SEESAC

RMDS/G 05.10

4th Edition
2006-07-20

SALW collection activities

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Warning

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Foreword

On 08 May 2003 the development of regional micro-disarmament[1] standards and guidelines was discussed during the RACVIAC sponsored seminar on '***SALW - A year after Implementation of the Stability Pact Plan*** '. The consensus was that such standards and guidelines were desirable, and SEESAC agreed to develop a framework and then take responsibility for the future development of regional standards. It was agreed RMDS/G would be designed to support the work at the operational level, and would go further than the more generic 'best practice' documents currently available. After a wide-ranging discussion between stakeholders as to the status of RMDS/G it has been agreed that the term 'standards' will refer to the technical issues, whilst 'guidelines' will apply to 'programme' issues.

This RMDS/G [2] reflects the development of operational procedures, practices and norms, which have occurred over the past four years in the area of Small Arms and Light Weapons (SALW)[3] control. Best operational practices have been identified and reviewed from within the region and beyond, and included as appropriate within this RMDS/G.

SEESAC has a mandate under the Stability Pact Regional Implementation Plan to fulfil, among others, operational objectives of 1) sharing information on and enhancing co-operation in the establishment and implementation of SALW control and reduction programmes and approaches among regional actors; and 2) providing linkage and co-ordination with the other relevant regional initiatives. The development of RMDS/G is one means of fulfilling that mandate.

The work of preparing, reviewing and revising these standards and guidelines is conducted by SEESAC, with the support of international, governmental and non-governmental organisations and consultants. The latest version of each standard, together with background information on the development work, can be found at www.seesac.org. RMDS/G will be reviewed at least every three years to reflect developing SALW control norms and practices, and to incorporate changes to international regulations and requirements. The latest review was conducted on 01 March 2006, which has reflected the development of the UN Integrated Disarmament, Demobilization and Reintegration Standards (IDDRS) www.unddr.org, which include RMDS/G as a normative reference in the Disarmament and the SALW Control modules.

[1] Defined as: 'The monitoring, collection, control and final disposal of small arms, related ammunition and explosives and light weapons of combatants and often also of the civilian population. It includes the development of responsible weapons and ammunition management programmes'. Often used interchangeably with SALW control in the past, but SALW Control is now the recognised terminology. The term Micro-Disarmament has only been used here to ensure consistency of the RMDS/G concept, rather than renaming the standards.

[2] The layout and format of RMDS/G are based on the highly successful International Mine Action Standards (IMAS). The cooperation of the UN Mine Action Service (UNMAS) is acknowledged by SEESAC during the development of RMDS/G.

[3] There is no agreed international definition of SALW. For the purposes of RMDS/G the following definition will apply: '***All lethal conventional munitions that can be carried by an individual combatant or a light vehicle, that also do not require a substantial logistic and maintenance capability***'

Introduction

Small arms, light weapons and ammunition are inherently dangerous. In the wrong hands, and in sufficient quantities, they can be politically destabilising and lead to and exacerbate conflict. As such, they can present grave dangers, both to national governments and to international and regional peace-building efforts. The most effective way that they can be kept in check is by programmes for SALW Control and small arms collection. This RMDS/G establishes best practice technical guidelines and requirements for small arms collection programmes, from conception to execution, to ensure maximum effectiveness and safety.

SALW Control programmes inevitably lead to the return of unstable and inherently dangerous ammunition and explosives in parallel to the return of weapons. Not only does this create a physical threat to human life, but also it can be a threat to the whole disarmament, demobilisation and reintegration process. Any civilian casualties as a result of the implementation of such programmes can have a negative effect on the credibility of the organisation conducting the operation, leading to a lack of confidence in their abilities by the local community and the subsequent withdrawal of consensual support for the process. Without appropriate weapon and explosive safety measures, past experience has shown that such casualties are inevitable. This RMDS/G addresses this issue and recommends operationally proven and safe technical methodologies for use on all future SALW Control collection operations.

SALW collection activities

1 Scope

This RMDS/G establishes the guiding principles and technical methodology for the safe planning and execution of SALW collection activities in support of a SALW Control programme.

