

Shooting Range Standing Orders Guide

The Shooting Range Operator (SRO) is responsible for producing the Range Standing Orders (RSOs)

1	Shooting Range/Multi-Range Site Name
2	Shooting Range Name <i>(if an individual shooting range)</i>
3	RSOs Date <i>(date RSOs were authorised)</i>
4	Introduction <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Information about the range 2 The legal title of the land on which the range is located, and any associated land affected by the range danger area (if different) 3 The name of the landowner(s) or controlling authority approving the use of their land as a shooting range 4 Hours of operation
5	Responsibility <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Name of the (SRO), (who is responsible for the overall safe operation of the range), and 2 The person in charge of the day-to-day administration, management and maintenance of the range, if not the SRO
6	Compliance with Range Standing Orders (RSOs) <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Statement directing that all range users must comply with RSOs 2 Describe the consequence of non-compliance with RSOs
7	Range Location <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Physical street address of the range 2 NZTM map sheet number and grid reference
8	Approved range users and priority of use <i>(Information to be included)</i> List approved range users/organisations in their order of priority
9	Warning flags and danger signs <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Locations of warning flags, danger signs and their use 2 Flag locations may be included within the Google Earth image (or similar diagram)
10	Description of Individual Ranges, Restrictions and Conditions of Use - in numerical order <i>(Information to be included)</i> <ol style="list-style-type: none"> 1 Where a range is designated a FDA or RDA range, a scale diagram of the range danger area is to be included as an annex (a scale diagram is not required for a NDA range) 2 The limitation of the danger area is to be clearly defined (RDA ranges only) 3 The range axis (direction of fire) is also to be clearly indicated in the scale diagram. <p>Example:</p> <ol style="list-style-type: none"> 1 Range 1: <ol style="list-style-type: none"> a. Description - Maximum firing distance, indoor/outdoor, type of shooting discipline and type of range danger area e.g., 50m Outdoor Pistol/Multi-discipline RDA range b. Restrictions - Restrictions on the ammunition approved for use on the range. This can be expressed as up to and including the maximum calibre, cartridge, muzzle velocity or muzzle energy, or a combination, e.g., <ol style="list-style-type: none"> (1) pistols up to and including .50 calibre with a MV no greater than 1600 fps (488 m/s). (2) Rifles up to and including 8 mm with a muzzle energy below 3800 ft-lb (5152 J). c. Conditions of use - List the conditions of use specific to this range e.g., Range 1 must be closed for use when Range 2 is in operation. 2 Range 2: <ol style="list-style-type: none"> a. Description b. Restrictions c. Conditions of use 3 Range 3: <ol style="list-style-type: none"> a. Description b. Restrictions c. Conditions of use



	<p>Explanatory note:</p> <p>Where the range danger area or range infrastructure (backstop, bullet catcher, berms / sidewalls, target frames, or targets) requires the restriction of the muzzle velocity or muzzle energy of firearms used, then these limitations should be included in the RSOs. Typical or example allowable and not allowable firearm cartridges can be listed for clarity. For example the range may limit specific cartridges to those that fall within the range danger area or those that will reduce or eliminate the potential to damage range infrastructure e.g. bullet catchers or steel targets.</p>
11	<p>Range safety roles (Information to be included)</p> <p>Describe the arrangements for officers on duty and any other persons with a designated role for ensuring range safety:</p> <ol style="list-style-type: none"> 1. RSOs must state that an officer is on duty for each individual range when in use, 2. A shooting range operator of a certified shooting range must maintain for each year ending 30 June a record of the officers who are on duty at the shooting range from time to time during the year, who holds a firearms licence, and is appropriately trained in shooting range safety management. 3. The record must be retained for two years after the end of the year to which the record relates.
12	<p>Range Safety Rules (Information to be included)</p> <ol style="list-style-type: none"> 1. Generic safety rules for the use of the range, 2. Any specific requirements before, during and after shooting 3. Approved shooting activities 4. Developed shooting activities must be reviewed for approval by the shooting range operator before inclusion in RSOs. Police must be notified of any proposed amendment to RSOs for review of the current conditions of certification and approval
13	<p>New ammunition use (Information to be included)</p> <p>If a new ammunition type is proposed for use on the range, it must be approved by the SRO before inclusion in RSOs. Police must be notified of any proposed amendment to RSOs for review of the current conditions of certification and approval.</p>
14	<p>Targets (Information to be included)</p> <ol style="list-style-type: none"> 1. Describe approved soft and hard target types to be used 2. Describe the correct placement of targets 3. List approved target centre height(s) 4. Describe the procedure for approval and use of new targets and target systems
15	<p>Steel targets (Information to be included)</p> <p>Provide instructions for the use of approved steel targets</p>
16	<p>Moving targets (Information to be included)</p> <p>Provide the instructions for the operation of moving targets</p>
17	<p>Minimum safe engagement distances (Information to be included)</p> <p>List the minimum safe engagement distances by calibre, target type, composition of the backstop/bullet catcher material.</p>
18	<p>Eye and hearing protection (Information to be included)</p> <p>Describe the rules for the use of eye and hearing protection</p>
19	<p>Medical and Emergency (Information to be included)</p> <ol style="list-style-type: none"> 1. Location of the first aid/medical kit 2. Identify a suitable method (cell phone/landline/radio) to contact emergency services
20	<p>Accident/Incident procedure (Information to be included)</p> <ol style="list-style-type: none"> 1. Describe the procedure in case of an accident/incident on the range not involving a firearm 2. Describe the procedure in case of an accident /incident on the range involving a firearm or ammunition - Note: Section 58 of the Arms Act 1983 - Reporting of injuries caused by firearms, airguns, pistols, or restricted weapons, states that Every person who causes bodily injury to or the death of any person by the use of a firearm, airgun, pistol, or restricted weapon, shall, as soon as reasonably practicable, report the incident in person— <ol style="list-style-type: none"> (a) at the nearest Police station; or (b) to a member of the Police.

