/process require national USAR teams to have clearly defined work positions and responsibilities? | A manual of clearly defined work positions and responsibilities. | | | |
| **6.3** | Does the USAR system/process require national USAR teams to have sufficient personnel in its structure to work continuously at its level as recommended by the INSARAG Guidelines? | Documentation and list of staff showing sufficient personnel to work continuously at its operational level as recommended by the INSARAG Guidelines.<br>□ Heavy USAR team: 24-hour operations for 10 days at two sites simultaneously;<br>□ Medium USAR team: 24-hour operations for 7 days at one site;<br>□ Light USAR team: 12-hour operations for 3 days at one site. | | | |
| **6.4** | Does the USAR system/process require having the capacity to be self-sufficient for the duration of deployment in accordance with its level and as recommended by the INSARAG Guidelines? | Documentation, procedures and agreements which prove the ability to be self-sufficient for the duration of deployment, as recommended by the INSARAG Guidelines. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **7** | **Training** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **7.1** | Does the USAR system/process require having a continuous training program that develops skills, abilities and equips personnel to operate in a USAR environment? | Documentation of the continuous training program, which prepares and equips personnel to operate in a USAR environment. | | | |
| **7.2** | Does the USAR system/process require having training and capacity to interact with other USAR teams involved in an emergency, including: | The documentation identifies the national USAR team's training program methodology and process, which includes the interaction between USAR teams in an emergency, involving: | | | |
| | 7.2.1 National or international USAR teams | Other USAR teams, including international USAR teams, which are providing help. | | | |
| | 7.2.2 National USAR teams requesting support/specialized equipment | Other USAR teams which request specialized equipment. | | | |
| | 7.2.3 National USAR teams requesting a part of the team to help them, so the team must be divided. | Other USAR teams requesting a part of the team to help them, so the team must be divided and work alongside that team.<br>☐ Does NOT apply to light teams. | | | |
| | 7.2.4 Integrating and working alongside other emergency services during the operations. | Integrating and working alongside other emergency services during the operations. | | | |
| **7.3** | Does the USAR system/process require being trained to interact with LEMA in accordance with the established incident management procedures? | Manual of procedures which allows for the personnel to be trained in the interaction with LEMA according to local incident management procedures. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **7** | **Training** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **7.4** | Does the USAR system/process require national USAR teams to have a procedure to registering and updating staff training records? | The procedures and tools for registering the USAR team and staff training are updated and maintained as indicated by the team procedure. | | | |
| **7.5** | Does the USAR system/process require having a training program to prepare and equip the team's search dogs? | A training program that prepares and equips the team's search dogs, if applicable. | | | |
| **7.6** | Does the USAR system/process require having an exercise program for national USAR teams and LEMA? | Annual exercise program co-organized and undertaken by LEMA, including exercises with other national USAR teams, if applicable. | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **8** | **Communications and Technology** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **8.1** | Does the USAR system/process require the national USAR teams to have a telecommunications system with the ability to communicate: | A communications system with the ability to communicate: | | | |
| | 8.1.1 Internally | Internally (amongst members of the USAR team) | | | |
| | 8.1.2 Externally | Externally (with other USAR teams involved in the response) | | | |
| | 8.1.3 Externally with coordination authority and LEMA | Externally (beyond the USAR teams, with the coordination authority and LEMA) | | | |
| **8.2** | Does the USAR system/process require the national USAR teams to have and use GPS technology? | Has, uses and is trained in the use of GPS technology. | | | |

