



Defence
Safety Authority

DSA 03.OME Part 2 (JSP 482) - Defence Code of Practice (DCOP) and Guidance Notes for In-Service and Operational Safety Management of OME

Defence OME Safety Regulator

DOSR



DSA VISION

Protecting Defence personnel and operational capability through effective and independent HS&EP regulation, assurance, enforcement and investigation.

PREFACE

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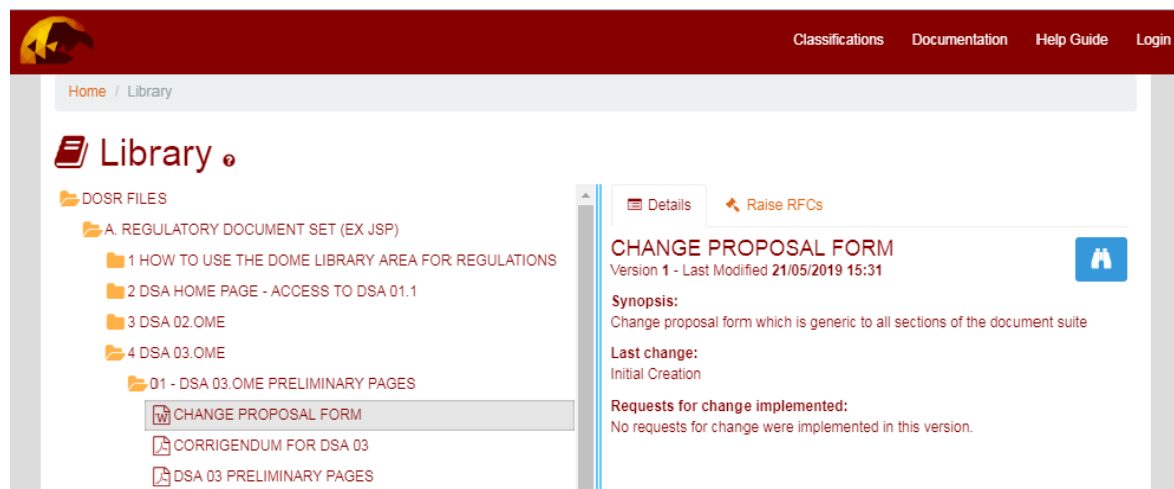


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1 PURPOSE AND SCOPE

1.1 Purpose

1.1.1 These guidance notes are issued for compliance by Cadet Units; Combined Cadet Forces (CCF), Army Cadet Forces (ACF) and Air Training Corps (ATC) that store and use Small Arms Ammunition (SAA) only. They are based on DSA03.OME (JSP 482) which in turn draw upon UK Statutory Instruments, Explosives Storage and Transport Committee Standards. These regulations do not currently apply to the Sea Cadets.

1.1.2 This guidance are not to be used by other units, or Cadet Units storing or using ammunition other than SAA; such units must refer to the full version of DSA03.OME (JSP 482).

1.1.3 These guidance notes are designed to protect the public and military personnel, minimize the risks and effects of accidental explosions to levels which are As Low As is Reasonably Practicable (ALARP), and to preserve the ammunition in good condition.

1.2 Mandatory and Advisory Clauses

1.2.1 Mandatory clauses in this guidance are those which the words “is to” and “are to” are used. Advisory clauses are those in which the words “should” or “may” are used. Advisory clauses are to be observed unless such a course is impracticable.

1.3 Classification of Ammunition

1.3.1 Ammunition and explosives are in UN Dangerous Goods Class 1. SAA used by Cadet Units is in Hazard Division (HD) 1.4 and will be either Compatibility Group (CG) C or S. The definition of these classifications are:

- (1) HD 1.4 comprises substances and articles that:
 - (a) Are primarily a moderate fire hazard.
 - (b) Do not contribute excessively to a fire. The effects are largely confined to the package unless the package becomes degraded due to the effects of the fire. No fragments of appreciable size or range are to be expected. An external fire does not cause the simultaneous explosion of the total contents of a package of such items.
- (2) CG C. Propellant explosive substance or other deflagrating explosive substance or article containing such explosive substance.
- (3) CG S. Substance or article so packed or designed that any hazardous effects arising from accidental functioning are confined within the package unless the package has been degraded by fire. In this case all blast or projection effects are limited to the extent that they do not significantly hinder or prohibit fire fighting or other emergency response efforts in the immediate vicinity of the package.

2 DUTIES AND RESPONSIBILITIES

2.1 Head of Establishment

2.1.1 The Head of Establishment (HoE) is the individual who has the day-to-day responsibility for the running and Duty of Care of the establishment at which he/she is permanently based. This includes, but is not limited to, the Officer Commanding, Station Commander, Head Teacher or Site Director.

2.1.2 The HoE has ownership of the risks posed by the operation of an ammunition store on his establishment, including those of lodger units. The principle responsibilities of HoE for ammunition safety are:

- (1) Assessing the risk to health and safety of his staff and others affected by the operation of the ammunition store.
- (2) Managing the ammunition store in such a way as to ensure that the levels of risk are maintained ALARP.
- (3) Providing his staff with relevant information on risks and protective and preventive measures essential to ensure their health and safety.
- (4) Providing relevant information on risk to others who may be at risk, e.g. contractors, in accordance with MOD policy and statutory requirements.

2.2 Responsible Person

2.2.1 The HoE may delegate the normal day to day responsibility and primacy for ammunition safety at his establishment to a properly qualified and competent person. The appointment must be formally recorded either by publishing the name of the relevant person on the appropriate orders or by issuing a formal letter of delegation.

