

Checklists



The checklists contained in this appendix are intended only as guides for physical security personnel. Their most important function is to act as reminders to security personnel as to what to look for in each situation.

These checklists must not be viewed as complete or all-encompassing. In individual situations, there may be items of physical security interest and importance which are not included on any of the checklists. Security personnel must be alert for such items, and not be content merely to check off the items on the checklist.

For some facilities or installations, none of the checklists will specifically apply. In such cases, security personnel should formulate their own checklists, using any of the items on the attached lists as basic guidance and adding any items peculiar to the facility or installation.

There also will be situations in which more than one of these checklists will be useful. This may occur where more than one of the

activities covered by the checklists is housed in a single building.

No specific sources of reference are provided for the individual items on these checklists. Such specific references rapidly become outdated as Army regulations, field manuals, and their publications are revised and republished. Also, many such references are supplemented by command publications which impose changed or additional requirements.

These checklists may also be adapted to the style of a locally produced form, with appropriate heading, general information spaces, and columnar headings with boxes for "yes," "no," and/or similar checks. DA Form 2806 is an example of such a form.

Waiver/Exception

1. Has a waiver/exception been granted for specific requirements of AR 190-11? Yes No
2. If the waiver was granted, is it valid? Yes No
3. Are the specific requirements set forth in the granted waiver/exception being complied with? Yes No
4. Are compensatory measures on which the waiver/exception is based in effect and are they appropriate to provide sufficient security to insure reasonable protection for the property contained in the storage facility? Yes No
5. Are the required enclosures attached to the granted waiver/exception as outlined under the provisions of AR 190-11? Yes No
6. What is the issue date of the waiver/exception? _____

Arms Storage Building

1. Is the building used to secure only small arms? Yes No
2. Are the walls constructed of 8 inches of concrete, reinforced with No. 4 bars at 9 inches on center in each direction and staggered on each face to form a grid approximately 4½ inches square? Yes No
3. Are the walls constructed of 8-inch concrete blocks with No. 4 bars threaded through block cavities at 8-inch centers with the cavities then filled with mortar or concrete and with horizontal joints reinforced at every course? Yes No
4. Are roof structures and/or ceilings of fire resistant construction to provide an equal or greater degree of security as the approved protection of windows and doors? Yes No
5. Are walls constructed of 8 inches of brick interlocked between inner/outer courses? Yes No
6. Is the number of doors and windows limited to only the essential? Yes No
7. Is the building posted as a restricted area? Yes No
8. Are all windows protected by rod and bar grid/steel bars horizontal at 8 inches maximum on center, and ½-inch diameter rods vertical at 4 inches maximum on center welded to, or passing through, the 1¼-inch surface of the flat bars, resulting in a grid with openings of 32 square inches or less? Yes No
9. Is each rod and bar grid secured to a steel frame securely attached to the building with fastenings inaccessible from the outside? Yes No

10. Are the ends of the steel bars securely embedded in the structure of the building or welded to a steel frame securely fastened to the building with the fastenings inaccessible from the outside? Yes No
11. Are all windows locked at the close of the business day? Yes No
12. Are all doors constructed of materials that will render access by force extremely difficult? Yes No
13. Are all doors, except the main entrance, secured on the inside by locking bars? Yes No
14. Are door frames fastened to the building so as to prevent them from being separated from the casing? Yes No
15. Is the main entrance door secured by at least one high security padlock? Yes No
16. Are outswinging doors mounted on fixed-pin security-type hinges, safety stud hinges, or the equivalent? Yes No
17. Is there adequate exterior and interior lighting? Yes No
18. Are ceilings constructed of reinforced concrete, structurally designed for the spans between supporting walls with reinforcing bar spacing forming a grid in which the area of any opening does not exceed 96 square inches using No. 4 bars or larger? Yes No

Note: Active Army and USAR consolidated arms storage facilities may use woven wire mesh caging with individual locks on each door in lieu of separate walls between unit arms rooms.

