

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 Such specific references rapidly become outdated as Army regulations, field manuals, and their publications are revised and republished.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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Depth that reporting lines are buried in ground? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Use of shielded transmission and power lines? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Control of access to system equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Use of seals on controls and exposed adjustment mechanisms? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Placement of transmission and power lines inside walls or metal conduit? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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