2.3 Knowledge of Regulations

2.3.1 It is the responsibility of the HoE to ensure that all personnel managing or working with SAA are aware of the hazards involved. Every person managing or working with SAA is to be acquainted with these instructions and it is the responsibility of the HoE to ensure that this is so.

2.4 Approved Explosives Authority

2.4.1 The Chief Inspector of Explosives (MOD) is the ultimate authority on the application of these regulations. He discharges his responsibilities and the policing of safety standards through Inspectors of Explosives (IEs) who are embedded within the chain of command.

- (1) Combined Cadet Forces (CCF). IE (Army)
- (2) Army Cadet Forces (ACF). IE (Army)
- (3) (RAF) Royal Air Force Air Cadets (RAFAC). IE (RAF)

2.4.2 The IEs together with individuals with delegated authority devolved from them, are referred to by the term Approved Explosives Authority. Within the Army Ammunition Technical Staff (ATOs and ATs) act as the Approved Explosives Authority. Other services do not have similar arrangements.

2.4.3 Approved Explosives Authorities are located within commands and formations to give direction and guidance to units on the storage, maintenance, handling and movement of the ammunition on their charge.

2.5 Young Persons

2.5.1 Persons under the age of 18 years, or persons over 18 years where there is reason to suspect that they are immature or irresponsible, are not to be involved in the storage, issue or receipt of ammunition, except under appropriate supervision. A person under the age of 16 years is not to be involved in any such duty. Cadets are not to be given responsibility for the storage, issue or receipt of ammunition.

2.6 Cadet Administrative Assistants (CCF and ACF Units)

2.6.1 Cadet Administrative Assistants (CAA) are employees of the Reserve Forces and Cadets Association (RFCA). Both are responsible for administration, in units and detachments, including; stores accounting, accommodation and security of arms and ammunition. CAAs on their visits to units and detachments are to check for compliance with this guidance. CAAs are the normal link between units and detachments and the Approved Explosives Authority. CAAs should consult with the Approved Explosives Authority if there is any doubt or uncertainty on how to apply these regulations.

2.7 Air Cadet Ammunition Responsibility

2.7.1 Headquarters Royal Air Force Air Cadets (HQ RAFAC) delegates authority to individual Wing Headquarters (Wg HQ) for the nomination of appointees responsible for ammunition.

3 AUTHORITY TO STORE SAA IN CADET UNITS

3.1 Security

3.1.1 Ammunition is not to be stored by Cadet Units unless they have approval in writing by the appropriate single-service security unit listed below for the specific location and arrangements by which the ammunition is stored.

- (1) Combined Cadet Forces (CCF). Local Army Regional Brigade / District HQ G2 Sy Staff. (JSP 313 Refers).
- (2) Army Cadet Forces (ACF). Local Regional Brigade / District HQ G2 Sy Staff.
- (3) Royal Air Force Air Cadets (RAFAC)

3.2 License to Store

3.2.1 Where more than 2,000 rounds of .22 inch ammunition is to be stored, they are to have an explosives licence from the relevant Inspector of Explosives or nominated representative e.g. for CCF and ACF units the local Senior Ammunition Technical Officer.

3.2.2 After authorisation, one copy of the explosives licence is to be displayed in the store and another kept on file. The HoE has ownership of the risks posed by the operation of his site and must:

- (1) Ensure compliance with the explosives licence conditions.
- (2) Ensure that the authorised quantities are never exceeded.

- (3) Notify the Approved Explosive Authority immediately of any change in circumstances that would require the explosives licence to be reviewed to ensure continuing validity.
- (4) Ensure that the explosives licence has not expired.

3.3 Location

3.3.1 Any room or building which is weatherproof may be authorised to store Small Arms Ammunition belonging to Hazard Classification Code (HCC) 1.4C and HCC 1.4S provided that:

- (1) Where more than 2,000 rounds of .22 inch ammunition are to be stored; the Approved Explosives Authority has issued an Authorised Quantity Explosives Licence (MOD Form 1659) that stipulates the type and quantities of SAA that may be stored.
- (2) It meets the security requirements of JSP 440 and is approved in writing by the appropriate single-service security unit.
- (3) The unit Senior Fire Officer/Fire Focal Point (FFP) agrees Fire Prevention and Fire Fighting requirements.
- (4) A Hazard Division (HD) 1.4 sign is to be displayed on or next to the ammunition container so that the sign is clearly visible from any entrance into the room. There is no requirement for the sign to be displayed on the door of the ammunition store or on the building. A HD 1.4 sign is illustrated at figure 1.
- (5) The ammunition is kept secured at all times except when the ammunition is being received, issued or inspected.
- (6) Records are maintained of the Natures, Quantities and Batch Key Identity (BKI) of the ammunition held and of the dates when the ammunition is received issued and used.
- (7) The ammunition is to be checked by a supervisor at least weekly and a record maintained of the checks.



Fig 1 Hazard Division 1.4 Sign

3.3.2 Subject to the provisions of para 3.2.1 cadet units are permitted to store ammunition in approved mini armouries, security lockable authorised containers within a weatherproof room that is used for other purposes. The room is to be free from appreciable fire risk. Security standards are given in JSP 440 Chap 4 Part 7, Section 7 and the single service regulations:

- (1) CCF and ACF units. LANDSO 2901.
- (2) RAFAC units. Air Cadet Publication (ACP) 26.

