



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

FEB 23 2026

DL(LPPD)-250930-1247

MEMORANDUM CIRCULAR
NO.: 2026-036

**GUIDELINES AND PROCEDURES FOR THE UTILIZATION AND MANAGEMENT
OF AMMUNITION RELOADING MACHINES**

1. REFERENCES:

- a. Republic Act (RA) No. 10591 dated May 29, 2013, known as "An Act Providing for a Comprehensive Law on Firearms and Ammunition and Providing Penalties for Violations Thereof";
- b. RA No. 9514 dated December 19, 2008, known as the "Revised Fire Code of the Philippines of 2008";
- c. RA No. 9516 dated December 22, 2008, known as "An Act Further Amending the Provisions of Presidential Decree No. 1866, as amended, entitled, Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition of Firearms, Ammunition or Explosives or Instruments Used in the Manufacture of Firearms, Ammunition or Explosives, and Imposing Stiffer Penalties for Certain Violations Thereof, and for Other Relevant Purposes";
- d. RA No. 6969 dated October 26, 1990, known as the "Toxic Substances and Hazardous and Nuclear Waste Control Act";
- e. Revised Implementing Rules and Regulations (IRR) 2018 of the RA No. 10591 dated April 17, 2018, otherwise known as the "Comprehensive Firearms and Ammunition Regulation Act";
- f. Presidential Decree No. 1445, dated June 11, 1978, otherwise known as the "Government Auditing Code of the Philippines";
- g. Commission on Audit (COA) Circular No. 2015-007 dated October 22, 2015 titled, "Government Accounting Manual (GAM) Vol. 1, Chapter 3 Section 501-510";
- h. Department of Budget and Management (DBM) and COA Joint Circular No. 2024-01 dated January 30, 2024 titled, "Revised Manual on the Disposal of Government Properties";
- i. National Police Commission (NAPOLCOM) Resolution No. 2009-632 dated November 27, 2009, titled, "Amending NAPOLCOM Resolution No. 95-069, "Prescribing the Standard Specifications for Reloading Machine (Cal. 38/45/9mm) to Universal Reloading Machine for Cartridges 9MM, .38, 380, .40, .45, 5.56MM, and 7.62MM";
- j. PNP Memorandum Circular (MC) No. 2021-109 dated August 12, 2021, titled, "Revised Guidelines and Procedures on Donations from Local Sources";

AUTHENTICATED BY:



BAGONG PILIPINAS



Management System
ISO 9001:2015

www.tuv.com
ID 51086579327



MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer
Page 1 of 15

- k. PNP MC No. 2014-058 dated November 21, 2014, titled, "Supplemental Guidelines in the Processing of Explosives/Explosive Ingredients and/or Controlled Chemical Permits and Licenses";
- l. PNP MC No. 2012-009 dated September 11, 2012, titled, "Procedures for Handling Explosives and Explosive Ingredients for all PNP Units and Industry Stakeholders"; and
- m. PNP Circular No. 10 dated February 14, 2008, titled, "Policy on Firearms Manufacture and Licensing within the PNP".

2. RATIONALE:

In line with the commitment of the Philippine National Police (PNP) to operational efficiency, sustainability, and judicious resource management, the utilization of ammunition reloading machine serves as a strategic measure to augment the supply of training ammunition while minimizing costs. With the increasing demand for marksmanship proficiency, tactical readiness, and routine firearms training, the reloading of ammunition using authorized equipment presents a viable solution to address supply limitations and logistical constraints.

However, the handling and use of reloading machines involve technical processes and safety considerations that require strict compliance with established protocols and accountability mechanisms. The absence of standardized guidelines may lead to unsafe practices, unauthorized use, and potential loss or misuse of government property.

This MC is issued to provide clear policies and procedures for the proper utilization, management, accountability, and maintenance of ammunition reloading machines. It aims to ensure the safety of personnel, optimize the use of available resources, and establish a uniform system of monitoring and reporting in support of the logistics capability development and firearms proficiency programs of the PNP.

3. SITUATION:

In pursuit of enhancing firearms proficiency and sustaining operational readiness, the PNP has acquired ammunition reloading machines to support the production of training ammunition for various police units. These machines are intended to augment limited ammunition supplies, reduce logistical costs, and promote self-reliance in ammunition production.

Despite the availability of this equipment, there is currently no uniform policy governing its use, maintenance, and accountability across the organization. Inconsistent practices, lack of trained personnel, and inadequate documentation have been observed in some units, raising concerns about safety, efficiency, and proper resource utilization.

To address these issues and to ensure that the reloading machines are used solely for official and lawful purposes, there is a need to institutionalize standard guidelines that will provide clear parameters on authorized use personnel

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

Page 2 of 15



Management System
ISO 9001:2015
www.tuv.com
ID: 0106657937



qualification, safety protocols, reporting, and accountability, in line with existing PNP logistics policies and national regulations on firearms and ammunition.

4. PURPOSE:

This MC shall serve the following purposes:

- a. To set guidelines and procedures to be undertaken by the different PNP offices/units to ensure that the ammunition reloading machines and its parts, as well as ammunition reloading components, are properly accounted, maintained, stored, and issued under strict control within the standards set by the Firearms and Explosives Office (FEO); and
- b. To ensure the enforcement of the provisions under the IRR of RA No. 10591 relating to ammunition reloading machines and their components.

5. DEFINITION OF TERMS:

For purposes of this MC, the following terms or words and phrases shall mean and be understood as follows:


- a. Accountable Officer – duly designated personnel who has physical possession and direct responsibility over the safekeeping, proper utilization, maintenance, and inventory of the ammunition reloading machines and related reloading components.
- b. Acquisition Cost – the amount paid or value given up to acquire a government asset.
- c. Ammunition – a complete unfired unit consisting of a bullet, gunpowder, cartridge case, and primer or loaded shell for use in any firearm.
- d. Ammunition Reloading Machine or Reloading Press – a specialized equipment used to assemble spent cartridges into new ammunition.
- e. Authorized Operator – personnel formally designated, trained, and certified to operate the ammunition reloading machines in accordance with prescribed technical and safety standards.
- f. Bullet – the projectile propelled through the barrel of a firearm by means of the expansive force of gases coming from burning gunpowder.
- g. Cartridge Case – the container, usually metal and cylindrical in shape, to be loaded with a primer, powder charge, and bullet. After loading, it becomes a complete cartridge, of which the case is but one element. It is commonly made of brass, although some modern cartridge cases are made of steel, aluminum, or other materials.

AUTHENTICATED BY:



Management System
ISO 9001:2015
www.tuv.com
ID: 9108657937




MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

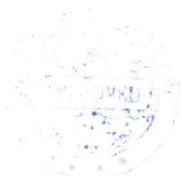
Page 3 of 15

- h. Corrective/Breakdown Maintenance – unscheduled repairs undertaken to restore the ammunition reloading machine to serviceable condition in the event of mechanical or operational failure.
- i. Defective Ammunition – reloaded rounds found unsafe or unfit for use after testing and quality assurance.
- j. Explosives – any substance, either solid or liquid, that is a single compound or mixture of compounds which, by chemical reaction, liberates, at high speed, heat and gas, causing tremendous pressure resulting in an explosion. This includes gunpowder, powder used for blasting, all forms of high explosives, smokeless powder, or other incendiary devices that contains any combustible unit or other ingredients in such proportion that they ignite by fire, friction, concussion, percussion, or detonation. Any part of the compound or mixture that cause a sudden generation of highly heated gas, capable of producing destructive effects or destroying life or property is also considered explosive.
- k. Finished Ammunition – fully assembled and operational cartridges produced through the use of ammunition reloading machine and certified safe for official use following prescribed testing and quality assurance procedures.
- l. Firearms Specialist – a person equipped with the knowledge and skills necessary for the maintenance, repair, and refurbishment of firearms and other ammunition machine/equipment.
- m. Gun Powder – an explosive powder used to propel projectiles intended for firearms.
- n. Issuing Magazine – a type of storage facility that serves as a depository of explosives/explosive ingredients intended for one-day use.
- o. Magazine – any building or structure, other than the explosives manufacturing building itself that is used for the storage of explosives.
- p. Main Magazine – also referred to as “fixed magazine,” is a type of storage facility that serves as the primary depository of explosives/explosive ingredients from where these materials may be withdrawn and/or transported to another magazine. It also serves as a depository of unused explosives/explosive ingredients at the end of each working day, as well as for storing unused explosives after completion of each blasting work.
- q. Operating Logbook – the official record maintained by the custodian/ authorized operator, containing the date and time of ammunition reloading machine use, quantity of ammunition reloaded, type of

