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UNAMIR FORCE SOPs

PART NINE

LOGISTICS

SECTION 1 -	INTRODUCTION
SECTION 2 -	CONCEPT OF UNAMIR LOGISTICS
SECTION 3 -	ORGANISATION AND RESPONSIBILITIES
SECTION 4 -	SUPPLY
SECTION 5 -	TRANSPORT
SECTION 6 -	MAINTENANCE
SECTION 7 -	MOVEMENT CONTROL

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PART NINE - LOGISTICS

SECTION ONE - INTRODUCTION

1. General. There are two components in support of the logistics system in UNAMIR. The civilian component consists of UN staff and a contractor, Brown and Root, and is responsible for the provision of support to the force and, in particular, support beyond that available from deployed contingents. The military support system is provided by deployed contingents and provides first line support to the parent contingent and limited second line support to the force. Generally, contingents deploy with sufficient first line resources and the force is responsible for the provision of second and third line support.

2. The civilian and military components form a balanced partnership that combine to support a diverse and complex fleet. These SOP are designed to provide guidance on the employment of often scarce resources to maximise their benefit. As such, contingents are to ensure that procedures are adhered to, incomplete requests will not be accepted. Incomplete requests often result in delays and the unnecessary tasking of scarce resources.

9-1-1

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SECTION TWO - CONCEPT OF UNAMIR LOGISTICS

1. The UN does not maintain a large, deployable logistic support base that can operate in an often demanding environment. The logistic systems employed by the UN often rely on a contingent providing support to the force. The tasks of this organisation remain constant throughout UN missions and ensure the requisition and distribution of the required material.

2. The logistic system is essentially controlled through the Staff Officer responsible at HQ UNAMIR. Contingents will be required to bid for resources through HQ UNAMIR to ensure that scarce resources are allocated to the highest priority as determined by the Force Commander.

3. Contingents will not normally have direct contact with movement control detachments in the normal course of operations. However, when contingents require large non-operational movement of personnel and material within the theatre, the movement control personnel will coordinate and supervise the planning process. In day-to-day operations, they can advise contingents on all movement matters.

4. Contingent owned equipment is generally defined as military equipment brought to the theatre with a subsequent price agreement with UNNY and is the responsibility of the UN. Nations are reimbursed for the depreciation according to a formula agreed between the UN and the parent nation. Reimbursement is based on an 'in-survey' and 'out survey' which are conducted on entry and exit from the theatre. These surveys are carried out jointly by contingents and UN personnel who assess the value of the contingent owned equipment as it enters and leaves the theatre and are used as the basis for reimbursement.

5. During the deployment period, all supplies which are required for operational support and which involve a charge to the UN must be requested through the UNAMIR logistics system. If essential items are not available through the normal UNAMIR system, but are available from the contributing nation, they will be obtained under a Letter of Assist (LOA) which is agreed between UNNY and the contributing nation.

6. An LOA is a contractual document issued by the UN to a government, authorising it to provide goods and/or services to the mission. The UN agrees either to purchase the goods or services or authorises the government to supply them subject to reimbursement by the UN.

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SECTION THREE - ORGANISATION AND RESPONSIBILITIES

ORGANISATION

1. The current organisation is shown at Annex A and is structured along NATO lines. The staff is supplemented by experts in particular fields as required for specific operations.

RESPONSIBILITIES

2. Chief Logistic Officer (C Log O). The C Log O, the head of Logistics Branch (Log Br), is responsible for planning, execution and supervision of all logistic activities within the military component of UNAMIR. The C Log O will inform and advise the Force Commander (FC) and the Deputy Force Commander (DFC) on all logistic matters. He will have direct access to all civilian staff up to and including the Chief Administration Officer (CAO).

3. Assistant to Chief Logistic Officer (A/C Log O). The A/C Log O is responsible to the C Log O for the efficient operation of the Log Br Admin Cell. Specific responsibilities include:

- a. Coordination of the distribution of Logistic Directives and maintenance of the master copy file.
- b. Distribution of Log Br administrative instructions.
- c. Maintenance of personnel and administrative files.
- d. Liaison with the CAO staff regarding personnel and administrative matters.
- e. Registration of all incoming and outgoing correspondence.
- f. Providing orderly room and typing services to Log Br.
- g. Provision of secretarial services to the C Log O.

4. Staff Officer Supply (SO SUP). The SO SUP is responsible for all supply related matters within UNAMIR. Specific responsibilities include:

- a. Preparation of supply related logistic directives.
- b. Preparation of requests for supply and services.
- c. Monitoring of unit demands and assigning priorities to demands.
- d. Issue of policy on storage and stock control levels.
- e. Assisting in/out survey and handover inspection teams.

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- f. Development of scales of issue.
- g. Advising all users on supply matters.
- h. Development, in conjunction with the Procurement section, specifications for material procured from commercial sources.

5. Staff Officer Transport/Movements (SO TPT/MOV). The SO TPT/MOV is responsible for all transportation, movement and postal operations within UNAMIR. Specific duties include:

- a. Preparation of transport and movement related logistic directives.
- b. Monitoring the utilisation of UN owned/rented transportation resources.
- c. Obtaining and compiling transportation and movements data for use in future planning.
- d. In conjunction with the Chief Transportation Officer (CTO), formulate and manage the allocation of UN controlled transportation resources.
- e. Coordinate movement activities to ensure sufficient control of personnel and material from and to air/sea ports and other points in the UNAMIR theatre.
- f. Coordinate, with second line transport agencies, movement requirements for the distribution of all classes of supply.
- g. Establish a postal system to service UNAMIR.

6. Staff Officer Food Services (SO FOOD). The SO FOOD is responsible for coordinating the provision of food and food services to UNAMIR. Specific responsibilities include:

- a. Preparation of food related logistic directives.
- b. Ensuring that rations are controlled and accounted for in accordance with current UN policies and procedures.
- c. Monitoring the quality of food and food services provided by contractors.
- d. Providing advice to the second line supply agencies on foodstuff related matters.
- e. Advising commanders at all levels on matters related to nutrition, safe handling, storage, transportation and preparation of food.

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f. Assist the medical staff in the conduct of hygiene inspections.

g. Monitoring civilian contractor compliance to terms and conditions of contracts.

7. Staff Officer Maintenance (SO MAINT). The SO Maint is responsible for the coordination of repair, recovery and Class 9 repair parts support to the force. Specific responsibilities include:

- a. Preparation of all repair, recovery and repair parts related logistic directives.
- b. Ensuring that repair parts are controlled and accounted for in accordance with UN policies and procedures.
- c. Controlling the tasking of second and third line maintenance and recovery agencies.
- d. Providing priority guidelines to second and third line agencies for repair and recovery tasks.
- e. Advising commanders at all levels on matters related to maintenance of deployed equipment.
- f. Monitoring civilian contractor compliance to terms and conditions of contracts.

8. Force Logistic Company (When Deployed). The CO of the Log Coy is responsible for the provision of second and limited third line logistic support, including movement control and reception centres, to the deployed units of UNAMIR within the theatre. Specific responsibilities include:

- a. Deployment of Log Coy and Central Supply Depot to provide supply, transport, maintenance and ammunition/weapon recovery support to UNAMIR units.
- b. Provide advice to the C Log O on logistic support to deployed units.
- c. Liaise and consult with the OC Central Supply Depot (OC CSD) and SO SUP on supply support to the deployed force.
- d. Provide support to the air terminal at Kigali.
- e. Provide second and third line road transport resources to UNAMIR.
- f. Receipt, inspect, store and issue material from military and civilian sources.

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- g. Maintain minimum stock levels to ensure continued supply of material to the force.
- h. Initiate procurement action for stocked and non-stocked items.
- i. Establish, as required, central storage facilities for ammunition and weapons.
- j. Provide daily logistic sitreps to the C Log O.

9-3-4

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SECTION 4 - SUPPLY

To be issued (TBI)

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SECTION 5 - TRANSPORT

AIM

1. The aim of this SOP is to outline responsibilities for the control and employment of first and second line transport for UNAMIR.

GENERAL

2. Unit Commanders, Staff Officers and all ranks concerned with the operation of vehicles will ensure:

- a. constant and close supervision in respect to the use of transport and its maintenance;
- b. the utmost economy of vehicles and POL;
- c. the cleanliness of all vehicles, especially those used in carrying food;
- d. that water tankers are regularly rinsed;
- e. that a vehicle is set aside for the exclusive use in the collection of food;
- f. that while transporting food or troops, the tarpaulin is spread in order to afford protection from the dust and sun heat;
- g. that while travelling in convoy, all vehicle headlights are turned on;
- h. that vehicles are halted for ten minutes after every 100 km or two hours, whichever comes first, to allow loads/vehicles to be checked and for drivers to rest;
- i. that in convoy there is a 50m interval between vehicles;

3. Except in cases of genuine emergency, travel in UNAMIR vehicles is restricted to the following:

- a. Members of UNAMIR;
- b. Official guests of UNAMIR;
- c. Other personnel, such as Liaison Officers, where such travel is necessary for the performance of UNAMIR duties.

NOTE: Hitch-hikers will not be carried in UNAMIR vehicles.

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DRIVER'S PERMIT

4. Drivers must be in possession of a valid national/international military or civilian driver's permit/license in order to qualify for processing and issue of a UNAMIR driver's permit, by CTO, for the operation and use of UNAMIR vehicles.

5. Unit Transport Officers, or their representative, must report to the office of CTO at HQ UNAMIR for a briefing on control and use of UNAMIR vehicles and a driving test. Upon successfully completing the briefing and test their contingent drivers for subsequent issue by CTO of a UNAMIR driver's permit. Those personnel who are not part of a contingent will be processed by the CTO on an individual basis.

6. A UNAMIR driver's permit for Unit personnel can be obtained by submitting to the office of CTO a completed Form "Request to CTO for UNAMIR Driver's Permit", a copy of which is at Annex A. Supplies of this form are obtainable from the office of CTO.

UNAMIR REGISTRATION NUMBER - VEHICLES/TRAILERS

7. In accordance with UN policy, all vehicles, trailers, and special purpose vehicles on tract or wheel, operated by UNAMIR and regardless of ownership, will be affixed with UNAMIR registration plates.

8. The Chief Transport Officer (CTO) will establish and control the record and issue of UNAMIR numbers and will accordingly supply UNAMIR plate numbers with numbers already painted therein to standardize specifications as agreed by UN Headquarters, New York.

9. Units holding any vehicles/trailers, either United Nations or unit owned, not having permanent UNAMIR numbers will request same by completing Form "Request to CTO for UNAMIR Vehicle/Trailer Numbers" as per sample attached at Annex B, and forwarding to the CTO. (Unit number plates replaced by UNAMIR plates should be held in unit stores for refitting to any repatriated vehicles at port of exit, at which time the corresponding UNAMIR plates must be handed over to Movement Control Section for return to the CTO).

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10. On receipt of above request the CTO will notify the unit concerned, with info copy to ACOS/LOG, of permanent UNAMIR numbers assigned. These numbers may then be painted on vehicles pending receipt of the actual number plates to be prepared and forwarded to the CTO. Units must notify the CTO (a copy of the cable/report is to be sent to ACOS/LOG and CLAIMS) of any UN or unit vehicle permanently taken out of operation as a result of write-off, repatriation or any other reason, and return the UNAMIR plates to the CTO. Under no circumstances will units re-use such UNAMIR numbers for another vehicle regardless of similarity of vehicle type.

TRIP TICKETS

11. Each vehicle must have a weekly trip ticket. Unit Commanders, Staff Officers and all ranks concerned with the operation of vehicles are to ensure that:

- a. all POL drawn is entered on the Monthly Trip Ticket;
- b. all trips made are entered in the trip ticket with particular attention to the mileage at the beginning and end of the journey. Units using their national system will ensure that mileage covered and POL drawn are clearly indicated.
- c. any defect in the vehicle is noted on the trip ticket.
- d. duly completed Monthly Trip Tickets are submitted to CTO's office at the end of each week.