3.4 Potential Explosion Site (PES) Log Book

3.4.1 There is no requirement for Cadet Facilities storing SAA only to maintain a PES Log Book.

4 MAINTAIN SAFE AMMUNITION STORAGE

4.1 General Principles

4.1.1 Ammunition may deteriorate or become damaged unless it is correctly stored, handled and transported. Ammunition that has deteriorated or is damaged may fail to function as designed or become dangerous in storage, handling, transport and use. It is essential that ammunition is:

- (1) Kept dry and well ventilated.
- (2) Kept as cool as possible and free from excessive or frequent changes of temperature.
- (3) Protected from the direct rays of the sun.
- (4) Handled with care.

4.2 Homogeneity

4.2.1 Ammunition is given a Batch Key Identity (BKI). The aim is to provide homogeneity within each BKI. With SAA the date of manufacture, known as the work date, is used as the BKI.

4.2.2 The objects of providing a system of homogeneity are to:

- (1) Achieve consistent performance of ammunition on firing with minimum variations.
- (2) Facilitate identification, segregation and withdrawal from service any ammunition which is unsatisfactory, potentially dangerous, or has become life expired.

4.2.3 Ammunition is to be stored, recorded and issued not only by nature but separately by BKI within each nature.

4.3 Identification of Ammunition

4.3.1 For identification purposes both containers and ammunition are painted and marked distinctively. The markings include; designation, Ammunition Descriptive Asset Code (ADAC), Hazard Classification Code (HCC) and the BKI. A guide to SAA package markings is at Annex A. If there is any difficulty in the interpretation of markings advice is to be taken as follows:

- (1) Combined Cadet Forces (CCF). The CAA at the local Cadet Training Team (CTT).
- (2) Army Cadet Forces (ACF). The CAA at the local Cadet County HQ.

(3) RAFAC. RAFAC Security Advisors

4.4 Stacking Ammunition

4.4.1 Each nature, type, and where possible, each BKL of ammunition is to be stacked separately. The markings on the sides or ends of containers forming the outer layers of the stack are to be visible.

4.4.2 There is to be a distance of at least 150 mm from the walls of the store to the ammunition containers. This does not apply when the ammunition is stored in a mini armoury or security lockable authorised containers.

4.4.3 Ammunition containers are to be placed on battens so that they are raised from the floor by 100mm. Wooden battens are normally used but bricks or narrow slabs of cast concrete are alternative materials that may be used. Floors are to be swept clean before battens are placed in position in preparation for stacking. This does not apply when the ammunition is stored in a mini armoury or security lockable authorised containers.

4.5 Care in Handling Ammunition

4.5.1 Ammunition is to be handled with care at all times. Particular care is to be taken when containers and unpackaged ammunition are moved, they are to be lifted and placed in position, not thrown. When one container is being stacked on another, it is to be placed flat on its base, not on an end, side or corner first.

4.6 Opening of Ammunition Containers

4.6.1 Sealing wires, metal seals or labels are not to be interfered with and containers are only to be opened when the contents are required for immediate use. One package of each type of ammunition nature held by each unit using the store may be held with broken seals. Such unsealed packages are to be properly closed and retain the internal packing provided.

4.7 Protection from Moisture

4.7.1 The ammunition store is to be kept dry and any signs of dampness and ingress of moisture into the store are to be reported immediately to the local Property Manager so that remedial action can be taken.

4.8 Protection from Heat

4.8.1 Ammunition is to be kept as cool as possible and is to be protected from the direct rays of the sun. Ammunition is not to be stored within 0.5 m of any heating device.

4.9 Heating

4.9.1 Heating is not normally required in an ammunition store and any proposals to use heating appliances within an ammunition store are to be referred, in the first instance to the Approved Explosives Authority.

4.10 Ventilation

4.10.1 Ventilation by opening the doors and windows is not to be carried out unless condensation or excessive heat is a perceived problem, in which case advice is to be obtained from the Approved Explosives Authority.

4.11 Storage of Air Weapon Pellets

4.11.1 Air Weapon Pellets are to be afforded the same level of security and accountability as any other ammunition.

4.12 Storage of Empty Packages and Fired Cartridge Cases

4.12.1 No ammunition store is to contain empty packages or fired cartridge cases. Empty packages and fired cartridge cases are to be kept secure in a separate store.

4.13 Storage of Drill and Instructional Ammunition

4.13.1 Drill, instructional and other inert replicas of ammunition are not to be stored with live ammunition.

4.14 Cleanliness of the Ammunition Store

4.14.1 The ammunition store is to be kept scrupulously clean at all times. Spare dunnage, pallets and other foreign materials and rubbish are not to be kept in the store.

4.15 Entrances

4.15.1 The doorways of the ammunition store are to be kept clear at all times.

4.16 Lighting

4.16.1 Any artificial lighting installed in an ammunition store is to be powered by electricity. The type of lighting must be approved by the Approved Explosives Authority.

4.17 Fire Prevention and Fire Fighting Requirements

4.17.1 Fire Prevention and Fire Fighting requirements are to be agreed by the unit Senior Fire Officer/ Fire Focal Point (FFP). The FFP is the senior professional fire officer in the chain of Command.

4.18 Fire Fighting

4.18.1 An outbreak of fire in the vicinity of ammunition, or amongst the ammunition, is a great and immediate danger to life and property. The safety of people takes priority; cadets must be removed from danger without delay. Prompt action is to be taken using first aid fire fighting measures to try and prevent the fire developing.

4.18.2 In the event of a fire the Local Authority Fire Brigade and other emergency services must be called without delay.

4.19 Fire Extinguishers

4.19.1 A minimum of one 9 litre water fire extinguisher is to be located outside the ammunition store; this minimum requirement may be increased or amended by the FFP. These fire extinguishers are for fighting small fires not involving the ammunition.