To be most effective, it is important that this technical methodology is included during the strategic, operational and detailed mission planning phases of programme development. The technical threat will have a significant influence on the future success or failure of a programme, and therefore, the appropriate expertise must be involved from the beginning. The financial costs of this technical methodology are low when compared to total programme costs, yet they have the potential for high impact on programme success.

2 References

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this standard, and which form part of the provisions of this standard.

3 Terms and definitions

A list of terms and definitions used in this standard is given in Annex B. A complete glossary of all the terms and definitions used in the RMDS/G series of standards is given in RMDS/G 02.10.

In the RMDS/G series of standards, the words 'shall', 'should' and 'may' are used to indicate the intended degree of compliance. This use is consistent with the language used in ISO standards and guidelines.

a) 'shall' is used to indicate requirements, methods or specifications which are to be adopted in order to satisfy the standard in full.

b) 'should' is used to indicate the preferred requirements, methods or specifications.

c) 'may' is used to indicate a possible method or course of action.

The term 'national authority' refers to the government department(s), organisation(s) or institution(s) in each SALW country charged with the regulation, management and co-ordination of SALW activities.

4 Risks and hazards

In order to consider the technical threat during a SALW Control collection operation, and then to implement an appropriate response it is necessary to understand the difference between risks and hazards. A **hazard** can be defined as ' *a potential source of physical injury or damage to the health of people, or damage to property or the environment*', whilst the **risk** can be defined as '*the combination of the probability of occurrence of a **hazard** and the severity of that hazard*'. In terms of SALW Control collection operations, many hazards are created by the presence of weapons, ammunition and explosives. Whilst the risk is dependent on the knowledge and training of the collection team, the physical condition of the weapons, ammunition and explosives and the environment in which they have been stored have a major bearing on that risk.

A formal **risk assessment** should be conducted prior to SALW Control collection operations in order to ensure the safest possible working environment. This risk assessment should identify the **tolerable risk** (the risk accepted by society in a given context based on current values) and then identify the necessary **protective measures** to achieve a **residual risk** (that risk remaining after protective measures have been taken). In developing this 'safe' working environment it must be acknowledged that there can be no absolute safety, and that many of the activities undertaken

during SALW Control collection operations have a high risk associated with them. However, national authorities, international organisations and NGOs must strive to achieve optimum safety.

> '*Safety is achieved by reducing risk to tolerable levels. Tolerable risk is determined by the search for an optimal balance between the ideal of absolute safety and the demands to be met by the product, process or service, and factors such as benefit to the user, suitability for purpose, cost effectiveness, and conventions of the society concerned. It follows that there is a need to review continually the tolerable level, in particular when developments, both in technology and in knowledge, can lead to economically feasible improvements to attain the minimum risk compatible with the use of the product, process or service.'*

The factors to be considered in order to achieve tolerable risk include the following:

a) the selection of equipment with inherently safe design;

b) the development of work practices that contribute to risk reduction;

c) risk education as part of a SALW awareness campaign;

d) sound and effective training;

e) sound management and supervision; and

f) appropriate personal protective equipment.

Societal expectations are increasing the pressure on organisations to reduce the risk of illness, accidents and incidents in the workplace. These expectations include pressure to ensure equality and uniformity of treatment for employees regardless of the location of the workplace. The international community should not be exempt from this pressure during the conduct of SALW Control collection programmes.

5 Explosive hazards

There are major explosive safety implications implicit in any SALW Control collection operation, ranging from the physical condition of the ammunition to the degree of knowledge and training of the local population. The major problem areas are discussed in the following clauses.

5.1 Physical condition of ammunition and explosives

The local population are unlikely to have the technical knowledge necessary to determine the conditions under which the recovered ammunition has been stored when in their possession, whether it has deteriorated, or what state the fuzing systems are in. International standards for the safe storage of ammunition and explosives are necessarily strict. They cover areas such as the type and construction of explosive storehouses (ESH), surveillance of ammunition in storage, the types of ammunition that can be stored together, fire prevention measures and operational standards to be followed. The local population will inevitably not have access to this information, and will be unaware of the dangers that ammunition and explosives can pose if not properly stored when in their possession. If the ammunition is not stored properly then it can be affected by conditions such as ingress of moisture and diurnal cycling[4]. This can significantly affect the stability of ammunition and explosives to the degree that under some circumstances it becomes unsafe to handle.