MAXIMUM SPEED LIMITS

12. UNAMIR exists to assist in the development of a safe living environment for the people of Rwanda. It should not therefore pose an additional threat to them through dangerous and irresponsible driving habits. Vehicles should be driven at a speed that is safe in the prevailing road and weather conditions. In any case, the absolute maximum vehicle speeds for all UN vehicles in Rwanda, as contained in the Reference, are as follows:

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VEHICLE TYPE	OPEN ROADS	BUILT UP AREA
Staff cars	100 kph or 60 mph	40 kph or 25 mph
Other cars/ Station Wagons	80 kph or 50 mph	40 kph or 25 mph
Jeeps/3/4T trucks	65 kph or 40 mph	40 kph or 25 mph
All other heavy trucks	55 kph or 35 mph	32 kph or 20 mph

13. All UNAMIR military personnel should be reminded that these speed restrictions are to be strictly adhered to. Further, it is the responsibility of all members of UNAMIR to report incidents of dangerous and irresponsible driving, through their respective chain of command, to the SO Tpt HQ UNAMIR, for further action.

ACCIDENT REPORT AND PROCEDURES

14. Each vehicle must carry an Accident Report Form, a copy of which is at Annex C. Copies are available from the CTO. Whenever a UNAMIR vehicle is involved in an accident, a report must be made to HQ UNAMIR CTO, and in the case of vehicles operated by the military to the SO Tpt, within 24 hours.

15. Units are to make four copies of the Accident Report Form and forward a copy to each of the following:

- a. SO Tpt,
- b. the Claims Officer,
- c. MPs when available, and
- d. CTO.

16. The action to be taken by a driver and procedures to be followed in case of accident are as follows (except if the driver's life is in danger):

- a. Stop the vehicle and secure it and its contents against pilferage or tampering.
- b. Give first aid to any injured persons as the driver is qualified to administer.
- c. Report the accident to the nearest UNAMIR Military Police (MP) detachment when available or to his unit.

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- d. Give the operator of the other vehicle (or owner of the property, or the person(s) involved) name, rank, ID card number, location of parent unit and the UNAMIR vehicle number.
- e. In exchange, obtain the equivalent details from the other party as well as the name, number and parent police station of the policeman investigating.
- f. Except for the information referred to above, the driver shall not admit liability on the part of himself or UNAMIR. Any statements required from the vehicle operator or of any other member of UNAMIR travelling in the vehicle will be made only to an authorized UNAMIR officer. The vehicle operator must be careful not to make any statement to the civil police or any other person unless permitted by an in the presence of the proper UNAMIR authorities.
- g. Remain at the scene of the accident until all action is completed, unless personal safety is endangered.
- h. A traffic accident form should be completed at the scene of the accident, if possible.
- i. After investigations have been completed, the vehicle should be returned to its base. If it cannot be driven, the operator should endeavour to obtain further orders from his superior officer. In any case, the contents of the vehicle should be made secure before leaving it.

VEHICLE SECURITY

17. Unit Commanders are responsible for the constant and close supervision of their vehicles. Proper fire and security precautions must be enforced. As far as is possible vehicles are to be tasked and travel in twos.

18. Drivers are to stay with their vehicles as they are responsible for them and the loads they carry. In the event of a breakdown outside the UNAMIR locations, vehicles are not to be left unattended. In circumstances where drivers feel that their lives may be under threat, damaged or otherwise immobilized, vehicles may be abandoned.

9-5-5

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FIRST AND SECOND LINE TRANSPORT

19. UNAMIR Transport is divided into First and Second Line. First Line road transport is organic unit transport, available for tasking by units as they see fit. Second line road transport is controlled by the SO Tpt HQ UNAMIR. The SO Tpt's Duty Statement is at Annex D and proves the capability to lift bulk loads and formed bodies of troops with in the UNAMIR area of operations. Second line transport support is allocated in accordance with priorities set by HQ UNAMIR G3 Ops staff.

20. The following forms will be used to enable management of the Second Line road transport asset:

- a. Transport Task Requests. Transport Task Requests are to be submitted, direct to SO Tpt, by UNAMIR military or civilian staff requiring transport support beyond the capability of their own first Line Road transport. Effective immediately, requests for Second Line road transport support will only be accepted on a Transport Task Request form. An example Transport Task Request form is at Annex E. The example Transport Task Request should be photocopied as there will not be a bulk issue of forms. Requests should be submitted not less than 48 hours in advance of the task. The SO Tpt will prioritise the Transport Task Requests and consolidate tasks. Requests should include, in the remarks column, a point of contact at both the pick up point and delivery point where possible. Advice will be provided, within 24 hours as to whether the Transport Task Request has been approved. If the request cannot be approved (for example, due to a lack of transport resources) an attempt will be made to make alternative arrangements. Alternatives may include providing transport on another day, or exploring other sources of transport support (for example, air transport).
- b. Task Vehicle Availability. Units providing Second Line road transport are to submit Task Vehicles Availability forms, not later than 0800 hours daily, direct to the SO Tpt. Units required to submit Task Availability forms is at Annex F. The Task Availability form should be photocopied as there will not be a bulk issue of forms. By consolidating the Task Vehicle Availability forms the SO Tpt will be able to determine how much transport resource is available daily to satisfy Transport Task Requests, submitted in accordance with subparagraph a. above.

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- c. Transport Task Orders. On the basis of Task Requests, as advised in sub-paragraph a. above and, vehicle availability, as advised in sub-paragraph b. above, the SO Tpt will consolidate and assign tasks to Second Line road transport. An example Transport Task Order is at Annex G. Transport Task Orders can only be authorised by staff of the HQ UNAMIR Log Coord Cell. Copies of Task orders will be provided to both the unit assigned the task and to HQ UNAMIR G3 Ops.
- d. Weekly Task Summary. Units providing Second Line Road Transport are to submit a weekly task summary to SO Tpt by 0800 hrs each Monday. An example Weekly Task Summary is at Annex H.

21. The loading and unloading of vehicles is the responsibility of the unit requesting the transportation and the one receiving the stores. Drivers will not be used for loading and unloading vehicles.

22. During the loading of the vehicles, the driver/convoy commander must inspect the condition of the seals, locks and shape of packages. he may refuse to carry any packages or require a notation on the task order if there are indications of broken seals, opened locks or opened packages. The driver/convoy commander is responsible to account for the load in transit and to ensure that what is loaded is delivered in its entirety.

TRANSPORT OF AMMUNITION BY ROAD

23. These instructions are intended to ensure safe transport of ammunition by road. They do not apply in the following circumstances, provided there is no accompanying flammable stores:

- a. Small arms ammunition (SAA) carried for use in personal weapons. This should not exceed 5000 rounds per vehicle.
- b. Pyrotechnic stores (flares, etc) not to exceed 1 kg Net Explosives Quantity per vehicle.

24. The following is to apply for the transportation of dangerous cargo:

- a. Ammunition should be transported only during daylight hours unless exceptional circumstances warrant otherwise.
- b. Covered vehicles with strong, rigid metal sides are to be used so that the load may be secured.
- c. Each ammunition vehicle must be equipped with:



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(1) One or more fire extinguishers of the vaporisation liquid pump action type.

(2) Four red flags at least two feet (60 cm) square, two for display on the vehicle, and two for emergency warning signal. For hours of darkness, if authorised, flags should be replaced or supplemented by vehicles at both the front and rear of the ammunition convoy/vehicle with hazard light flashing.

d. All transportation of ammunition by road is to be under command of an officer or NCO conversant with the instructions contained in this directive. The officer/NCO is responsible to:

(1) accompany the ammunition to its destination and be responsible for the observance of all the safety precautions prescribed,

(2) in the areas not under UNAMIR's jurisdiction, ask all persons in the vicinity of the vehicles to comply with these safety precautions.

(3) if the request is ignored or not understood, ask the civil police to inform people of the importance of observing the safety precautions.

e. Ammunition convoys are to have an unarmed military escort, of not less than two soldiers travelling in separate vehicles, provided by the unit to which the ammunition is being delivered.

f. Smoking within 100 feet (30 metres) of vehicles containing ammunition is prohibited. All matches, lighters and other lighting materials must be deposited outside the magazine area or in a metal box to kept, and if possible locked, in the cab of the vehicle.

g. Motors must be switched off, parking brakes engaged and, if on a slope, wheels must be chocked during loading, unloading and refuelling of vehicles.

h. The load of each vehicle should consist of ammunition of one type only, for example:

(1) Projectile with high explosive,

(2) Projectile filled with white phosphorus (smoke),

9-5-8

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- (3) Demolition stores,
- (4) Pyrotechnics (signal flares), and
- (5) Mines.

Small arms ammunition may included with any of the above.

- i. No vehicle carrying ammunition will be loaded in excess of 80 percent of its authorised load capacity, or with more than 4,000 pounds (1,820 kilos) total gross weight of ammunition, whichever is less.
- j. Ammunition must not be stowed higher than the sides of the vehicles and must be securely fastened.
- k. Two red flags must be displayed, one at the front and one at the rear of each vehicle.
- l. Vehicles should not park near buildings or stop in populated areas.
- m. Vehicles must not be left unattended.
- n. Drivers must maintain a convoy distance of approximately 150 feet (50 meters).
- o. Vehicles must be stopped in open country after about the first ten miles (15 km) and thereafter at intervals of one hour, and inspected to ensure that vehicles are in good condition and loads secure.
- p. If an emergency stop is made on public highways, red flags or flares must be displayed 100 feet (30 metres) from the front and rear of the vehicle or convoy.
- q. If a fire occurs in a vehicle transporting ammunition the driver and supervising officer will:
  - (1) turn off the ignition switch immediately,
  - (2) use the fire extinguisher at the source of the fire.
  - (3) make every possible effort to stop the fire from reaching the body of the vehicle,
  - (4) if possible request assistance from the nearest UNAMIR unit,

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(5) all other traffic and vehicles should be stopped at least 330 yds (300 meters) clear of the burning vehicle, and

(6) tenants of all buildings in the area should be warned and evacuated.

FINANCIAL RESPONSIBILITY OF THE DRIVER

25. Under United Nations Staff Rule 112, paragraph 3, it is stipulated:

"Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his having violated any regulation, rule or administrative instruction."

26. The United Nations carries no collision and no theft insurance for its vehicles, but has taken insurance for its protection against legal liabilities which it may incur, including liability towards passengers not covered by the compensation scheme. If the Organization is legally liable for injury or death sustained by a passenger not covered by the compensation scheme, the insurance companies are required to meet claims arising from such injury or death, except claims from any such passenger who is a member of the family for the authorized driver of the vehicle involved in the accident from which the claim arises.

27. It is stressed that a driver transporting an unauthorized person in a UNAMIR vehicle does so at his own financial risk and may have to bear, in addition to disciplinary action, financial responsibility in case of an accident involving injury or death of his passenger.

28. It is the responsibility of the driver to safeguard his vehicle at all times against theft. In order to reduce the occurrence of thefts, all drivers are required to take the following precautions:

- a. Always park the vehicle in a place where people are frequently passing by and where it would therefore be more difficult for anyone to break into it unobserved. At night the vehicle should preferably be parked in a well-lit area.
- b. On leaving the vehicle ensure that all the windows are securely closed, all doors locked and the vehicle's key set secured. Do not leave personnel equipment or equipment belonging to UN in vehicles, especially at night.

9-5-10

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- c. If on returning to a parked vehicle it is found that items have been removed the following action should be taken:

- (1) Report immediately by any means available to the nearest UNAMIR MP, where available, or unit HQ.
- (2) When the Security Officer/MP investigating the incident and the police arrive, give a statement of the circumstances of the case to the Security Officer/MP.
- (3) Submit a written report to the Security Officer/MP as soon as possible.