4.19.2 All fire-fighting equipment is to be maintained and tested in accordance with current MOD instructions. Records are to be kept of fire training and the maintenance of fire safety equipment.

4.20 Prohibited Articles

4.20.1 Prohibited articles are not to be taken into the ammunition store. The following articles are prohibited:

- (1) Matches or any other means of producing flame or high temperatures.
- (2) Tobacco in any form, including snuff.
- (3) Any articles used in connection with smoking.
- (4) Radio transmitters or receivers, including mobile phones.
- (5) Tools and other equipment.
- (6) Any battery or mains operated item.
- (7) Unauthorized explosives.
- (8) Dangerous or flammable substances.
- (9) Cameras.
- (10) Firearms.
- (11) Drugs and Medicines.
- (12) Metal shod footwear.
- (13) Magnetic Therapy Products.

4.20.2 Where a unit perceives any of the items listed might need to be introduced into the ammunition store, they are to apply for a letter of authorisation from the Approved Explosives Authority via the chain of command.

4.21 Use of Spark, Flame or Heat Producing Equipment

4.21.1 Irrespective of the circumstances, no spark, flame producing equipment, e.g. fires or naked lights of any type, or other heat producing items are to be used in an ammunition store.

4.22 Lamps and Stoves

4.22.1 Lamps and stoves that involve a combustion process i.e. oil, gas or solid fuel stoves are not to be used in the ammunition store or within 20 m of the store.

4.23 Smoking

4.23.1 Smoking is prohibited in an ammunition store or while handling ammunition.

4.24 Monthly Checks

4.24.1 The responsible person is to carry out a full inspection of the ammunition store at least once a month. He is to use an appropriate check list based on the example at Annex B as a record of the check and have guidance based on the example at Annex C on how to use the check list. Signed and dated copies of the check list are to be filed and kept for at

least 5 years.

4.24.2 Action is to be taken to resolve deviations from the regulations, defects and problems. An entry is to be made in the record of faults, on the reverse of the check list, when an inspection point is identified as incorrect. Matters that cannot be resolved are to be reported to the Approved Explosives Authority CCF and ACF units will do this via the CAA.

4.25 Inspection of Ammunition Storage by External Agencies

4.25.1 Ammunition stores are subject to inspections by external agencies in order to give advice, monitor standards and ensure compliance with the regulations. The inspection cycle is listed below:

(1) Approved Explosives Authority inspections should take place at least once every three years. The Approved Explosives Authority will be checking for compliance with explosives regulations and ammunition accounting procedures. The Approved Explosives Authority will also check that all the other relevant inspections have taken place. In addition to planned inspections the Approved Explosives Authority may visit a unit at any time; for CCF and ACF units such visits will normally be arranged through the CAA.

(2) Security inspections:

(a) Annually by the sponsor establishment. For CCF and ACF units this is the Establishment / Unit Annual Reviews of Security (EARS).

(b) Every 5 or 6 years depending on unit security category by:

(i) CCF and ACF units. The local Military Intelligence (MI) section.

(ii) RAFAC. RAFAC Security Advisors

(c) All changes of physical ammunition storage arrangements must be authorised. This authorisation must be given at the time of the change, units are not to wait to the next inspection to obtain authorisation. Authorisation is obtained from:

(i) CCF and ACF units. The local Military Intelligence (MI) section.

(ii) RAFAC. RAFAC Security Advisors

(3) Fire inspections are to take place at intervals required by the type of building and establishment. The existence of the ammunition store is to be brought to the attention of the inspecting officer and he is to be requested to mention it in his report. All new or altered licensed ammunition stores must be specifically inspected and agreed by the fire officer.

(4) Electrical inspections, where the ammunition store is a dedicated room, as opposed to an arms chest or mini-armoury in a room, the electrical circuits and fittings must be regularly inspected. Advice is to be taken from the Approved Explosives Authority; CCF and ACF units will do this via the CAA.

(5) Other agencies. Inspectors of Explosives (IE) Army and CIE (MOD), and the Health and Safety Executive (HSE) all inspect a sample of units storing ammunition. Should notification of an inspection by one of these agencies be received the Cadet Force HQ is to be informed without delay; the Cadet Force HQ is to inform the Approved Explosives Authority.

4.25.2 A record of inspections is to be kept by the personnel listed below. They are to bring to the attention of the appropriate inspection agency any locations that appear not to have been inspected in accordance with the inspection cycle.

- (1) Combined Cadet Forces (CCF). The CAA at the local Cadet Training Team (CTT).
- (2) Army Cadet Forces (ACF). The CAA at the local Cadet County HQ.
- (3) Royal Air Force Air Cadets (RAFAC) RAF Wg HQ

4.26 Modifications to Existing Ammunition Storage Accommodation

4.26.1 Any proposal to install or change approved electrical installations, or to carry out structural alterations to the ammunition store, is to be submitted to the Approved Explosives Authority for technical clearance. Security approval may also be required.

4.27 Proposals for New Ammunition Storage Accommodation

4.27.1 The Approved Explosives Authority is to be consulted at the earliest stage when proposals for new ammunition storage are being considered.

4.28 Maintenance and Repair in or Near the Ammunition Store

4.28.1 Whenever contractors, or others, are working in or on the ammunition store the ammunition is to be moved and stored in another authorised place. If this is not possible advice is to be obtained from the Approved Explosives Authority; CCF and ACF units will do this via the CAA, RAFAC. RAFAC Security Advisors

4.29 Surrender of Ammunition Storage Sites

4.29.1 Before any ammunition store is used for another purpose it is to be searched to ensure that no ammunition is present. When a building that has contained an ammunition store is offered for sale or lease, advice is to be taken from the Cadet Force HQ who are, in turn, to take advice from the Approved Explosives Authority.