[4] Diurnal Cycling is the exposure of ammunition and explosives to the temperature changes resulting from day, night and change of season. For example, in the SEESAC region, ammunition and explosives can be subjected to diurnal cycling from -20^{0}C to +40^{0}C. Under desert conditions, this can exceed 60^{0}C.

5.2 Movement of ammunition and explosives

Specialised training in the science of explosives—in the design of ammunition and in explosive safety principles—is necessary to develop the technical expertise necessary to assess the physical condition, stability and safety of ammunition and explosives. International explosive safety standards insist that all ammunition and explosives should be certified as being 'Safe to Move' before any form of transportation is allowed. This caution has often been ignored, and one voluntary surrender programme has even suggested that the local population should move ammunition and explosives to a weapons collection point (WCP) without either such an inspection or risk analysis taking place.

This presents the organisation conducting the SALW Control collection programme with a major challenge. Ideally the population should have access to a system whereby an ammunition expert can travel to the ad hoc storage[5] or collection area to make a safety assessment, but the political situation may mean that this is not possible. The worse case-scenario is that no advice can be given. The majority of programmes will require the production of simple safety cards for distribution during the SALW awareness campaign.

5.3 Response to mine/UXO threat

Past experience has shown that that there is always a possibility that civilians will take the risk to move laid mines or UXOs to local authority collection points in order to remove a hazard to their homes or land. Any suggestion that this activity 'rewards' the local community only exacerbates the problem and must not be condoned. Therefore an appropriate EOD response shall be planned in accordance with RMDS/G 05.60.

5.4 Safety guidelines

Guidelines are rarely made available by the national authorities to the civil population for the safe ad hoc storage and movement of ammunition and explosives. These shall therefore be provided by the organisation responsible for the SALW Control collection operation. SEESAC recommended 'safety cards' are shown at Annex C.

It is important that a General Safety Policy and a Quality Policy are developed for the collection programmes. A suggested approach can be found at Annexes D and E.

5.5 Explosion danger areas

There are international standards that define the explosion danger areas that should be established for all explosive storehouses, and explain the ways of establishing them. While these help to reduce the risk, they are rarely implemented in the communities that are storing weapons, ammunition and explosives. The local authority storage locations are often in close proximity to local authority administrative locations or other inhabited areas and are usually both unlicensed for the storage of ammunition and explosives, and unsecured. The ammunition and explosives in the hands of the local population will generally be hidden on their property, thereby presenting a continual risk to human life.

6 Technical advice

The complexity of the inherent dangers in dealing with unstable ammunition and explosives means that the provision of sound advice and recommendations is necessarily a highly technical task. Military forces deployed in support of United Nations or regional organisation sponsored peace support operations do not necessarily have the capability to provide this advice. Their skills are not necessarily adequate to provide complete technical support to SALW Control operations. For example, an infantry or engineer-trained soldier may have solid skills in weapons and explosives use and handling, but will generally have insufficient training in ammunition and explosive safety

[5] Ad hoc storage is the location where the civil population have concealed and stored ammunition.

matters. This RMDS/G aims to establish the generic training and qualification requirements for the provision of this critical advice. Recommended Terms of Reference (TOR) for the SALW programme Technical Advisor are at Annex F. The Technical Advisor should have the qualifications and experience shown at Annex G.

7 Collection planning and operations

The technical planning and operational phases for a SALW Control collection operation should be conducted in parallel with the political and socio-economic activities. The practical success of a SALW Control operation will be enhanced by the adoption of an integrated response from the outset of the operation.

7.1 Pre-operational activities

These are:

a) an appropriately qualified Technical Advisor (TA) should be appointed to the SALW Control programme implementation team during the planning phase. (See clause 6);

b) detailed Terms of Reference (TOR), which shall be established for all technical personnel, including locally employed support staff;

c) a detailed threat analysis shall be conducted in conjunction with a formal risk assessment for the programme;

d) the technical capabilities of the local authority and population shall be determined in order to:

   i) Establish the level of support they are initially capable of providing to the programme; and

   ii) Establish the degree of training and development necessary to provide the local authority with a sustainable capacity for the future.