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
 Police Lieutenant Colonel
 Administrative Officer

Page 4 of 15



Management System
 ISO 9001:2015

www.tuv.com
 ID 910667537



reloading components consumed, name of operator, and condition of the machine before and after use.

- r. Preventive Maintenance – the scheduled servicing and inspection activities undertaken to ensure the ammunition reloading machine remains operational, safe, and efficient, thereby reducing the likelihood of breakdown or malfunction.
- s. Progressive Press – a type of reloading machine that performs multiple operations simultaneously on different cartridges, increasing reloading speed.
- t. Property Inventory Form (PIF) – a list of all insurable properties and other assets, showing the latest appraised value, appraisal date, location, and other information.
- u. Reloading Components – the key components used to assemble a round of ammunition (i.e., brass casing, bullet, gun powder, and primer).
- v. Safety Officer – a person who ensures the safety compliance and risk management to prevent accidents from handling hazardous components.
- w. Safety Protocols – the established rules, procedures, and precautionary measures designed to prevent accidents, misuse, and hazards in the operation of the ammunition reloading machine.
- x. Workplace – a reloading workstation used by authorized personnel.
- y. Unserviceable Property – a government property that can no longer be repaired or reconditioned, beyond economic repair, has no more utilization potential, or is repairable but is no longer needed.

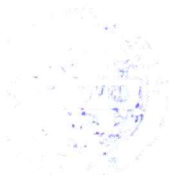
6. GUIDELINES:

a. General Guidelines:

- 1) For Issuance of a License to Possess a Reloading Machine:
 - a) The PNP offices/units with reloading machines shall adhere to RA No. 10591, otherwise known as the "Comprehensive Firearms and Ammunition Regulation Act" and its Revised IRR of 2018;
 - b) The approving authority for the new/renewal application of the license to possess ammunition reloading machines shall be the Chief, PNP or his authorized representative;
 - c) All PNP offices/units possessing an ammunition reloading machine shall undertake the following:

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
 Police Lieutenant Colonel
 Administrative Officer



Management System
 ISO 9001:2015
 www.tuv.com
 ID 9198657937




- (1) Apply for a license to possess a reloading machine and are exempt from payment of license fees;
 - (2) Secure a license/permit to acquire primer and gun powder as a precondition to the application for a license to possess an ammunition reloading machine;
 - (3) Conduct periodic inventory and submit a monthly report to the FEO (Attn: Education and Enforcement Management Division (EEMD), copy furnished DL for the production of reloaded ammunition, finished ammunition, and ammunition reloading machines for disposal if any; and
 - (4) Allot a dedicated room for reloading ammunition for efficient setup of a workbench, mounting press, and additional storage for components (Bullets, cartridge cases, gunpowder, and primer), subject to the approval of the FEO.
- d) The ammunition reloading machine shall be marked with a serial number and registered with the FEO; and
 - e) Registration is valid for four years, and its renewal shall be done six (6) months before its expiration.
- 2) For the Utilization of the Registered Reloading Machine:
- a) The ammunition reloading machine shall be utilized solely for official purposes and training activities;
 - b) The ammunition reloading machine shall only be issued to the offices/units conducting firearms training and special operating units;
 - c) There shall be a proper training/seminar for all personnel handling the gun powder and primers, including the operation of the ammunition reloading machine;
 - d) The authorized operator shall be responsible for the operations of the issued ammunition reloading machines;
 - e) The authorized firearm specialist shall be allowed to repair the ammunition reloading machine;
 - f) The selling or distribution of reloaded ammunition is strictly prohibited;

AUTHENTICATED BY:



Management System
ISO 9001:2015
www.tuv.com
ID: 8193657937




MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer
Page 6 of 15

- g) An operating logbook shall be maintained to record the activities, including time, materials used, rounds produced, and any incidents; and
 - h) Preventive maintenance shall be conducted on a regular basis to ensure reliability and availability of the machine for operational and training activities.
- 3) For Disposal of Reloading Components, and Unserviceable Ammunition:
- a) Defective or unserviceable ammunition shall be safely disposed of in accordance with established disposal procedures; and
 - b) Any discrepancy, loss, or irregularity in the production of ammunition and the report submitted to the FEO shall be immediately reported and/or investigated.
- b. Specific Guidelines:
- 1) For Issuance to Offices/Units:
 - a) The following Heads of Offices/Units are authorized to approve the issuance of the ammunition reloading machine:

| Office/Unit | Approving Authority | Recommending Officer |
|------------------|----------------------------|---|
| D-Staff and NSUs | The Director for Logistics | Chief, Supply Management Division, DL |
| PROs | Regional Director | Chief, Regional Logistics and Research Development Division |

- b) The following Heads of Offices/Units shall be issued with ammunition reloading machines:
 - (1) EOD/K9;
 - (2) PNPTI;
 - (3) LSS;
 - (4) AVSEG;
 - (5) PNPTS;
 - (6) MG;
 - (7) SAF;
 - (8) PNPA;
 - (9) CIDG; and
 - (10) PSPG.
- c) Newly created offices/units engaged with training may request issuance of ammunition reloading machines;
- d) All PROs shall be issued with ammunition reloading machines for their training office/unit and Mobile Forces;

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
 Police Lieutenant Colonel
 Administrative Officer

Page 7 of 15

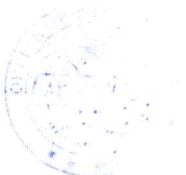


Management System
 ISO 9001:2015
 www.tuv.com
 ID: 9108657937



- e) Logistics Officer/RSPNCO of offices/units shall register the ammunition reloading machines with the FEO within 30 days after the effectivity of this MC;
 - f) Realignment of the Ammunition Reloading Machine shall be made to training offices/units; and
 - g) Ammunition reloading machine shall be issued by unit SAOs/RSPNCOs.
- 3) For Prioritization of Office/Unit Requests and Utilization of Reloading Machine and Its Components:
- a) The following shall be the order of priority in accommodating requests for reload ammunition:
 - (1) First Priority - Training Exercises;
 - (2) Second Priority - Ceremonial Activity;
 - (3) Third Priority - Shooting Competition; and
 - (4) Last Priority - Individual Use/Practice.
 - b) No production of reloaded ammunition shall be made without a written request from PNP personnel and approval by the Head of Office/Unit;
 - c) Offices/units are prohibited from selling reloaded ammunition;
 - d) Logistics Officers shall be responsible for the management of the ammunition reloading machines and their components;
 - e) The magazine shall be loaded with approved capacity/limit of explosives provided by the PNP and must be bounded with a structure for breaking blast pressure and can withstand the heat generated by fire; and
 - f) Operation logbook format shall consist of the following (See Annex "M"):
 - (1) Date and Time;
 - (2) Operator's Name and Signature;
 - (3) Machine Serial Number;
 - (4) Type of Ammunition Reloaded;
 - (5) Quantity of Materials/Components Used;
 - (6) Quantity of Rounds Produced;
 - (7) Defective Rounds;
 - (8) Remarks/Findings; and
 - (9) Supervisor's Verification.