21	Fire precautions and procedures <i>(Information to be included)</i>
	<ol style="list-style-type: none"> 1 Evacuation procedure in the event of a fire 2 Location of onsite fire alarms and equipment 3 Any relevant seasonal fire restrictions that must be complied with
22	Range clearance <i>(Information to be included)</i>
	Describe the procedure for clearance of the range at the completion of the shooting activity
24	Cone(s) of Fire <i>(Information to be included)</i>
	List the approved cone(s) of fire for each range
23	Unauthorised access and/or use of the range <i>(Information to be included)</i>
	Describe the procedure for the managing any unauthorised access and/or use of the range
25	Inability of the shooter to achieve Cone of Fire <i>(Information to be included)</i>
	Describe the procedure on how the shooting range operator validates and monitors the ability of a shooter to achieve and maintain the approved cone of fire, and the corrective actions if a shooter is unable to do so.
26	Un-licenced or inexperienced shooters <i>(Information to be included)</i>
	Describe the procedure(s) used to manage an un-licenced or inexperienced shooter on the shooting range
27	Test Firing
	Describe the procedure(s) used to approve and manage test firing of firearms and ammunition.
28	Air danger height (ADH) <i>(Information to be included)</i>
	<ol style="list-style-type: none"> 1 List approved ADHs for the range 2 Describe the procedure for aircraft intrusion over the range danger area 3 Describe any procedure required by agreement with the local aerodrome(s) or CAA for use of the range (if applicable)
29	Range maintenance plan <i>(Information to be included)</i>
	<ol style="list-style-type: none"> 1 A schedule of regular maintenance checks of the range(s) e.g. detailing the criteria for refurbishment of the bullet catcher fill material (if applicable), and 2 For the purpose of certification, the standard of the range maintenance will be assessed against the range maintenance plan
30	Children (Minors) <i>(Information to be included)</i>
	Rules for supervision of children (minors) on the range
31	Health and hygiene <i>(Information to be included)</i>
	Rules for health and hygiene procedures (e.g. washing hands before handling food after shooting)
32	Domestic animals <i>(Information to be included)</i>
	Rules for allowing domestic animals on the range
33	Additional headings <i>(Information to be included)</i>
	Any other information deemed necessary for inclusion in the RSOs for the safe management and operation of the range
34	Amendment to RSOs <i>(Information to be included)</i>
	Describe the procedure for amendments to these RSOs
35	Authorisation of RSOs <i>(Information to be included)</i>
	The RSOs are to be authorised by the Shooting Range Operator, e.g by date



36 **Distribution list** *(Information to be included)*

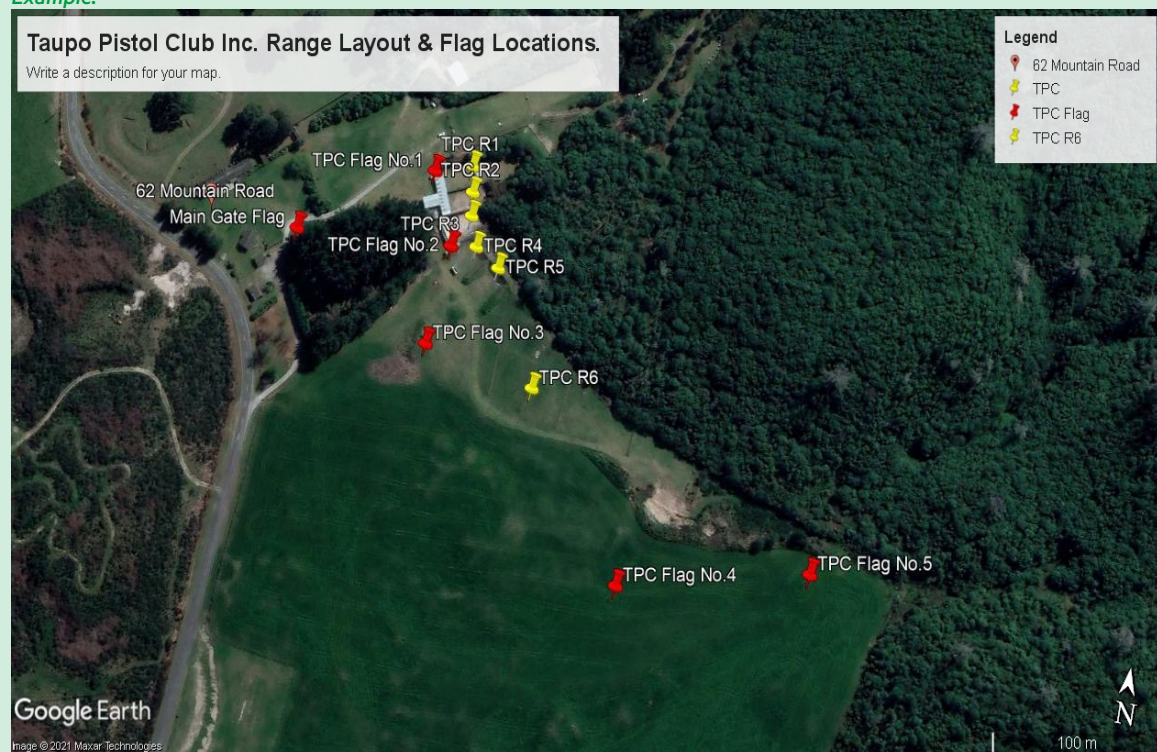
List all approved range users and associated organisations