e) SEESAC Safety Cards shall be prepared, translated, printed and issued to the local community prior to any collection or amnesty programme. These Safety Cards provide low level technical advice to the local population that can be followed without any specialist tools and equipment;

f) an accounting system and an audit trail for the recovered weapons, ammunition and explosives shall be established, (see RMDS/G 04.20);

g) an immediate EOD response capability shall be established. Experience has shown that this capability will be required during the initial collection phase until all participants have been trained and practised on the necessary procedures. For example, over seventy Render Safe Procedures (RSP) were conducted on unsafe or unstable munitions during the first month of the UNDP Gramsh pilot programme in Albania; and

h) the national authority should be advised on the development of national Standing Operating Procedures (SOPs) for the safe collection, storage and transport of munitions.

7.2 Weapon registration

A programme of weapon registration should be established as the first step towards the physical collection phase. Such programmes can provide both the international community and the local security agencies with an indication of the scale of the problem. The advantage to the local community of this registration period, combined with appropriate safety training and education, is that they can see that an active programme has started, but they can retain their weapons until they have more confidence that the security environment is sufficiently safe to allow for weapons surrender.

Again, the principles of Safety, Control, Transparency, Sustainability, Replicability and Legitimacy shall be followed if this process is to have any validity. The registration process should be jointly operated by the international community, local law enforcement agencies (if present) and representatives from the local community. A national amnesty and a SALW collection programme should be considered to support a registration process. External monitoring by an acceptable organisation such as the UN or OSCE should also be included.

Weapon registration is a simple process and the accuracy of the process depends solely on the will of the local community, and the data collection and collation systems that are implemented. Simple forms and databases are all that is necessary.

The obvious problem with weapons registration is the potential reluctance of the local community to provide the necessary information. Assurances must be provided, and met, that the process of registration will embrace all factions and communities, and will not lead to immediate weapons seizures by security forces. Should this happen, the whole credibility of the SALW Control process will be lost and the entire programme will eventually be doomed. On the other hand, incentives can be provided to those who cooperate in the registration process to encourage the initial weapon registration phase.

A weapons registration phase provides the capability to:

a) establish the scale of the problem;

b) reduce the risk of the weapons being illegally used;

c) increase transparency;

d) allow for a degree of control to be exercised during the collection phase;

e) assist in the planning of the collection phase;

f) provide base data for one performance indicator; and

g) enhance the potential to limit illicit transfers.

7.3 Physical collection activities

A local representative, who has the trust of the community as a whole, shall be present as part of the SALW Control collection team at every Weapons Collection Point (WCP). The local representative's duties should include liaison, translation, mobilisation of local resources and local media operations. Similarly a Technical Advisor (TA) should be present at every active WCP, (see 7.5 below).

The physical layout of the WCP should be in accordance with the suggested template shown at Annex H.

7.4 SALW awareness activities

A professional SALW awareness campaign for the SALW Control collection programme shall be conducted. See RMDS/G 06.10 to 06.30.

7.5 Explosive safety

The organisation responsible for the implementation of a SALW Control collection programme shall ensure that it fulfils its 'Duty of Care' in terms of the explosive safety of the local civil population. This 'Duty of Care' should be fulfilled by:

a) developing, printing and issuing SEESAC Safety Cards for timely distribution to the local population in the targeted area; and

b) the deployment of a Technical Advisor (TA), where possible, to each Weapons Collection Point to:

- advise on explosive safety during transportation and safety;
- certify ammunition and explosives as 'Safe to Move';
- conduct Render Safe Procedures (RSP) on unsafe ammunition. This may include the breakdown of component parts; a task that TAs should be specifically authorised and qualified to undertake;
- advise on the accounting procedures for the recovered weapons, ammunition and explosives to ensure that there is an auditable trail;
- advise on 'safe' danger areas during the collection process; and
- provide technical advice to the SALW awareness campaign.

7.6 Post collection storage

There are well-established principles for the secure and safe storage of weapons, ammunition and explosives, which the TA should advise on. The security of collected SALW is one of the primary concerns in political terms. However, safety must be considered in parallel. An undesired explosive event in storage leading to civil casualties would have an immediate negative impact on the credibility of the whole process. Further advice on this aspect of collection is at RMDS/G 05.30 and 05.40. Post collection storage shall be planned before the start of the collection phase.