4.30 Security

4.30.1 The possibility of theft of ammunition for subversive purposes is of prime importance at all times. Details of security measures to be adopted are contained in JSP 440 - Defence Manual of Security, these may be supplemented by local instructions and command regulations:

- (1) CCF and ACF units are to comply with LANDSO 2901 Security of Cadet Forces.
- (2) RAFAC units are to comply with ACP 26.

4.31 Standing Orders

4.31.1 Unit ammunition store Standing Orders are to be published and carefully maintained. These orders are to be drafted in the first instance in consultation with the Cadet Force HQ who may consult with the Approved Explosives Authority. The orders are to include all material considerations in this guidance, in Queen's Regulations or in any other regulations relative to the maintenance of safety and security.

4.31.2 A copy of the Unit Standing Orders relating to ammunition is to be displayed in the store.

4.32 Supervision and Training

4.32.1 The contingent's ammunition store is to be placed under the charge of an adult Officer, WO, SNCO or civilian who is to be responsible for the day to day storage, issue, receipt and accounting of ammunition.

(1) That person is to have a minimum security clearance of Baseline Personnel Security Standard (BPSS) plus full Counter Terrorist Check (CTC) in accordance with JSP 440 Part 7 Section 7. In CCF and ACF units the higher standard of Security Check (SC) is required (LANDSO 2901).

(2) That person is to have received the following training:

(a) CCF and ACF units. They are to have passed one of the following courses:

(i) Personnel responsible for storage, issue, receipt and accounting of SAA are required to have passed the Cadet SAA Ammunition Storeman Course or the Unit Ammunition Storeman course delivered by the Defence EOD Munitions & Search School (DEMSS).

(ii) Personnel responsible for storage, issue, receipt and accounting of ammunition other than SAA whether in unit lines, on exercise or camp must have completed and passed the Unit Ammunition Storeman course delivered by the DEMSS.

(b) RAF AC units. Training to a standard agreed between HQ RAFAC and IE (RAF) staff. Details to be published here when finalised.

4.32.2 CAA who are responsible for CCF and ACF ammunition should have completed and passed the Unit Ammunition Storeman course delivered by the DEMSS.

5 AMMUNITION ACCIDENTS, PERFORMANCE FAILURES AND FAULTS

5.1 Background

5.1.1 Many personnel are seriously injured and several killed each year in incidents involving ammunition and explosives. Nearly all such incidents are preventable.

5.1.2 As a fundamental preventative measure, such incidents are to be reported and investigated by a competent authority. It is therefore a mandatory requirement that units report ammunition incidents immediately so that they can be investigated and fully documented in the first instance by the Approved Explosives Authority.

5.1.3 Units are not to make the decision that an incident is minor or not worth reporting. All incidents are to be reported.

5.1.4 Failure to report an ammunition incident could result in disciplinary action.

5.2 Terminology

5.2.1 The following terms, which are inter-related, are used for classifying ammunition incidents:

(1) Incident. An Ammunition Incident is a generic term that includes all accidents, performance failures and faults involving ammunition or where ammunition is present.

(2) Accident. An Ammunition Accident, irrespective of cause, is any incident involving ammunition or explosives that results in, or has potential to result in, death or injury to a person(s) and or damage to equipment and or property, military or civilian.

(3) Performance Failure. A Performance Failure is the failure of the ammunition or any of its constituent parts, including the explosives, to function as designed. This includes misfires. A Misfire is the term used when ammunition, when initiated, fails to fire or launch.

(4) Fault. An Ammunition Fault is any fault in the make-up and/or marking and or deterioration in the physical state of the ammunition or ammunition packages.

(5) Negligent Discharge. A Negligent Discharge (ND) is a term only used with Small Arms Ammunition (SAA) up to and including 9 mm in calibre. A ND is deemed to occur when the SAA is unintentionally or inadvertently fired, no death, injury or damage has occurred and the weapon and ammunition performed to the designed specification.

5.3 Reasons for Reporting Ammunition Incidents

5.3.1 The main reason for reporting an ammunition incident is to prevent a recurrence with possibly lethal consequences. Defence Equipment & Support (DE & S) controls all MOD stocks of ammunition world-wide and can rapidly impose bans, constraints and limitations on its use via the Joint Service Munition Control Register (JSMCR).

5.4 Benefits of Reporting Ammunition Incidents

5.4.1 Operational Stock and Future Buys. Although trials are carried out, it is possible for ammunition to degrade in storage at a faster rate than was expected. If users ignore this degradation, it is possible for it to go unnoticed. The reporting of the performance of ammunition at training provides essential information feedback.

5.4.2 Improved Safety Practices. Incidents can identify hazardous practices. By investigating incidents corrective action can be taken to improve the safety standards of ammunition, weapons and drills.

5.4.3 Improved Ammunition and Weapons. Information gathered on incidents may be used to improve the design of ammunition, weapons or associated equipment.

5.5 Implications of the Failure to Report Ammunition Incidents

5.5.1 The implications of failure to report an ammunition incident can have lethal consequences. For example, the failure to report an ammunition incident by a unit could

result in a recurrence that may result in fatalities and/or injuries. In such circumstances, the Approved Explosives Authority investigating the first occurrence would have banned the use of the particular Bkl of ammunition world-wide. Therefore, the second accident with fatalities and injuries to personnel would have been prevented. In this instance the failure to report the incident may be taken as criminal negligence.