AUTHENTICATED BY:



Management System
ISO 9001:2015
www.tuv.com
ID: 9106657927



MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer
Page 8 of 15

- 4) For Maintenance, Storage, and Disposal:
- a) Offices/units with issued ammunition reloading machines shall have a trained Firearm Specialist who will be responsible for the repair of the equipment;
 - b) SAO/RSPNCO of offices/units shall be designated as the Safety Officer for the operations of ammunition reloading machines;
 - c) No unauthorized person shall be allowed in the workplace or magazine;
 - d) The establishment of the magazine shall adhere to the safety distance for explosives (Primer and Gun Powder), and it must be away from the workplace of reloading area and/or residential area enough not to empathize the house or building structure;
 - e) The magazine distance of powder and primer shall adhere to the required distance in accordance with the table/separation of explosives, and must be separated by structure to prevent sympathetic explosion;
 - f) Offices/units with an issued ammunition reloading machine with gun powder and primer shall adhere to the PNP MC No. 2012-009, para 10, particularly on the storage and the required table of distance for magazines of explosives, considering the weights in pounds and distance in feet when storage is barricaded (See Annex "L");
 - g) Authorized personnel shall review quarterly the table of distance for magazines of explosives and submit report to the DL;
 - h) No combustible/light materials shall be placed/found near the magazine and workplace;
 - i) Minimum safety parameters for the magazine of primer and gun powder. The magazine/storage requirements are as follows:
 - (1) Bullet-resistant;
 - (2) Weather resistant;
 - (3) Fire resistant;
 - (4) Have ventilation to prevent the buildup of gas explosives generated by the vapor of gunpowder and primer;
 - (5) Magazine shall be constructed with steel/concrete/plastic and must have appropriate fire extinguishers and similar firefighting tools;
 - (6) Rack/shelves must be of non-sparking materials;
 - (7) Wall thickness must be made of a specialized material that can resist the penetration of heat for at least two (2) hours;

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
 Police Lieutenant Colonel
 Administrative Officer

Page 9 of 15



Management System
 ISO 9001:2015
 www.tuv.com
 ID: 9108657937



- (8) Magazine shall be constructed with a portion where the concentration of blast/fire will be directed and no presence of combustible/light materials that will trigger a fire disaster;
- (9) Doors shall be equipped with an Anti-Static Device or its equivalent;
- (10) Magazine shall be equipped with a steel door with strong padlocks with warning and signage, and/or a safety label;
- (11) The owner/administration of the company/facility shall make changes/modifications of the structure which he/she/they deem necessary for the protection of the surrounding area;
- (12) Grounding system to prevent static electricity buildup; and
- (13) Such other requirement, as may be determined by the DL.

j) Ammunition reloading machines categorized as Beyond Economic Repair shall be turned-in to LSS for proper disposition and derecognition from the PNP Book of Accounts.

c. Responsibilities:

1) **DL**

- a) Act as the overall supervisor in the implementation of this MC;
- b) Monitor the inventory submitted by respective SAOs; and
- c) Perform other tasks as directed.

2) **DC**

- a) Ensure fund allocation and management for the implementation of this MC, in compliance with existing financial regulations;
- b) Formulate a program to ensure regular funding support for the training and administrative operations, including installation, repair, and maintenance;
- c) Recognize and/or derecognize the equipment in the PNP Book of Accounts, in accordance with applicable accounting and auditing standards; and
- d) Perform other tasks as directed.

3) **NSU**

- a) Designate responsible personnel as the operator of the ammunition reloading machine;
- b) Submit monthly report to C, FEO (Attn: EEMD) copy furnished TDL, for the production of reloaded ammunition, finished ammunition, and ammunition reloading machines for disposal; and

AUTHENTICATED BY:



Management System
ISO 9001:2015
www.tuv.com
ID: 9106857937



MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

Page 10 of 15

c) Perform other tasks as directed.

4) **PRO**

a) Act as the approving authority for the issuance of ammunition reloading machines;

b) Designate the Logistics Officer/RSPNCO/SAO as responsible officers for the distribution and maintenance of ammunition reloading machines;

c) Designate responsible personnel as the operator of the ammunition reloading machine;

d) Submit monthly report to C, FEO (Attn: EEMD), copy furnished TDL, for the production of reloaded ammunition, finished ammunition, and ammunition reloading machines for disposal; and

e) Perform other tasks as directed.

5) **FEO**

a) Issue the following:

(1) License to operate an ammunition reloading machine;

(2) Certificate of registration of an ammunition reloading machine;

(3) Permits to acquire primer and gun powder to offices/units; and

(4) License to possess an ammunition reloading machine to offices/units.

b) Responsible for the inspection of magazines and the inventory of explosives;

c) Conduct random inspections of facilities and equipment;

d) Ensure strict compliance with established facility requirements and safety standards of offices/units with magazines and ammunition reloading machines; and


e) Perform other tasks as directed.

6) **LSS**

a) Responsible for the conduct of training for the operation of ammunition reloading machines;

b) Provide a list of the pool of graduates of the Firearms Specialist training;

AUTHENTICATED BY:


MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer



Management System
ISO 9001:2015
www.tuv.com
ID 910667237



- c) Responsible for the distribution and recording of the equipment in the PNP Property Book; and
- d) Perform other tasks as directed.

7. PROCEDURES:

a. Registration of Ammunition Reloading Machine:

1) New Application and Renewal for Registration of Ammunition Reloading Machine (See Annex "A" - Flowchart)

a) The office/unit shall submit an endorsement/memorandum request addressed to C, FEO (Attn: C, EEMD) with the following requirements:

(1) Accomplished and notarized application form for Permit to Acquire Primer and Gun Powder (See Annex "B");

(2) License to Possess and Operate Ammunition Reloading Machine (See Annex "C" – EEMD Form No. 09-B);

(3) Accomplished and notarized application form for Registration of Ammunition Reloading Machine (See Annex "D");

(4) Photocopy of Official Receipt of reloader or Certification of Verification from PNP Book of Accounts in case of donation; and

(5) Copy of previously issued Certificate of Registration of ammunition reloading machine (For renewal).

b) The EEMD shall evaluate and check the completeness, validity, and correctness of submitted documents and record/assign a control number;

c) The application, once complete, shall be validated by the Special Concern Section (SCS), FEO, and forwarded for review to the Assistant Chief, EEMD;

d) C, EEMD, FEO countersign and endorse the application for concurrence of the Assistant C, FEO;

e) C, FEO signs and approves the application (See Annex "E" - EEMD Form No. 09-C); and


f) A permit shall be issued with a dry seal and will be released by the SCS, EEMD, FEO.