8 Areas of responsibility

8.1 United Nations Development Programme (UNDP)

UNDP has a general responsibility for enabling, assisting and encouraging the effective management of SALW control programmes by continuously maintaining an overview of RMDS/G to reflect developing SALW control norms and practices, and by informing of any changes to international regulations and requirements.

UNDP should apply RMDS/G to its SALW collection programmes, activities and contracts within South Eastern and Eastern Europe unless the local situation precludes their effective application. In such circumstances, when one or more RMDS/G is not appropriate, UNDP will provide alternative specifications, requirements and guidance.

8.2 Regional organizations

In certain areas of the world, regional organizations have been given a mandate by their member states to coordinate and support SALW control programmes within a state national boundaries. (For example EUFOR within Bosnia and Herzegovina).

In these circumstances the regional organization should assume many of the responsibilities and roles of the national SALW authority, and could also act as a conduit for donor resources. The responsibilities and roles of regional organizations for SALW control will vary from state to state and may be subject to specific Memoranda of Understanding, or similar agreements.

8.3 SEESAC

SEESAC shall provide operational assistance, technical assistance and management information, within resources and on request, to all SALW collection programmes within South Eastern and Eastern Europe, and assistance to collection programmes world-wide through the drafting and issuing of RMDS/G.

8.4 National SALW authority

The national SALW authority should be responsible for ensuring the national conditions that enable the effective management of national SALW collection projects. The national SALW authority is ultimately responsible for developing and managing the SALW collection programme within its national boundaries. It should make every effort to gain the support and trust of all communities and factions for a weapons collection programme.

The national SALW authority shall be responsible for establishing and maintaining national regulations and procedures for the management of SALW collection operations. These national regulations and procedures should be consistent with RMDS/G, and other relevant national and international standards, regulations and requirements.

8.5 SALW Control organizations

NGOs, commercial companies and other organizations involved in SALW collection operations shall establish SOPs, instructions and procedures which enable SALW collection operations to be conducted effectively, efficiently and safely. These SOPs should be based on the appropriate national regulations, or in their absence RMDS/G.

8.6 National and Regional Communities

It is the responsibility of national and regional communities to assist the national SALW authority, and other regional and international authorities in the establishment and implementation of SALW collection measures

Annex A
(Normative)
References

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

a) ISO Guide 51, Safety aspects – Guidelines for their inclusion in standards;

b) RMDS/G 04.20 - SALW Accounting;

c) RMDS/G 05.30 - Weapons Storage and Security;

d) RMDS/G 05.40 - Ammunition and Explosive Storage and Safety;

e) RMDS/G 05.60 - EOD support to SALW programmes; and

f) RMDS/G 06.10 - Development and Implementation of SALW Awareness campaigns.

The latest version/edition of these references should be used. SEESAC hold copies of all references used in this standard. A register of the latest version/edition of the RMDS/G standards, guides and references is maintained by SEESAC, and can be read on the RMDS/G website: http://www.seesac.org/. National SALW authorities, employers and other interested bodies and organisations should obtain copies before commencing SALW programmes.

Note: ISO Guide 51 defines the concepts of 'risk' and 'safety' and provides guidance for their use in other ISO documents. The definitions and procedures provided in Guide 51 are used in this standard and others in the RMDS/G series of standards and guidelines.

Annex B
(Informative)
Terms and definitions

B.1.1
ammunition
See **munition**

B.1.2
demobilisation
the process by which armed forces (government and/or opposition or factional forces) either downsize or completely disband, as part of a broader transformation from war to peace'. [6]

Note: Typically, demobilisation involves the assembly, quartering, disarmament, registration, profiling, administration and discharge of former combatants, who may receive some form of compensation to encourage their transition to civilian life.

B.1.3
diurnal cycling
the exposure of ammunition and explosives to the temperature changes caused by day, night and change of season.