Any damage to a UNAMIR vehicle and loss of United Nations property caused by accident, theft or negligence will be reported to the Local Survey Board. The Local Survey Board will make appropriate recommendations to the FC/CAO who may, if in accordance with the delegation set out in the Field Administrative Handbook, order recovery of the whole or part of the expense occasioned to the United Nations from the staff member responsible in cases where negligence of the driver is disclosed.

CROSSING FRONTIERS

29. It is the responsibility of each Unit Commander and each staff member travelling in a UNAMIR vehicle to ensure that if frontiers are to be crossed, all necessary documents are in his possession and proper clearance has been obtained from appropriate authorities.

30. It is the responsibility of the driver of a UNAMIR vehicle crossing frontiers to ascertain that all goods, commodities and articles carried in his vehicle are authorized. UNAMIR personnel are, therefore, reminded that illegal use of duty free items is a serious offence.

SHIPPING DELIVERY NOTES

31. To ensure that issues and deliveries of stores can be adequately tracked and accounted for, a system of UNAMIR Shipping Delivery Notes is employed. A Shipping Delivery Note is at Annex I. Instructions for use of this new form are as follows:

- a. Consignor. The Consignor is the person or organisation issuing stores, for example the Brown and Root Warehouse. The Consignor is responsible for the following:

9-5-11

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- (1) To insert a Consignor's Registered Number at the top of the form, the form having been provided by the driver/convoy commander, for internal consignor accounting;
- (2) To fill in the consignor's details, including the name of the individual making the actual issue;
- (3) To fill in the items and quantities issued, including signing to verify that this is what has been issued;
- (4) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary;
- (5) To retain a copy of the Shipping Delivery Note for accounting purposes; and
- (6) To provide two copies of the Shipping Delivery Note to the driver/convoy commander.

b. Driver/Convoy Commander. The driver/convoy commander is the person transporting the stores to the consignee, for example a Brown and Root driver. The driver/convoy commander is responsible for the following:

- (1) Provide the consignor with the Shipping Delivery Note to be completed;
- (2) To insert the Transport Task Order Number to enable cross referencing with transport tasks;
- (3) To fill in the driver/convoy commander's details, including the name of the driver/convoy commander;
- (4) To fill in the items and quantities received, including signing to verify that this is what has been received;
- (5) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary;
- (6) Return the Shipping Delivery Note to SO SUP on completion of the delivery task (this may be done in bulk by the driver/convoy commander's manager, for a number of tasks, on a daily basis.); and
- (7) To retain a copy of the Shipping Delivery Note, after it has been completed by the consignee, for accounting purposes.

9-5-12

UN RESTRICTED

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- c. Consignee. The consignee is the person/organisation to whom the stores are consigned, for example a contingent. The consignee is responsible for the following:
- (1) To fill in the consignee's details, including the name of the person actually receiving the stores;
  - (2) To fill in the items and quantities received, including signing to verify that this is what has been received;
  - (3) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary.
  - (4) To provide the driver/convoy commander with a copy of the Shipping Delivery Note for return to SO SUP on completion of the delivery task; and
  - (5) To retain a copy of the shipping Delivery Note, after it has been completed by the consignee, for accounting purposes.
- d. SO SUP. SO SUP will use the Shipping Delivery Note to verify that consignments have been received in good order, to assist in accounting for stores issued and to resolve any queries regarding the delivery of stores.

32. All agencies providing transport of consignments should copy the Shipping Delivery Note, Annex I, for their use as there will not be a bulk distribution of this form

Annexes:

- A. Request to CTO for UNAMIR Driver's Permit
- B. Request to CTO for UNAMIR Vehicle/Trailer Numbers
- C. Accident Report Form
- D. Duty Statement - SO Transport
- E. Transport Task Request Form
- F. Task Vehicle Availability Form
- G. Transport Task Order Form
- H. Weekly Task Summary
- I. Shipping Delivery Note

9-5-13

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(WHEN COMPLETED)

ANNEX A TO  
UNAMIR SOPs  
PART 9

UNAMIR HQ - TRANSPORT SECTION

REQUESTS TO CTO FOR UNAMIR DRIVING PERMITS

I certify that the following personnel of contingent_____ have successfully passed their driving test and obtained the necessary briefing on safe use/operation of UNAMIR vehicles and that they are holders of valid driving permits (national/international, where applicable)  Name and Rank (MIO)_____  ID No._____ Date_____ Signature_____				National/ International/ or Military Driver's License Number	Types of vehicles Authorized to Drive						Other Specify
					S E D A N	J E E P 4 X X	T R U C K  H  4 X 2	T R U C K  H  4 X 4	T R U C K  H  6 X 6	B U S  M/H	
SER No.	NAME	RANK	UNAMIR ID No.								
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For use by UNAMIR HQ Transport Section Only

Approved by CTO\_\_\_\_\_ Date\_\_\_\_\_  
UNAMIR HQ TPT

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ANNEX C TO  
UNAMIR SOPs  
PART 9

UNAMIR DRIVER'S ACCIDENT/INCIDENT REPORT

Date of Accident\_\_\_\_\_ Time\_\_\_\_\_ LT Vehicle UN/Private(No)\_\_\_\_\_  
Location\_\_\_\_\_ Open Road/Crossroads/Built up Area  
Driver\_\_\_\_\_ ID No\_\_\_\_\_ Passenger(s)\_\_\_\_\_  
On or off Duty\_\_\_\_\_ Purpose of trip\_\_\_\_\_  
Weather Condition\_\_\_\_\_ Road Condition\_\_\_\_\_  
Other Vehicle (No)\_\_\_\_\_ Make\_\_\_\_\_ Model\_\_\_\_\_  
Driver\_\_\_\_\_ Address\_\_\_\_\_  
Insurance Company\_\_\_\_\_  
Property (Other than Vehicle)\_\_\_\_\_  
Injured Person(s) Name, Age, Address\_\_\_\_\_

**Investigation**

Name of Security Officer\_\_\_\_\_  
Police Officer\_\_\_\_\_ No.\_\_\_\_\_ Station\_\_\_\_\_

**DETAILED DESCRIPTION** (State also Speed; Visibility; Extent of Damage; Injury, Name of Doctor; Hospital, Witness; Passenger; All Action Taken).  
(It is the Driver's responsibility to report the accident/incident to the nearest UN office/MP)

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ANNEX D TO  
UNAMIR SOPs  
PART 9

HEADQUARTERS UNAMIR

DUTY STATEMENT

STAFF OFFICER TRANSPORT

1. The Headquarters UNAMIR Staff Officer Transport (SO Tpt) is to perform the following duties:

- a. develop policy for UNAMIR military First and Second Line Road Transport resources;
- b. act as the Sub-Task Order Manager (STOM) for Sub-Task 10.10 (Ground Transportation) of the Brown and Root contract for support to UNAMIR;
- c. advise the Force Commander (FC). Deputy Chief of Staff - Support & Personnel (DCOS SP), Chief Logistics Officer (CLOGO) and units/contingents on UNAMIR military First and Second Line Road Transport matters;
- d. control the tasking of UNAMIR Second Line Road Transport;
- e. maintain a record of Second Line Road Transport Task Board;
- f. maintain a record of Second Line Road Transport Tasks Requests;
- g. maintain a record of Second Line Road Transport Task Orders;
- h. maintain a Second Line Road Transport Vehicle Availability Board;
- i. maintain a record of Second Line Road Transport Availability;
- j. be familiar with the road transport infrastructure within the force Area of Operations; and
- k. assist the Staff Officer Supply (SO SUP) to determine force requirements for issue of military First and Second Line Road Transport resources.

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ANNEX E TO  
UNAMIR SOPs  
PART 9

UNITED NATIONS  
UNAMIR TPT TASK REQUEST

Distr: Tasked Unit  
HQ UNAMIR OPS (Duty Officer)  
File

From: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Ser	From	Pick Up Date/Time	Destination	Deliver Date/Time	No. PAX	Load						Remarks
						General Cargo			DC			
									Item	Weight (KG)	Volume (M3)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(m)	(n)

Note: 1. Transport Task Requests are to be submitted to the SO Tpt HQ UNAMIR 48 hours in advance of the required pick up time.

2. A point of contact at the pick up point and destination must be provided in the Remarks column.

Approved/Not Approved Signature \_\_\_\_\_

Appt: \_\_\_\_\_ Date: \_\_\_\_\_

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ANNEX F TO  
UNAMIR SOPs  
PART 9

UNITED NATIONS  
UNAMIR VEHICLE AVAILABILITY

Unit \_\_\_\_\_ Compiled by: \_\_\_\_\_

Rank \_\_\_\_\_ Appointment \_\_\_\_\_

Correct as at Date: \_\_\_\_\_

[illegible]

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ANNEX G TO  
UNAMIR SOPs  
PART 9

UNITED NATIONS  
UNAMIR TPT TASK ORDER

Distr: Tasked Unit  
HQ UNAMIR  
Ops (Duty Officer)  
File

To: \_\_\_\_\_ Date: \_\_\_\_\_ Task Order No: \_\_\_\_\_

Ser	From	Pick Up Date/Time	Destination	Deliver Date/Time	No. PAX	Load						Remarks
						General Cargo			DC			
									Item	Weight (KG)	Volume (M3)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(m)	(n)

Note: 1. This is the sole authority to task UNAMIR Second Line Transport resources.  
2. Tasks may only be authorised by HQ UNAMIR Log Staff.

Authorised by: \_\_\_\_\_ Appt: \_\_\_\_\_ Date: \_\_\_\_\_

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ANNEX H TO  
UNAMIR SOPs  
PART 9

UNITED NATIONS  
UNAMIR WEEKLY TRANSPORT TASK SUMMARY

Compiled by:\_\_\_\_\_ Rank:\_\_\_\_\_ Unit:\_\_\_\_\_

For the Week Ended Date:\_\_\_\_\_

1. The following are the weekly transport task summary statistics:

- a. Number of Tasks Completed:\_\_\_\_\_
- b. Number of Tonnes Transported\_\_\_\_\_
- c. Number of Passengers Transported: Troops:\_\_\_\_\_  
Refugees:\_\_\_\_\_
- d. Number of Kilometres Travelled:\_\_\_\_\_

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ANNEX I TO  
UNAMIR SOPs  
PART 9

SHIPPING DELIVERY NOTE

Task No.:.....

Reg No.:.....

Consignor:.....(Unit) Driver/Convoy Commander:.....(Unit)

Name:..... Name:.....

Date:..... Date:.....

Consignee:.....(Unit)

Name:.....

Date:.....

Ser	Item	Qty Issued (Consignor)	Qty Received (Driver)	Qty Received (Consignee)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Signature: \_\_\_\_\_

Distribution: Issuing Warehouse (on issue to driver/convoy commander)  
Transporting Unit/Organisation (on delivery)  
Receiving Unit/Organisation (on delivery)  
SO Sup (on completion of task)

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SECTION 6 - MAINTENANCE

1. Standard Commercial Pattern Vehicles (SCPV). For the purposes of this SOP, SCPV are defined as all vehicles of standard commercial pattern, compatible to UN vehicles used by UN missions for which maintenance components, workshop manuals and repair parts catalogues are obtained from commercial sources, unless they are declared MPV in UNAMIR.

2. Military Pattern Vehicles (MPV). For the purposes of this SOP MPVs are defined as all vehicles of military pattern as provided by troop contributing countries or the United Nations and which are not normally available through commercial sources. In addition, some standard commercial pattern vehicles may fall into this category in UNAMIR.

