INTER-AMERICAN CONVENTION AGAINST THE OAS/Ser.L/XXII.2.24

ILLICIT MANUFACTURING OF AND TRAFFICKING CIFTA/CC-XXIV/doc.6/24 rev.1

IN FIREARMS, AMMUNITION, EXPLOSIVES 15 May 2024

AND OTHER RELATED MATERIALS (CIFTA) Original: Spanish

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MANUAL OF STANDARD OPERATING PROCEDURES FOR THE DESTRUCTION OF SMALL ARMS AND LIGHT WEAPONS (SALW)

(Agreed during the second preparatory meeting held on May 13, 2024)

**MANUAL OF STANDARD OPERATING PROCEDURES FOR THE DESTRUCTION OF SMALL ARMS AND LIGHT WEAPONS (SALW)**

# **INTRODUCTION**

1. The Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA) was approved in 1997 as a regional instrument to prevent, combat, and eradicate the illicit manufacturing and trafficking of firearms, ammunition, explosives, and other related materials, and to promote and facilitate cooperation and the exchange of information and experiences. CIFTA is a binding legal instrument that contains a series of provisions that must be implemented by the States Parties in order to strengthen their legal framework in this area.
2. Article VIII of CIFTA determines that States Parties, to reduce losses or diversions, shall adopt necessary measures to ensure the security of firearms, ammunition, explosives, and other related materials within their respective territories. International best practices emphasize that among these security measures should be systematic processes for the destruction of excess, obsolete, and/or seized stockpiles.
3. To facilitate the implementation of the provisions of Article VIII, particularly regarding the planning and execution of safe processes for the destruction of small arms and light weapons (SALW), State Parties to CIFTA have requested the Department of Public Security of the Secretariat for Multidimensional Security of the General Secretariat of the OAS (DPS/OAS) to develop an Operational Procedures Manual for the Destruction of Small Arms and Light Weapons (SALW), through Resolution AG/RES. 3009 (LIII-O/23)[[1]](#footnote-2).
4. In compliance with this mandate, the DPS/OAS, through the Program of Assistance for Control of Arms and Munition (PACAM), with funding from the European Union, has developed this manual to provide guidance and direction to the State Parties of CIFTA regarding procedures, techniques, and security measures for the destruction of small arms and light weapons; through the following destruction methods:

* Disc Cutting
* Oxyacetylene Cutting
* Plasma Cutting

1. For each destruction method, standard operating procedures are provided that States Parties should adopt to ensure that destruction is carried out in accordance with international best practices. In this sense, the Manual considers the best practices provided by international standards related to SALW destruction such as MOSAIC 05.50 and the experiences of the Program of Assistance on Control of Arms and Munition (PACAM). The Manual has also received feedback from expert organizations, particularly the Inter-American Defense Board, as well as from state institutions of the States Parties to CIFTA involved in these processes.
2. This manual is intended as a reference document to be used by national authorities where efforts to destroy weapons are implemented, as well as by the operational personnel who will carry out those processes (it is a practical and operational manual). Depending on the operational and logistical capabilities of the National Authority, a SALW destruction process may utilize the methods outlined in this manual, taking into consideration national environmental regulations. Additionally, the methods described here can be supplemented with others such as crushing and shearing.
3. Prior to the weapons destruction process, it is recommended to verify the data of each weapon to be destroyed by personnel from institutions involved in arms management (police, armed forces, inspectorates, oversight bodies, prosecution, ministries), ensuring transparency throughout the process. The application of this manual is oriented towards the execution of the destruction operations themselves. Thus, the types and quantities of weapons to be destroyed should be properly authorized and cleared of legal proceedings for destruction by the corresponding governmental entity. Similarly, consideration should be given to the reception, recycling, or disposal of the remaining material.
4. It's important to underline the meaning of the definitions detailed below, as they are critical for compliance with what is specified in this document:
5. When specified, actions indicated with "Must or shall": These are the minimum actions or obligations to comply with best practices in the processes.
6. When specified, actions indicated with "Should": These are recommendations considered ideal and would enhance the execution of the processes outlined in this manual.
7. In addition to the manual, we also highlight from the DPS/OAS, the offer of technical assistance available through PACAM to provide training and education for selected personnel involved in weapons destruction processes, requiring their status as specialists or being part of institutional structures in the handling and control of firearms, with the aim that the personnel provide sustainability in national capacities.

# 

# **TECHNIQUES**

Imagen que contiene herramienta, sierra, edificio, viejo

Descripción generada automáticamente

## **DISC CUTTING METHOD**

### OBJECTIVE

To specify procedures, techniques, and security measures to be followed before, during, and after the weapons are destroyed using the disc-cutting technique.[[2]](#footnote-3)

### PROPOSED WORK TEAM (STRUCTURE)

PERSON Nº1 : ASSIGNMENT LEADER

PERSON Nº2 : TEAM LEADER

PERSON Nº3 : MEDICAL PERSONNEL

PERSON Nº4,5,6,7,8,9,10 : specialists

PERSON Nº11 : SUPERVISING TECHNICIAN

The above-mentioned structure may be enhanced or increased based on the number of weapons, type of weapons, disabling of the components of the weapons planned time, and other factors, so long as these crew members had the proper training and, without m risking r safety.