B.1.4
explosives
a substance or mixture of substances which, under external influences, is capable of rapidly releasing energy in the form of gases and heat. [AAP-6]

B.1.5
Explosive Ordnance Disposal (EOD)
the detection, identification, evaluation, render safe, recovery and final disposal of unexploded explosive ordnance. It may also include the rendering-safe and/or disposal of such explosive ordnance, which have become hazardous by damage or deterioration, when the disposal of such explosive ordnance is beyond the capabilities of those personnel normally assigned the responsibility for routine disposal. [7]

Note: The presence of ammunition and explosives during SALW Control operations will inevitably require some degree of EOD response. The level of this response will be dictated by the condition of the ammunition, its level of deterioration and the way that it is handled by the local community.

B.1.6
harm
physical injury or damage to the health of people, or damage to property or the environment. [ISO Guide 51: 1999(E)]

B.1.7
harmful event
occurrence in which a **hazardous situation** results in harm. [ISO Guide 51: 1999(E)].

B.1.8
hazard
potential source of **harm.** [ISO Guide 51: 1999(E)]

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[6] Disarmament, Demobilisation and Re-integration of Ex-combatants in a Peacekeeping Environment, UNDPKO, December 1999.

[7] UN Guidelines for Stockpile Destruction, June 2000.

B.1.9
hazardous situation
circumstance in which people, property or the environment are exposed to one or more **hazards**. [ISO Guide 51: 1999(E)].

B.1.10
micro-disarmament
the collection, control and disposal of small arms, ammunition, explosives, light and heavy weapons of combatants and often also of the civilian population. It includes the development of responsible arms management programmes.

B.1.11
national authority
the government department(s), organization(s) or institution(s) in a country charged with the regulation, management and coordination of **SALW** activities.

B.1.12
reintegration
assistance measures provided to former combatants that would increase the potential for their and their families' economic and social reintegration into civil society. [8]

Note: Reintegration programmes could include cash assistance, or compensation in kind, as well as vocational training, income generating activities and participation in sustainable development programmes.

B.1.13
Render Safe Procedure (RSP)
the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components to prevent an unacceptable detonation. [9]

B.1.14
residual risk
in the context of SALW control, the term refers to….. the risk remaining following the application of all reasonable efforts to remove the risks inherent in all collection and destruction activities. [Modified from ISO Guide 51:1999]

B.1.15
risk
combination of the probability of occurrence of **harm** and the severity of that **harm.** [ISO Guide 51: 1999(E)]

B.1.16
risk analysis
systematic use of available information to identify **hazards** and to estimate the **risk.** [ISO Guide 51: 1999(E)]

B.1.17
risk assessment
overall process comprising a **risk analysis** and a **risk evaluation.** [ISO Guide 51: 1999(E)]

B.1.18
risk evaluation
process based on **risk analysis** to determine whether the **tolerable risk** has been achieved [ISO Guide 51: 1999(E)]

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[8] Disarmament, Demobilisation and Re-integration of Ex-combatants in a Peacekeeping Environment, UNDPKO, December 1999.

[9] NATO Definition.

B.1.19
risk reduction
actions taken to lessen the probability, negative consequences or both, associated with a particular

B.1.20
Safe to Move
a technical assessment, by an appropriately qualified technician or technical officer, of the physical condition and stability of ammunition and explosives prior to any proposed move.

Note: Should the ammunition and explosives fail a 'Safe to Move' inspection, then they must be destroyed in situ, or as close as is practically possible, by a qualified EOD team acting under the advice and control of the qualified technician or technical officer who conducted the initial Safe to Move inspection.

B.1.21
safety
the degree of freedom from unacceptable **risk**. [ISO Guide 51: 1999(E)]

B.1.22
Small Arms and Light Weapons (SALW)
all lethal conventional munitions that can be carried by an individual combatant or a light vehicle, that also do not require a substantial logistic and maintenance capability.

Note: There are a variety of definitions for SALW circulating and international consensus on a 'correct' definition has yet to be agreed. For the purposes of RMDS/G the above definition will be used.

B.1.23
standard
a standard is a documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics to ensure that materials, products, processes and services are fit for their purpose.

Note: RMDS/G aim to improve safety and efficiency in SALW Control by promoting the preferred procedures and practices at both headquarters and field level. To be effective, the standards should be definable, measurable, achievable and verifiable.

