
Overview

This standard is about issuing and returning any issued weapons, ammunition, and propellants for productions.

You will need to liaise with Heads of Department to ensure this work is carried out safely and in compliance with legislation and protocols.

It will involve removing weapons, ammunition, and propellants out of safe storage, working with them, or enabling others to work with them and ensuring their safe return. It also involves providing the necessary documentation to that effect and complying with legislation and protocols at all times.

You will be required to check that no individual issued with a weapon has removed it off set and you will be required to know the procedures to follow if a weapon goes missing.

You will also be expected to maintain an administration system for materials; this can be photographic, electronic, or paper-based.

This standard is for Armoury supervisors and Armoury co-ordinators.

Performance criteria

You must be able to:

1. provide documentation for the issue and return of weapons, ammunition, and propellants
2. liaise with the appropriate personnel concerned with the issue and return of weapons, ammunition and propellants
3. confirm the safety of the weapons and ammunition prior to them being employed or distributed on production
4. issue weapons, ammunition and propellants complying with legislation and protocols
5. check that all regulated materials distributed are reclaimed at the end of the action
6. maintain the safety of cast and crew at all times when handling weapons, ammunition and propellants
7. notify relevant personnel or authorities of missing weapons, ammunition, and propellants
8. take all aspects of risk assessment and management into account and provide documentation to this effect

Knowledge and understanding

You need to know and understand:

1. the legislation and protocols for issuing and returning regulated weapons, ammunition, and propellants
2. the process for distributing and collecting regulated weapons, ammunition, and propellants for use on a production
3. the Heads of Departments and enforcing bodies with whom it is necessary to liaise and inform
4. the systems employed for ensuring that all regulated weapons, ammunition, and propellants are checked and safe
5. how to set up and maintain a document administration system for the recording of information related to the issue and return of weapons, ammunition, and propellants the safe handling of weapons, ammunition and propellants complying with legislation and protocols
6. any national or international differences and concerns which may impact upon the safe issue and return of these materials and articles
7. how the identity of individuals issued with weapons will be documented
8. the correct procedures to follow for missing props, weapons or ammunition
9. how to undertake and document a risk assessment

SKSAR5

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