

# USAG Bavaria Arms Room Annual Safety Inspection Checklist/ Report

Unit: _____	Date: _____	YES	NO	N/A
<b>Documentation</b> (must be <u>visibly posted</u> in the Arms Room, e.g. bulletin board or door)				
1. DPW Construction Statement Letter. (Updated every 5 years)				
2. *Arms Room SOP. (Signed by current CDR)				
3. Physical Security Inspection Report. (Required every 18 months)				
4. QASAS Inspection Report. (Annually)				
5. Fire Department Inspection Report. (Annually)				
6. Is the arms room safety <b>risk assessment, license, &amp; Amnesty program policy letter</b> <u>posted &amp; briefed</u> twice a year to assigned personnel? AER 385-64 para. 15.b.(4)				
7. Has arms room license been reviewed & validated annually by Garrison Safety Office?				
<b>Housekeeping</b>				
1. Is trash emptied daily? (DA Pam 385-64)				
2. Are floors, shelves, & general appearance neat, orderly, and free of trash and debris? (OSHA 29 CFR 1910.22)				
3. Are all walkways/aisle ways unobstructed? (OSHA 29 CFR 1910.22)				
4. Are cleaning rags and supplies stored properly?				
5. Are boxes, books, containers, etc. at least 18 inches (46cm) from the ceiling or fire system sprinkler heads? (NFPA 101)				
6. Are weapons racks free of unnecessary items (cleaning rags, books, magazines, trash, etc.)? (OSHA 29CFR1910.22[a])				
7. *Are storage racks secured to the floor or walls when the possibility of toppling exists? (OSHA 29CFR1926.250[a][1])				
<b>Ammunition Safety</b>				
1. * Are only HD 1.4 items stored in arms room? If not has a detailed risk assessment with mission justification been signed by the unit commander & authorized by the Garrison Commander?				
2. Are munitions stored in their original container with original packaging? However, arms rooms that support guard forces or military police may have one outer pack of each caliber of small arms ammunition open for use. (Containerization and packing are considerations in determining a munitions HD)				
3. Is training ammunition separated spatially from operational ammunition & listed separately on the arms room inventory?				
4. Are munitions stored in accordance with storage compatibility requirements? (AP 385-64, Chapter 7)				
5. Are arms room personnel familiar with the local ammunition & explosives amnesty program?				

<b>Fire / Life Safety</b>	YES	NO	N/A
1. *Are there at least two (2) fire extinguishers properly mounted & inspections current in the arms room? (DA Pam 385-64)			
2. Is the appropriate fire hazard symbol properly posted on the door to the storage area? (Symbols need not be posted on the exterior of the building if only storing HD 1.4 ammunition, but check w/ local fire department for guidance).			
3. Do exit doors remain unlocked while Armorer / personnel are inside? (NFPA 101)			
4. *Are exit/entrance doors unobstructed?			
5. Are flammables/combustibles kept to a minimum within the Arms Room and stored properly when not in use? (No combustibles, solvents, petroleum products, or radioactive items in the vicinity of the ammunition). Minimal amounts of cardboard and/or wooden boxes used for storage are acceptable.			
6. Are only approved cleaners (i.e. CLP cleaning oil) used? (No locally procured degreasers, cleaners are allowed).			
7. Are emergency exit and escape lights operational?			
<b>Electrical Safety</b>			
1. Are a sufficient number of electrical outlets accessible/available?			
2. Are circuit breaker panels and switch boxes readily accessible, circuits identified and no open blank spots?			
3. Are temporary extension cords used properly and in serviceable condition (i.e. not "daisy-chained", overloaded, used in lieu of permanent wiring, spliced etc.)?			
<b>Training</b>			
1. *Do Unit Commanders ensure arms room personnel are properly trained IAW DA PAM 385-64 Figure 1-1? Armor's can register for DL classes on ATRRS. Copies of training certificates must be available in the Arms Room. <b>Primary Armor: Ammo 68</b> Military Munition Rule (requires annual refresher training), Ammo 45 Introduction to Ammunition, Ammo 54 Risk Management for and Preparation of SOP's for A&E Operations. <b>Secondary Armor: Ammo 68</b> Military Munition Rule (requires annual refresher training), Ammo 45 Introduction to Ammunition.			

Inspection:    Pass /    Fail                                  Reinspection within 30 days:    Yes /    No/                                  N/A

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\* Indicates critical item**

Re-inspection failure could result in Arms Room license being voided and may be referred to USAG Bavaria Commander for further action. Inspection failures are reported to the respective ASA Accountable Officer.

Inspector's Name: \_\_\_\_\_ Inspector's Signature: \_\_\_\_\_

Armorer's Name: \_\_\_\_\_ Armorer's Signature: \_\_\_\_\_

Commander's signature certifies the storage of ammunition IAW the license is for operational necessity only and not for convenience. Additionally, the Commander has reviewed the risk assessment for this location and accepts all risk(s) associated with the storage of ammunition in this facility.

Commander's Name: \_\_\_\_\_ Commander's Signature: \_\_\_\_\_