Arms Storage Room

1. Are procedures established and stringently applied to reduce the opportunity for unobserved access to the arms storage room within the building? Yes No
2. Do internal procedures include prevention of loitering in close proximity to the arms room, either inside or outside the building? Yes No
3. Is the arms room posted as a restricted area? Yes No
4. Is the number of windows limited to the essential minimum? Yes No
5. Are windows protected with rod and bar grids? Yes No
6. Is each rod and-bar grid secured to a steel frame securely attached to the building with the fastenings inaccessible from the outside? Yes No
7. Are the ends of the steel bars securely embedded in the structure of the building or welded to a steel frame securely fastened to the building with the fastenings inaccessible from the outside? Yes No
8. Are all windows locked at the close of the business day? Yes No
9. Does the arms room provide triple barrier protection? Yes No
10. Are the doors constructed of steel bars welded to a grid with openings of 32 square inches or less, or a solid wooden door covered on the outside with steel plate(s) of at least 12 gauge? Yes No
11. Are door hinges of the fixed-pin security hinge type or of a type that provides equivalent security? Yes No

12. Unless safety stud hinges are used preexposed hinge pins spot welded or otherwise secured to prevent removal? Yes No
13. Are all doors used for access to the arms room locked with approved locking devices? Yes No
14. Is the locking device on the most secure door a high security padlock and hasp? Yes No
15. Is there at least one approved locking device on each door of the triple barrier system? Yes No
16. If the arms room is equipped with a steel vault type door, does it have a built-in three position, dial-type, changeable combination lock? Yes No
17. Are doors not used for access to the arms room of equivalent structural strength as adjacent walls and secured so as to preclude access to the locking device from the outside? Yes No
18. If a wire-mesh cage is used for the temporary storage of small arms, is it constructed in conformance with OCE Standard Drawing 40-01-41 and 40-21-01 and kept under continual surveillance? Yes No
19. Is a prefabricated cage used to reinforce arms room as an inner liner to provide additional delay to forced entry? Yes No
20. If so, is it used only when structural standards for the arms room cannot be met? Yes No
21. In temporary buildings, are the exterior walls of the arms room of double wooden-wall thickness (standard stud construction)? Yes No
22. In temporary buildings, are the interior walls, ceiling, and floor constructed to insure that at least one side of the surface is 1-inch, double-nail, tongue-and-groove wood sheathing or a material that will provide a similar degree of security? Yes No

Arms Racks

1. Are all arms racks or containers locked with approved locking devices when not in use? Yes No
2. Are the arms racks fastened together and to the wall or floor with bolts or with approved chains equipped with at least secondary locking devices? Yes No
3. Do those racks with hinged locking bars have the hinge pins welded or otherwise secured to prevent easy removal? Yes No
4. Do locally fabricated arms racks provide, as a minimum, security equivalent to standard issue racks? Yes No
5. Are all racks constructed so that when locked, a weapon cannot be removed by partially disassembling it? Yes No
6. Are crew-served and other weapons that will not fit into issue racks secured in containers constructed of at least 22-gauge steel; and if locally fabricated or commercially manufactured, are containers constructed of at least 26-gauge steel? Yes No
7. If Class 5 weapons container (map and plan security cabinet) is used by small isolated units having few weapons, is the container adequately augmented by other physical security measures? Yes No
8. If lockers are being used as a substitute for racks, are they fastened to the structure? Yes No
9. Are hasps of the lockers installed so they cannot be removed? Yes No
10. Are lockers equipped with approved locking devices? Yes No
11. Are hinges of the lockers installed so they cannot be removed? Yes No

Admin Control Procedures

1. Are all weapons' serial numbers entered in unit and/or station property records and kept current at all times? Yes No
2. Are all weapons not in bulk storage inventoried by serial number at least once each month? Yes No
3. Are written records of weapon inventories accomplished and maintained? Yes No
4. Are weapons in bulk storage or in depots properly inventoried and the inventories made into written records? Yes No
5. In addition to scheduled weapon inventories, are frequent unscheduled inventories conducted? Yes No
6. When more than one unit uses the same arms room or weapons storage facility, are weapons separated and identified by unit? Yes No
7. When more than one unit uses the same arms room or weapons storage facility, does each unit maintain individual accountability for its own weapons? Yes No
8. Are individuals issued weapons cards? Yes No
9. Is the weapons card turned in to the arms room when the weapon is drawn? Yes No
10. Do individuals sign a weapons receipt register when weapons are removed from the arms room? Yes No
11. Have written procedures been established for issuing weapons and ammunition during emergencies or field exercises, or at other times when operational necessity dictates a need for this equipment to be issued quickly? Yes No



12. Is the arms or ammunition storage facility checked periodically by a security or guard patrol, or unit personnel? Yes No

13. Are all checks recorded? Yes No

14. Are individuals who are in possession of weapons or ammunition warned of their responsibilities and the inherent dangers involved in the loss of weapons and ammunition? Yes No

