



IDG Group DMCC

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WEAPONS AND AMMUNITION MANAGEMENT POLICY

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Foreword

This Policy is a GENERIC POLICY. It is guidance for all projects in all locations that utilise firearms of any nature. It may require amendment for the specifics of the host nation laws, host nation regulations, the armoury and magazine, etc.

The minimum standards identified here are to be maintained.



WEAPONS AND AMMUNITION MANAGEMENT POLICY

1. Introduction

Weapons, ammunition, pyrotechnics and explosives are to be procured, managed and used with the strictest controls and safety standards. The ownership and use of weapons is strictly controlled by Government legislation and IDG will fully comply with all required legislation at all times.

IDG has a responsibility for the highest standards of weapon, ammunition and pyrotechnic control in order to ensure that weapons remain secure and are handled with the fullest consideration of their use and the impact this may have.

The carriage and control of firearms is understandably a sensitive topic; consequently, IDG personnel are to respect all rules in this regard and understand that non-compliance will lead to disciplinary action being taken.

Users must be licensed to carry weapons and evidence of this must be readily available with any IDG weapon at all times.

Separate policy exists for the use of weapons in line of duty; IDG Use of Force Policy.

2. Procurement

The procurement of new weaponry can be a long, complex and arduous process. Funds involved are generally substantial and the quality of equipment selected has a profound influence on the ability of IDG to perform its primary function, namely defending its clients.

There are effectively two sources of weaponry for IDG; new, made to order, and imported to the relevant country of operation or, second hand, locally sourced weapons. In very rare occurrences IDG will seek to purchase second hand weapons not in the country for which they are destined and import these weapons.

IDG Weapons are procured on the basis of defined qualitative requirements (QR) derived from the contract, operational requirement, local legislation and this process is informed by IDG's extensive experience of operating across multiple operational environments. These QRs spell out essential performance characteristics for envisaged functions and although managers on the ground must continue to decide as to what they need, their decisions must be well-considered and taken with full knowledge of cost implications. Similarly, evaluation of competing equipment must be carried out in a scientific, well-defined and transparent manner to ensure that best value for money is obtained. Lastly, but most importantly all weapons must be procured in an ethical manner, fully adhering to local and



international law. This policy paper is the definitive direction for all managers within IDG involved in the procurement of weapons.

2.1. Procurement Process

IDG's procurement process has three key steps:

- Formulation of cost-effective Qualitative Requirements (QRs) so that the users get what they need at minimum expenditure.
- Evaluation of local law and suppliers to ensure weaponry is procured in a legal and ethical manner.
- Evaluation of technical and commercial proposals in a transparent, fair and well-defined manner by using scientific tools for objective inter-se comparison.

2.2. Qualitative Requirements for Procurement

QRs are evolved to specify essential parameters of weaponry needed in a specified time period to fulfil operational needs. They spell out the requirements in terms of functional characteristics in a comprehensive, structured and concrete manner. In other words, they define minimum performance attributes, corresponding to the task or tasks to be performed by the system. QRs generally depend on the following factors:

- The explicit and implied operational tasks IDG is contracted to provide.
- The prospective enemy's capabilities, his probable plans and tactics.
- The likely pattern of employment of the equipment in the obtaining terrain and climatic conditions.

Since the Country Managers are the ultimate users, they should have the final say on the issue of parameters sought. CMs must consider the financial impact of procurement decisions, as well as contractually, sustainment, and legal considerations.

2.3. Local Purchase or Import, End User Certificates

Procurement of locally available weaponry is a highly cost-effective choice. CMs must explore this option at the outset.

Similarly, and concurrently, an endeavour should be made to understand the appetite of clients to provide End User Certificates (which are a requirement for weapons to be produced new) and any restrictions for importing weapons in to their country of operation. Either of these factors, if negative could effectively rule out the option of new weapons from source.

2.4. Ethical Considerations

Once the QRs have been established a list of potential suppliers needs to be drawn up. The standard international suppliers will be included as a matter of course, however research will need to be conducted to identify local suppliers if this is the first iteration of a procurement process for weapons in the country of operation.

An 'Expression of interest' request will then be sent to suppliers, outlining the requirement. Only suppliers that can provide weapons at the point of use are to be requested to express interest. If the client is unwilling to provide an End Used Certificate then no manufacturer of weapons need be involved. If there is an arms embargo on a country then, likewise, there is no point in inviting a supplier outside of the country and only those suppliers in country will be invited.