AUTHENTICATED BY:




Management System
ISO 9001:2015
www.tuv.com
ID: 9108657937




MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer
Page 12 of 15

- 2) New/Renewal Application for License to Possess and Operate an Ammunition Reloading Machine (See Annex "F" - Flowchart)
 - a) The office/unit shall submit an endorsement/memorandum request addressed to C, FEO (Attn: C, EEMD) with the following requirements:
 - (1) License/Permit to Acquire Primer and Gun Powder (See Annex "G" – EEMD Form No. 09-A);
 - (2) Accomplished and notarized application form for License to Possess Ammunition Reloading Machine (See Annex "H"); and
 - (3) Copy of previously issued licensed to possess and operate ammunition reloading machine (For renewal).
 - b) The EEMD shall evaluate and check the completeness, validity, and correctness of submitted documents and record/assign a control number;
 - c) The application, once complete, shall be validated by the SCS, FEO, and forwarded to the Assistant Chief, EEMD for review;
 - d) C, EEMD, FEO shall countersign and endorse the application for concurrence of the Assistant Chief, FEO;
 - e) C, FEO shall sign and approve the application; and
 - f) A permit with dry seal shall be released by the SCS, EEMD, FEO.
- 3) **Application for Permit to Acquire Primer and Gun Powder** (See Annex "I" - Flowchart)
 - a) The office/unit shall submit an endorsement/memorandum request to C, FEO (Attn: C, EEMD) with the following requirements:
 - (1) Accomplished and notarized application form for license to possess ammunition reloading machine;
 - (2) Security Survey Inspection (SSI) from local police office (For new/renewal application);
 - (3) Inspection Report of storage facility from Regional Civil Security Unit (RCSU) or Inspection and Enforcement Section (IES), FEO (For new/renewal application); and
 - (4) Copy of previously issued permit to acquire primer and gun powder (For renewal).

AUTHENTICATED BY:


MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

Page 13 of 15



Management System
ISO 9001:2015
www.tuv.com
ID 5106657337



- b) The EEMD shall evaluate and check the completeness, validity, and correctness of submitted documents and record/assign a control number;
- c) The application, once complete, shall be validated by the SCS, EEMD, FEO, and forwarded for review to the Assistant Chief, EEMD;
- d) C, EEMD, FEO countersign and endorse the application for concurrence of the Assistant Chief, FEO;
- e) C, FEO signs and approves the application; and
- f) A permit shall be issued with a dry seal and will be released by the SCS, EEMD, FEO.

4) **Request for Inspection of Storage Facility for New/Renewal/Amendment Application** (See Annex "J" Flowchart)

- a) The office/unit shall submit an endorsement/memorandum request addressed to the C, FEO with the following requirements:
 - (1) Accomplished Inspection Form for Primer and Gun Powder (See Annex "K");
 - (2) Letter request address to the Chief, EEMD (Attn: C, IES);
 - (3) Previous reloading machine registration (For Renewal of Registration);
 - (4) Photocopy of Official Receipt of ammunition reloading machine (For New);
 - (5) Floor plan of the facility showing the location of the storage facility;
 - (6) Photocopy of the latest SSI from local police; and
 - (7) Notarized copy of the latest monthly consumption report (Renewal).
- b) The EEMD evaluates and checks the completeness, validity, and correctness of submitted documents;
- c) The EEMD conducts ocular inspection to the storage facility to determine if compliant with the required measures; and
- d) The RCSU or IES, FEO shall issue an Inspection Report to the requesting office/unit.

AUTHENTICATED BY:

MARK JANIS C BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

Page 14 of 15



Management System
ISO 9001:2015
www.tuv.com
ID: 9106657937



8. PENALTY CLAUSE:

Any personnel who shall violate the prescribed guidelines and procedures of this MC shall be held administratively liable and shall be meted with appropriate sanctions in accordance with NAPOLCOM MC No. 2016-002 or Revised Rules on Administrative Cases in the Civil Service, as the case may be.

9. REPEALING CLAUSE:

Provisions of existing PNP issuances that are inconsistent with this MC, in whole or in part, are deemed repealed, set aside, amended or modified accordingly.

10. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



JOSE MELENCIO C. NARTATEZ, JR
Police General
Chief, PNP

- Distribution:
- Command Group
 - IG, IAS
 - D-Staff
 - P-Staff
 - Ds, NSUs
 - RDs, PROs
 - SPA to SILG



AUTHENTICATED BY:



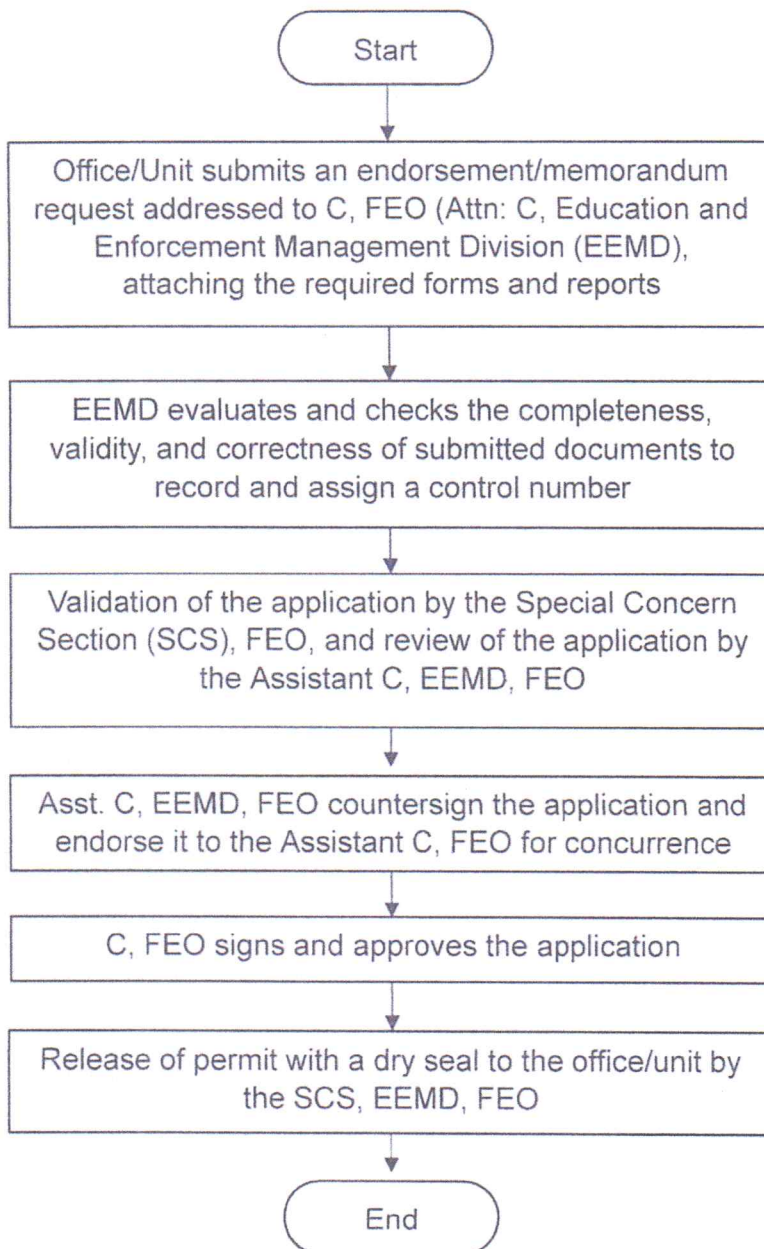
Management System
ISO 9001:2015
www.tuv.com
ID: 9196657937



MARK JANIS C. BALLESTEROS
Police Lieutenant Colonel
Administrative Officer

Annex "A"

Application for Registration of Ammunition Reloading Machine Flowchart (New/Renewal Application)



Requirements:

1. Accomplished and notarized application form for Registration of Ammunition Reloading Machine;
2. Permit to Acquire Primer and Gun Powder;
3. License to possess and operate an Ammunition Reloading Machine;
4. Photocopy of Sales Invoice of reloader or Certification of Verification from PNP Book of Accounts in case of donation; and
5. Copy of previously issued Certificate of Registration of Ammunition Reloading Machine (For renewal).