### RESPONSIBILITIES OF THE TEAM MEMBERS

* The **Assignment Leader** coordinates the entire destruction process together with national and international authorities (if applicable), ensures the relevant entities are involved, and authorizes the equipment, personnel, and weapons to be destroyed.
* The **Team Leader** must verify that his/her team members are assigned to the appropriate areas according to their functions and must oversee all phases of the entire destruction process (theory, practice, and execution).
* The **Doctor** or **Paramedic** accounts for and tests the medical equipment needed to administer treatment in case of an accident and is also responsible for keeping an up-to-date list of each team member's blood type, and also will be in charge of controlling the ambulance.
* The **Supervising Technician** is responsible for ensuring that safety measures and procedures are complied with and that the destruction technique specified in this Manual is prepared if a state does not have its own Standard Operating Procedures.
* The **Specialists**, meanwhile, follow the Team Leader's orders, heed the Supervising Technician's guidance, and comply with the security measures for this destruction method.

### RECOMMENDATIONS AND SECURITY MEASURES

1. Throughout the process, it is extremely important that personnel are in the area corresponding to their functions.
2. All personnel involved must use personal protective equipment (preferably flame-resistant clothing and safety boots/shoes).
3. Only the specialist/operator and their assistant should be in the cutting area. The assistant should remain at a distance of two meters to the left or behind the operator. As a good practice, it is recommended to spin the disk for at least 15 seconds before starting work and to work with the disk away from the body.
4. Every weapon must be securely fastened to the base of the disk to prevent accidents.
5. For each destroyed weapon, the cutting machine operator must stop cutting operations so that the assistant can remove the cut parts and either deliver a component or a new weapon for destruction.
6. Throughout the organization, preparation, and destruction process of firearms, the Assignment Leader or Team Leader is responsible for safety in both work areas (verification, disassembly, destruction, and waste collection) and personnel, ensuring that the latter receive adequate training for this purpose and giving the command to initiate the procedure;
7. In the event of a thunderstorm, rain, or lack of electrical power, destruction should be suspended, and safety measures adopted to protect electrical equipment and firearms circulating in the work areas at that time.
8. Firearms designated for destruction should be located as close as possible to the destruction area and be supervised at all times, maintaining control through inventory and accounting.
9. Disconnect this equipment from the power grid when not in use.

### INITIAL PROCEDURES

* + - * 1. Before starting the tasks, check that crew members, including a doctor or paramedic, are on site.
        2. Check that the areas where work is to be done are safe, and check for traffic of people not related to the component.
        3. Remind the specialists about the safety measures.
* Be in good health.
* Do not eat during the procedure.
* Do not wear rings, watches, or any jewelry.
* Report any machine malfunction.
* Stop the exercise in the event of an accident, etc.
* Review and adjustment of personal protective equipment (PPE).
* During destruction tasks, ensure that hair is tied back to prevent it from interfering with job functions.
  + - * 1. Assess the weather conditions needed for the work to be undertaken.
        2. Select the order in which to destroy the weapons.
        3. Check the condition of the equipment and tools to be used (disc, cables, electrical plant, etc.), including personal protective equipment
        4. The use of Personal Protective Equipment (PPE) is mandatory at all times.
        5. The Assignment Leader or the team leader will secure the perimeter with guards, marking the boundaries of the weapons destruction area, and only personnel who are part of the destruction commission are allowed in unless authorized in agreement with international oversight.
        6. The Assignment Leader or the team leader determines the procedure to be followed for transferring the weapons to the destruction site and the conditions under which they will be safeguarded throughout the process.

### EXECUTION

After ensuring the health status of the crew members, the cutting machines, tools, electrical system, personal safety equipment, medical coverage, weather conditions, and the safety and security of the work site, and that there are no unauthorized persons in that area, then the tasks can proceed in the following order:

1. Detailed list and data of the weapons to be destroyed.
2. Inspection of each weapon, checking that the weapon's chamber contains no bullets and that it is grease- or oil-free.
3. Take note of the details of each weapon – registration or serial number, brand, caliber, type of weapon, origin, and country of manufacture.
4. Take a photo of the complete firearm during the verification process. The photo should show the serial number or any relevant information deemed necessary. Another photo should be taken after the firearm has been destroyed.
5. Dismantling of each weapon’s components (barrel, frame, stock, or grip).
6. Adjust the parts of the weapon to the cutter support until it is firmly in place.
7. The operator is the only one allowed to be on the cutting table; the assistant must be at least two meters to the left or behind the operator, at an angle (approximately 15°) opposite to the machine's cut
8. The machine is turned on and accelerates at its highest position to then move towards the weapon and cut slowly and safely. The best practices establish a minimum of 3 cuts per firearm; however, the PACAM experience recommends that depending on the type (shotgun, machine gun, rifle, grenade launchers, etc.), up to 7 cuts could be made.
9. Operators must be attentive at all times to the operation and condition of the machines (heating, condition of the disk, fasteners, power cables, among others).
10. Once a weapon is cut, the cutter (disc) must be turned off; the assistant will then gather the cut pieces, deposit them in the designated place, and take up a new weapon for destruction.
11. Weapons destroyed on a given day must be recorded in a system that is in use, including data such as the date, place, and institution that conducted the destruction.
12. At the end of the workday or when the destruction is finished, the scraps of the various materials from these weapons are stored by the state institution, which decides the best course of action according to international standards (smelting, recycling, burning, art, museum, etc.).
13. The machines should be serviced once the work is completed so they can be available for future destruction exercises.