3. Miscellaneous Equipment. For the purpose of this SOP, miscellaneous equipment shall consist of:

- a. Binoculars, surveillance equipment.
- b. Generators, air compressors, water pumps, concrete mixers, tools, POL stations, POL equipment on vehicles.
- c. Refrigerators, freezers.
- d. Kerosine heaters, stoves and water heaters.
- e. Field kitchen and gas cookers.
- f. Water tank with stands.
- g. Fumigation and spraying equipment.
- h. Fuel lanterns.
- i. Electric fans and heaters, electric water boilers/coolers and juice dispensers.
- j. Office machines; type writers, duplicating and photo copying machines, calculators, etc.
- k. Televisions and radio sets, camera and film projectors.
- l. Air conditioning equipment.
- m. Computers and printers.
- n. Desks, chairs, wardrobes, beds, etc.
- o. Tents.
- p. Fire extinguishers.

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4. First Line Repair. For the purpose of this SOP, first line repair consists of minor repairs, replacement of accessible components and minor assemblies, and light welding repairs.

5. Second Line Repair. For the purpose of this SOP, second line repair consists of the replacement of major assemblies and repair of designated assemblies and subassemblies.

6. Third Line Repair. For the purpose of this SOP, the third and final line of repair support, which is beyond Force resources, involves the repair of defective sub-assemblies, rebuilding of sub-assemblies and assemblies, rebuilding and overhaul of complete equipment and limited manufacture.

7. First Line Recovery. For the purpose of this SOP, first line recovery is defined as those resources integral to the deployed unit. This may include the use of tow ropes, other vehicles or manpower. Recovery will normally be effected to an agency that is able to provide first line repair support.

8. Second Line Recovery. For the purpose of this SOP, second line recovery is defined as recovery using resources controlled by HQ UNAMIR. This may involve a second line recovery agency or civilian contractor.

9. Third Line Recovery. For the purpose of this SOP, the third and final line of recovery is defined as support which is outside the level of Force provided resources. This will involve the exclusive use of contractors to extract disabled equipment.

REPAIR

10. Aim. To identify the:

- a. responsibility for repair;
- b. procedures for obtaining repair services for Land Technical Equipment, Military and Standard Commercial Pattern Vehicles; and
- c. procedures for obtaining repair services for miscellaneous electrical/mechanical equipment.



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RESPONSIBILITY FOR REPAIR

11. First Line Repair Responsibility.

- a. Commanding Officers. Commanding Officers are responsible for the care, maintenance and repair of MPVs and miscellaneous military equipment provided that such repair action does not further damage the equipment. Commanding Officers are to ensure that proper care is taken of expensive and mission critical equipment. Maintenance companies and units are to report to the C Log O/SO Maint any cases where damage is caused by negligence or lack of care. Losses by gross negligence will be claimed from the government concerned.
- b. Chief Transport officer (CTO). CTO is responsible for repair of SCPVs. In exceptional cases, and only after approval from the CTO, units may carry out repair of these vehicles.

12. Second Line Repair Responsibility.

- a. SCPV. CTO is responsible for the second line repair of SCPVs.
- b. MPV. MPV are to be repaired using, where possible, unit resources, but may be supplemented upon request from maintenance company resources. This will be confined to "B" vehicles (soft skinned) only.
- c. Armoured Vehicles. Second line support for UN owned "A" vehicles (tracked and wheeled) will be provided by a civilian contractor, Brown and Root. units with the necessary capabilities may be allowed to carry out limited second line repair of armoured vehicles.

13. Third Line Repair Responsibility.

- a. SCPV. CTO is responsible for the third line repair of all SCPVs.
- b. MPV. SO Maint is responsible for the coordination of all third line repair through the use of a Letter of Assist which is raised by UNNY with the parent countries. SO Maint is to process such cases in conjunction with the Procurement Section. The Maintenance Company will be responsible for third line repair of UN owned "B" vehicles, when authorised, where as the contractor, Brown and Root, will repair UN owned "A" vehicles.

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PROCEDURES FOR OBTAINING REPAIR SERVICES.

14. SCPV. Units may request for repair of SCPV through the CTO or his representative located in each of the sectors. Repairs will be conducted by the CTO organisation. The procedure for obtaining repair and a flow chart outlining the repair system are at Annexes A and B respectively.

15. MPV. Units may request Maintenance Companies on "Equipment Casualty Request Form" - at Annex A in three copies to provide assistance in carrying out second or third line repair tasks. The forms are to be submitted directly to the supporting maintenance workshop at BRITCON or through SO Maint at HQ UNAMIR for those units without communications with BRITCON. A flow chart outlining the repair loop is at Annex B.

16. Miscellaneous Equipment. All requests for the repair of miscellaneous equipment as detailed in paragraph 3 are to be directed through Field Services Section at Sector HQ or HQ UNAMIR.

17. EDP Equipment. All requests for EDP repairs are to be directed to the Chief EDP Officer at HQ UNAMIR.

RECOVERY SERVICES

18. Aim To detail the responsibility and procedure for recovery service in UNAMIR.

RESPONSIBILITY FOR RECOVERY

19. First Line Recovery Responsibility

- a. Commanding Officers. Commanding Officers are responsible for the recovery of MPVs and miscellaneous equipment provided that such recovery action does not further damage the equipment. Commanding Officers are especially requested to ensure that proper care is taken of expensive and mission critical equipments. Maintenance companies and units are to report to the C Log O/SO Maint any cases where damage is caused by negligence or lack of care. Losses by gross negligence will be claimed from the government concerned.
- b. Chief Transport Officer HQ (UNAMIR). CTO is responsible for recovery of SCPVs. In exceptional cases, and only after approval of the CTO, units may carry out recovery of these vehicles.

20. Second Line Recovery Responsibility.

- a. SCPV. SCPVs are to be recovered under CTO arrangements.

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- b. MPV. MPV are to be recovered using, where possible unit resources, but may be supplemented upon request from maintenance company resources. This will be confined to "B" vehicles (soft skinned) only.
- c. Armoured Vehicles. Second line support for UN owned "A" vehicles (tracked and wheeled) will be provided by a civilian contractor, Brown and Root. Units and maintenance companies with the necessary capabilities may allowed to carry out limited second line recovery of armoured vehicles.

21. Third Line Recovery Responsibility.

- a. MPV. SO Maint/Units are responsible for 3rd line recovery through the use of Letter of Assist (LOA) from their respective countries for contingent owned vehicles. SO Maint will process such cases in conjunction with the Procurement Section. The Maintenance Company will be responsible for third line recovery of UN owned "B" vehicles, when authorised, whereas the contractor, Brown and Root, will recover UN owned "A" vehicles. Brown and Root may be assisted, where practicable, by the maintenance company for the recovery of armoured vehicles.
- b. SCPV. CTO is responsible for recovery of all SCPVs.

PROCEDURES FOR OBTAINING RECOVERY SERVICES

22. The force second line maintenance facility will provide 2nd line recovery support to all UNAMIR vehicles.

23. Recovery is to be carried out at unit/sub-unit level in the first instance using unit/sub-unit assets.

24. If recovery by this means is not possible then BRITCON, the current force second line maintenance facility, may be tasked using a Vehicle Casualty Request as laid down in Annex A to SOP 9.6.2. The request is to be passed to the Maint Ops Desk at HQ BRITCON using any one of the following means:

- a. By hand to Maint Ops in HQ BRITCON at Amahoro Stadium.
- b. Motorola Channel 7. C/S BR0.
- c. Force HF Comd Net. C/S BR0.
- d. Telephone.
- e. Through HQ UNAMIR for SO Maint (if all else fails).

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25. Once authorised, recovery assets will be tasked. In the event that the driver of the vehicle casualty manages to resolve the task by self help or other means, HQ BRITCON must be informed immediately and the recovery request cancelled. Vehicle casualties must in this case remain in situation until cancellation of the task is confirmed.

26. The UNAMIR force assets available for tasking by HQ UNAMIR are as follows:

- a. 2 x M578;
- b. 2 x Foden 6x6;
- c. 2 x Bedford Lt 4T;
- d. 1 x STEYR/EKA Wheeled Recover Vehicle;
- e. 1 x Berliet 6x6 Wheeled Recovery Vehicle; and
- f. M113 Fitters Vehicle.

27. Recovery tasks in Sector 4A and 4C will normally be provided by GHANBATT who can be tasked direct.

28. Recovery throughout the remainder of RWANDA will be provided by HQ BRITCON and Brown and Root through BRITCON Maint Ops.

**MAINTENANCE, INSPECTION AND INSTRUCTION ON VEHICLES**

29. Aim. To detail the general policy for maintenance, inspection and instruction on vehicles, carried out by units and by tradesmen from Maint Coys in UNAMIR.

**GENERAL**

30. Preventive maintenance is defined as the systematic care, inspection and servicing of a vehicle to:

- a. Maintain it in a serviceable condition for operational reasons.
- b. Prevent breakdowns and damage.
- c. Prevent minor defects developing into comprehensive repair jobs.

31. Maintenance

- a. Periodic maintenance is defined as predetermined servicing to take place at a fixed mileage or time intervals in order to maintain the vehicle's serviceability (see Annex C).

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- b. All units first-line maintenance must be carried out in accordance with the Periodic Maintenance Schedule.

32. Inspection is defined as the systematic survey and control of a vehicle to assess its condition in order to clarify the need for maintenance and repair.

33. Instruction is defined as systematic instruction by military units in driving and maintaining UNAMIR vehicles. One purpose of this SOP is to detail policy for special instruction teams to be detailed by the units to improve the maintenance routines on UNAMIR vehicles and technical equipment.

34. Unit vehicle maintenance planning. The periodic maintenance for MPVs should be carried out by the unit's own workshops (para 41 to this SOP).

35. The MTO of each unit is charged with the supervisory responsibility for vehicles in his unit establishment, and is required to ensure that they are properly utilized and maintained in a serviceable condition.

36. For military pattern vehicles he contacts the unit maintenance officer for periodic maintenance. For commercial pattern vehicles, he liaises with the local FSA or contacts CTO in UNAMIR HQ Kigali through his Battalion Log Officer.

37. The unit maintenance officer is responsible for the periodic maintenance and ensuring repairs are carried out satisfactorily in his unit.

38. The inspection will be directed by the CO of the unit. The inspection team from UNAMIR whenever assigned will only be used to clarify a unit's vehicle status and for necessary technical expertise/assistance. Instruction will be carried out by special teams organized at unit level or through the CTO if a contingent is equipped with other vehicles from UNAMIR.

PREVENTIVE MAINTENANCE BY DRIVER

39. To ensure maximum operation readiness it is necessary that the vehicle be systematically maintained and inspected every day it is operated, so that defects may be discovered and corrected before they result in serious damage or large repair costs. Any deficiencies discovered that cannot be repaired by the driver will be reported to the unit MTO who will get it repaired through unit maintenance officer.

40. Daily Preventive Maintenance Service

- a. Before operation service. The driver must check every day the following items and make the corresponding entry into the duty trip ticket which he will sign:

9-6-7

UN RESTRICTED

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- (1) That there is sufficient fuel in the tank.
  - (2) That the radiator is filled with coolant.
  - (3) That the engine oil level is correct.
  - (4) That the tyres have the specified air pressure.
  - (5) That the battery electrolyte level is adequate.
  - (6) That the spare tyre, tools and equipment assigned to the vehicles corresponds to the list in the trip ticket folder and are in good order.
  - (7) That the brake and clutch fluid levels are correct.  
and
  - (8) That the windscreen washer bottle is full.
- b. During operation service While driving, the driver should be alert to detect any unusual noises or odour, abnormal instrument readings, steering irregularities, or any other indications of malfunction of any part of the vehicle.
- c. Halt Parade Inspection This is the daily service for UN vehicles. It consists of correcting, as far as possible any operating deficiencies thus the vehicle is ready at any time. The driver is also responsible to report any defects to MTO for corrective action and carry out the tasks as per para 40.a sub sub paras 1-8.