Key and Lock Control

1. Are keys to arms storage buildings, rooms, racks, and containers maintained separately from other keys and accessible only to those individuals whose official duties require access to them? Yes No
2. Is a current roster of these individuals kept within the unit? Yes No
3. Is the number of keys held to the essential minimum? Yes No
4. Is the custody of keys transferred between authorized individuals only after both parties have conducted a visual inventory of weapons to include total count of weapons on hand? Yes No
5. Is the change of custody of keys properly recorded? Yes No
6. After duty hours, are keys locked in a secure receptacle away from the storage area or in the custody of the responsible duty officer/NCO or charge of quarters? Yes No
7. Are keys left unattended or unsecured at any time? Yes No
8. Is the removal of keys to arms storage buildings, rooms, racks, and/or containers from the installation permitted? Yes No
9. Is the use of master keys permitted? Yes No
10. Are locks replaced when keys are lost, misplaced, or stolen? Yes No
11. Has a key/lock custodian been appointed on orders? Yes No
12. Is a key control register maintained at all times to insure administrative accountability for keys? Yes No



13. Does the key control register contain the signature of the individual receiving the key, date/hour of issuance, serial number of key, initials of the person issuing the key, date/hour key was returned and the signature of the individual receiving the returned key? Yes No
14. Are padlocks locked to the staple or hasp when the area or container is open? Yes No
15. Are inventories of keys and locks conducted quarterly? Yes No
16. Are locks and locking devices securing weapons rotated at least annually? Yes No
17. Are tools located in the vicinity of the arms storage area secured in a locked container? (See chapter 8, FM 19-30.) Yes No

Safeguarding Ammunition And Explosives

1. Is ammunition stored in the unit arms room, authorized by higher headquarters, inventoried daily, and stored and controlled as stipulated by chapter 3, AR 190-11, and safety regulations? Yes No
2. Is ammunition assigned on unit property records inventoried monthly? Yes No
3. Is a written record made of all ammunition inventories? Yes No
4. Is the area where ammunition/explosives are stored posted as a restricted area? Yes No
5. When more than one unit uses the same ammunition storage facility, are the stocks separated and identified by unit? Yes No
6. Are there written security procedures established which designate one unit responsible for the security of the storage facility? Yes No
7. Is ammunition in unit arms room stored in separate locked containers? Yes No
8. Is the container firmly secured to the structure? Yes No
9. Is the ammunition storage area secured with a high security padlock and hasp? Yes No
10. Are ventilators, or other openings affording access to individuals or dangerous objects, equipped with steel mesh or other material offering equivalent protection? Yes No
11. Is the control and accountability of keys to ammunition/explosive storage proper? Yes No
12. Are locks securing ammunition/explosive storage areas rotated at least annually? Yes No



13. Is loose ammunition, assigned on the unit property records and not in banded containers, physically counted? Yes No
14. Does the monthly inventory of ammunition include an inspection and count of crated ammunition to insure that bands and seals are intact? Yes No
15. Does monthly inventory of ammunition in banded containers include lot number(s)? Yes No
16. Have agencies or organizations responsible for securing large quantities of ammunition (such as bulk storage in depot, installation ammunition supply points, prestock points) insured that an accurate system of accounting and inventory, such as cyclic inventory, is established and maintained? Yes No
17. Does the basic load ammunition storage room meet, to the extent possible, the same requirements as established for small-arms storage rooms? Yes No
18. Are all doors secured with approved locking devices? Yes No
19. Are fire-control measures and symbols posted? Yes No

Privately Owned Weapons

1. Are privately owned weapons and ammunition or authorized war trophy firearms secured in locked containers, separate from military weapons and ammunition in the unit arms room? Yes No
2. Is the retention and storage of incendiary devices and explosives permitted? Yes No
3. Has a receipt been issued for each privately owned weapon stored in the unit arms room? Yes No
4. Is the receipt retained in the arms room when the weapon is in the possession of the individual owner? Yes No
5. When the weapon is properly stored in the unit arms room, is the receipt in the possession of the individual owner? Yes No
6. Are privately owned weapons withdrawn from the unit arms room only after written approval of the unit commander or his authorized representative? Yes No
7. Are applicable state and local laws regarding registration and possession of firearms posted on the unit bulletin board? Yes No
8. Are newly arrived personnel briefed on provisions governing possession and use of privately owned weapons? Yes No
9. Does the commander conduct unannounced inspections to insure proper storage and control of privately owned weapons? Yes No