Republic of the Philippines
 NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP
FIREARMS AND EXPLOSIVES OFFICE
 Camp BGen Rafael T Crame, Quezon City



Date: _____

APPLICATION FOR PERMIT TO ACQUIRE PRIMER AND GUN POWDER
(LEA)

| | |
|-------------------------------|--|
| 1. Name of Agency | |
| 2. Address | |
| 3. Contact No./s | |
| 4. Authorized Representative. | |
| 5. Contact No./s | |

 (Applicant's signature over printed name)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____. Applicant exhibited to me his /her Community Tax Certificate No. _____ Issued at _____ on _____ 20____.

NOTARY PUBLIC

Doc. _____
 Page No. _____
 Book No. _____
 Series of _____



ACTION SLIP

Annex "C"



EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION LICENSE TO POSSESS AMMUNITION RELOADING MACHINE



EEMD FORM No. 09-B

Office/Unit: _____
Address: _____

Name of Contact Person: _____
Contact Number: _____

| ROUTE | REQUIREMENTS | | | | | | | | |
|---|--|----------|--|----------|--|----------|----------------------------|----------|--|
| Processor/Encoder Date Received _____ Date Released _____ _____ | <div style="text-align: center;"> <input type="checkbox"/> NEW APPLICATION </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td>Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>License/Permit to acquire primer and gun powder.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Notarized Application Form</td> </tr> </table> | A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | B | License/Permit to acquire primer and gun powder. | C | Notarized Application Form | | |
| A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | | | | | | | | |
| B | License/Permit to acquire primer and gun powder. | | | | | | | | |
| C | Notarized Application Form | | | | | | | | |
| Chief, SCS, EEMD Date Received _____ Date Released _____ _____ | <div style="text-align: center;"> <input type="checkbox"/> RENEWAL </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td>Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>License/Permit to acquire primer and gun powder.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Notarized Application Form</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine</td> </tr> </table> | A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | B | License/Permit to acquire primer and gun powder. | C | Notarized Application Form | D | Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine |
| A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | | | | | | | | |
| B | License/Permit to acquire primer and gun powder. | | | | | | | | |
| C | Notarized Application Form | | | | | | | | |
| D | Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine | | | | | | | | |
| Assistant Chief, EEMD Date Received _____ Date Released _____ _____ | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td>Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>License/Permit to acquire primer and gun powder.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Notarized Application Form</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine</td> </tr> </table> <p><i>Reminder:</i></p> <ol style="list-style-type: none"> 1. Use folder, RED tabbing for NEW and WHITE tabbing for AMENDMENT and RENEWAL; 2. All documentary requirements must be submitted in original copy/certified true copy/authenticated by issuing office. <p>REMARKS:</p> <hr/> <hr/> <hr/> <hr/> | A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | B | License/Permit to acquire primer and gun powder. | C | Notarized Application Form | D | Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine |
| A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | | | | | | | | |
| B | License/Permit to acquire primer and gun powder. | | | | | | | | |
| C | Notarized Application Form | | | | | | | | |
| D | Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine | | | | | | | | |
| Chief, EEMD Date Received _____ Date Released _____ _____ | <hr/> <hr/> <hr/> <hr/> | | | | | | | | |



Republic of the Philippines
 NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP
FIREARMS AND EXPLOSIVES OFFICE
 Camp BGen Rafael T Crame, Quezon City



Date: _____

APPLICATION FOR REGISTRATION OF AMMUNITION RELOADING MACHINE
(LEA)

| | |
|--|--|
| 1. Name of Agency | |
| 2. Address | |
| 3. Contact No./s | |
| 4. Authorized Representative. | |
| 5. Contact No./s | |
| 6. Permit to Acquire Primer and Gun Powder No. | |
| 7. License to Possess Ammunition Reloading Machine No. | |

| QUANTITY | MAKE/MODEL | DESCRIPTION | SERIAL NO. | SOURCE |
|----------|------------|-------------|------------|--------|
| | | | | |
| | | | | |
| | | | | |

I hereby agree that we will safely keep the above article/s and will use them only for the purpose mentioned above. We promise to comply faithfully with all the laws, rules and regulations pertaining to the possession and use of reloading machines.

 (Applicant's signature over printed name)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.
 Applicant exhibited to me his/her Community Tax Certificate No. _____ issued
 at _____ on _____ 20__.

NOTARY PUBLIC

Doc. _____
 Page No. _____
 Book No. _____
 Series of _____

ACTION SLIP

Annex "E"



EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION REGISTRATION OF AMMUNITION RELOADING MACHINE (Law Enforcement Agency)