5.5.2 Failure to report an incident could result in the Ministry of Defence (MOD) denying any liability for the injuries sustained by MOD personnel. If the incident had been reported and investigated, the documentation would have been available for reference and thus any claim for injury compensation would be supported.

5.6 Investigation Agencies

5.6.1 There will be instances where, in addition to the Approved Explosives Authority, other technical and service/civilian agencies become involved in the investigation of an incident. All these agencies will have their own part to play in the investigation. Their arrival at the scene does not detract from the requirement to inform the Approved Explosives Authority.

5.7 Method of Reporting an Ammunition Incident

5.7.1 Accidents are to be reported without delay to the JSEODOC (available 24 hrs a day on every day of the year See paragraph 5.10 for contact details.) and up through the chain of command.

5.7.2 Performance Failures (including Misfires) are to be reported to the Approved Explosive Authority who will take any further action required; CCF and ACF units will do this via the CAA, RAF AC units do this via their parent unit.

5.7.3 Faults are to be reported to the Approved Explosive Authority who will take any further action required; CCF and ACF units will do this via the CAA, RAF AC units do this via their parent unit.

5.7.4 Negligent Discharges are to be reported up the chain of command who will take any further action required. CCF and ACF units are also to report the incident to the CAA.

5.8 Storage of Damaged or Misfired Ammunition

5.8.1 Only damaged and misfired Small Arms Ammunition (SAA), below 13mm in calibre, may be held in a unit store. Damaged and misfired rounds are to be placed in a closed metal Service ammunition container marked "Damaged and misfired SAA"; the container is to be stacked separately from any other ammunition container. Arrangements are to be made for the collection of the damaged and misfired ammunition as follows:

- (1) Combined Cadet Forces (CCF). The CAA at the local Cadet Training Team (CTT) who will pass it on to the ATO.
- (2) Army Cadet Forces (ACF). The CAA at the local Cadet County HQ who will pass it on to the ATO.
- (3) Royal Air Force Air Cadets (RAFAC) The parent unit.

5.8.2 Any damaged and misfired ammunition that cannot be stored is to be reported to the JSEODRC or if on an authorised range disposed of in accordance with the relevant range orders.

5.9 Ammunition Bans, Constraints and Limitations

5.9.1 Ammunition bans, constraints and limitations are issued to control the issue and use of explosives and ammunition. Cadet units will be advised about any Ammunition bans, constraints and limitations by their Cadet Force HQ. For the CCF and ACF the CAA is to maintain up to date records of bans, constraints and limitations relevant to the cadet units they administer. For RAFAC the parent unit is to keep the required records.

5.9.2 Ammunition that has been banned is to be clearly marked as banned and stacked separately from other ammunition within the ammunition store.

5.10 Contacting the Approved Explosives Authority and JSEODOC

5.10.1 The Approved Explosives Authority will normally be contacted via the relevant Cadet Force HQ. For the CCF and ACF this via the CAA; for RAFAC units this is via the RAFAC Wg HQ. In the event of an emergency or inability to contact the Cadet Force HQ / CAA the Approved Explosives Authority can be contacted via the Joint Service Explosives Ordnance Disposal Operations Centre (JSEODOC). The JSEODOC is open 24 hours a day all days of the year. Contact points included in the Preliminary Pages to this document.

6 ISSUE AND RECEIPT OF AMMUNITION

6.1 Accounting for Ammunition

6.1.1 Procedures for accounting for ammunition in Cadet Units are detailed in JSP 313 The Combined Cadet Force Manual, The Army Cadet Force Manual and ACP 26.

6.2 Opening of Ammunition Containers

6.2.1 Sealing wires, metal seals or labels are not to be interfered with and containers are only to be opened when the contents are required for immediate use. One package of each type of ammunition nature held by each unit using the store may be held with broken seals. Such unsealed packages are to be properly closed and retain the internal packing provided.

6.3 Part Filled Packages

6.3.1 Any containers made into part filled packages because of detailed issues, are to be closed before they are returned to storage and the amended quantities marked on the outside of the container. The issue part filled package is also to be packaged in its appropriate authorised Service container and this is to be marked to denote its contents. Each BKI is to have only one part filled package.

6.4 Priority of Issue

6.4.1 Normally, ammunition of the earliest date of manufacture is to be expended first. Once the issue of a particular BKI has commenced it is to continue until it has been fully expended unless any restriction is placed on it.

6.5 Care and Use of Ammunition and Ammunition Containers on Ranges

6.5.1 All inner packing fitments, cartons or internal furniture from ammunition containers are to be retained with the outer containers for reuse. If a repack of unexpended ammunition is undertaken, it is to be to the original design arrangement using the correct packing fitments so that the ammunition and its container remain in a fully serviceable condition and suitable for reissue. Help and advice may be sought from the Approved Explosives Authority; for CCF and ACF units assistance is normally via the CAA and for ATC units via the parent unit.

6.6 Unexpended Ammunition

6.6.1 Ammunition issued which has been unpackaged, but not expended, is to be repacked in its correctly marked authorised Service container before being put back in the store. Such stock is to be issued first.

6.7 Return of Empty Ammunition Containers and Ammunition Salvage

6.7.1 Cadet units wishing to return empty ammunition containers and ammunition salvage including fired cartridge cases are to contact the following who will make all the safety and administrative arrangements.

- (1) CCF and ACF units. The CAA.
- (2) RAFAC units. The parent unit.

6.8 Transfer of Ammunition between Units

6.8.1 Ammunition is not to be transferred between units unless it is arranged, and accounting action taken by:

- (1) CCF and ACF units. The CAA.
- (2) RAFAC units. The parent unit.

