



Annex 3: List of supporting documentation on the achievement of the standards for national USAR teams (annex C, Vol. II, Manual A of the INSARAG Guidelines)

Supporting documentation	Definition	Responsibility	Link with standards in (revised) Annex C	Guidance and recommended templates
1. Strategic plan of the institution	Organizational document, which explains and establishes the general and specific objectives, strategies, program lines, projects and corresponding resources, with a long-term planning horizon. It should include mission statement , vision and indicators	LEMA/USAR	all	Format 1.1
2. Organizational model and structure (which contains the 5 components)	Document, which describes the organizational model of the teams and where all functions or positions of the organization are described. Profiles and responsibilities shall be specified, as well as the skills and abilities that are required for each of them.	USAR Planning	5, 6, 7, 9.2,	Format 2.1
3. Annual operational plan which includes the annual and mid-term financial plan/ budget	Document containing guidance on the actions to be executed in the short term, and where budgetary and financial planning for the short and medium term sustainability of the team is described, in line with the strategic plan of the institution.	LEMA and USAR, management	CON TODOS	Format 3.1
4. Annual training and skills development plan	Training plan containing a database of courses or workshops held, and which defined objectives, goals, responsibility, resources, certifying entities, schedule, workload, curriculum, number of participants based on the expected minimum training for a team that chooses to be accredited according to the level that it applied for. It shall include the continuous learning/ re-certification plan.	USAR// Management/ admin	7, 16, 17 3.1, 6, 7, 8, 10, 13, 14, 16, 17, 18 (Medical)	Format 4.1

INSARAG External Support and Recognition Process for national USAR team accreditation processes



Supporting documentation	Definition	Responsibility	Link with standards in (revised) Annex C	Guidance and recommended templates
5. Safety, health and insurance and/or legal health benefits arrangements	Programs, processes and tools designed to provide teams and their members with coverage in the field of health, occupational safety, legal benefits and / or insurance; Including the annual and post-mission medical check-up.	USAR	3.4, 3.6, 3.7, 5.2, 9.3.2, 9.3.3, 9.3.5, 11.4, 11.5, 12.2.3, 12.2.5., 12.2.7, 18, 19, 19.2, 19.3,	Format 5.1
6. Agreements with providers of services and goods	Description of each of the duly signed, valid agreements, allowing for adequate maintenance and procurement of equipment, tools, supplies and services for the team functions.	LEMA/USAR	3.3, 3.3, 3.5, 8, 11.1, 13.3, 15.2, 16.3,	Format 6.1
7. Human resources management	Document where the organizational human resources policies are established. (Licenses, permits, sanctions, leave, etc.).	USAR	9.2	Format 7.1
8. Physical installations of the team	Details of each of the physical spaces that the team disposes of for its work (warehouses, stores, dorms, gym, kitchen, etc.)	USAR	10	Format 8.1
9. Tools, equipment and accessories	Equipment, tools and accessories required for the corresponding operating level of the USAR Team. These shall be physically available, in good technical condition and have an operational registration/inventory system as well as a preventive and corrective maintenance service.	USAR	9.2.4	Format 9.1
10. Operational capacity and autonomy	Document in which the operational procedures as well as the corresponding timeframe is established, through which the different tasks of the USAR team are being carried out in line with the response cycle.	USAR	6.3, 6.4, 12, 9.3.4, 11.1, 11.3, 13, 14, 15, 16, 17, 18, 19, 20,	Format 10.1
11. Logistics	Document which describes the logistical requirements for the USAR team to function	USAR	9.2, 9.2.4, 9.2.5, 9.3.6, 9.3.7, 12,	Format 11.1

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Supporting documentation	Definition	Responsibility	Link with standards in (revised) Annex C	Guidance and recommended templates
	appropriately (food, lodging, transportation, etc.)			
12. ICT	Description of the ICT systems (eg. Fixed, portable and accessories) defined for the USAR team according to its level, its operational status, communications plan, operational registration/inventory system and the preventive and corrective maintenance.	USAR	8, 9.2.4, 9.3.1,	Format 12.1
13. Activation & mobilization mechanisms & protocols	Activation and mobilization procedures of the USAR team	USAR/LEMA	3.6, 5.1, 9.3.8, 11.1, 11.3, 11.4, 11.5, 20,	Format 13.1
14. Document/ information management	The information management forms that provide the documentation support for the USAR operations (INSARAG forms are recommended)	USAR /LEMA	9, 11.2, 20.4,	INSARAG forms