| | PREPAREDNESS | | | | |
|---|---|---|---|---|---|
| **9** | **Documentation** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **9.1** | Does the USAR system/process require the national USAR teams to have a system to ensure that the members have the following personal documentation? | There is a system to gather, process and update documents, which ensures that all members of the national USAR team have the following personal documentation: | | | |
| | 9.1.1 Valid national document | Record and physical and digital copies of a valid national identification document. | | | |
| | 9.1.2 Valid documentation to support the right to clinical practice for medical personnel in the team | Record and certified physical and digital copies of valid documentation to support the right to clinical practice for medical personnel in the team, if applicable. | | | |
| | 9.1.3 Updated inoculation (vaccination) record | Record and physical and digital copies of updated inoculation (vaccination) record. | | | |
| | 9.1.4 Valid search dog health certificates/microchip record | Record and physical and digital copies of valid search dog health certificates/microchip record, if applicable. | | | |
| **9.2** | Does the USAR system/process require the national USAR team management to have the following team documentation: | The national USAR team management has record and physical or digital copies of the following team documentation: | | | |
| | 9.2.1 USAR team personnel manifest/organizational chart and list of team members | USAR team personnel manifest/organizational chart and list of team members | | | |
| | 9.2.2 USAR team Fact Sheet | USAR team Fact Sheet | | | |
| | 9.2.3 Emergency contact details of team members | Emergency contact details of team members | | | |
| | 9.2.4 Equipment inventory, including communications equipment and working frequencies | Equipment inventory, including communications equipment and working frequencies | | | |
| | PREPAREDNESS | | | | |
| **9** | **Documentation** | | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| **9.2** | 9.2.5 Inventory of hazardous materials, including safety/data sheets of each product (e.g. Material Safety Data Sheet - MSDS) | Inventory of hazardous materials, including safety/data sheets of each product (e.g. Material Safety Data Sheet - MSDS) | | | |
| | 9.2.6 Inventory of controlled substances (e.g. medications) attaching the official document signed by the competent authority. | Inventory of controlled substances (e.g. medications) attaching the official document signed by the competent authority | | | |
| | 9.2.7 Roster of team's search dogs (names, age, species, gender, certificates, etc.) | Roster of team's search dogs (names, age, species, gender, certificates, etc.) | | | |
| **9.3** | Does the USAR system/process require the national USAR teams to have standard procedures with regards to the following? | Physical and digital documentation of standard procedures for: | | | |
| | 9.3.1 Communications | Communications | | | |
| | 9.3.2 Evacuations in case of emergency | Evacuations in case of emergency | | | |
| | 9.3.3 Medical evacuations in case of emergency | Medical evacuations in case of emergency | | | |
| | 9.3.4 Operations | Operations | | | |
| | 9.3.5 Safety and security | Safety and security | | | |
| | 9.3.6 Logistics | Logistics | | | |
| | 9.3.7 Transport | Transport | | | |
| | 9.3.8 Mobilization and demobilization | Mobilization and demobilization | | | |

| PREPAREDNESS | | | | | |
|---|---|---|---|---|---|
| **10** | **Facilities** | | | | |
| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
| **10.1** | Does the USAR system/process require having the physical infrastructure necessary for all the team's activities? | Physical infrastructure required for all the team's activities in all of its components, complying with the minimum human security conditions. | | | |

| | | | | | |
|---|---|---|---|---|---|
| | 10.1.1 Does the USAR system/process require for the administration/management component of national USAR teams to have a physical working space? | The administration/management component has a physical working space where all administrative tasks are carried out and all documentation is kept. | | | |
| | 10.1.2 Does the USAR system/process require a warehouse area? | A warehouse area for equipment and tools which includes a loading and unloading zone, working area, maintenance, storage of fuel y other consumables related to the operation, amongst others. This should comply with the regulations pertaining to construction, industrial safety and health at the workspace. | | | |
| | 10.1.3 Does the USAR system/process require for national USAR teams to have spaces for common use? | Has spaces for:<br>- Pre-deployment,<br>- Medical activities<br>- Well-being<br>- Briefing<br>- Preparatory logistics for staff and equipment | | | |
| | 10.1.4 Does the USAR system/process require having training and capacity building activities? | For training activities, the national USAR team shall have a dedicated area and/or access to an area by agreement. This area shall have resources appropriate with the level of intervention of the team. | | | |
| | 10.1.5 Does the USAR system/process require for national USAR teams to have an appropriate space for the lodging and training of the team's canines? | There is appropriate space for lodging and training the team's canines. | | | |
| | 10.1.6 With regard to the above items, does the USAR system/process require for national USAR teams to present documentation related to the infrastructure? | With regard to the above-mentioned items, the national USAR teams has all the documentation related to the infrastructure (architectural plans, emergency and contingency plans, registered deeds, contracts and/or agreements). | | | |

