# <Name of> Shooting Range Standing Orders

Instructions:

This MS Word template is designed to allow anyone with MS Word to edit and modify the document to their needs. Police recommend that you retain headings that are not relevant to your range operation. If a ‘heading’ is not required, place N/A (Not Applicable) within the content of the ‘heading’ to indicate to Police that you have considered the ‘heading’ during the review process.

All paragraphs/sentences in italicised green font can be deleted without affecting the format or context of the RSOs and will help condense the number of pages. You can add an annex listing all of the ‘headings’ that are N/A as an alternative but do not renumber the original template document.

The final draft is not a Police document, it is the property of the shooting range operator. If Police find your RSOs difficult to read or understand, it may delay the review of your application for range certification.

## Template

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

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| **1 Shooting range/multi-range site (complex) name** |
|       |
| **2 Names of individual ranges** *(if applicable)* |
|       |
| **3 RSOs date** *(date RSOs were authorised)* |
|       |
| **4 Introduction**  |
| **Information about the range** |
| 4.1  |
| **The legal title of the land on which the range is located, and any associated land affected by the range danger area** *(if different)* |
| 4.2 |
| **The name of the landowner(s) or controlling authority that approve the use of their land as a shooting range** |
| 4.3  |
| **Hours of operation** |
| 4.4  |

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| **5 Responsibility**  |
| **Name of the SRO** *(who is responsible for the overall safe operation of the range)* |
| 5.1 |
| **The person in charge of the day-to-day administration, management, and maintenance of the range**(if not the SRO) |
| 5.2 |
| **6 Compliance with Range Standing Orders (RSOs)**  |
| *Statement directing that all range users must comply with RSOs*6.1 |
| *Describe the consequence of non-compliance with RSOs*6.2 |
| **7 Range Location**  |
| *Physical street address of the range*7.1 |
| **NZTM map sheet number and grid reference** |
| 7.2 |
| **8 Approved range users and priority of use** |
| *List approved range users/organisations in their order of priority*8.1 |
| **9 Warning flags and danger signs** |
| *Locations of warning flags, danger signs and their use.**Flag locations may be included within the Google Earth image**(or similar diagram)*9.1 |
| **10 Description of individual ranges, restrictions, and conditions of use** **(in numerical order)** |
| * ***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)*
* ***The limitation of the danger area is to be clearly defined*** *(RDA ranges only)*
* ***The range axis (direction of fire) is also to be clearly indicated in the scale diagram***
 |
| **Range 1 (Number or name):** |       |
| **Range 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*** |
| 10.1 |
| **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.,*** ***(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)."*** |
| ***Explanatory note:******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 shall 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.*** |
| Restrictions xyz 1, 2 3. |
| **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****.* |
| Conditions xyz 1, 2 3. |
| **Range 2 (Number or name):** |       |
| **Range 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*** |
| 10.2 |
| **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.,*** ***(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).*** |
| Restrictions xyz 1, 2 3. |
| **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.*** |
| Conditions xyz 1, 2 3. |
| ***Serial 10 continues for the respective number of ranges, at 10.3 (if applicable)***  |
| **11 Range safety roles** |
| *Describe the arrangements for officers on duty and any other persons with a designated role for ensuring safety** *RSOs must state that an officer is on duty for each individual range when in use*
* *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.*
* *The record must be retained for two years after the end of the year to which the record relates.*
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| 11.1 |
| **12 Range safety rules** |
| *Developed shooting activities must be reviewed for approval 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.* |
| *Generic safety rules for the use of the range*12.1 |
| *Specific requirements before, during and after shooting*12.2 |
| *Approved shooting activities*12.3 |
| **13 New ammunition use** |
| *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.* |
| 13.1 |
| **14 Targets** |
| *Approved soft and hard target types to be used*14.1 |
| *The correct placement of targets*14.2 |
| *Approved target centre heights*14.3 |
| *The procedure for approval and use of new targets*14.4 |

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| **15 Steel targets** |
| *Provide instructions for the use of approved steel targets (if applicable)*15.1 |
| **16 Moving targets** |
| *Provide instructions for the operation of moving targets*16.1 |
| **17 Minimum safe engagement distances** |
| *List the minimum safe engagement distances by calibre, target type, composition of the backstop/bullet catcher material.*17.1 |
| **18 Eye and hearing protection** |
| *Describe the rules for the use of eye and hearing protection*18.1 |
| **19 Medical and emergency** |
| *Location of first aid/medical kit*19.1 |
| *Describe a suitable method (cell phone/landline/radio) to contact emergency services*19.2 |
| **20 Accident/incident procedure** |
| *Describe the procedure in case of an accident /incident on the range not involving a firearm or ammunition*20.1 |
| *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—**(a) at the nearest Police station; or**(b) to a member of the Police.*20.2 |
| **21 Fire precautions and procedures** |
| *Evacuation procedure in the event of a fire*21.1 |
| *Location of onsite fire alarms and equipment*21.2 |
| *Any relevant seasonal fire restrictions that must be complied with*21.3 |
| **22 Range Clearance** |
| *Describe the procedure for clearance of the range at the completion of the shooting activity*22.1 |
| 23 Unauthorised access and/or use of the range |
| *Describe the procedure for the managing any unauthorised access and/or use of the range*23.1 |
| **24 Cone(s) of Fire (CoF)** |
| *List all the approved cone(s) of fire for each range*24.1 |

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| **25 Inability of the shooter to achieve Cone of Fire** |
| *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*25.1 |
| **26 Unlicenced of inexperienced shooters** |
| *Describe the procedure(s) used to manage an un-licenced or inexperienced shooter on the shooting range*26.1 |
| **27 Test firing** |
| *Describe the procedure(s) used to approve and manage test firing of firearms and ammunition*27.1 |
| **28 Air danger height (ADH)** |
| *List approved ADHs for the range*28.1 |
| *Describe the procedure for aircraft intrusion over the range danger* ***area*** 28.2 |
| *Describe any procedure required by agreement with the local aerodrome(s) or CAA for use of the range (if applicable)*28.3 |
| **29 Range maintenance plan** |
| *A schedule of regular maintenance checks of the range(s) e.g., detailing the criteria for the refurbishment of the bullet catcher fill material (if applicable), and for the purpose of certification, the standard of the range maintenance will be assessed against the range maintenance plan* |
| 29.1 |
| **30 Children (minors)** |
| *Rules for supervision of children (minors) on the range*30.1 |
| **31 Health and hygiene** |
| *Rules for health and hygiene procedures (e.g. washing hands before handling food after shooting)*31.1 |
| **32 Domestic animals** |
| *Rules for allowing domestic animals on the range*32.1 |
| **33 Additional headings** |
| *Any other information necessary for inclusion in the RSOs for the safe management and operation of the range***1.** 33.1 |
| **34 Amendment to RSOs** |
| *Describe the procedure for amendments to these RSOs*34.1 |
| **35 Authorisation of RSOs** |
| *The Shooting Range Operator is to authorise the RSOs by inserting the date the RSOs were approved.*35.1 |

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| **36 Distribution list** |
| *List all approved range users and associated organisations*36.1 |
| **37 Annexes** *(if required to supplement the main body)* |
| 1. **Range layout and location** *A Google Earth image or Topo50 Map image indicating a plan view of the range(s) including flag locations.*
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| **Annex A:**       |
| 1. **Range danger area**

*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.* |
| **Annex B:**       |
| 1. **Additional shooting organisations** *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.*
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| **Annex C:**       |
| 1. **Any other relevant information** *Information, tables and images that are more suited to be included as an Annex to reduce clutter in the main body of the RSOs.*
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| **Annex D:**       |