EEMD FORM No. 09-C

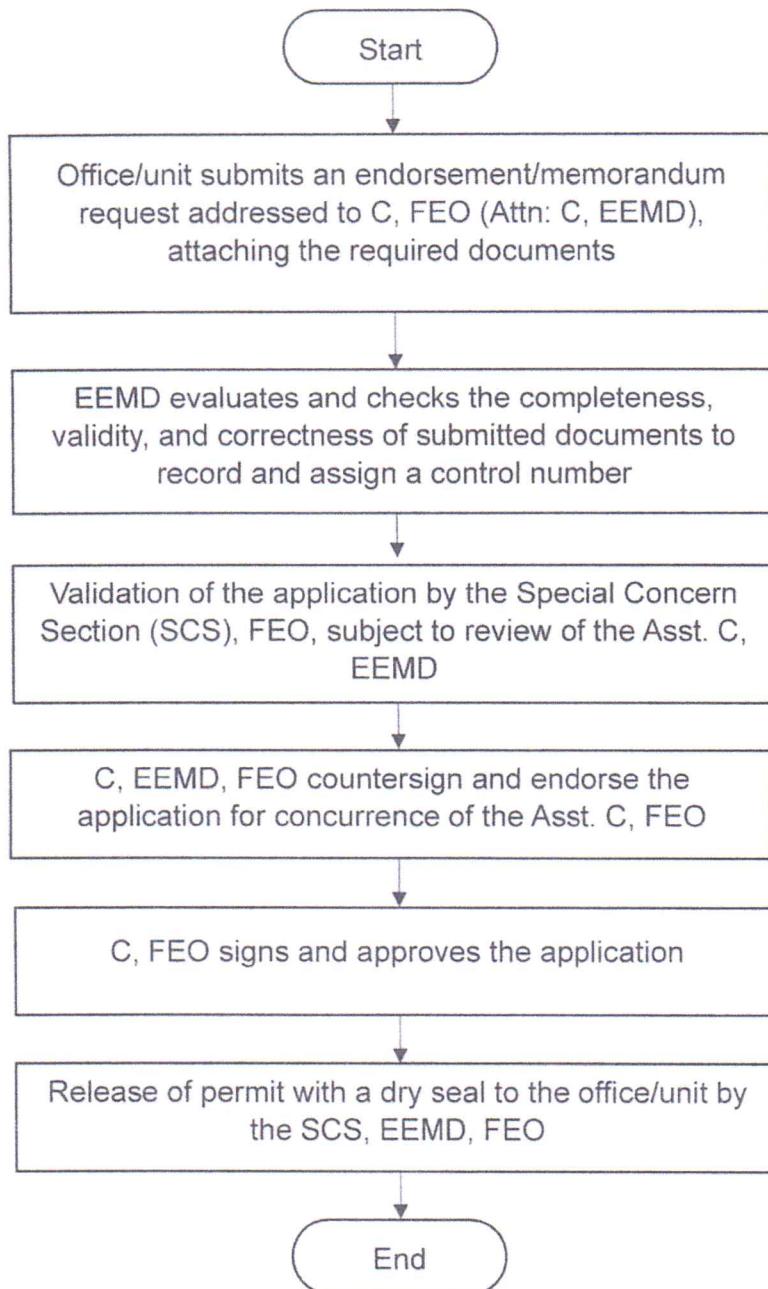
Office/Unit: _____
Address: _____

Name of Contact Person: _____
Contact Number: _____

| ROUTE | REQUIREMENTS | | | | | | | | | | |
|--|--|----------|--|----------|--|----------|--|----------|---|----------|---|
| Processor/Encoder Date Received _____ Date Released _____ _____ | <div style="text-align: center;"><input type="checkbox"/> NEW APPLICATION</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td>Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Permit to acquire primer and gun powder.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>License to Possess an Ammunition Reloading Machine</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Notarized Application Form (Registration of Ammunition Reloading Machine)</td> </tr> <tr> <td style="text-align: center;">E</td> <td>Purchase Receipt /Official Receipt/Deeds of Donation</td> </tr> </table> | A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | B | Permit to acquire primer and gun powder. | C | License to Possess an Ammunition Reloading Machine | D | Notarized Application Form (Registration of Ammunition Reloading Machine) | E | Purchase Receipt /Official Receipt/Deeds of Donation |
| A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | | | | | | | | | | |
| B | Permit to acquire primer and gun powder. | | | | | | | | | | |
| C | License to Possess an Ammunition Reloading Machine | | | | | | | | | | |
| D | Notarized Application Form (Registration of Ammunition Reloading Machine) | | | | | | | | | | |
| E | Purchase Receipt /Official Receipt/Deeds of Donation | | | | | | | | | | |
| Chief, SCS, EEMD Assistant Chief, EEMD Date Received _____ Date Released _____ _____ | <div style="text-align: center;"><input type="checkbox"/> RENEWAL</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td>Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD)</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Permit to acquire primer and gun powder.</td> </tr> <tr> <td style="text-align: center;">C</td> <td>License to Possess an Ammunition Reloading Machine</td> </tr> <tr> <td style="text-align: center;">D</td> <td>Notarized Application Form (Registration of Ammunition Reloading Machine)</td> </tr> <tr> <td style="text-align: center;">E</td> <td>Copy of previously issued Certificate of Registration of Ammunition Reloading Machine</td> </tr> </table> <p><i>Reminder:</i></p> <ol style="list-style-type: none"> 1. Use folder, RED tabbing for NEW and WHITE tabbing for AMENDMENT and RENEWAL; 2. All documentary requirements must be submitted in original copy/certified true copy/authenticated by the issuing office. | A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | B | Permit to acquire primer and gun powder. | C | License to Possess an Ammunition Reloading Machine | D | Notarized Application Form (Registration of Ammunition Reloading Machine) | E | Copy of previously issued Certificate of Registration of Ammunition Reloading Machine |
| A | Endorsement/Memo Request from Head of Office addressed to Chief, FEO (Attn: Chief, EEMD) | | | | | | | | | | |
| B | Permit to acquire primer and gun powder. | | | | | | | | | | |
| C | License to Possess an Ammunition Reloading Machine | | | | | | | | | | |
| D | Notarized Application Form (Registration of Ammunition Reloading Machine) | | | | | | | | | | |
| E | Copy of previously issued Certificate of Registration of Ammunition Reloading Machine | | | | | | | | | | |
| Chief, EEMD Date Received _____ Date Released _____ _____ | <p>REMARKS:</p> <p>_____</p> <p>_____</p> <p>_____</p> | | | | | | | | | | |

Annex "F"

Application for License to Possess and Operate an Ammunition Reloading Machine Flowchart (New/Renewal Application)



Requirements:

1. License/Permit to Acquire Primer and Gun Powder;
2. Accomplished and notarized Application Form for License to Possess Ammunition Reloading Machine; and
3. Copy of previously issued Licensed to Possess and Operate Ammunition Reloading Machine (For renewal).

ACTION SLIP

Annex "G"

REF. NR.: _____



EDUCATION AND ENFORCEMENT MANAGEMENT DIVISION PERMIT TO ACQUIRE PRIMER AND GUN POWDER (Law Enforcement Agency)



EEMD FORM No. 09-A

Office/Unit: _____
Address: _____

Name of Contact Person: _____
Contact Number: _____

REQUIREMENTS

| | |
|---|--|
| Processor/Encoder Date Received _____ Date Released _____ | <input type="checkbox"/> NEW APPLICATION |
| _____ _____ | A Letter Request/Endorsement/Memo Request from Head of Office/Agency addressed to Chief, FEO (Attn: Chief, EEMD) |
| | B Notarized Application Form (Permit to Acquire Primer and Gun Powder) |
| | C Photocopy of Updated Certificate of Shooting Range Accreditation (Applicable only for offices/units with Shooting Range) |
| | D Security Survey Inspection (SSI) Report from Local Police Office |
| OIC, SCS: Date Received _____ Date Released _____ | E Inspection Report of storage facility from RCSU or I&E FEO |
| _____ _____ | <input type="checkbox"/> RENEWAL |
| | A Letter Request/Endorsement/Memo Request from Head of Office/Agency addressed to Chief, FEO (Attn: Chief, EEMD) |
| | B Notarized Application Form (Permit to Acquire Primer and Gun Powder) |
| | C Copy of previously issued (Permit to acquire primer and gun powder) |
| Assistant Chief, EEMD: Date Received _____ Date Released _____ | D Photocopy of Updated Certificate of Shooting Range Accreditation |
| _____ _____ | E Security Survey Inspection (SSI) Report from Local Police Office |
| | F Inspection Report of storage facility from RCSU or I&E FEO |
| Chief, EEMD Date Received _____ Date Released _____ | Reminder: 1. Use folder, RED tabbing for NEW and WHITE tabbing for AMENDMENT and RENEWAL; 2. All documentary requirements must be submitted in original copy/certified true copy/authenticated by the issuing office. |
| Assistant Chief, FEO: Date Received _____ Date Released _____ | REMARKS: _____ _____ _____ |
| Chief, FEO: Date Received _____ Date Released _____ | _____ _____ |



Republic of the Philippines
 NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP
FIREARMS AND EXPLOSIVES OFFICE
 Camp BGen Rafael T Crame, Quezon City



Date: _____

APPLICATION FOR LICENSE TO POSSESS AND OPERATE
AMMUNITION RELOADING MACHINE
 (LEA)

| | |
|--|--|
| 1. Name of Agency | |
| 2. Address | |
| 3. Contact No./s | |
| 4. Authorized Representative. | |
| 5. Contact No./s | |
| 6. Permit to Acquire Primer and Gun Powder No. | |

 (Applicant's signature over printed name)

SUBSCRIBED AND SWORN to before me this ____ day of _____,
 20___. Applicant exhibited to me his /her Community Tax Certificate No.
 _____ Issued at _____ on
 _____ 20__.