B.1.24
tolerable risk
risk which is accepted in a given context based on the current values of society. [ISO Guide 51: 1999 (E)]

B.1.25
Unexploded Ordnance (UXO)
explosive ordnance which has been primed, fuzed, armed or otherwise prepared for action, and which has been dropped, fired, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel or material and remains unexploded either by malfunction or design or for any other cause. [10]

B.1.26 Weapons Collection Point (WCP)
a temporary, or semi-permanent, location laid out in accordance with the principles of explosive and weapons safety, which is designed to act as a focal point for the surrender of SALW by the civil community.

[10] NATO Definition.

Annex C
(Informative)
SEESAC safety cards

United Nations Development Programme

STABILITY PACT FOR SOUTH EASTERN EUROPE

SEESAC

South Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons

SAFETY ADVICE

Weapons, ammunition and explosives are designed to kill. Therefore they are inherently dangerous to untrained people unless simple safety precautions are followed. This advice card contains simple safety precautions that if followed, will reduce the risk to human life during the Weapons Amnesty and Collection Programme.

WEAPONS

Do not ever point a weapon at anyone whether it is loaded or not. You must always assume that it is loaded until proven otherwise.

The Safety Catch or Lever is to be in the **SAFE** position.

Ensure that magazines are not fitted to weapons when they are handed over for safe storage.

Ensure that the weapons are **UNLOADED** with no ammunition in the breech of the weapon.

Should ammunition be stuck fast in the weapon the technical staff are to be informed immediately. The weapon is to be clearly marked as containing ammunition.

The weapon is to be shown as empty to the person responsible for accepting the weapon into safe storage.

The storage area is to be locked at all times to protect the stocks. The location of the storage area should not be advertised by signs or any other visible markings.

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United Nations Development Programme

STABILITY PACT FOR SOUTH EASTERN EUROPE

SEESAC

South Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons

TEMPORARY STORAGE OF AMMUNITION IN EMERGENCY SITUATIONS

It is important that ammunition collected in emergency situations is handled and stored safely. This advice on the temporary storage of ammunition and explosives is designed to reduce the risk to the implementing organisation and the local community. In emergency situations many different types of ammunition may have to be stored, and a few basic guidelines should be applied to reduce the risk as far as is practically possible.

STORAGE BUILDINGS / ROOMS	AMMUNITION
Storage buildings or rooms should be secure, dry, and without any electrical appliances or supply except for that of lighting. Stores should be in an isolated area without trees and overhead power cables. It is accepted that in certain circumstances all of those listed may not be achievable but the more of these points that can be achieved the better the storage situation. Some form of firefighting equipment should be close to the store site such as by the doors or the road to the store. The store should be able to be guarded and have lights around it at night. If weapons and ammunition are to be stored then they should be stored separately in different buildings or rooms. If this is not possible then they should be separated in different areas of the room preferably by a barrier of some kind such as sand bags or empty wooden boxes filled with dry sand.	Ammunition should be divided into four categories, which are based on the UN hazard Divisions. **Category 1 Ammunition** **High Explosive (HE) Risk** □ High Capacity Shells (HE) □ Grenades (HE) □ Demolition Explosives □ Mortar Bombs (HE) □ Rocket Motors with Warhead □ Detonators of all types **Category 2 Ammunition** **Burning and Fragmentation Risk** □ Semi Armour Piercing Shot □ Cartridge Cases with Propellant □ 20mm – 37mm He Shell / Rounds **Category 3 Ammunition** **Burning Only Risk** □ Bagged Propellant Charges □ Loose Propellant □ Rocket Motor without Warhead □ Pyrotechnics **Category 4 Ammunition** **Little or no Hazard** □ Small Arms Ammunition (<20mm)

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Annex D
(Informative)
General safety policy

The SALW collection team shall be committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment throughout its operations.

In order to ensure general safety during a SALW collection programme the general safety principles below should be followed:

- **Decision-Making**: Environmental, health and safety concerns are an integral part of the team's decision-making. All strategic and operational decision-making will take into account environmental, health and safety implications.

- **Compliance**: The team will comply with all environmental, health and safety regulations, which are applicable within the country. Environmental, health and safety programs will be established and implemented. Audits will be conducted to assess compliance with laws and regulations as well as these principles.

- **Operational Practices**: The team will use internal procedures and adopt practices or other operating guidelines toward the goal of protecting the environment, as well as the health and safety of our employees and the public.