| MOBILIZATION AND ARRIVAL TO WORK SITE | | | | | |
|---|---|---|---|---|---|
| **11** | **Activation and Mobilization** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **11.1** | Does the USAR system/process require for the national USAR team to have the capacity to deploy? | Ability to deploy within 2 to 6 hours of activation in a local/national emergency.<br>☐ Light team: 2 hours<br>☐ Medium team: 4 hours<br>☐ Heavy team: 6 hours | | | |
| **11.2** | Does the USAR system/process require for the USAR team Fact Sheet to be completed and updated as per the nationally defined system? | The national USAR team's Fact Sheet is completed and constantly updated, and has a procedure outlining the updating method. | | | |
| **11.3** | Does the USAR system/process require for the USAR team management to have a system in place to monitor and maintain personnel and equipment, before, during and after deployment? | Management has a physical and digital system, as well as trained staff, to monitor and maintain personnel and equipment before, during and after deployment. | | | |
| **11.4** | Does the USAR system/process require for the USAR team management to have a process to gather information pertaining to the emergency and brief its team members on the following? | Management has a document outlining the processes, tools, guidelines and checklists to gather information pertaining to the emergency and brief its team members on the following: | | | |
| | 11.4.1 Current situation including structural characteristics | Current situation including structural characteristics | | | |
| | 11.4.2 Weather conditions | Weather conditions | | | |
| | 11.4.3 Safety and security, including potential hazards, e.g. Hazmat | Safety and security, including potential hazards, e.g. Hazmat | | | |
| | 11.4.4 Emergency and spontaneous evacuation signaling | Emergency and spontaneous evacuation signaling | | | |
| | 11.4.5 Health and well-being issues | Health and well-being issues | | | |
| | 11.4.6 Special or unusual considerations | Special or unusual considerations | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 11.5 | Does the USAR system/process require for the national USAR team to have a system in place to medically screen deploying team members? | System and procedures to medically screen teams prior to deployment. | | | |
| 11.6 | Does the USAR system/process require for the national USAR team to have a cargo manifest when mobilizing? | Has a cargo manifest (detailing the inventory, volume and weight of the team's equipment and personal belongings) as well as a list of deploying team members. | | | |

| **MOBILIZATION AND ARRIVAL TO WORK SITE** | | | | | |
|---|---|---|---|---|---|
| **12** | **Base of Operations (BoO)** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| 12.1 | Does the USAR system/process require for the national USAR team to have procedures to set up the BoO together with LEMA? | Procedures, physical, ground and security characteristics to select a suitable site for the BoO together with LEMA. | | | |
| 12.2 | Does the USAR system/process require for the BoO of the national USAR team to have procedures and take the necessary measures for the following components? | The BoO has the procedures, tools, forms and guidelines to take the necessary measures for the following components: | | | |
| | 2.2.1 BoO management | BoO management | | | |
| | 12.2.2 Shelter for personnel and equipment | Shelter for personnel and equipment | | | |
| | 12.2.3 Safety and security | Safety and security | | | |
| | 12.2.4 Communications | Communications | | | |
| | 12.2.5 Medical station for own personnel and search dog requirements | Medical station for own personnel and search dog requirements | | | |
| | 12.2.6 Food and water | Food and water | | | |
| | 12.2.7 Sanitation and hygiene | Sanitation and hygiene. | | | |
| | 12.2.8 Search dog area | Safe and comfortable area that guarantees the well-being of canines. | | | |