Once positive expressions of interest have been received the onus is on the Country Manager and his team to conduct due diligence on these suppliers. Key qualifications that need to be established;

- The company is fully licensed and registered in its home state to sell weapons
- The company has no prior history of selling arms to known terrorist organisations or belligerents in civil wars, past or present.
- The company has the ability, operationally and legally to provide weapons at the point of use. i.e. transporting weapons across state boundaries if necessary or moving weapons within the country in question.
- The company is not bound by any sanctions or as an international organisation unable to import weapons due to an arms embargo on the country in question.

Failure on any of the above qualifications will automatically disqualify the company from being invited to bid.

2.5. Legal Considerations

Lastly, prior to publishing an RFP for the requirement a full and comprehensive legal understanding of the procurement of weapons in the county of operation must be undertaken. This will normally only need to happen once in the lifetime of IDG's operating existence in a country and will almost certainly require the use of outside legal counsel. Operating as IDG does in countries where the legal framework surrounding the procurement of weapons can be patchy at best it is utmost importance that all legal variables are investigated and understood prior to an RFP being published.

2.6. Evaluation of technical and commercial proposals

Once proposals from the invited vendors are received, they have to be examined for their comprehensiveness and compliance with the stipulated requirements. It entails detailed examination of all aspects to eliminate subsequent misinterpretations. It has also to be ensured that all vendors understand the laid-down stipulations and submit their responses in an unambiguous manner.

Proposals are submitted in two separate envelopes (technical and commercial), albeit simultaneously. Technical proposals are opened to identify vendors whose products meet all QRs and can be procured. This process is called technical evaluation. Subsequently, commercial bids of technically successful vendors are opened for comparative price evaluation.

Operational evaluation is carried out locally under the country manager, and the commercial evaluation is carried out by Group in consultation with the country manager.

2.6.1. Operational Evaluation

Carried out locally. An initial paper evaluation scrutinises all technical proposals for their QR compliance. Clarifications from vendors should be sought, if required.

Once assessed, the proposed weapon is subject to a field evaluation. The overriding aim is to confirm compliance of parameters in actual terrain and climatic conditions. Maintenance and sustainability aspects are examined.

The country manager will rank the options by operational preference, eliminating those weapons that are not technically compliant.

2.6.2. Commercial Evaluation

It is carried out by IDG Group, based on inputs received from the regional/local office. Vendors are required to provide cost of all items as per the format issued to them. The major aspects to be assessed are:

- Unit cost of the weapon system
- Cost of required ancillaries (weapon cleaning kit, number of magazines per weapon system, Optics)
- Cost of Manufacturers' Recommended List of Spares.
- Cost of Special Maintenance Tools and Special Test Equipment.
- Cost of recommended training.
- Cost of training material.



- Cost of optional equipment.
- Cost of import to point of use

IDG Group will determine the best value for money solution and declare the preferred vendor and authorise procurement.

2.7. Receiving New Weapons

Weapons are to be accounted for like any other stock item. Serial numbers are to be recorded and allocated to asset tracking for processing onto the Asset Register.

Used weapons purchased by the company are to be thoroughly inspected by the armourer and test fired by a competent person before issue. Management representation should be present during test firing to ascertain that they are confident with the quality of the weapons being procured. Weapons identified as 'Not Safe for Issue' are to be separated and clearly labelled. These are then to be further inspected and / or repaired by a qualified Armourer.

Host nation weapon registration procedures are to be followed.

3. Storage of Weapons and Ancillaries

3.1. Armouries

IDG Armouries and Magazines are to conform to the NATO model for design, construction, security, access control and weapon/ammunition/pyrotechnics accounting.

Weapons must be kept in a store specifically designed for this purpose. Access must be restricted to nominated personnel who have been security cleared by the company. Any armoury door is to be secured with high-grade steel padlocks.

Keys are to be strictly controlled and kept in a lockable safe when not in daily use. The keys must be signed out using a register and handed back in at the end of each working day. Only authorised personnel are permitted to withdraw the armoury keys.

A member of the IDG management team will be tasked to conduct a daily check to determine the presence of all weapons. Any deficiencies are to be reported to the Logistics Team Management immediately. In addition, the management is to initiate a daily percentage stock check in the Armoury.

All weapons are to be booked out on a weapons register and signed for by the individual.

Weapons are best stored in designed weapons rack shelving. This creates more space and allows the weapons to be counted more quickly and efficiently. By allocating each weapon a



Any armoury must be kept clean and tidy at all times. The responsible storeman must be encouraged to take pride in his work and by doing so he will naturally improve the efficiency and security of the Armoury.