- **Emergency Preparedness**: The team will maintain emergency response procedures to minimise the effect of accidents as well as to enhance, maintain and review procedures to prevent such occurrences.

- **Reduction of Pollution**: The team will develop, maintain, and review explosive waste management programmes. These programmes will address the source and nature of wastes generated and, to the extent technically and economically feasible, methods to reduce the generation of these wastes or minimise their environmental effects.

- **Conservation of Resources**: The team will enhance, maintain and review guidelines for the efficient production and use of energy and natural resources.

- **Legislative/Regulatory Development**: The team will participate, as appropriate, with legislative and regulatory bodies in creating responsible laws, regulations and standards to safeguard the community, workplace and the environment.

- **Research and Development**: The team will guide and support research and development toward the goal of environmental, health and safety improvement and excellence.

- **Communication with Employees**: The team will promote among its employees an individual and collective sense of responsibility for the preservation of the environment and protection of the health and safety of individuals.

- **Communication with the Public**: The team will communicate its environmental, health and safety commitment and achievements to the public and shall recognise and respond to community concerns.

- **Measurement of Performance**: The team will continue to develop and enhance methods to measure both current and future environmental, health and safety performance in meeting these principles.

- **Risk Management:** The team will manage risk by implementing management systems to identify, assess, monitor and control hazards and by reviewing performance.

Annex E
(Informative)
Quality policy

'Say what you do, do what you say and prove it.'[11]

In order to ensure control and transparency during SALW collection programmes it is essential that the following general quality principles are followed:

- Clearly determine the needs and expectations of the local national authorities and civil population.
- Ensure the continued development of an enthusiastic commitment to quality within the SALW Control programme operations team.
- Develop a philosophy within the Team that promotes and maximises the satisfaction of the local national authorities and civil population.
- Continually review the needs of the local national authority and civil population against the performance of the team in order to identify opportunities for continual improvement.
- Adopt a team approach to improvement activities to ensure long-term viability, transparency and sustainability through instituting quality operational practices.

To assist in fulfilling these objectives, the policy must be to maintain a comprehensive and practical quality management system, based on total local national authority and civil population satisfaction and continuous assessment and improvement of operational practices.

The primary operational goals shall be realised through personal commitment to the team's quality policy and management system.

[11] Source: EOD Solutions Limited website.

Annex F
(Informative)
Technical advisor - terms of reference (TOR)

The Technical Advisor (TA) to the SALW Control programme is responsible to the programme manager for the following:

- Provision of independent technical advice on weapons, ammunition and explosives.
- Assessment of the quality and condition of recovered weapons, ammunition and explosives.
- Establishment of the render safe procedures for unstable ammunition and explosives, where there is an immediate and direct risk to the civil population or Weapons Recovery /SALW Control/Amnesty Programme Team.
- Development of written procedures and advice to ensure that government organizations and the civilian population store any recovered weapons, ammunition and explosives in as safe a manner as technically possible.
- Development of written procedures and advice to ensure that government organizations and the civilian population transport recovered weapons, ammunition and explosives in as safe a manner as is technically possible.
- Act as the security liaison officer for the Weapons Recovery / Amnesty Programme.
- Continue the development of any supporting computer based statistical collection, reporting and analysis systems.
- The technical advisor should also develop plans that cover the following:
  - Team security.
  - Security of recovered weapons, ammunition and explosives.
  - Security of information
- Provision of technical intelligence to the SALW Control team in order that informed management decisions may be taken.

Annex G
(Informative)
Technical advisor - qualifications and experience

1. General

A suitable candidate for the appointment of Technical Advisor (TA) requires specific experience and qualifications, which are listed below. The appointment would particularly suit ex-military personnel qualified in explosive ordnance disposal (EOD), explosive engineering and ammunition technology, although other candidates with the necessary operational experience and qualifications would be considered.

2. EOD Operational Experience.

The candidate must have had extensive operational EOD experience in order to have credibility with the local national authority.

3. Other Requirements.

The candidate should have had extensive formal training and be qualified and experienced in the following:

- Ammunition Storage (Field and Depot).
- Ammunition Inspection and Repair.
- Ammunition Maintenance.
- Unit Ammunition Inspections.

Annex H
(Informative)
Schematic layout of weapons collection point (WCP)