Loss, Theft, and Recovery Of Weapons, Ammunition, And Explosives

1. How many weapons, if any, have been lost or stolen within the past 12 months? _____

2. How many lost or stolen weapons, if any, have been recovered during the past 12 months? _____

3. How many weapons if any, have been the subject of a report of survey during the past 12 months? _____

4. If a loss, theft, or recovery of weapons, demolitions, or explosives has occurred, was the local provost marshal notified promptly? Yes No

Intrusion Detection Systems

1. Are intrusion detection systems installed at permanent small arms storage areas? Yes No
2. If not, have these systems been requested by the commander? Yes No
3. Has an SOP been published for the operation and maintenance of an intrusion detection system? Yes No
4. Does the SOP include:
 - (a) Instruction for daily testing, activation/deactivation and response? Yes No
 - (b) Requirement that a log be maintained indicating alarm activations by date, time, and type of activation (actual or false)? Yes No
5. If the IDS has proven unreliable (excessive false alarms), is the system at fault or is it the result of faulty installation? Yes No
6. According to the user's evaluation, is the system adequate? Yes No
7. At the time of this inspection, was the system functioning properly? Yes No
8. Is the system suitable for its present location and environment? If not, explain in remarks. Yes No
9. Is the system capable of accomplishing the job that the responsible using official expects it to accomplish? Yes No
10. Does the responsible official user understand that the protective alarm system is designed to detect, not prevent, unlawful intrusion into the protected area or beyond a predetermined point of approach to a protected object? Yes No



11. Is security of the system provided by the use of physical security measures being built into the system, such as:

- (a) Height of reporting lines on poles? Yes No
- (b) Depth that reporting lines are buried in ground? Yes No
- (c) Use of shielded transmission and power lines? Yes No
- (d) Control of access to system equipment? Yes No
- (e) Use of seals on controls and exposed adjustment mechanisms? Yes No
- (f) Placement of transmission and power lines inside walls or metal conduit? Yes No

12. If local annunciator is used and is displayed on exterior of a building, is it protected from the weather or willful tampering? Yes No

13. Is the system underwriter approved? Yes No

14. Was the system installed by underwriter-approved service personnel? Yes No

15. Is the system equipped with a two-position lock switch for on and off operation? Yes No

(a) Are there at least two keys available? Yes No

(b) Are adequate key controls exercised? Yes No

(c) Can the system be turned on and off from outside? Yes No

16. In addition to the on and off switch, is the system equipped with electrical shunt type switches for testing? Yes No

17. Is it a multiple purpose system (smoke, water, heat, etc.)? Yes No

18. Is the system equipped with a pilot light or with any other type of operational readiness indicator? Yes No

19. If an AC power supply is used, is the system designed to operate by automatic switching to DC power when necessary to provide continuous protection? (Standby battery in place?) Yes No

20. Is the system designed to make an uninterrupted and silent protective circuit transfer with only a local visible indicator to signal when such transfer occurs? Yes No
21. Can activating devices be unobtrusively operated? Yes No
22. Are properly cleared personnel used to maintain system? Yes No
23. Is the alarm system properly maintained by:
- (a) Trained local maintenance personnel? Yes No
- (b) Readily available trained commercial type maintenance personnel? Yes No
- (c) An appropriate service contract? Yes No
24. Are records kept of all alarm signals received, to include:
- (a) Time? Yes No
- (b) Date? Yes No
- (c) Location? Yes No
- (d) Action taken? Yes No
- (e) Cause for alarm? Yes No
25. Is the system tested prior to activating it for nonoperational periods? Yes No
26. Are frequent tests conducted to determine the adequacy and promptness of response to alarm signals? Yes No
27. Is there any inherent weakness in the system itself? Yes No
28. Is it connected to a capable response element? Yes No
29. Are activating devices appropriately located and sufficient in number? Yes No
30. Is the equipment visible to public view? Yes No
31. When system is activated, is it audible on the premises? Yes No
32. Are independent transmission lines used? Yes No



- 33.** Are adequate spare parts, such as fuses and bulbs, readily available to user? Yes No
- 34.** Are user personnel capable of conducting minor maintenance and installing fuses and bulbs as required? Yes No
- 35.** Is a duress capability built into the system when an authorized person deactivates the system under duress? Yes No