| 12.2 | 12.2.9 Equipment maintenance and repair area | Equipment maintenance and repair area | | | |
|---|---|---|---|---|---|
| | 12.2.10 Waste management | Waste management | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| **13** | **Operational Coordination and Planning** | | | | |
| **13.1** | Does the USAR system/process require for the national USAR team to have trained staff and dedicated equipment to work with the LEMA structure, international USAR teams or other international actors, as appropriate? | Procedures, tools, forms and personnel trained and equipped to work with the LEMA structure, international USAR teams or other international actors, as appropriate. | | | |
| **13.2** | Does the USAR system/process require for the national USAR team to have procedures for the initial assessments in the aftermath of a disaster and to disseminate the information to LEMA? | Procedures, forms, personnel and the coordination mechanism for the initial assessments in the aftermath of the disaster and the dissemination of the information to LEMA. | | | |
| **13.3** | Does the USAR system/process require for the national USAR team's medical management to coordinate activities with relevant local health authorities? | Medical management has established the necessary and required procedures and agreements with relevant local authorities to coordinate activities, which include: | | | |
| | 13.3.1 Availability of local medical resources (including veterinary, if applicable) to support USAR medical activities. | Availability of local medical resources (including veterinary, if applicable) to support USAR medical activities. | | | |
| | 13.3.2 Procedures for casualty handover and transport. | Procedures for casualty handover and transport. | | | |
| | 13.3.3 Fatality management procedure, as determined by LEMA. | Fatality management procedure, as determined by LEMA. | | | |
| **13.4** | Does the USAR system/process require for the national USAR team management to exercise a continuous command and control system over the full range of its sites of operation? | The national USAR team management has a system of continuous command and control over the full range of its sites of operation. | | | |
| **13.5** | Does the USAR system/process require for the national USAR team to do contingency planning for possible reassignment? | Procedure which shows contingency planning for possible reassignment. | | | |

| 14 | Operational Capacity | | | | |
|---|---|---|---|---|---|
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **14.1** | Does the USAR system/process require the national USAR team to demonstrate that it has a system to account for and track down personnel at all times? | A system to account for and track down operational personnel at all times. | | | |
| **14.2** | Does the USAR system/process require the national USAR team to have a procedure to update its operational plan as required? | Procedure and guidelines which show how to update the operational plan as required. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **15** | **Area Reconnaissance** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **15.1** | Does the USAR system/process require the national USAR team to coordinate and have procedures to gather information about the affected population? | Gather information about the affected population. | | | |
| **15.2** | Does the USAR system/process require the national USAR team to have the ability to conduct structural assessments? | Conduct structural assessments.<br>- Does not apply to light teams, because they do not necessarily have the qualified personnel or equipment. | | | |
| **15.3** | Does the USAR system/process require the national USAR team to have the ability to identify hazards and assess risks and to disseminate results to LEMA? | Technical and professional capacity to identify hazards and assess risks, and to disseminate results to LEMA (health issues, environmental hazards, electricity, security, and secondary threats). | | | |
| **15.4** | Does the USAR system/process require the national USAR team to be prepared and able to use the INSARAG Marking System? | Preparation, resources and technical capacity of all staff to use the INSARAG Marking System. | | | |
| **15.5** | Does the USAR system/process require the national USAR team to have procedures to ensure that deploying area recon teams have the appropriate level of medical support? | Procedures and personnel to ensure that deploying area recon teams have the appropriate level of medical support. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **16** | **Search Operations** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| **16.1** | Does the USAR system/process require the national USAR team to apply search techniques in accordance with its level? | Applies the appropriate search techniques in accordance with its level to bring search equipment to the operations site, based on the available information. | | | |
| **16.2** | Does the USAR system/process require the national USAR team to have the ability to safely conduct search operations in confined spaces? | Has the personnel and the appropriate technological equipment to safely conduct search operations in confined spaces.<br>- Optional for light teams. | | | |
| **16.3** | Does the USAR system/process require the national USAR team to have the capacity to use search dogs (if applicable) during the victim detection phase? | Uses search dogs (if applicable) during the victim detection phase.<br>- Optional for light teams. | | | |