7 SAFETY DURING TRAINING AND SAFETY REGULATIONS FOR DISPLAYS, EXHIBITIONS, MUSEUMS AND DEMONSTRATIONS INVOLVING AMMUNITION AND EXPLOSIVES

7.1 Unauthorised Modification of Ammunition

7.1.1 Any modification or interference with ammunition not provided for in the relevant User or Drill Handbooks is forbidden. This includes tampering and the breaking down or sectioning of any round or component of ammunition for any purpose.

7.2 Unauthorised Use of Ammunition

7.2.1 Units or individuals are not to:

- (1) Carry out experiments involving the alteration of ammunition.
- (2) Use ammunition that has not been obtained through official channels.
- (3) Use ammunition for purposes other than those for which it is authorised.
- (4) Use ammunition in other than the manner prescribed in Ministry of Defence (MOD) publications.
- (5) Make use of ammunition or explosives in a manner that is only authorised for other units.
- (6) Make use of an explosive device that they are not authorised to use.

7.3 Ammunition for Drill or Display Purposes

7.3.1 Live ammunition is not to be used for drill or instructional purposes, nor as part of a static exhibition, lecture aid nor for the purpose of passive demonstration. Where the functioning of an ammunition item is to be described it is to be done with the aid of diagrams, models or approved inert sectioned components.

7.4 Use of Live Ammunition at Tattoos and Demonstrations

7.4.1 Cadet Units are not to use ammunition at tattoos and demonstrations without written permission and advice from the chain of command on each and every occasion.

7.5 Unit Collections and Display Items

7.5.1 Unit collections and display items are to be designated and used as training aids and only used to assist in identification and understanding. Unlike the funded Regimental and Corps Museums, such collections do not enjoy the legal status of a museum and any reference to a Unit Museum is therefore misplaced and incorrect.

7.5.2 Units holding any explosives item, ammunition, component or missile for training and display purposes are to ensure that such items are inspected and certified Free From Explosives (FFE) by a competent and authorised person. Advice should be sought from the Approved Explosives Authority: for CCF and ACF this is arranged via the CAA and ATunits via the parent unit.

7.6 Military Trophies and Souvenirs

7.6.1 In spite of their dangerous nature, rounds or components of ammunition are sometimes sought by service personnel and civilians as souvenirs or ornaments. Such acts are potentially lethal and foolhardy, especially if any attempt is made subsequently by the individual to dismantle an item or to remove the explosives filling. All too frequently, death or serious injury has resulted from these practices. Where a death has occurred, quite possibly involving an innocent party, a Coroner may return a verdict of unlawful killing depending on the circumstances.

7.6.2 Cadet units wishing to hold military trophies and souvenirs are to obtain authority for each item through the chain of command.

7.6.3 All items designed to contain explosives must be certified FFE in accordance with current regulations by the competent authority who will normally be the Approved Explosives Authority. The Approved Explosives Authority reserves the right at all times to refuse FFE certification and to take whatever disposal action they deem necessary.

7.7 Stray Ammunition

7.7.1 Action to dispose of stray ammunition (i.e. ammunition found that is not on the account of the cadet unit) is the responsibility of the JSEODOC. Cadet Units are not to get involved with reports of stray ammunition by members of the public any enquiries are to be referred to the local civil police.

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ANNEX A

IDENTIFICATION OF SAA FROM ITS PACKAGE MARKINGS

1 The diagrams in this Annex illustrate the ammunition package markings required to store and account for SAA. The meanings of the abbreviations are in the table.

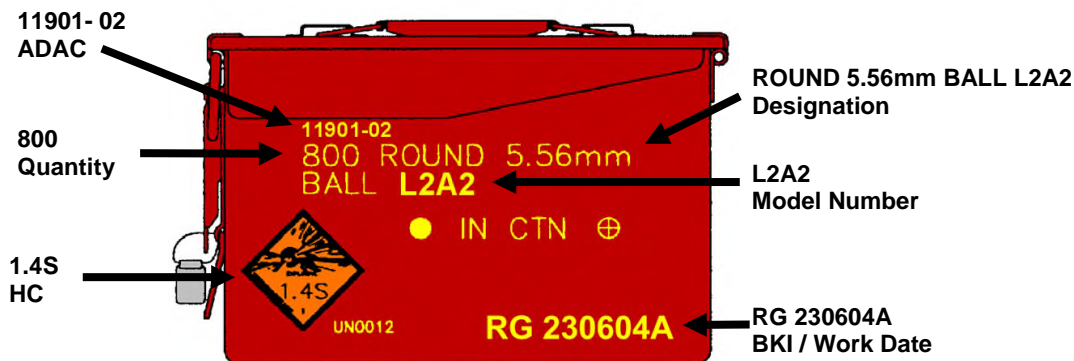


Fig 1 Front of Package

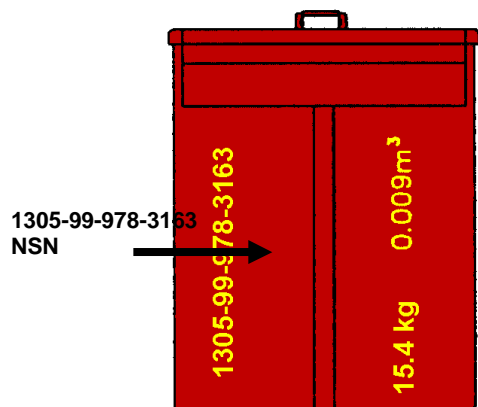


Fig 2 End of Package

Abbreviation	Meaning	Notes
ADAC	Ammunition Descriptive Asset Code	Used for accounting
HCC	Hazard Classification Code	Made up of HD and CG
BKI	Batch Key Identity	
NSN	NATO Stock Number	Used for accounting
HD	Hazard Division	1.4
CG	Compatibility Group	S