### PROTECTIVE MEASURES AND GEAR

1. Clear polycarbonate goggles (eye protection)
2. Long leather apron
3. Flame-resistant clothing and/or personal protective equipment
4. Leather gloves (long and short)
5. Full face mask for all particles
6. Ear protectors
7. Industrial helmet with visors (only for machine operators)
8. Vinyl gloves for disarmament and inspection personnel
9. Boots or safety shoes
10. Teardown tools (screwdrivers, hammers, punches, etc.)



## **DESTRUCTION USING OXYACETYLENE TORCH**

### OBJECTIVE

To specify the procedures, techniques, and security measures for the destruction of light weapons using the oxyacetylene torch-cutting technique.[[3]](#footnote-4)

### PROPOSED WORK TEAM (STRUCTURE)

PERSON Nº 1 : ASSIGNMENT LEADER

PERSON Nº 2 : Team leader

PERSON Nº 3 : Medical

PERSON Nos 4, 5, 6,5,6,7 : specialists

PERSON Nº10 : SUPERVISING TECHNICIAN

### RESPONSIBILITIES OF THE TEAM MEMBERS

* The **Assignment Leader** coordinates the entire destruction process with national and international authorities (if applicable), ensures the relevant entities are involved, and authorizes the equipment, personnel, and weapons to be destroyed.
* The **Team Leader** must verify that his/her personnel are assigned to the areas according to their skills; see to it that the oxyacetylene destruction procedures are followed correctly, including the proper use of personal protective equipment.
* The **Doctor** or **Paramedic** accounts for and tests the medical equipment needed to administer treatment in case of an accident and is also responsible for keeping an up-to-date list of each team member's blood type and will be in charge of controlling the ambulance.
* The **Supervising Technician** is responsible for ensuring that safety measures and procedures are complied with and that the destruction method specified in this Manual is prepared if the state does not have its own Standard Operating Procedures.
* The **Specialists**, meanwhile, are responsible for following the Team Leader's orders, heeding the Supervising Technician's guidance, and complying with the security measures for this method of destruction.

1. **RECOMMENDATIONS AND SECURITY MEASURES**
2. Throughout the process, it is important for personnel to be in the designated areas.
3. Personnel must use personal protective and safety equipment (PPE).
4. If there are heavy rains, thunderstorms, or strong winds (above 35 km/h), the destruction process should be suspended until the weather improves.
5. The destruction area must have adequate ventilation to prevent the concentration of gases and/or toxic fumes, if applicable, adhering to current regulations from the National Authority.
6. The wind direction must always be taken into account during the process.
7. Always protect yourself from sparks, molten metal, and flame glare, therefore, use safety glasses with dark lenses of grade 4 or higher.
8. Wear flame-resistant clothing, protective gloves, sleeves, aprons, and shoes that protect the skin and clothing from sparks and scattered molten metal, and avoid getting your clothes stained with oil or grease.
9. Always keep flames and sparks away from cylinders and hoses.
10. Keep a fully charged fire extinguisher in good condition in the work area, with daily checks, and personnel know how to use it.
11. Never test for a gas leak with a flame. Use a soap and water solution to detect leaks.
12. Inspect hoses before connecting them to regulators or torches.
13. Never position yourself directly in front of or behind a regulator when opening the cylinder valve.
14. Gas should be released from hoses in a well-ventilated area. Gases escaping from hoses can create conditions conducive to fires and explosions. Never allow hoses to be covered with oil, grease, or dirt, as these coatings could conceal damaged areas.
15. If there is a backfire (flame disappears and/or a buzzing sound from the flame burning inside the torch), immediately shut off the oxygen preheat valve and then the fuel gas valve. Allow the cutting torch to cool before attempting to light it again. If the problem persists, contact your repair person.

### INITIAL PROCEDURES

1. Check that the entire team is on hand, including the doctor or paramedic, and ambulance.
2. Workspace safety check, restricting people who are not part of the unit.
3. Recommendation of safety measures for all personnel.
4. Favorable weather conditions, especially if a thunderstorm is likely to affect the use of oxyacetylene to destroy weapons.
5. Select the weapons to be destroyed.
6. Demarcate, mark, and signpost the boundaries of the workspace.

### EXECUTION

After the weapons to be destroyed are selected, the following steps are taken:

**6.1 PRE-CUTTING PROCEDURES.**

1. Wearing personal protective equipment is mandatory at all times during the execution process.
2. Once the weapon is ready for destruction, install all the acetylene and oxygen equipment.
3. Check that the tanks, hoses, regulators, and their nozzles are clean and in good condition; connect the oxygen regulator to the oxygen tank, making sure that the regulator valve is free or closed (this is done very carefully, covering the face and moving to one side of the regulator to prevent the safety valve from coming off when opening the cylinder key); this step is repeated with the acetylene tank and valve. The hoses are attached.
4. Once this is done, adjust the oxygen regulator to a pressure of 25 (kPa), then allow the oxygen to flow for about 5 to 10 seconds to remove any dirt, dust, or anything that might interrupt the flow of oxygen. Shut off the regulator, then connect and tighten the hoses to the cutting torch.
5. Set the acetylene regulator to a pressure of 5 (psi or kPa), allow the gas to flow for about 5 to 10 seconds to clear the hoses; close the regulator, then connect and tighten the hoses to the cutting torch.
6. Once everything is attached, open the cylinder keys, tighten the regulators, open the torch oxygen control valve ½ turn for 10 seconds then close it, open the acetylene control valve 1/8 turn and ignite the gas, open the gas pass valve further until it stops smoking, slowly open the oxygen control valve until the preheater flame is steady with a smooth internal cone.
7. Press the oxygen cut-off lever. If the preheat flame changes slightly to a combustible flame, continue pressing the cutting oxygen lever and increase the preheat oxygen to the cutting torch until the flames are neutral again. If the preheat flames are not the same size or if the cutting oxygen does not follow a straight line, turn off the torch, let it cool, and then clean the nozzle.
8. Hold the cutting torch snugly with both hands to be able to control it with one hand holding the preheat flames to the cutting nozzle spot 0.32mm from the base of the metal, leaving the other hand free to press the cutting oxygen lever.

**6.2 PROCEDURES FOR CUTTING**

1. Inspect each weapon, checking that there are no bullets in the barrel and that it is free of grease and oil.
2. Record detailed information for each weapon: registration or serial number, brand, caliber, type of weapon, origin, and country of manufacture.
3. Take a photo of the complete firearm during the verification process. The photo should clearly show the serial number or any relevant information deemed necessary. Another photo should be taken once the firearm has been destroyed.
4. Partial disarming of each weapon.
5. Point the preheating flames to the spot where cutting is to begin. Before cutting begins, the base metal should be preheated to red hot. When it turns red, slowly, and firmly press the cutting oxygen lever. Good practices establish a minimum of 3 cuts per firearm; however, PACAM's experience recommends that depending on the type (shotgun, machine gun, rifles, grenade launchers, etc.), up to 7 cuts could be made.
6. Start cutting, and move the torch in the desired direction, pressing the cutting lever past the outer edge of the base metal to get a good cut.
7. The waste is taken to a site designated by the national authority, certifying its destruction with its relevant photo.
8. At the end of a workday or the end of a destruction process, the preheating oxygen valve should be turned off, and then the fuel gas valve should be turned off. Keep in mind that if this procedure is done in reverse, there will be a popping sound that will cause the release of carbon inside the torch and may eventually clog the gas lines.
9. Shut off the tank valves.
10. Turn on the oxygen preheat and cut-off valves on the torch. This releases oxygen pressure in the system. Close the preheat valve once all the gas has been released.
11. Turn the oxygen regulator adjusting the screw counterclockwise to release all of the pressure on the regulator spring.
12. Repeat steps (t and u) for the acetylene fuel system.
13. After a few minutes, check the pressure gauges to make sure the cylinder valves are properly shut off. The gauges should indicate that there is no pressure.
14. Once the preceding process is completed, disconnect the hoses, torch, and valves; clean them, plug the coupling lines, and store the accessories in their cases.

### PROTECTIVE MEASURES AND GEAR

1. Level 4 or higher dark goggles
2. Leather gloves
3. Leather apron
4. Flame-resistant clothing and/or personal protective equipment
5. Safety boots or shoes

Imagen que contiene exterior, hombre, comida, agua

Descripción generada automáticamente

## **PLASMA CUTTING DESTRUCTION METHOD**

### OBJECTIVES

Specify the procedures, techniques, and security measures for destruction operations using the plasma cutting technique.[[4]](#footnote-5)

### PROPOSED WORK TEAM (STRUCTURE)

PERSON Nº 1 : ASSIGNMENT LEADER

PERSON Nº 2 : Team leader

PERSON Nº 3 : DOCTOR

PERSON Nos 4, 5, 6,5,6,7,8,9: specialists

PERSON Nº10 : SUPERVISING TECHNICIAN

### RESPONSIBILITIES OF THE TEAM MEMBERS

* The **Assignment Leader** coordinates with domestic and international authorities (if applicable) on the entire destruction process, ensures the relevant entities are involved, and authorizes the equipment, personnel, and weapons to be destroyed.
* The **Team Leader** is responsible for verifying that the team members are assigned to areas according to their skills and for seeing to it that the oxyacetylene destruction procedures are followed correctly, including that personal protective equipment is properly used.
* The **Doctor** or **Paramedic** accounts for and tests the medical equipment needed to administer treatment in case of an accident and is also responsible for keeping an up-to-date list of each team member's blood type.
* The **Supervising Technician** is responsible for ensuring that safety measures and procedures are complied with and that the destruction method specified in this Manual is prepared if a state does not have its own Standard Operating Procedures.
* The **Specialists**, meanwhile, are responsible for following the Team Leader's orders, heeding the Supervising Technician's guidance, and complying with the security measures for this method of destruction.