| | | | | | |
|---|---|---|---|---|---|
| **16.4** | Does the USAR system/process require search teams with dogs to demonstrate the ability to locate victims trapped under rubble? | Search teams with search dogs, irrespective of the method (if applicable), develop consistent practices to demonstrate they can locate victims trapped under rubble.<br>- Optional for light teams. | | | |
| **16.5** | Does the USAR system/process require the national USAR team to have the ability to conduct technical search operations? | Has the preparation and appropriate equipment to conduct technical search operations using cameras and listening devices during the victim location phase.<br>- Optional for light teams. | | | |
| **16.6** | Does the USAR system/process require for the national USAR team to use effective and coordinated search methods? | Has the preparation and technical capacity to use effective and coordinated search methods. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **17** | **Rescue Operations** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |

| | | | | | |
|---|---|---|---|---|---|
| **17.1** | Does the USAR system/process require the national USAR team to safely conduct rescue operations in confined spaces? | Has the preparation and required equipment to safely conduct rescue operations in confined spaces.<br>- Optional for light teams. | | | |
| **17.2** | Does the USAR system/process require the national USAR team to organize the necessary resources and personnel to bring the appropriate rescue equipment from the BoO to the site of operations? | Organizes human resources and equipment to take the appropriate rescue equipment from the BoO to the site of operations, based on the available information. | | | |

| | | | | | |
|---|---|---|---|---|---|
| **17.3** | Does the USAR system/process require the national USAR team to demonstrate the ability to cut, break and breach the following? | Demonstrates ability to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and other building contents, according to the dimensions shown below: | | | |
| | Concrete walls and floors<br>- Medium: 150 mm<br>- Heavy: 300 mm | Concrete walls and floors<br>·    Does not apply to light teams | | | |
| | Concrete columns and beams<br>- Medium: 300 mm<br>- Heavy: 450 mm | Concrete columns and beams<br>·    Does not apply to light teams | | | |
| | Structural steel<br>- Medium: 4 mm<br>- Heavy: 6 mm | Structural steel<br>·    Does not apply to light teams | | | |
| | Reinforcing bars<br>- Medium: 10 mm<br>- Heavy: 20 mm | Reinforcing bars<br>·    Does not apply to light teams | | | |
| | Timber<br>- Medium: 450 mm<br>- Heavy: 600 mm | Timber<br>·    Does not apply to light teams | | | |
| | 17.3.1 Penetrate vertically overhead to a void space. | Penetrate vertically overhead to a void space<br>- Optional for light teams | | | |
| | 17.3.2 Penetrate laterally into a void space. | Penetrate laterally into a void space<br>- Optional for light teams | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| | 17.3.3 Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space). | Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)<br>- Does not apply to light teams, they do not have the capacity | | | |
| | 17.3.4 Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space). | Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)<br>- Does not apply to light teams, they do not have the capacity | | | |