41. Periodic Maintenance. The periodic maint for military pattern vehicles has to be carried out by the unit's own workshop (see Annex A). All periodic maint for commercial pattern vehicles takes place in the CTO's workshop, or alternately in designated commercial facilities.

INSPECTION OF VEHICLES

42. Unit Inspection. The unit MTO will prepare all vehicles to ascertain that:

- a. The vehicle is in good condition.
- b. Vehicle log books are up-to-date and accurate.
- c. Present tools and equipment correspond to the list issued with the vehicle.
- d. The appropriate vehicle marking and no other are present on the vehicle.

9-6-8

UN RESTRICTED

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43. Commanding Officer's Inspection. The Commanding Officers will periodically inspect all vehicles on their charge. This is a technical inspection and a formal parade of all vehicles. It will include an inspection of procedures and the condition of unit garage facilities, as a means of improving the efficiency of unit vehicle maint.

44. UNAMIR Vehicle inspection. This is a technical inspection of unit vehicles and should normally be performed by an inspection team from the dependent Maint Coy to determine:

- a. The serviceability of the equipment.
- b. Faults books are maintained by each sub-unit.
- c. Equipment husbandry systems are adequate to support dependent vehicles and equipment.

45. Vehicles thus inspected should be classified according to their mechanical condition and the extent of repairs necessary to make them fully serviceable:

- a. Excellent. Are those which are fully serviceable.
- b. Satisfactory. Are those requiring minor repairs or adjustments that can be done on the spot.
- c. Unsatisfactory. Are those which are unserviceable and that require repairs that cannot be done on the spot.

46. Procedures for UNAMIR inspections

- a. The inspection team will visit units and inspect a percentage of vehicles chosen at random.
- b. The unit transport officer will ensure that vehicles are grouped by type in an area suitable for easy inspection, that they are clean and with no components missing and that all vehicles records are up-to-date and available and all vehicle markings are as specified by the CTO.
- c. The driver will remain with the vehicle and the inspection team. If there is none assigned, the unit will detail a competent operator for the purpose.
- d. The inspection team will note in the inspection report Annex D (one for each vehicle) those items which require corrective action. (The report will be made in three copies, copy No. 1 for the unit, copy No. 2 for the SSO Maint/HQ UNAMIR, copy No. 3 for the inspection team.) The Transport Officer will ensure that the items needing corrective action by the unit are seen to. The Transport Officer will ensure arrangements for repair of vehicles beyond unit capability, and that they are undertaken in accordance with Logistics SOP section 6.

9-6-9

UN RESTRICTED

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- e. An inspection team from the Maint Coy will declare "the vehicle off the road" (VOR) if it finds that a vehicle has serious faults or defects of the following natures:
- (1) The vehicle is dangerous if used on the road.
  - (2) Further use may cause serious damage to the vehicle itself.
  - (3) Faults and defects of brakes, steering, etc.
  - (4) Too little oil in engine, gearbox, transmission, etc.
  - (5) Vehicle does not conform to local regulations.

The vehicle will not be driven before the faults and defects are repaired/rectified. A notice to the effect that the vehicle is off the road should be placed in the windscreen of subject vehicles.

- f. The Unit Transport Officer shall arrange scheduling of vehicles on contractual repair once approval for such repairs has been received in writing.
- g. When the inspection has been completed, the Officer in charge of the inspection team will report orally to the Unit Commander. A written report (Annex E) will be made with one copy to the Unit Commander, two copies to SSO Maint and one copy for the inspection team. SSO Maint will return one copy after getting remarks of CLO back to unit.

INSTRUCTION ON VEHICLES

47. Sector HQ are responsible for the establishment of instruction teams ASAP (as soon as possible) after rotation to prepare the units personnel selected for the following:

- a. Driving of vehicles, the daily/14 days drivers maintenance of vehicles and correct loading and restraining of loads.
- b. First-line vehicle maintenance - unit responsibilities.
- c. Recovery of vehicles.

48. The instruction team will consist of the following personnel as a minimum:

- a. 3 instructors for vehicle driving, drivers' vehicle maintenance .

9-6-10

UN RESTRICTED



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- b. 3 instructors for units' first-line maintenance responsibilities.
- c. 1 instructor for recovery.

49. The instruction will normally be executed as "on the job training". The planning and coordination meeting prior to the course will be arranged by unit MTO in cooperation with the unit maintenance officer.

**DAMAGE REPORT ON EQUIPMENT AND VEHICLES**

50. Aim. To detail the procedures to be followed on the occurrence of damage by accident to equipment or vehicles held by unit.

**GENERAL**

51. The procedures are detailed hereunder:

- a. Accidents involving commercial pattern vehicles and equipment on charge from the UNAMIR CTO, see paras 4, 5, 6, 7 and 8.
- b. Accidents involving vehicles and equipment controlled by contingents, see paras 4, 5, 6, 9, 10 and 11.

52. Herewith the procedures to be followed in relation to the vehicles are described and the same procedures will be followed for damage to other equipment, caused by accidents or abnormal use.

**ACCIDENT REPORTING PROCEDURES**

53. Each vehicle must have Driver's Accidents Report Form (see Annex A). Whenever a UNAMIR vehicle is involved in an accident, a report must be made to HQ UNAMIR within 24 hours.

54. Unit will complete 5 copies of accident report form and forward one copy to the SO MAINT, the CTO, the MP, the claims officer and keep one for unit file.

55. The actions and procedures to be followed by a vehicle operator in case of accident is as follows:

- a. Stop the vehicle and secure it and its contents against pilferage or tampering.
- b. Give such first aid to any injured persons as he is qualified to administer.
- c. Arrange to report the accident to the nearest UNAMIR Military Police (MP) detachment or to his unit.

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- d. Summon a local policeman as soon as possible.
- e. Give the policeman or, if none present, the operator of the other vehicles (or owner of the property, or the person(s) involved, name, rank, ID card number and location of unit and UNAMIR vehicle number involved.
- f. In exchange obtain the equivalent details from the other party as well as the name, number and parent police station of the policeman investigating.
- g. Except for the information referred to above, the driver shall not commit himself or UNAMIR in any matter of liability. Any statement required of the vehicles operator or of any other member of UNAMIR travelling in the vehicle will be made only to an authorized UNAMIR Officer. The vehicle operator must be careful not to make any statement to the civil police or any other person unless permitted by and in the presence of the proper UNAMIR authorities.
- h. Remain at the scene of the accident until all action is completed, unless his personal safety is endangered.
- i. A traffic accident form shall be completed at the scene of the accident.
- j. After the investigation have been completed, the vehicle should be returned to its base. If it cannot be driven, the operator should endeavour to obtain further orders from his superior officer. The contents of the vehicle should be made secure before leaving.

ACCIDENTS INVOLVING COMMERCIAL PATTERN VEHICLES

56. Immediately after a vehicle is involved in an accident the unit will send a message to HQ UNAMIR for CTO (in case of accidents occurring in Kigali and to the Sector Commanders for accidents occurring in sectors) giving the following information:

- a. Location of vehicle.
- b. UNAMIR registration number.
- c. Type of vehicle,
- d. Brief description of damage to vehicle.
- e. Whether assistance is required for recovery of vehicle to UNAMIR workshops.

9-6-12

UN RESTRICTED

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57. On receipt of message, CTO or Sector Commanders will arrange immediate recovery of vehicle if required. Where minor damage occurs, units will bring the vehicle to CTO UNAMIR workshops. The CTO will raise a damage/discrepancy report, (D/DR), shown at Annex B, and forward it to the claims office. Repairs will commence on receipt of the MP Report together with the Drivers Accident Report.

ACCIDENTS INVOLVING CONTINGENT OWNED VEHICLES AND EQUIPMENT

58. Immediately after a vehicle is involved in an accident, the unit will send a message to:

- a. SUPPORTING LOG COY
- b. HQ UNAMIR-SO MAINT
- c. Communications section/HQ UNAMIR, in case of damage to Motorola equipment requesting a Mobile Repair Team(MRT) be dispatched to inspect and estimate the cost of repairs.

59. The following information is to be provided in the message:

- a. Location of vehicle.
- b. UNAMIR registration number.
- c. Type of vehicle.
- d. Date and time that the accident occurred.
- e. Place of accident.
- f. Brief description ( of the damage to vehicle or equipment).
- g. Condition of vehicle (if recovery assistance is required).

60. In addition, the unit will, if it is unable to repair damaged vehicles from its own resources, raise a UNAMIR Accident Maintenance Request (AMR) in the format at Annex C and submit it within 48 hours to SO Maint HQ UNAMIR.

ACTION BY SUPPORTING WORKSHOP

61. Once the workshop MRT has visited the unit or the damaged vehicle and UNAMIR AMR are received by Log Coy, it shall proceed as follows:

9-6-13

UN RESTRICTED

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- a. Prepare a UNAMIR Damage/Discrepancy Report Form in 5 copies in the format shown at Annex B. In the costing of parts and labour, when actual costs are unavailable, estimates may be used. The only costs to be provided are for repair parts. These costing figures are the basis for settlement of claims against third parties and assessment/claims against UN staff members/contingent governments.
- b. Submit within 6 working days three copies of the report to UNAMIR HQ for SO Maint, one copy to unit and retain one copy.

**ACTION BY SO MAINT**

62. On receipt of three copies of the Damage Discrepancy Report, SO Maint shall:

- a. Register the details.
- b. Forward two copies to the Claims Office and retain one copy on file.

**CONDEMNATION AND DISPOSAL OF VEHICLES AND EQUIPMENT**

62. Aim. To detail the procedures to be followed for the condemnation of UN and contingent owned vehicles and equipment in UNAMIR, except those vehicles under the direct responsibility of the CTO, and specialized equipment other than the vehicles under the direct responsibility of the Chief Communications Officer, CCO, in UNAMIR.

**RESPONSIBILITIES**

63. Within the area of responsibility of C Log O:

- a. UNAMIR HQ/SO Maint will process all condemnation of vehicles and related equipment supplied and budgeted for by SO Maint, in accordance with the procedure outlined hereunder and in this section.
- b. The condemnation of all other equipment supplied and budgeted for by others, will be processed by SO Sup, using the procedure laid down in SOP ?? only.

65. Authority for Condemnation.

- a. Items of original purchase price not exceeding US \$6,000 and all Military Pattern Vehicles. The UNAMIR Property Survey Board has the authority to approve condemnation of equipment of original purchase price not exceeding US\$6,000; also, condemnation and write-off of vehicles regardless of the purchase price.

9-6-14

UN RESTRICTED

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- b. Items of original purchase price exceeding US\$6,000. Proposals to condemn equipment of original purchase price exceeding US\$6,000 must be referred for decision to UN HQ Property Survey Board, New York.

**RESPONSIBILITY FOR INITIATING CONDEMNATION ACTION**

66. It is the responsibility of the following pers to initially recommend condemnation:

- a. Contingent Owned Vehicle/Equipment. Contingent/Unit Maintenance or Logistics Officer.
- b. UN Owned Vehicles. CTO.
- c. UN Owned Technical Equipment. Unit Maintenance Officer.
- d. UN Owned Non-Technical Equipment. To be staffed through G4 staff at HQ UNAMIR.

**FACTORS TO BE CONSIDERED FOR CONDEMNATION**

67. The following factors will be considered:

- a. Cost of repair (including shipping costs for the items to be condemned).
- b. Accumulated cost of previous repairs, when available.
- c. Original cost of previous repairs, when available.
- d. Present value.
- e. Availability and cost of replacement items.
- f. Obsolescence.
- g. UNAMIR standardization policy.
- h. Availability of repair parts and material.
- i. Kilometre driven/hours of operation (or an estimate thereof, if not available).
- j. Year of manufacture.