### RECOMMENDATIONS AND SAFETY MEASURES

a) Throughout the process, it is important for personnel to be in the designated areas.

b) Personnel must use personal protective equipment (PPE).

c) Wind direction must be taken into account during all processes.

d) Ensure that the unit is grounded and that the power cable has proper grounding.

e) Always protect yourself from sparks, molten metal, and glare from flames. Therefore, use safety glasses with lenses of grade 4 or higher.

f) Wear flame-resistant clothing, protective gloves, sleeves, aprons, and shoes to protect the skin and clothing from sparks and scattered molten metal. Avoid getting clothes stained with water, oil, or grease.

g) Do not touch or lean on the cut piece, nor manipulate it without gloves.

h) Do not perform cutting operations in humid environments or on dirty surfaces.

i) Always wear protective glasses or masks with lenses during these operations to prevent any projections towards the eyes.

j) Keep flammable or combustible materials away from the area where work will be done.

k) Although plasma arc has not been identified as the source of toxic smoke, the material being cut can be the source of smoke or toxic gases. The smoke produced varies depending on the metal being cut.

l) Keep a fully charged fire extinguisher in good condition in the work area, with daily checks, and personnel know how to use it.

m) Do not aim the torch at people.

### INITIAL PROCEDURES

1. Check that crew members, including medical coverage personnel, are on site.
2. Before installing the machine, inspect the workspace, checking the following points: check that there are no other power cables, power lines, or other equipment near the machine.
3. Run a safety check of the workspace and its surroundings and control the movement of people who are not part of the unit.
4. Meeting for recommendations on safety measures in general.
5. Determine the weather conditions to start working. If unfavorable, postpone until it becomes optimal.
6. Select the weapons to be destroyed.
7. Mark and put signage in security areas.

**IMPORTANT:** *Check that nobody nearby is using a pacemaker or hearing aids, as the magnetic fields generated by strong electrical currents could affect the operation of pacemakers and hearing aids.*

### EXECUTION

After the weapons to be destroyed are selected, the next steps are as follows:

* 1. **PRE-CUTTING PROCEDURES**

1. Wearing personal protective equipment is mandatory at all times.
2. Once the machine is assembled and the weapons are ready for destruction.
3. Place the unit in an open area where air can circulate freely around the machine.
4. Make sure there are no missing components and that the vents are not blocked.
5. Check the electrical and grounding connections.
6. If the machine has to be moved, always unplug from the power supply, gather up the cables, and disconnect the air hoses to prevent them from getting damaged.
7. Check the compressed air connection to the unit, keeping in mind the minimum intake air pressure, ensuring that it does not exceed the levels indicated by the manufacturer.
8. Check for any leaks from the compressor, air filter, hose, and nozzles.
9. Check the torch connection, check that the parts are properly attached, and inspect the torch head.
10. Use personal protective equipment (PPE) (apron, footwear, boots, grade 4 dark eye protection, gloves, etc.).

**6.2 PROCEDURES FOR CUTTING**

1. Inspect each weapon, checking that there are no bullets in the barrel and that it is free of grease and oil.
2. Record detailed information for each weapon: registration or serial number, brand, caliber, type of weapon, origin, and country of manufacture.
3. Take a photo of the complete firearm during the verification process. The photo should clearly show the serial number or any relevant information considered. Another photo should be taken once the firearm has been destroyed.
4. With this method, cutting can be done without disassembling the firearm, as long as the National Authority and other entities involved in the process establish it that way.
5. When everything is ready, place the torch close to the parts or weapons to be cut, to prevent the shear current from traveling too far, which would increase the possibility of an electrical shock and fire hazards.
6. Turn the switch to the ON position.
7. The plasma arc comes on instantly when the switch is turned on.
8. If the gas pressure, temperature, or sensor LEDs are lit up or flashing, correct the malfunction before continuing.
9. Squeeze the torch trigger to begin bleeding the air and remove any condensation build-up in the torch and tubes while the system is off.
10. Choose the required power level.
11. If the air supply is poor, cutting speed will be slower, cut quality will be poorer, the ability to cut the required thickness will be less, and the useful life of the parts will be shortened.
12. Hold the torch nozzle perpendicular to the part or weapon to be cut so that the nozzle is at a 90° angle to the surface to be cut and watch the arc as it cuts along the line.
13. For contact cuts, keep the torch close to the part; and for non-contact cuts, hold the torch about 2-3 mm away from the weapon.
14. Gently slide the nozzle over the part or weapon to be cut to continue cutting.
15. Cut at a steady speed non-stop. Good practices establish a minimum of 3 cuts per firearm; however, PACAM's experience recommends that depending on the type (shotgun, machine gun, rifles, grenade launchers, etc.), up to 7 cuts could be made.
16. Wear a face shield (helmet or mask type) equipped with a suitable protection filter to protect your face and eyes from arc rays and sparks while cutting or watching.
17. Such variables as flow rate, air-plasma pressure, nozzle-workpiece distance, and cutting speed can be adjusted on plasma-cutting machines that are on the market according to each part to be cut. Quality depends on these parameters being controlled to get better-finished parts and higher productivity.
18. Once the piece or weapon has been cut, release the trigger. And place the torch perpendicular to the ground outside the area to place the next weapon. An assistant or helper may do this.
19. Once the cutting of the assigned weapons has been completed, turn off the power switch. Wait a few minutes for it to cool.
20. Check, clean, or replace torch parts if necessary for next use.
21. After completing the job, inspect the area to be sure it is free of sparks, embers, and flames.

### PROTECTIVE MEASURES AND GEAR

* Personnel must wear clothing and footwear that insulate against heat and electricity.
* Dark glasses grade 4 or higher.
* Long gloves.
* Welding helmet with properly shaded lenses to protect the eyes from the arc's ultraviolet and infrared rays.