**USAR OPERATIONS**

| 17 | Rescue Operations | | | | |
|---|---|---|---|---|---|
| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
| **17.4** | Does the USAR system/process require the national USAR team to demonstrate ability to rig, lift and move structural concrete columns and beams as part of a delayering operation using the following? | The national USAR team shall demonstrate ability to rig, lift and move structural concrete columns and beams as part of a delayering operation (see table for dimensions), using the following: | | | |
| | 17.4.1 Pneumatic lifting equipment | Pneumatic lifting equipment.<br>· Optional for light teams | | | |
| | 17.4.2 Hydraulic lifting equipment | Hydraulic lifting equipment.<br>· Optional for light teams | | | |
| | 17.4.3 Winches. | Winches. | | | |
| | 17.4.4 Other manual tools | Other manual tools. | | | |
| | 17.4.5 Crane and/or other heavy machinery. | Crane and/or other heavy machinery.<br>· Does not apply to light teams, they do not have the capacity | | | |
| | · Manual | Manual<br>· Light team: N/A<br>· Medium team: 1 metric tons (M/T)<br>· Heavy team: 2.5 metric tons (M/T) | | | |
| | · Mechanical | Mechanical<br>· Light team: N/A<br>· Medium team: 12 metric tons (M/T)<br>· Heavy team: 20 metric tons (M/T) | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| **17.5** | Does the USAR system/process require the national USAR team to demonstrate the ability to analyze and conduct stabilization operations of structural elements as follows? | Human and technical resources to demonstrate the ability to analyze and conduct stabilization operations of structural elements as follows: | | | |
| | 17.5.1 Cribbing and wedges | Cribbing and wedges | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| **17.5** | 17.5.2 Window/door stabilization | Window/door stabilization<br>· Optional for light teams | | | |
| | 17.5.3 Vertical stabilization | Vertical stabilization<br>· Optional for light teams | | | |
| | 17.5.4 Diagonal stabilization | Diagonal stabilization<br>· Optional for light teams | | | |
| | 17.5.5 Horizontal stabilization | Horizontal stabilization<br>· Optional for light teams | | | |
| **17.6** | Does the USAR system/process require the national USAR team to demonstrate technical rope capacity to do the following? | Adequate resources and team to demonstrate technical rope capacity to: | | | |
| | 17.6.1 Build and use a vertical ascent and descent system. | Build and use a vertical ascent and descent system. | | | |
| | 17.6.2 Build a system that allows for the movement of load (including victims) from a high point laterally to a safe point below. | Build a system that allows for the movement of load (including victims) from a high point laterally to a safe point below. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **18** | **Medical Care** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 18.1 | Does the USAR system/process require the national USAR team to have the ability to provide emergency medical care? | Technical resources and appropriate equipment to provide medical care in collapsed structures including confined spaces, from the time of patient access, during extrication, until the hand-over of the victim.<br>- Does not apply to light teams, except for basic life support. | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 18.2 | Does the USAR system/process require the national USAR team to have the resources and procedures guaranteeing the availability of medical care for all USAR team members? | Medical resources and equipment to provide medical care for USAR team members.<br>(For Light teams: Primary care and emergency medical care are further defined in the table at the end of this manual, describing training requirements for operational levels). | | | |
| | 18.2.1 Primary care | Primary care | | | |
| | 18.2.2 Emergency medical care | Emergency medical care | | | |
| | 18.2.3 Health monitoring | Health monitoring | | | |
| | 18.2.4 Emergency veterinary care for search dogs, in collaboration with their handlers, if applicable | Emergency veterinary care for search dogs, in collaboration with their handlers, if applicable | | | |
| 18.3 | Does the USAR system/process require the national USAR team to have a procedure for dealing with serious injury or fatality amongst team members? | Procedure for dealing with serious injury or fatality amongst team members. | | | |
| 18.4 | Does the USAR system/process require the national USAR team to have a medical incident log? | Medical incident and personnel preparedness log. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **19** | **Safety Considerations** | | | | |
| **No.** | **Aspects** | **Explanation** | **TSG Assessment** | **Verification Method** | **Color** |
| 19.1 | Does the USAR system/process require the national USAR team to correctly use the INSARAG Signaling System? | Materials and personnel trained to correctly use the INSARAG Signaling System. | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 19.2 | Does the USAR system/process require for the national USAR team members to wear appropriate personal protective equipment, as required by the situation? | Has the equipment and trained personnel to use appropriate personal protective equipment, as required by the situation. | | | |

| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
|---|---|---|---|---|---|
| 19.3 | Does the USAR system/process require for the national USAR team to set up a safety monitoring and documentation system on-site? | Procedures to establish a safety monitoring and safety documentation system on-site. | | | |