**PROCEDURE FOR CONDEMNATION AND DISPOSAL ACTION**

68. Unit responsibility. The holding unit/contingent shall:

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- a. Raise a Provisional Condemnation Certificate (PCC) in eight (8) copies in case of vehicles and six (6) copies for all other equipment. All applicable sections in Sections I to VI of the PCC will be completed. Data for Sections II to III will be entered after consultation with the Property Control Inventory Unit (PCIU). When actual data cannot be obtained by any means, then an estimate must be given.
- b. Forward to SO Maint, copies 1 to 7 in case of vehicles and copies 1 to 5 in for all other equipment.
- c. Retain copy 8 in case of vehicles, and copy 6 for all other equipment.

69. Initial processing of PCC by SO Maint. On receipt of the PCC from the unit/contingent, the SO Maint shall:

- a. Ensure all information required to justify condemnation action has been provided.
- b. Return for completion any PCC which is incomplete or does not contain sufficient information to justify condemnation action.
- c. Allot PCC number and info unit.
- d. Forward copies 1 and 2 of the complete PCC to the Secretary UNAMIR Property Survey Board.
- e. Forward to PCIU copy 5 of the PCC in respect of equipment.
- f. In respect of vehicles, forward copies 6 and 7 to CTO for SCPV and SO Tpt, respectively.

FINAL DECISION ON CONDEMNATION

70. On receipt of the PCC from SO Maint, the secretary UNAMIR Property Survey Board shall:

- a. Ensure all information required for condemnation action has been provided.
- b. Submit the PCC for the Property Survey Board action required according to the value of the item.
- c. Following a decision by the Property Survey Board, complete Section VIII of the PCC.
- d. Return copy 1 of the PCC to SO Maint.
- e. Retain copy 2.

9-6-16

UN RESTRICTED

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- f. Advise the PCIU of the Property Survey Board's decision.

FINAL PROCESSING OF PCC

71. After a decision by the Property Survey Board:

- a. Action by SO Maint. On receipt of copy 1 of PCC from the Property Survey Board, SO Maint shall:

- (1) Record in Section VIII of copies 3 and 4 of the PCC, the decision of the Property Survey Board.
- (2) Return copy 1 to the originating unit along with the forms at Annexes B and C.
- (3) Forward copy 3 to Log Coy/Log Bn, as applicable.
- (4) Retain copy 4.

- b. Upon receipt of copy 1 of the PCC, the unit shall:

- (1) Complete an Issue/Receipt Voucher in five copies to indicate the issue of the equipment/vehicle by the unit to the Maintenance/Logistics unit.
- (2) For equipment other than vehicles, complete another Issue/Receipt Voucher demanding a replacement item and sign on the line "Demanding Officer".
- (3) Turn in to Log Coy four (4) copies of both Issue/Receipt Vouchers, after ensuring that the same have been cross-referenced to one another.

- c.

- (1) If the condemnation is accepted, the unit shall, upon receipt of the PCC from SO Maint carry out the decision of the Board.
- (2) If the condemnation is rejected, the unit shall retain all documents concerning the equipment, and repair action will then be taken in accordance with the Property Survey Board's recommendation.

REPLACEMENT OF VEHICLES

72. Within the limits of the authorized vehicle establishment of the unit, vehicles may be replaced due to cases such as major accidents, hijacking, theft and increases to authorized vehicle establishment. These replacement or additional vehicles will be made from the participating countries through a Letter of Assist.

9-6-17

UN RESTRICTED

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73. In case where misuse of the equipment is evident, the Maintenance Unit will report the matter to SO Maint and the Commanding Officer of the unit concerned.

SALVAGE OF SERVICEABLE PARTS

74. The aim of this SOP is to detail the procedure for the salvaging of serviceable parts from vehicles or equipment beyond economical repair (BER).

DEFINITION

75. Salvage of serviceable parts within UNAMIR is defined as : The removal of useable parts from one vehicle or piece of equipment in order to effect repairs on another vehicle or piece of equipment.

76. Authorization to Salvage Serviceable Parts

- a. Salvaging of serviceable parts will only be authorized if the vehicle or equipment has been condemned in accordance with this SOP. Normally, salvaging will only be carried out following the decision of the Property Survey Board.
- b. Only Log Coy will be permitted to salvage serviceable parts from vehicles or equipment, for which they have repair responsibilities; except those that are the direct responsibility of the Chief Transport Officer, Chief Communications Officer or Chief Logistics Officer, within UNAMIR HQ.

77. APPLICATION FOR SALVAGING BEFORE THE PROPERTY BOARD DECISION IS RECEIVED

- a. If salvage is considered necessary before receipt of the Property Survey Board decision, an application in writing will be forwarded to the Chief Logistics Officer.
- b. The application will contain the following information:
  - (1) UNAMIR numbers, serial numbers of all vehicles or equipment involved.
  - (2) Identification number and description of all parts to be salvaged.
  - (3) Number of Provisional Condemnation Certificate.

9-6-18

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78. PROCEDURE

- a. When a vehicle or equipment has been condemned in accordance with Logistics SOP 305, and the Property Survey Board's decision is received; authorization to salvage serviceable spare parts will be given in writing by the Chief Logistics Officer.
- b. The unit, which has the responsibility for the salvaging will reduce the vehicle or equipment to serviceable spare parts and scrap.
- c. The serviceable parts will be handed into stores. All items shall have a tag securely affixed. This tag will include the nomenclature (descriptive name of item), and part number or serial number as appropriate.
- d. All items received into stores, as salvaged serviceable parts, will be taken on stock in the stock records.
- e. The scrap will be stored, in the scrap-yard or Log Coy, marked conspicuously with the UNAMIR number/serial number and PCC number for record and future identification purposes. The scrap-yard or store will be maintained efficiently awaiting disposal order from the Claims/Survey/Investigation Unit. When disposal of the scrap takes place, it will be reported to the Chief Logistics Officer.

UNSATISFACTORY CONDITION REPORT

78. Aim. To detail the procedures for reporting unsatisfactory conditions of material.

GENERAL

79. The proper functioning of a logistics system depends upon the collection, transmission and processing of data submitted by units when unsatisfactory condition exist or arise. The term 'unsatisfactory conditions' applies to the unserviceability or unsuitability of any item of material when its condition is considered unacceptable. It does not include replacement of parts and components which constitute normal technical failures. Such failures should be regarded as routine maintenance incidents.

INTRODUCTION

80. The unsatisfactory condition report (UCR) form at Annex A will be submitted by units or individuals to :

- a. Report on potential hazards or hazard causing situation or equipment.

9-6-19

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- b. Report specific details of unsatisfactory conditions of any sort that reduces the efficiency of the logistics system, eg, problems concerning packing, calibration, inadequate documentation, receipt of sub - standard equipment and material or poor logistics practices and/or procedures.
- c. Answer specific questions from HQ UNAMIR.

81. Some specific examples of unsatisfactory conditions are;

- a. Damage resulting from inadequate maintenance procedures, the improper use of tools or inadequate design.
- b. Premature or recurring failure of a part or component due to unsuitable material.
- c. Material received or found defective or unserviceable due to improper handling, apparently serviceable but packing is badly damaged.

LIMITATIONS

82. The procedures listed in this SOP shall not be used to report deficiencies relating to design, construction or maintenance of buildings and facilities that constitute an accommodation or Engineering responsibility. In addition, deficiencies in orders or regulations or any administrative problems should not be staffed via the UCR.

UCR SUBMISSION PROCEDURES

83. The following will be the normal procedure for the submission of UCRs from the units to SO MAINT, UNAMIR HQ. The blocks shall be completed as follows:

- a. Block 1. "Unit/Section" - Enter the name of the originating unit or section.
- b. Block 2. "UCR" Reference No" - SO MAINT will maintain the UNAMIR Control Record and will allocate the UNAMIR Control No to reflect the year of submission and UCR serial no, eg, 92/001.
- c. Block 3. " Date Submitted " - Enter originator's date of submission.

9-6-20

UN RESTRICTED

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d. Block 4.

(1). " Identification Data " - The identification of the unsatisfactory item and where applicable the next higher assembly to which it relates should be inserted in blocks 4a to 4h inclusive. Although in many instances, it will not be possible to complete all the blocks, as much information as possible should be entered.

(2). "Nomenclature/Name" - Enter the name of the defective item being reported. When submitting UCR's on publication and SOPs, the page, figure, index numbers, etc, are to be included.

(3). "Stock Number" - Self Explanatory - enter if available.

(4). "Part No/Circuit Symbol".

(5). "Type or Model" - Enter the type or model of the item being reported. This information is usually available from the item name plate data.

(6). "Serial Number" - Enter the serial number of the item if applicable.

(7). "Manufacturer and Date" - Enter the name of manufacturer and the date of manufacture if applicable.

(8). "Plan/Drawing Number" \_ enter if applicable.

e. Block 5.

(1). "Hours/Milage", etc.

(2). "Last Rebuild/ R&O By" - Indicate name of the rebuild or overhaul facility or contractor and date of last overhaul or rebuild.

f. Block 6. "Type of Last Planned/Preventive maintenance"  
Enter if applicable.

g. Block 7.

(1). "Contract No" - Indicate whether it was a contract agreement (CA), requisition for supplies and services (RSS), local purchase order, (LPO) or New York purchase order (NYPO).Block 7a to 7d are essential for the identification of the contractor when items are received in unsatisfactory condition from the supply organization or when returned from a civilian contractor on completion of repairs.

9-6-21

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(2). "Received From" - Indicate the supply section or contractor from whom the item was received.

(3). "S/1V No" - Indicate the supply / issue voucher number when an item is received from a supply section.

(4). "Batch/Lot No" - As applicable.

h. Block 8.

(1). "Installed On" - Indicate the major equipment on or in which the item being reported is installed.

(2). "Registration No" - Enter the registration number of major equipment if applicable.

(3). "Serial No" - Enter serial number of major equipment if applicable.

j. Block 9. "Subject Report" - This block is to contain a brief general description of the unsatisfactory condition of the item being reported. If the space is not adequate attach statement on separate piece of paper and insert "Att" in this block.

k. Block 10. "Date Of Failure" - Indicate the date of failure or when the unsatisfactory condition was first noted.

l. Block 11. "Man Hours To Repair" - Enter if known.

m. Block 12. "No Of Previous Failures" - Indicate the number of similar incidents of unsatisfactory condition.

n. Block 13. "Amplifying Detail" - This is to be completed by originator. Upon completion, sign the UCR.

o. Block 14. "Unit Approval" - To be completed by the unit commander or specialist officer before forwarding to UNAMIR HQs ATTN SO MAINT. Indicate whether report warrants further action. If so give recommendations.

p. Block 15. "Specialist Officer" - Upon receipt of UCR, SO MAINT will affix a control number and forward UCR to applicable specialist officer who will complete block 15. comments to include results of research, effects on supply system, etc, and recommendations. UCR is then to be returned to SO MAINT.

q. Block 16. "HQ UNAMIR Logistics Comments" - C Log O will comment, sign and forward to Chief Procurement Officer or Director of Administration, as applicable.

9-6-22

UN RESTRICTED

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- r. Block 17. "Chief Procurement Officer" - Comment, sign and forward to Director of Administration, if applicable.
- s. Block 18. "Director of Administration" - Gives recommendations and forward to UN New York if applicable.

DISTRIBUTION

84. UCRs are to be initiated in 6 copies and shall be distributed as follows:

- a. Originating unit keep one copy and submit 5 copies to SO MAINT HQ UNAMIR.
- b. SO MAINT will allocate UNAMIR Control No retain one copy and pass 4 copies to specialist officer for investigation.
- c. Specialist officer on completion of his comments will return four copies to SO MAINT.
- d. SO MAINT will forward 4 copies to C Log O for his comments.
- e. C Log O will comment, sign and forward 3 copies to Chief Procurement Officer (CPO) if applicable, and return one copy to SO MAINT.
- f. CPO will comment, sign and forward 2 copies to Director of Administration if applicable.
- g. Director of Administration will comment, sign and forward one copy to UN NY, if applicable.