# **CERTIFICATION**

### OBJECTIVES

1. To leave an accurate record of the destruction
2. To make a detailed record of the destruction process
3. To certify that the destruction process was conducted in accordance with the MOSAIC 05.50 International Standards and the Manual of SOPs for Destruction of SALW of CIFTA.

### PROCEEDINGS

1. Certification is the process that starts with personnel being trained in the procedures established as best practices for SALW destruction. It also goes hand in hand with the processes of verification, destruction, and photographing of the weapons to be destroyed, through the monitoring and oversight of an external agency.
2. This Certification must include:

The Destruction Minutes with the Checklist is signed by the Monitor/Supervisor and by the person delegated by the national authority for this purpose, as well as by the Team Leader. During the process, the Supervising Technician must verify the following information and then record it in the relevant format:

1. Destruction date
2. Place
3. Type of weapon
4. Origin
5. Model
6. Caliber
7. Manufacturer's serial number and premises
8. Serial number of the parts
9. Manufacturer's country, trademarks/monograms
10. Photo

\* See Appendix I, Model Format: A report with a general overview of the work, including the number of people involved, hours worked, the method used, quantities and types of weapons, serial numbers, photographs, and relevant information to be collected in connection with the work.

### EVALUATION AND CONTINUOUS IMPROVEMENT

While the Destruction Report is being prepared – or immediately thereafter – information, experiences, and lessons learned should be gathered from the Planning, Preparation, and Next Day Operations phases, including such information as equipment suitability, procedures, training, and support, as well as anything that could help make the process more effective and streamlined.

***RECOMMENDATION***

It is important that, continuously, each time a destruction process is carried out, it is comprehensively reviewed, as this allows for the identification of areas for improvement and the application of changes in future operations. Some aspects to consider include:

* What activities worked well and which ones did not achieve the desired results?
* Self-assess coordination, techniques, processes.
* Once areas for improvement are identified, implement corrective actions as preventive measures.
* Once implemented, review the results according to the established change goals.
* Document these achievements and integrate them into the SOP so that best practices can be compiled over time.

# **MEDICAL CARE AND EVACUATION**

### 1. OVERVIEW

The health support procedures contained in this manual are based on OAS experience in humanitarian demining programs, the Program of Assistance for Control of Arms and Munition (PACAM), and the United Nations International Mine Action Standards (IMAS). Understanding these procedures, as well as other standards provided in this manual, is a critical factor for international monitors/supervisors to assess the medical evacuation conditions at a work site.

This manual establishes:

1. A framework for crafting an occupational health care plan.
2. Guidelines to ensure responsiveness in the event of an accident, including medical or first-aid equipment that should be available at the work sites, as well as the knowledge and skills that operational and medical support personnel must possess to ensure responsiveness in the event of an accident.
3. Precautions to be observed when performing an evacuation in the event of an accident, as a reference for drawing up the action plan for the accident; and
4. Various prescriptions to maintain response capability including the necessary medical equipment (See Annex 5: Medical Backpack)

### 2. ACCIDENT RESPONSE CAPABILITY

**a.- Levels of medical or first-aid training**

To ensure that appropriate assistance is provided to victims in case of an accident, the presence of an ambulance with its respective equipment to attend to emergencies should be considered. Below are the main knowledge and skills that employees in the component and members of the first aid team assigned to support operations should possess.

1. **Personnel in general must:**
   1. Understand their responsibilities and limitations in providing first aid.
   2. Know how to place an unconscious person in a recovery position.
   3. Know how to stop bleeding by applying a compress to different parts of the body or by elevating the injured part and, as a last resort, applying a tourniquet with minimal risk.
   4. Understand the importance of talking with accident victims and realistically reassuring them.
   5. Be trained to transport victims and place them on a stretcher.
2. **Supervisors or Monitors and Team Leaders must know:**
   1. How to assess safety conditions and their impact on the implementation of an effective accident-response plan in weapons destruction operations.
   2. How to conduct victim extrication.
   3. How to plan and coordinate the evacuation of victims from a work area to hospitals or care centers.
   4. The system for liaison with hospitals or care centers, and with the organizations or authorities responsible for providing the means for victim evacuation.
3. **Medical Support Personnel must:**
   1. Assess the victim's overall condition and the treatment needed.
   2. Assess the best method for moving injury victims.
   3. Prepare for further medical care to treat victims on-site or at an in-between site before moving them to more advanced facilities.
   4. Properly and safely treat the injured both at the work site and on the way to advanced medical facilities.
   5. Properly supply antibiotics, oxygen, allergy medicine, and intravenous fluids.

**ABOUT THE USE OF SALW RESIDUES IN RECOVERY, RECYCLING, AND REUSE**

The destruction of SALW produces various residues such as metal, wood, and plastic, among others. Therefore, recycling these residues is considered a good practice, and institutions are encouraged to implement it.

In this regard, there is a range of options available for recovering, recycling, and reusing these materials, which can even generate income in addition to producing objects with practical, artistic, and symbolic value. These include the creation of monuments, mobile or static sculptures, recreational structures in parks, as well as the production of chairs, tables, desks, and other items for educational and community centers.

Another alternative for managing residues from firearm destruction is to commercialize them and use the generated income to strengthen capacities in appropriate SALW management (firearm destruction, transportation, storage infrastructure, inventory computer equipment, among others).