3.2. Magazines

Where possible ammunition is to be stored separately from weapons in a dedicated magazine. This reduces the potential for accidents and provides an additional level of security. The careful storage of ammunition and explosives is absolutely critical for a number of safety and operational reasons. Any individual charged with the storage of ammunition or explosives must aim to achieve the following:

- Loose ammunition is to be stored in metal boxes by type and clearly labelled.
- Ammunition is to be kept in its original container where possible.
- Drill training rounds must not be kept next to live rounds.
- Store ammunition on a raised surface (shelving or dunnage).
- Ammunition boxes must be clearly labelled with the quantity and type.
- Smoking is strictly forbidden and signs are to be displayed highlighting this rule.
- Fire extinguishers are to be placed in strategic locations and personnel must be trained in their use.

All ammunition, explosives and pyrotechnics are to be strictly accounted for on a routine basis.

When issuing ammunition, the oldest batch is to be issued first.

3.3. Transportation

The movement of weapons and ammunition is very sensitive and must be done under the strictest security. The movement of weapons and ammunition is classed as a controlled move and must always be done with the full cooperation of IDG Operations. They will determine the level of security required for any move.

Current rules and procedures governing the movement of weapons and ammunition must be strictly followed. Where required the correct documentation is to be carried and all those involved in the movement adequately briefed on the process.

Weapons and ammunition are not to be transported in the same vehicle. For security, weapons should have the working parts removed and these should travel separately. Weapons must not be labelled in any way that identifies the load to the public.



Fire extinguishers must be carried on the vehicle, especially during the carriage of ammunition and explosives.

Planning and briefing is key to the effective execution of such moves.

4. Safety and Competency of Personnel

Weapons can only be issued to personnel who have attended and passed an internal weapons familiarisation training course. On completion, personnel will be deemed competent to handle and fire the weapon and proceed to further firearms training. Of utmost importance, they will be familiar with the Normal Safety Precautions (NSPs) attributed to the weapon of issue.

All company personnel that are required to carry a weapon must sign a competence certificate, and this is to be counter signed by an instructor on the satisfactory completion of the applicable weapon handling training. This document is to be held as part of the individual's personal file and authority issued for the issuance of weapons to individuals. A list of trained personnel on each weapon system is to be kept on hand by IDG.

Weapon training is mandatory and high standards of competence are to be reached. Weapon handling drills that are taught to IDG personnel are extracted from the relevant weapon manuals, and the IDG training manager provides validation for all instruction conducted.

An unloading bay is to be used at all times whilst carrying out drills; where there is no such facility the weapon must be pointed in a safe direction. Adequate lighting must be used for conducting drills in the dark hours.

Weapon safety must be promoted at all times and at all locations. This is achieved by conducting regular refresher training at local level and during visits by project managers or members of the training team.

4.1. Issue and Ammunition Scaling

All individual International Armed Guards (IAGs) on a contract where they are to be armed shall be issued with the following allocation of ammunition and magazines:

AK 47		
LOCATION		
MAGAZINES	AMMO 1ST LINE	AMMO 2ND LINE
		7.62MM X 39MM
10	600	300



STEYR			
LOCATION			
MAGAZINES	AMMO 1ST LINE		AMMO 2ND LINE
	XM855	XM193	
10	100	500	100

STEYR			
LOCATION			
MAGAZINES	AMMO 1ST LINE		AMMO 2ND LINE
	XM855	XM193	XM193
8	100	200	Note 1

PISTOL			
KABUL LOCATIONS			
MAGAZINES	AMMO 1ST LINE		AMMO 2ND LINE
	9mm		9mm
4	40		0

Note: 2nd Line Ammo for Kabul locations held in the Villa to be pushed forward dictated by the security situation.

The scaling of ammunition, etc., may vary according to contract and the contract requirements are to be followed.

4.2. Operational Use

Operational use of weapons by qualified and trained personnel is governed by Standard Operating Procedures which are to be strictly followed and enforced.

At contract locations, IAGs are to carry their weapons at all times or be no more than arms reach away in case of incidents occurring. Management and supervisors are responsible for ensuring this is implemented across all IDG contracts.

4.3. Operational Maintenance

All weapons are to be stored, degreased and dry clean. Regular weapon maintenance critical; in particular routine cleaning programs and magazine spring rotation. Full magazines stored in readiness



must be rotated to ease the pressure on the spring. Cleaning must be completed under supervision and all weapons inspected before returning to an armoury.

4.4. Returning Weapons to the Armoury

Normal Safety Precautions (NSPs) are to be carried out at the 'Unloading Bay' before weapons are handed into the Armoury. On presenting a weapon to the Arms Storeman individuals must show the weapon clear. Weapons will not be received unless this has been done.

Weapons must be cleaned before being returned to the Armoury and will not be taken unless this has been done.

All weapon defects are to be reported to the Armourer and the faults are to be recorded in a Defects Folder logging the time and date of the report and what action was taken. These weapons are to be separated and tagged with a defect card stating the date, time, and fault, until an Armourer can inspect them.