85. When the UCR is considered to be complete at any level the recommendation and/or decision will be forwarded to the originating unit by the C Log O through SO MAINT.

EQUIPMENT AND SUPPLIES

86. No equipment and /or supplies being reported on UCRs will be disposed off before a recommendation is received from HQ UNAMIR. Faulty material will be kept in quarantine and will be made available for inspection as required.

MANAGEMENT OF ELECTRIC GENERATORS

87. Aim. To outline and clarify the UNAMIR system of generator management and control.

9-6-23

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88. General. Good user operation and maintenance is extremely important for the overall reliability and longevity of generator sets and their associated electrical equipment. Generators are used to supply most of the electrical needs, therefore their importance cannot be over emphasized. In order to standardize equipment procedures, all generator users are required to comply with the procedures set out below.

### CONTROL OF GENERATORS

89. All generators come under the control of Chief Communications Officer (CCO) and Communications Section Generator Unit. Issue of such generators will be effected using the standard UNAMIR demand form.

90. Larger gensets (10kVA and upwards) will be installed by the Headquarters Generator Unit. The users will have to construct a generator house in accordance with the supplied plans.

91. The users will appoint qualified and briefed men to ensure the proper running of generators and the continuous supply of fuel, lubricating oil and filters. They will also perform daily and first line maintenance. Qualified technicians from the CCO Generator Unit will carry out all other maintenance as listed in Annex B. Gensets must not be removed or modified without the written permission of the CCO. All enquiries shall be directed to the generator unit/CCO through respective logistic channels.

### MAINTENANCE OF EQUIPMENT DATA PROCESSING

92. The aim of this SOP is to detail the UNAMIR Electronic Data Processing (EDP) maintenance procedures to be followed throughout Rwanda.

### DEFINITION

93. UNAMIR includes UNAMIR HQs and all units/organizations which are in the immediate surrounds of the capital. Sector area includes all units/organizations within the sphere of influence of UNAMIRs operation in or out of Rwanda in the designated mission area.

### RESPONSIBILITIES

94. Commanding Officers. Commanding Officers are responsible for the care and manipulation of all EDP equipment on issue to their unit. Since most units do not have the technical expertise to repair EDP equipment, no maintenance is to be carried out at unit level.

95. Chief EDP Officer. The Chief EDP Officer is responsible for first, second and third line maintenance for all UNAMIR EDP equipment.

9-6-24

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REPAIR PROCEDURES

96. EDP equipment repairs will be handled directly by the UNAMIR EDP workshop. A request for EDP work services, Annex A, is to be sent to the Chief EDP Officer located at HQ UNAMIR. Upon receipt of Annex A, the Chief EDP officer will determine where the repair of the equipment will occur.

97. HQ UNAMIR/Kigali. The unit/organization will be advised by the Chief EDP Officer if the equipment is to be sent to the workshop or whether a mobile technical team will visit the unit/organization location.

98. Sector area. The unit/organization are to send their faulty equipment to the sector HQ. Upon receipt of the equipment, the Field Services Officer will advise, via Annex A, the Chief EDP Officer that the equipment is presently at the sector HQ. Upon receipt of Annex A, the Chief EDP Officer will determine whether the equipment will be repaired at sector HQ or back in Kigali.

REPAIRS THROUGH LOCAL TRADE/CONTRACTORS

99. Aim. To detail the procedures to be followed to obtain repair services for contingent owned technical equipment and vehicles from civilian repair facility or contractor which cannot be repaired by the integral repair/maint facility of the unit.

100. General. The repair services are extended for vital pieces of eqpt and vehs which if rendered unserviceable may jeopardize the operational efficiency of the unit. This is also applicable to the life saving and emergency handling eqpt. The control and sanctioning authority of all such repairs is C Log O, LOG HQ UNAMIR. Under no circumstances will a repair service through local trade be obtained without prior approval of C Log O or his designated representative.

DEFINITIONS

101. Few important terms are defined as under:-

- a. Repair Services. This will include the procurement of both labour and parts required to effect repairs. It may also include only labour when parts not required or are supplied by UN. This will not cover the repair parts alone.
- b. Local Repair Facility/Contractor. This will include all civilian repair facilities/contractors located in Rwanda.
- c. Authorization. The authorization for repairs through local trade/contractor is only given by the C Log O through a separate requisition raised through SO MAINT.

9-6-25

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PROCEDURE

102. General. There are certain repair activities which do not fall within the purview or capability of the maint set-ups of the units. To facilitate such works a maximum ceiling of US \$ 500 per piece of eqpt has been fixed for repair through local commercial repair resources or contractors. Units will make their own arrangements for transportation of repairable items to and back from repair centres. UN will not pay any transportation/freight charges for this purpose.

103. Conduct.

- a. When repair of an item of contingent owned eqpt or veh is beyond unit capability, a maint request form as per Annex "A" will be initiated by the unit. Unit shall prepare four copies of this form, two copies will be sent to SO MAINT UNAMIR HQ, one to the maint officer of the dependant Log Coy and one will be kept as office copy.
- b. SO MAINT will scrutinize the request and forward it to C Log O with his recommendations for approval or otherwise.
- c. C Log O may approve or not approve the job depending upon the recommendations of SO MAINT.
- d. After getting approval of the C Log O the SO MAINT shall return approved copy to the unit for commencement of the work. An info copy will also be sent to the maint officer of the Log Coy.
- e. On completion of work, unit maint offr shall verify repairs for standard quality and certify the invoices. The completion report along with the original invoices will be sent to SO FIN through SO MAINT for reimbursement. A copy shall also be sent to maint offr of Log Coy.
- f. Maint offr of Log Coy shall act as a point of contact for SO MAINT and may be required to send his rep to the units to verify/settle quarries if any on behalf of SO MAINT.

104. REPORTS AND RETURNS. The unit will send a monthly status report of eqpt/veh being repaired through local trade to SO MAINT with a copy to Log Coy. This will include the following:

- a. Jobs under repair - give reference of case number under which the job was sanctioned.
- b. Jobs repaired during the month.

9-6-26

UN RESTRICTED



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- c. Total number of jobs repaired through local trade till date.
- d. Any other details if any.

105. CAUTION. Under no circumstances a request for repair of a piece of eqpt or veh involved in an accident will be forwarded under this SOP. Procedures related to eqpt/vehs damaged in accidents are covered in Log Dir 303, which will be followed strictly by all concerned. The onus of responsibility shall lie with the Commanding Offr of the unit for forwarding any request under this system for repairs of an eqpt or a veh damaged in accidents.

Annex A - Equipment Casualty Request Form  
Annex B - Vehicle Casualty System  
Annex C - Periodic Maintenance  
Annex D - UNAMIR Vehicle and Eqpt Inspection Form  
Annex E - UNAMIR Vehicle & Eqpt Inspection Form (Summary)  
Annex F - Driver's Accident Report  
Annex G - Damage/Discrepancy Report  
Annex H - UNAMIR Accident Maintenance Request  
Annex I - Unsatisfactory Condition Report (UCR)  
Annex J - Maint Request Form

9-6-27

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ANNEX A TO  
UNAMIR SOPs  
PART 9 SECTION 6

EQUIPMENT CASUALTY REQUEST

From: \_\_\_\_\_

To: \_\_\_\_\_

Unit Control Number: \_\_\_\_\_

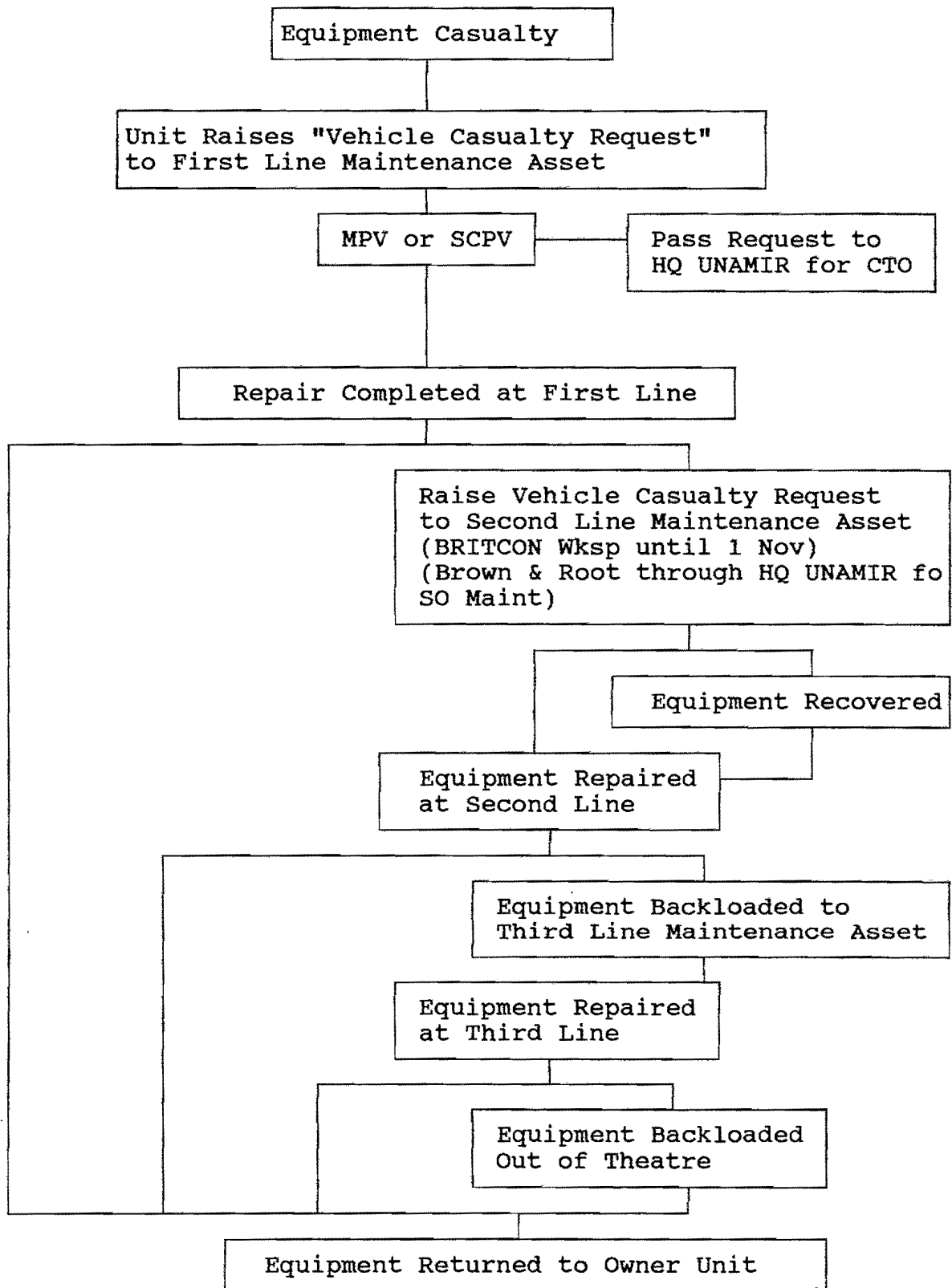
- A. Type of Equipment (to include manufacturer, model number, year of manufacture, other relevant technical information.)
- B. Serial or registered Number of Equipment.
- C. Owner Unit (to include callsign and frequency where applicable.)
- D. Location of Equipment (to include map reference, grid reference and street.)
- E. Condition of Equipment (i.e. bogged, over turned, battle damage, etc.)
- F. Type of Load (or any special condition that may impede repair or recovery.)
- G. Geographical or Tactical Hazards.
- H. requirement to repair, recover (to include latest date/time for completion of task.)
- I. Location of Crew.
- J. RV guides/protection parties (to include their location, frequency and call sign.)
- K. Reported by (person, unit.)
- L. Any administrative requirements for mobile repair/recovery teams.