It is important to consider recycling as an integral part of the destruction plan to be implemented, taking into account existing national capacities for this purpose.

**APPENDIX I – SALW DESTRUCTION**

**No.**

**Bar Code No.**

**Serial No.**

**Registration/**

**Inventory No.**

**Type of Weapon**

**Brand**

**Model**

**Caliber**

**Procedure/Storage**

**Destruction Method**

**Observations**

**WEAPONS DESTRUCTION -**

**COUNTRY |YEAR**

**Project - Countering the Illicit Proliferation and Trafficking of Small Arms and Light Weapons**

**(SALW) and Ammunition and their Impact in Latin America and the Caribbean**

**Date of Destruction:**

**Site of Activities:**

**Total Weapons destroyed:**

**REGISTRATION INFORMATION**

**Number of workers involved:**

**Time work started:**

**Time work completed:**



*Figure: Page1*

Signature

**Full Name**

POSITION

Signature

**Full Name**

POSITION

INSTITUTION COUNTRY

Signature

OAS

Signature

**SIGNATURES**

**Full Name**

POSITION

INSTITUTION COOUNTRY

**Full Name**

POSITION

INSTITUTION COUNTRY

**COMMENTS:**

PHOTO 1

PHOTO 2

PHOTO 3

*Figure: Page2*

**APPENDIX II – ROTATING DISC CUTTING**

### DEFINITION AND FEATURES

A disc-cutting machine is a portable work equipment used to cut metals. Cutting activity is mainly performed using a disc or saw, which, together with a motor and a movable arm, complement the process thus enabling this tool to make cuts safely, easily, and accurately.

It is very easy to use and therefore does not require specialized expertise, although it is always recommended to read the manufacturer's instructions and to have prior training in how to use it.

What is most important is to set the weapon to be cut on the base, then turn on the motor, and finally lower the disc and press to cut.

### ADVANTAGES

* Easy to use.
* This cutting method is portable and facilitates mobility.
* Low-cost.
* Practical for destroying small quantities of weapons.

### LIMITATIONS

1. The discs have a short useful life because they wear out very quickly and can break easily.

# 

# **APPENDIX III – OXY-ACETYLENE CUTTING**

### DEFINITION AND FEATURES

Oxyacetylene cutting is one of the thermal separation procedures. It is an effective procedure for thick materials and can be performed manually, with the aid of a simple cutting torch.

In oxyacetylene cutting, the surface of the piece is first heated to the ignition temperature. Oxygen, at least 99.5 % pure, is then added. The torch nozzle is specially positioned in such a way as to channel the oxygen on one side and the mixture (oxygen+acetylene) on the other side.

The equipment includes:

* Cutting accessory
* Oxygen and acetylene regulator
* Oxygen and acetylene hose
* Non-recoil valves (which allow the gas to flow in only one direction)
* Oxygen gas
* Acetylene gas
* The type of nozzle depends on the fuel gas to be used.

### ADVANTAGES

* Not too complicated to use.
* It is portable and easy to maintain.
* Low-cost spare parts and fuel
* No electricity supply is required.

### LIMITATIONS

* Requires a warm-up time to start cutting.
* A ventilated workspace is needed.
* Lower cutting speed compared to other techniques.
* It takes a lot of time to destroy a large number of weapons.
* Fuel and oxygen tanks or cylinders (using these two highly flammable and high-pressure gases calls for specific safety procedures to maintain, transport, and store them).

# **APPENDIX IV – PLASMA CUTTING**

### DEFINITION AND FEATURES

Plasma cutting is part of the thermal fusion cutting process and is used mainly in cutting conductive metals like brass, copper, aluminum, or steel.

During the cutting process, the plasma is obtained by forced convection of gas, such as oxygen, nitrogen, argon, or even workshop-compressed air, which is compressed through a small-diameter nozzle located inside the torch. The external power supply generates an electric arc that is then put into this high-pressure gas or airflow, producing what is often referred to as a "plasma jet.” The plasma jet instantly heats up to 22,000°C (40,000°F), quickly piercing the piece and removing the melted material.

The plasma-cutting process occurs almost instantly, with minimal distortion of the piece. It also features high-speed cutting, and the part or tool needs no warming up to execute the cut.

The machine consists of two main parts:

1. A thermal dynamic plasma cutting machine, which includes:

* Manual plasma torch
* Basic kit
* Power cable
* Cable with work clamp

1. Air compressor including:

* Power cable
* Hose with connector pins
* Pressure gauge, safety valve, and electric pressure switch
* Plasma filter kit

### ADVANTAGES

* No warm-up is needed to start cutting, so it is more efficient in terms of cutting time (results delivered within a given time).
* Weapons need not be completely dismantled.
* Cutting generates no excessive heat, compared to oxyacetylene.
* Plasma cutting offers major advantages over oxyfuel in terms of productivity, speed, and cost.
* It does not emit gases that are harmful to human and environmental health.
* It can be used to cut pieces ranging from 0.5mm to 160mm thick.
* The hand torch nozzle works for up to 50 continuous hours.
* It is portable and handling it does not require much training.
* No risk of explosion from improper handling.
* Operates on air and electricity.
* Not too demanding in the working environment.