| USAR OPERATIONS | | | | | |
|---|---|---|---|---|---|
| **20** | **Demobilization and Exit Strategy** | | | | |
| No. | Aspects | Explanation | TSG Assessment | Verification Method | Color |
| 20.1 | Does the USAR system/process require for the national USAR team to have the procedures to coordinate its exit with LEMA? | Procedures and forms to coordinate its exit with LEMA. | | | |
| 20.2 | Does the USAR system/process require for the national USAR team to have the procedures to follow a specific USAR team demobilization process? | Procedures to follow a specific USAR team demobilization process. | | | |
| 20.3 | Does the USAR system/process require for the national USAR team to have the procedures and necessary documentation to follow a specific process when donating relevant materials? | Procedures and required documentation to follow a specific process when donating relevant materials.<br>- Does not apply to light teams | | | |
| 20.4 | Does the USAR system/process require for the national USAR team to have the procedures and a form to submit a summary report to LEMA within 30 days following its demobilization? | Procedures and form to submit a summary report to LEMA within 30 days following the demobilization, | | | |

## Anexo 04 - Template for the final report

**Final Report**
**INSARAG Recognized National Accreditation Process (IRNAP)**
**[country]**
**[date of report]**

**1. Cover page**
**2. Table of content**
**3. Introduction**
**4. Background**

4.1. Request

Explain the country's request.

4.2. Agreed terms of reference and dates of execution.

Explain how the TORs have been adapted from the generic ones.

4.3. Composition of the TSG

| Name | Country | Quality (member/observer) |
|------|---------|---------------------------|
|      |         |                           |
|      |         |                           |
|      |         |                           |

4.4. Composition of the TRG

| Name | Country | Quality (member/observer) |
|------|---------|---------------------------|
|      |         |                           |
|      |         |                           |
|      |         |                           |

4.5. Key counterparts in the country

| Name | Organization | Role |
|------|--------------|------|
|      |              |      |
|      |              |      |

4.6. Working modalities

Briefly explain the working modalities used between the TSG and the country.

**5. Summary of the verification process**

This section should indicate the main activities developed by the TRG during the verification visit.

**6. TSG Results**

Document the main recommendations issued by the TSG to the country and the country's implementation.
      6.1. Á Areas of special interest for the sustainability of the process
      6.2. Areas of excellence worthy of dissemination

**7. TRG Results**

Document the main recommendations issued by the TRG to the country and the country's implementation.
      6.1. Areas of special interest for continuous improvement
      6.2. Areas of excellence worthy of dissemination


**8. Conclusions**

**9. [Process and date to request the re-validation of the process]**

**10. Acknowledgements**

**11. Signature of the TSG and TRG members**

**12. Annexes**

12.1. Request document
12.2. Agreed work plan
12.3. Details of activities (chronologically)
12.4. TRG verification document.

## _Anexo 05 - Template for the TSG and TRG feedback report_

Note: This report is for the TSG regional roster, to be communicated through the Secretariat, which has the role of keeping all reports and sharing them with the regional roster. It is suggested that they be shared through a "private discussion" in the Virtual OSOCC where other relevant documents should be posted as well.

**1. Overview**

1.1. Background

- Request, dates, country, brief description of the process and how the advisory process ended.

1.2. Composition del TSG/TRG

| Name | Country | Quality (member/observer) | E-mail |
|------|---------|---------------------------|--------|
|      |         |                           |        |
|      |         |                           |        |
|      |         |                           |        |
|      |         |                           |        |

**2. Working methodology**

- Advantages, disadvantages, limits, flexibility of the process, etc.

**3. SWOT**

- Country limitations for the implementation of the process.
- Flexibility and adaptation of TSG/TRG members
- Comparisons with previous or own country processes
- Implementation of the work plan and timeline
- Compliance with the recommendations provided by the TSG/TRG

**4. Recommendations and improvement opportunities for the TSG/TRG**

The recommendations should be focused on improvement opportunities for the TSG/TRG

4.1. General recommendations

4.2. Recommendations on the TSG/TRG methodology