Annexes - if required to supplement the main body *(Information to be included)*

A **Range layout and location** *(Information to be included)*

A Google Earth image or Topo50 Map image indicating a plan view of the range(s) including flag locations

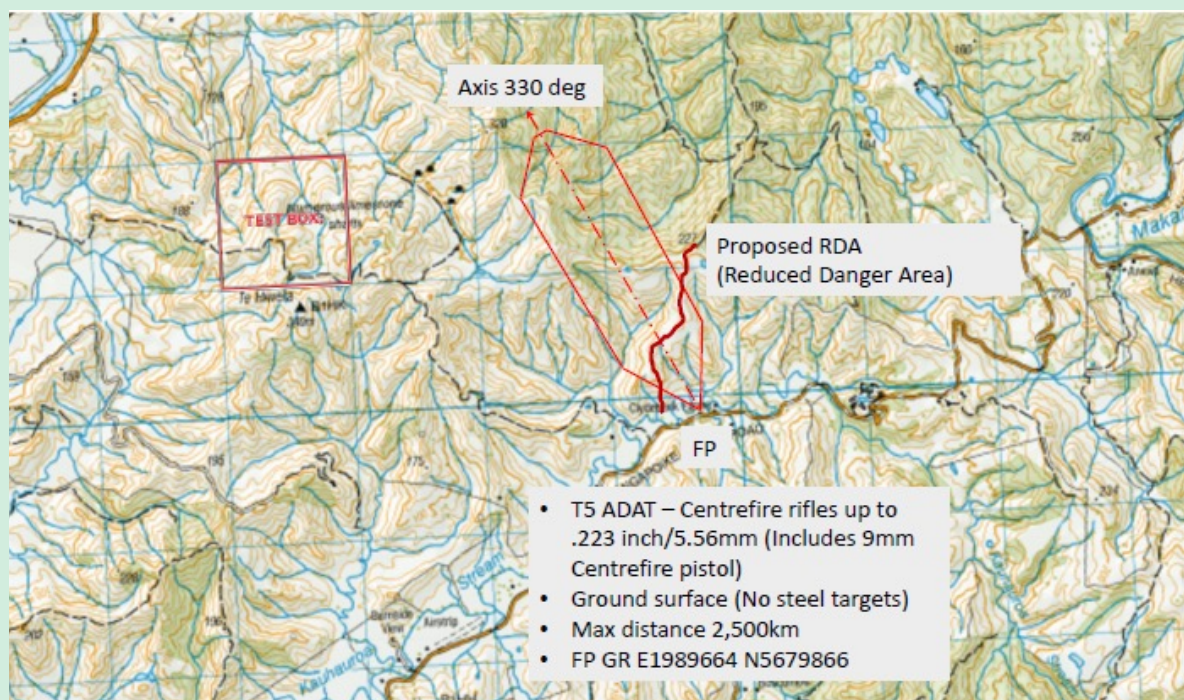
Example:



B Range danger area (Information to be included)

A scale diagram illustrating the FDA/RDA including the boundary of the land approved for use as a shooting range, not required for a NDA range. This diagram must also list the grid reference(s) to the firing point/firing line/firing box, range axis, left and right of arcs (if applicable), the ammunition danger area template used

Example:



C Additional shooting organisations (Information to be included)

Where more than one shooting organisation uses the range, specific rules for their discipline can be added as an annex. They must not contradict these RSOs. The annex must be reviewed and approved by the SRO for inclusion in these RSOs

D Any other relevant information (Information to be included)

Information, tables and images that are more suited to be included as an Annex in order to reduce clutter in the main body of the RSOs