### LIMITATIONS

* This technique cannot be used to cut non-conductive materials, such as wood or plastic.
* It may be too expensive if used to destroy small quantities of weapons.
* It does require an air compressor.
* Plasma cutting is limited by the thickness of the object being worked on, which cannot be more than 160 mm for dry cutting and 120 mm for waterjet cutting.
* The electrode and nozzle of the cutting device must be replaced frequently.

IMAGES OF PLASMA CUTTING MACHINE

Imagen que contiene estacionado, coche, pequeño, camioneta

Descripción generada automáticamente Imagen que contiene llenado, equipaje, estufa, maleta

Descripción generada automáticamenteImagen que contiene persona, hombre, perro, joven

Descripción generada automáticamente

**Results of cutting demonstrated on gun barrels (different materials and diameters)**

Revolver barrel

Imagen que contiene tabla, exterior, edificio, comida

Descripción generada automáticamente Vista de cerca de madera

Descripción generada automáticamente con confianza baja

Imagen que contiene edificio, perro, alimentos, húmedo

Descripción generada automáticamentePlasma-cut revolver barrel

Imagen que contiene tabla, pastel, mostrador, viejo

Descripción generada automáticamente

Imagen que contiene tabla, cubierto, chocolate, pastel

Descripción generada automáticamente

# **APPENDIX V- MEDICAL BACKPACK FOR SALW DESTRUCTION PROCESSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **ITEM NAME** | **QUANTITY** | **UNIT** | **COMMENTS** |
| 1 | Bandages | 6 |  |  |
| 2 | Oxygen | 1 | Cylinder | Type C, incl. 215L pressure gauge |
| 3 | Cannulas | 1 |  |  |
| 4 | Nebulizing mask | 1 |  |  |
| 5 | AMBU | 1 |  |  |
| 6 | Thermometer | 1 |  |  |
| 7 | Arm and leg splints | 2 |  | Per member |
| 8 | Tongue depressors | 1 | Box | Throat check |
| 9 | Micropore or surgical tape | 5 |  |  |
| 10 | Sterile gauze pads | 12 |  |  |
| 11 | Twill tape | 1 | Roll | Tourniquet |
| 12 | Cotton wool | 3 |  |  |
| 13 | Alcohol | 2 |  |  |
| 14 | Syringes | 10 |  |  |
| 15 | Needles of different gauges 3, 5, 10 and 20 | 15 |  |  |
| 16 | Saline solution 500 | 3 |  |  |
| 17 | Sterile water 500 | 2 |  |  |
| 18 | Antiseptics (hydrogen peroxide, chlorhexidine) | 1 |  |  |
| 19 | Suturing kit | 1 |  |  |
| 20 | Lidocaine (anesthetic) | 5 |  |  |
| 21 | Nylon suture threads, 3-0 and 2-0 | 2 |  | Two of each |
| 22 | Angiocath peripheral catheter | 2 |  |  |
| 23 | Sterile fields | 2 | Unit | Care of wounded, clean environment |
| 24 | Surgical gloves, 6.5, 7, 7.5 and 8 | 10 | Pairs |  |
| 25 | Nitrile gloves | 3 | Pairs |  |
| 26 | Pulse oximeter | 1 |  |  |
| 27 | Bag valve mask (Ambu) | 1 |  |  |
| 28 | Stethoscope (blood pressure measurement) | 1 |  |  |
| 29 | Glucometer, strips, and lancets | 1 |  |  |
| 30 | Neck roll positioner | 1 |  |  |
| 31 | Eye patch (in case of eye debris) | 1 | Box | Attention to eye damage |
| 32 | Cervical collar | 1 |  |  |
| 33 | Scalpel | 2 |  |  |
| 34 | Scissors | 2 |  |  |
| 35 | Ligatures | 2 |  |  |
| 36 | 5% dextrose | 4 | Blisters | For diabetics |
| 37 | Dry ice | 2 |  |  |
| 38 | Activated carbon | 2 |  |  |
| 39 | Dexamethasone | 5 | Blisters |  |
| 40 | Silver sulfadiazine | 2 | Jar |  |
| **OTHER NECESSARY MEDICATIONS** | | | | |
| 41 | Acetaminophen | 20 | Units |  |
| 42 | Antiallergenic | 20 | Units |  |
| 43 | Nauseol | 10 | Units |  |
| 44 | Diclofenac | 20 | Units |  |
| 45 | Snake antivenom | ---------- |  | In case of snake bite |

CIFTA01051E01

1. "38. Instruct the Department of Public Security, in coordination with the States Parties to CIFTA and in consultation with the Inter-American Defense Board (IADB) and relevant expert organizations, to develop an Operational Procedures Manual for the Destruction of Small Arms and Light Weapons (SALW), and an Operational Procedures Manual for Physical Security and Arsenal Management, which shall consider existing international standards, best practices, national regulations, and the experience of the Program for Assistance in Control of Arms and Ammunition (PACAM) in the region, and to submit them for consideration by the Advisory Committee of CIFTA for their inclusion as complementary documents of CIFTA, for voluntary use by the States Parties to CIFTA." [↑](#footnote-ref-2)
2. See details in Appendix II to this manual. [↑](#footnote-ref-3)
3. See details in Appendix III to this manual. [↑](#footnote-ref-4)
4. See details in Annex IV to this manual. [↑](#footnote-ref-5)