NOTARY PUBLIC

Doc. _____
 Page No. _____
 Book No. _____
 Series of _____



Management System
 ISO 9001:2015
 www.fir.com
 ID: 9128958744

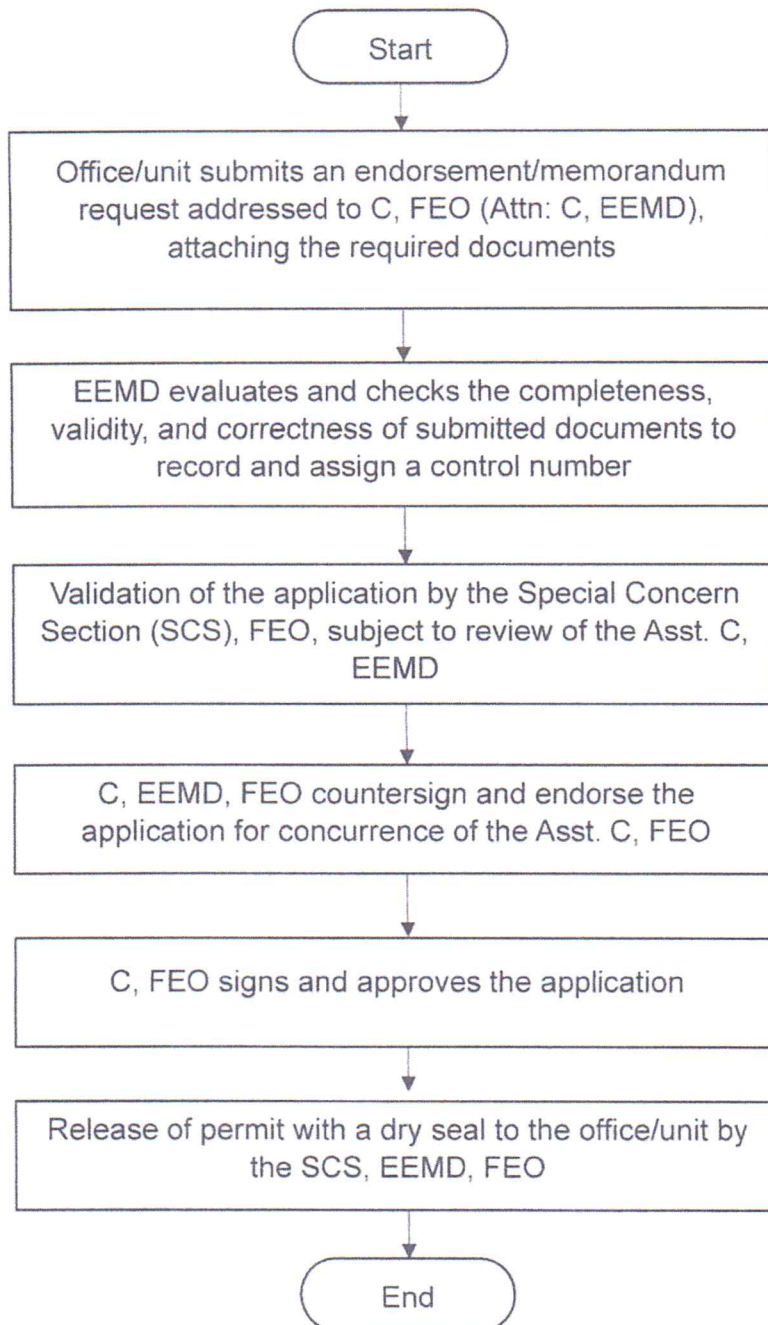


BAGONG PILIPINAS Fast, Efficient and Outstanding Services

"Bagong PNP para sa Bagong Pilipinas: Serbisyon Mabilis, Tapat, at Nararamdaman"

Annex "I"

Application for Permit to Acquire Primer and Gun Powder Flowchart (New/Renewal Application)

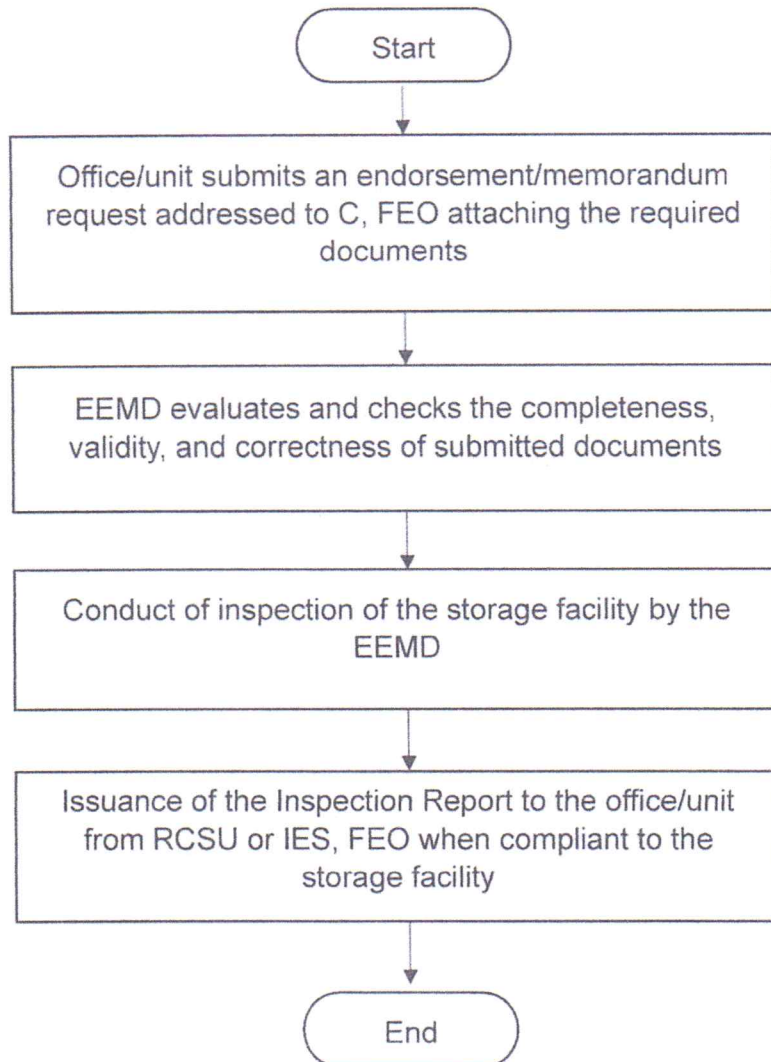


Requirements:

1. Accomplished and Notarized Application Form for Permit to Acquire Primer and Gun Powder;
2. Security Survey Inspection (SSI) from Local Police Office (For new/renewal application);
3. Inspection Report of Storage facility from RCSU or I&E, FEO with attachments (For new/renewal application);
4. Copy of previously issued permit to acquire primer and gun powder (For renewal); and
5. Shooting Range Accreditation (For offices/units with shooting range).

Annex "J"

Request for Inspection of Storage Facility Flowchart (New/Renewal/Amendment Application)



Requirements:

1. Accomplished Inspection Form;
2. Letter request address to Chief, EEMD (Attn: C, I&E Section);
3. Previous Reloading Machine Registration (For renewal of registration);
4. Photocopy of Official Receipt of Ammunition Reloading Machine (New) or Certification of Verification from PNP Book of Accounts in case of donation;
5. Floor plan of the facility showing the location of the storage facility;
6. Photocopy of the latest Security Survey Inspection (SSI) from local police; and
7. Notarized copy of the latest monthly consumption report (Renewal)



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, CIVIL SECURITY GROUP
FIREARMS AND EXPLOSIVES OFFICE
Camp BGen Rafael T Crame, Quezon City



REVISED FEO FORM NO. EEMD-I&E-11

REQUEST FOR INSPECTION FORM PRIMER AND GUN POWDER LAW ENFORCEMENT AGENCY (LEA)

FOR: Chief, EEMD

Attn: Chief, I&E Section, EEMD

Write in all capital letters & mark (✓) the box provided if needed.

(Name of Office/Unit and Address)

RANK/FIRST NAME

MIDDLE NAME

LAST NAME

QUALIFIER

(Name of Head of Office/Unit/Authorized Representative)

(Position/Designation)

Cellphone Number

Email Address

Please check
appropriate box on type
of application:

NEW

RENEWAL

AMENDMENT

I further commit the readiness of the facility on the scheduled day of inspection in compliance with SECTION 12.4.3 of the Revised Implementing Rules and Regulation of Republic Act No. 10591 also known as the "Comprehensive Firearms and Ammunition Regulation Act".