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ANNEX B

CADET AMMUNITION STORE INSPECTION RECORD SHEET - EXAMPLE

Year: Unit:

Inspection Required Insert ✓ if correct or ✗ if incorrect		Month											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	State of Repair												
2.	Cleanliness												
3.	Dampness												
4.	Windows												
5.	Drains and Gutters												
6.	Heating and Ventilation												
7.	Locks and Labelling of Keys												
8.	Ammunition held												
9.	Marking and Sealing of Packages												
10.	Fire Appliances												
11.	Fire Fighting & Symbols												
12.	License												
13.	Electrical Installations												
14.	Incident and Accident Reporting												
15.	Smoking												
16.	Outstanding Defects												
17.	Documentation												
Person Responsible for Ammunition Store	Initials												
	Date												
Commanding Officer		Sig				Sig				Sig			
		Date				Date				Date			

Front sheet – Record of faults is on the reverse.

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ANNEX C

CHECK LIST FOR INTERNAL INSPECTION OF CADET UNIT SAA ONLY AMMUNITION SITES – EXAMPLE

Inspection Record Sheet Serial No and Subject	Detail
1. State of Repair	Check - building structure for any damage, state of paint work, all attachments and fittings for damage and corrosion. Are doors serviceable? Are escape routes suitably signed?
2. Cleanliness	Ensure ammunition store and its immediate adjacent areas are clean and tidy and free from combustibles. Have empty boxes, surplus pallets, surplus dunnage, discarded seals and locking wire been removed? Ensure combustible fluids, rags, waste paper etc have not been left in the store.
3. Dampness (Structural and Condensation)	Check the ammunition store internally and externally for damp patches. Is the roof, especially the eaves, free from mould/fungus? Are there any water erosion marks especially near any electrical fittings? Is the floor area free from water and condensation? Is there damage to the fabric of building that allows ingress of water?
4. Windows	Is the glass of an acceptable standard? Ensure all stacks are clear of the windows and that sunlight does not bear on any of the ammunition stores. Are guard bars fitted and are they free from corrosion and correctly grouted to the window frames? Are the panes free from cracks; if not, are they protectively covered by tape to prevent ingress of moisture pending repair?
5. Drains and Gutters	Ensure that the ammunition store drains and gutters are secure and undamaged, free of grass cuttings, leaves, wind blown foliage, etc, and that drains are clear and free from restrictions.
6. Heating, Ventilation	Check that any ventilation bricks are secure and that ventilation holes free from blockage. Radiators should have sloped guards and ammunition stored at least 0.5m from the heater. Any heating must be specially authorised by the Approved Explosives Authority.
7. Locks and Labelling of Keys	Check each bunch for serviceable keys. Are they worn and have they been mustered and rotated with the duplicate and triplicate sets? Ensure locks and padlocks are of approved pattern, serviceable, hasps are free from corrosion, and that they function properly. Do locks require lubrication? Are all key bunches correctly labelled and are individual keys identifiable?

Inspection Record Sheet Serial No and Subject	Detail
8. Ammunition Held	Check that the ammunition held does not exceed the licence or 2,000 rds of .22 in Ball ammunition if there is no licence. Ensure stack cards or Cadet Ammunition Record Cards are correct with regard to ammunition type and BKI. Is there an entry in the Check of Arms Register showing that the ammunition holdings have been checked each time the premises were open for training. Are Banned stores correctly labelled and segregated? Are all unsealed boxes clearly marked with their remaining quantity, type and BKI (if different from the original markings)? Carry out a percentage physical check of packaged/unpackaged stores checking for any damage, dampness or corrosion. No empty packages should be present. Are the boxes raised off the floor on dunnage? Are boxes stored on their base and at least 150 mm from the store walls?
9. Sealing and Marking of Packages	Ensure ammunition packages are correctly labelled with their contents and display an HCC symbol. Has the correct packaging been used? Have fraction packages been so marked and is sufficient dunnage present?
10. Fire Appliances	Ensure that at least one 9 litre water fire extinguishers is located outside the ammunition store. Is the extinguisher visually serviceable? is the extinguishers in date with a valid inspection check if required.
11. Fire Fighting Symbols	Ensure Fire Division Signs is prominently displayed within the store and can be seen from each entrance.
12. Explosive License	Check that the explosives licence for the ammunition store is displayed. Ammunition stores holding less than 2,000 rounds of .22in ball ammunition do not require a licence. Note. Security authorisation is required to store any quantity of ammunition however small.
13. Electrical Installations	Physically check all lights and IDS alarms, fire alarms, telephones, power supply lines/conduit, switches and electrical switch boxes for corrosion, security of fitment, storm damage, etc. Check all lighting and telephones for correct functioning. Check that no unauthorised electrical equipment has been added or is present.
14. Incident and Accident Reporting	Are the mechanisms in place for reporting incidents and accidents? Are staff aware of these procedures?
15. Smoking	Check that no smoking allowed in or near the ammunition store.
16. Outstanding Defects	Check the record of previous inspections. Is any outstanding defect getting any worse, becoming a safety hazard, repaired to an unacceptable standard, or has been outstanding too long?
17. Documentation	Ensure that the items on the Inspection Record Sheet have been correctly ticked when acceptable and red cross marked when defective/unsatisfactory. Ensure that all defective items have been reported to the appropriate person for repairs to be arranged and recorded on the record of defects on rear of Inspection Record Sheet.