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ANNEX B TO  
UNAMIR SOPs  
PART 9 SECTION 6

VEHICLE CASUALTY SYSTEM



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ANNEX C TO  
UNAMIR SOPs  
PART 9 SECTION 6

PERIODIC MAINTENANCE

1. Periodic maintenance will be carried out as stated below in accordance with the appropriate vehicle manual. All units will carry out 14 days periodic service. This service will be recorded on their periodic maintenance schedule.

2. A - MAINTENANCE - AT 1500 KMS or 1 MONTH INTERVAL. This will include washing and cleaning of the vehicle, lubrication of all moving parts as well as checking and where necessary, rectifying faults with any of the following:

a. Operator.

- (1) Check coolant system and engine for leaks/defects.
- (2) Check transmission and running gear for leaks/defects.
- (3) Check body and underbody for signs of damage.

3. B - MAINTENANCE - AT 4000 KMS OR 3 MONTHS INTERVAL. This will include all A - maintenance in addition to the following:

- a. Change of engine oil and filter.
- b. Cleaning of air and fuel filters.
- c. Correct focusing of head lights.

4. C - MAINTENANCE - AT 12000 KMS INTERVAL. This will include all A and B maintenance in addition to the following:

- a. Test of compression and tuning of engine.
- b. Change of oil filter.
- c. Checking and greasing of wheel bearings.
- d. Checking of brake linings.
- e. Checking of shock absorbers.

5. D - MAINTENANCE - 24000 KMS INTERVAL. This will include all A, B and C maintenance in addition to the following:

- a. Adjustment of suspension and steering.
- b. Change of transmission and differential oil.

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ANNEX C

- c. balancing of wheels.
- d. Demounting of spring bolts and shackles.
- e. Decarbonizing if required.
- f. Repair of body, and painting

C-2/2

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ANNEX D TO  
UNAMIR SOPs  
PART 9 SECTION 6UNAMIR Vehicle and Equipment Inspection Form

Unit \_\_\_\_\_ U N A M I R N o File No \_\_\_\_\_  
Make \_\_\_\_\_ Chassis No \_\_\_\_\_  
& type Engine No \_\_\_\_\_  
Kilometre \_\_\_\_\_ Date of \_\_\_\_\_  
since last inspect. Total \_\_\_\_\_ last inspection  
kilometre

Date and location of inspection \_\_\_\_\_

Item	Observation/fault	Item	Observation/fault
1. <u>Engine</u>		6. <u>Lubrication System</u>	
2. <u>Transmission</u>		7. <u>Fuel System</u>	
3. <u>Power take off</u>		8. <u>Electrical System</u>	
4. <u>Ignition System</u>		9. <u>Suspension/Tracks</u>	
5. <u>Cooling System</u>		10. <u>Body</u>	
BRAKES TYRES STEERING CLEANLINESS		11. <u>Tool &amp; Accessories</u>	

12. Road Test Report

13. Remarks of OIC - Inspection  
Excellent, Satisfactory or Unsatisfactory

14. Remarks of CO.

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ANNEX E TO  
UNAMIR SOPs  
PART 9 SECTION 6

UNAMIR VEHICLE AND EQUIPMENT  
SUMMARY OF INSPECTION

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_

Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

Inspected by \_\_\_\_\_  
Name & Designation

1. Category of vehicles and equipment inspected:

- a. Vehicles all type ..... Appendix 1
- b. Fire control instruments ..... Appendix 2
- c. Telecommunication / wireless equipment ... Appendix 3
- d. Generators/motors ..... Appendix 4
- e. Test equipment ..... Appendix 5
- f. Miscellaneous technical equipment ..... Appendix 6
- g. Earth moving / Engineer equipment ..... Appendix 7
- h. Weapons ..... Appendix 8

2. Remarks and general observation of the inspecting officer:

3. Overall maintenance standard:

- a. Excellent
- b. Satisfactory
- c. Unsatisfactory

4. Remarks of CO/OC of inspected unit.

5. Remarks of SSO Maint.

6. Remarks of CLO.

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APPENDIX 1 TO  
ANNEX E

## SUMMARY OF VEHICLES

Unit \_\_\_\_\_

Country \_\_\_\_\_

Sector \_\_\_\_\_

Ref \_\_\_\_\_

Copy No \_\_\_\_\_

Date \_\_\_\_\_

Serial No	Make & Type	NUMBER		NUMBER			Overall grading
		Held on Charge	Inspected	Exc	Sat	Unsat	

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APPENDIX 2 TO  
ANNEX E

## SUMMARY OF FIRE CONTROL INSTRUMENTS

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_

Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

Serial No	NUMBER		NUMBER			Overall grading
	Held on Charge	Inspected	Exc	Sat	Unsat	

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APPENDIX 3 TO  
ANNEX E

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_  
Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

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SUMMARY OF GENERATORS/MOTORS

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_  
Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

Serial No	Make & Type	NUMBER		NUMBER			Overall grading
		Held on Charge	Inspe cted	Exc	Sat	Unsat	

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APPENDIX 5 TO  
ANNEX E

## SUMMARY OF TECHNICAL EQUIPMENT

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_  
Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

Serial No	Make & Type	NUMBER		NUMBER			Overall grading
		Held on Charge	Inspected	Exc	Sat	Unsat	

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APPENDIX 6 TO  
ANNEX E

## SUMMARY OF MISCELLANEOUS TECHNICAL EQUIPMENT

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_

Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

Serial No	NUMBER		NUMBER			Overall grading
	Held on Charge	Inspected	Exc	Sat	Unsat	

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APPENDIX 7 TO  
ANNEX E

## SUMMARY OF EARTH MOVING/ENGINEER EQUIPMENT

Unit \_\_\_\_\_ Country \_\_\_\_\_ Sector \_\_\_\_\_  
Ref \_\_\_\_\_ Copy No \_\_\_\_\_ Date \_\_\_\_\_

[illegible]

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APPENDIX 8 TO  
ANNEX E

## SUMMARY OF WEAPONS

Unit \_\_\_\_\_

Country \_\_\_\_\_

Sector \_\_\_\_\_

Ref \_\_\_\_\_

Copy No \_\_\_\_\_

Date \_\_\_\_\_

Serial No	Make & Type	NUMBER		NUMBER			Overall grading
		Held on Charge	Inspected	Exc	Sat	Unsat	

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ANNEX G TO  
UNAMIR SOPs

DAMAGE/DISCREPANCY REPORT

MAKE:	MODEL:	YEAR:	Km:	UNAMIR
ASSIGNED TO:		LOCATION:		
DAMAGE/DISCREPANCY CAUSED BY:			DURING DUTY/LIBERTY	
PLACE:	DATE:		TIME:	
DRIVER:	ID NO:		REF:	



ITEMS REPAIRABLE	ITEMS NON-REPAIRABLE	COST US\$	
		EACH	TOTAL
INSPECTED BY:	EST. COST OF PARTS _____		
PLACE:            DATE:	EST. COST OF LABOUR AT _____ W/S		
VERIFIED BY CHIEF MECH ON DATE: _____	EST. COST OF LABOUR AT _____ W/S		
SIGNATURE _____	EST. TOTAL PARTS & LABOUR _____		
For CTO only:	W/O N°.      Date completed _____		
	Actual Cost of Parts US\$ _____		

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ANNEX G

## UNITED NATIONS ASSISTANCE MISSION IN RWANDA

DATE:

TO: Log Coy/CTO

FROM: SO Maint/UNAMIR HQ

**SUBJECT: DAMAGE/DISCREPANCY REPORT**

Please forward damage report for the following vehicles:

VEHICLE N°.

BELONGING TO

DATE OF TRAFFIC ACCIDENT

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ANNEX H TO  
UNAMIR SOPs  
PART 9 SECTION 6

UNAMIR ACCIDENT MAINTENANCE REQUEST

UNIT REQUEST NO.	HOLDING UNIT	OWNERSHIP UN OR CONTINGENT
------------------	--------------	-------------------------------

VEHICLE TYPE	UNAMIR NUMBER
--------------	---------------

SERVICE REQUESTED:

1. Repair accident damage
2. Prepare damage report

DESCRIPTION OF ACCIDENT

DATE OF ACCIDENT	MP REPORT NO.	LOCATION
------------------	---------------	----------

DRIVER (NAME, RANK, UN ID NO.)

BRIEF DESCRIPTION OF ACCIDENT

UNIT REQUESTING OFFICER

Signature: \_\_\_\_\_

Rank: \_\_\_\_\_

Date: \_\_\_\_\_

WORKSHOP RECEIVING OFFICER

Signature: \_\_\_\_\_

Rank: \_\_\_\_\_

Date: \_\_\_\_\_

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ANNEX I TO  
UNAMIR SOPs  
PART 9 SECTION 6

UNSATISFACTORY CONDITION REPORT (UCR)

1. Unit	2. UCR Ref No.	3. Date submitted
4a. Identification data	Failed item	Next higher assembly
b. Nomenclative/Name		
c. Stock Number		
d. Part number/Circuit Symbol		
e. Type or Model		
f. Serial Number		
g. Manufacturer and Date		
h. Plan Drawing Number		
5a. Hours, Mileage, Month New	b. Rebuild/R&O Planned Maint	c. Last Rebuilt/ R&O by and Date
6. Type of Last Planned / Preventive Maintenance	Inspection Schedule	
7a. Contract No.	b. Received from	c. S/IV No. d. Batch/Lot No.
8a. Installed on	b. Received from	c. Serial No.
9. Subject Report		

I-1/2

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ANNEX I

10. Date of Failure	11. Man hours to Repair	12. No. of Previous Failures
13. Amplifying Details		
<hr/> Signature / Appointment / Date		
14. Unit Approval		
<hr/> Signature / Appointment / Date		
15. HQ UNAMIR Specialist Officer		
<hr/> Specialist Officer / Rank / Date		
16. HQ UNAMIR Logistics Officer		
<hr/> Signature / Appointment / Date		
17. Chief Procurement Officer Comments		
<hr/> Signature & Date		
18. Director of Administration		
<hr/> Signature & Date		
19. United Nations New York Comments		
<hr/> Signature / Appointment / Date		

I-2/2

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ANNEX J TO  
UNAMIR SOPs  
PART 9 SECTION 6

MAINT REQUEST FORM

(SPECIMEN)

1. UNIT. \_\_\_\_\_
2. SUB UNIT. \_\_\_\_\_
3. SECTOR. \_\_\_\_\_
4. LOCATION. \_\_\_\_\_
5. MAKE & TYPE OF VEH/EOPT. Give complete nomenclature of veh/eqpt.
6. UNAMIR NO OR NATIONAL REGN NO OF EOPT/VEH. Self explanatory.
7. COMPONENT / ITEM TO BE REPAIRED. For example clutch assy or fuel injection pump etc.
8. ESTIMATE OF REPAIR COST. Not to exceed US \$ 500 for a single piece of veh/eqpt.
9. REPAIR FACILITY/CONTRACTOR. Give name of repair centre or contractor.
10. LEAD TIME. In days, i.e. in how many days the job will be completed.
11. ANY OTHER INFO.
12. UNIT AUTHORIZING OFFICER. The authorization will be done by either by the unit maint offr or the offr appointed by the commanding offr of the unit. The specimen signatures of the unit authorizing offr will be sent to SO MAINT and changes if any shall also be intimated. The requests and invoices shall not be honoured if the same are not signed by the unit authorizing offr.
13. RECOMMENDATION OF SO MAINT.
14. C Log O. APPROVED/NOT APPROVED.

DISTR. Unit File - One  
SO MAINT - Two  
Log Coy - One (For the per attn of maint offr)

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SECTION 7 - MOVEMENT CONTROL

To be issued (TBI)

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