Signature Over Printed Name of Head
of Office/Unit/Authorized Representative

Attachments:

Blue folder with white tabbings

| | |
|---|--|
| A | Request for Inspection Form; |
| B | Letter Request address to Chief, EEMD Attn. Chief I & E Section; |
| C | Previous Reloading Machine Registration (For Renewal of Registration); |
| D | Photocopy of Official Receipt of Reloading Machine (New); |
| E | Floor Plan of the Facility showing the location of the storage facility; |
| F | Photocopy of Latest Security Survey Inspection from Local Police ; and |
| G | Notarized Copy of latest Monthly Consumption Report (Renewal) |

NOTICE: By submitting this application, you consent to the collection, storage and processing of your personal data for evaluation purposes only. Your data will be kept confidential and secure, in accordance with our Data Privacy Policy

Annex "L"

TABLE OF DISTANCE FOR MAGAZINES OF EXPLOSIVES

(As Revised and Approved by the Institute of Maker of Explosives dtd September 30, 1955)

| EXPLOSIVES Weights in Pounds Inclusive | DISTANCE IN FEET WHEN STORAGE IS BARRICADED | | | |
|---|---|-----------------------|--------------------|----------------------------|
| | Inhabited Buildings | Passenger Railways | Public Highways | Separation of Magazines |
| 2-5 | 70 | 30 | 30 | 6 |
| 6-10 | 90 | 35 | 35 | 8 |
| 11-20 | 110 | 45 | 45 | 10 |
| 21-30 | 125 | 50 | 50 | 11 |
| 31-40 | 140 | 55 | 50 | 12 |
| | | | | |
| 41-50 | 150 | 60 | 60 | 14 |
| 51-75 | 170 | 70 | 70 | 15 |
| 76-100 | 190 | 75 | 75 | 16 |
| 101-125 | 200 | 80 | 80 | 18 |
| 126-150 | 215 | 85 | 85 | 19 |
| | | | | |
| 151-200 | 235 | 95 | 95 | 21 |
| 201-250 | 255 | 105 | 105 | 23 |
| 251-300 | 270 | 110 | 110 | 24 |
| 301-400 | 295 | 120 | 120 | 27 |
| 401-500 | 320 | 130 | 130 | 29 |
| | | | | |
| 501-600 | 340 | 135 | 135 | 31 |
| 601-700 | 355 | 145 | 145 | 32 |
| 701-800 | 375 | 150 | 150 | 33 |
| 801-900 | 390 | 155 | 155 | 35 |
| 901-1000 | 400 | 160 | 160 | 36 |
| | | | | |
| 1001-1200 | 425 | 170 | 165 | 39 |
| 1200-1400 | 450 | 180 | 170 | 41 |
| 1401-1600 | 470 | 190 | 175 | 43 |
| 1601-1800 | 490 | 195 | 180 | 44 |
| 1801-2000 | 505 | 205 | 185 | 45 |
| | | | | |
| 2001-2500 | 545 | 220 | 190 | 49 |
| 2501-3000 | 580 | 235 | 195 | 52 |
| 3001-4000 | 635 | 255 | 210 | 58 |
| 4001-5000 | 685 | 275 | 225 | 61 |
| 5001-6000 | 730 | 295 | 235 | 65 |
| | | | | |
| 6001-7000 | 770 | 310 | 245 | 68 |
| 7001-8000 | 800 | 320 | 250 | 72 |
| 8001-9000 | 835 | 335 | 255 | 75 |
| 9001-10000 | 865 | 345 | 260 | 78 |
| 10001-12000 | 875 | 370 | 270 | 82 |

| EXPLOSIVES | DISTANCE IN FEET WHEN STORAGE IS BARRICADED | | | |
|------------------------------------|--|---------------------------|------------------------|--------------------------------|
| Weights in Pounds Inclusive | Inhabited Buildings | Passenger Railways | Public Highways | Separation of Magazines |
| 12001-14000 | 885 | 390 | 340 | 87 |
| 14001-16000 | 900 | 405 | 360 | 90 |
| 16001-18000 | 910 | 420 | 380 | 94 |
| 18001-20000 | 975 | 435 | 400 | 98 |
| 20000-25000 | 1055 | 470 | 420 | 105 |
| | | | | |
| 25000-32000 | 1130 | 500 | 440 | 115 |
| 32001-35000 | 1205 | 525 | 450 | 119 |
| 35001-40000 | 1275 | 550 | 470 | 124 |
| 40001-45000 | 1340 | 570 | 485 | 129 |
| 45001-50000 | 1400 | 590 | 500 | 135 |
| | | | | |
| 50001-55000 | 1460 | 610 | 510 | 140 |
| 55001-60000 | 1515 | 630 | 520 | 145 |
| 60001-65000 | 1565 | 645 | 530 | 150 |
| 65001-70000 | 1610 | 660 | 540 | 155 |
| 70001-75000 | 1655 | 675 | 545 | 160 |
| | | | | |
| 75001-80000 | 1695 | 690 | 550 | 165 |
| 80001-85000 | 1720 | 705 | 555 | 170 |
| 85001-90000 | 1760 | 720 | 560 | 175 |
| 90001-95000 | 1790 | 730 | 565 | 180 |
| 95001-100000 | 1815 | 745 | 570 | 185 |
| | | | | |
| 100001-110000 | 1835 | 770 | 550 | 195 |
| 110001-120000 | 1855 | 790 | 555 | 205 |
| 120001-130000 | 1875 | 810 | 560 | 215 |
| 130001-140000 | 1890 | 835 | 565 | 225 |
| 140001-150000 | 1900 | 850 | 570 | 235 |
| | | | | |
| 150001-160000 | 1935 | 870 | 580 | 245 |
| 160001-170000 | 1965 | 890 | 590 | 255 |
| 170001-180000 | 1990 | 905 | 600 | 265 |
| 180001-190000 | 2010 | 920 | 605 | 275 |
| 190001-200000 | 2030 | 935 | 610 | 285 |
| | | | | |
| 200001-210000 | 2055 | 955 | 620 | 295 |
| 210001-230000 | 2100 | 980 | 635 | 315 |
| 230001-250000 | 2155 | 1010 | 650 | 335 |
| 250001-275000 | 2215 | 1040 | 670 | 360 |
| 275001-300000 | 2275 | 1075 | 690 | 385 |
| | | | | |

Note: When a building containing explosives is not barricaded, the distances shown in this table should be doubled

OPERATING LOGBOOK FORMAT

| (1) Date & Time (Start-End) | (2) Operator's Name & Signature | (3) Machine Serial Number | (4) Type of Ammunition Reloaded | (5) Materials/Components Used (Casings / Primers / Powder / Bullets) | (6) Quantity of Rounds Produced | (7) Defective Rounds | (8) Remarks / Findings | (9) Supervisor's Verification (Name & Signature) |
|--------------------------------------|--|------------------------------------|--|---|--|----------------------------|------------------------------|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

1. **Date and Time** – record the exact time of start and end of operation.
2. **Operator's Name and Signature** – identify the authorized personnel who operated the ammunition reloading machine.
3. **Ammunition Reloading Machine Serial Number** – for traceability if multiple machines are in use.
4. **Type of Ammunition Reloaded** - specify caliber or type (E.g., 9mm, 5.56mm, etc.)
5. **Quantity of Materials/Components Used** – record the number of brass casings, primers, powder (in grams), and bullets loaded.
6. **Quantity of Rounds Produced** – enter the total finished rounds.
7. **Defective Rounds** – list and segregate any defective ammunition produced.
8. **Remarks/Findings** – note any unusual occurrences, minor malfunctions, or observations.
9. **Supervisor's Verification** – the ammunition reloading officer (ARO) or designated supervisor must check, verify, and sign.