

**SECTION 1**

**RANGE OFFICER DUTIES AT BISLEY**

<b>DUTIES OF THE RANGE OFFICER</b>	
<b>PROCEDURES BEFORE FIRING</b>	
<b>On arrival</b>	<ol style="list-style-type: none"><li>1. Read Bisley Range Safety Regulations and Range Specific Orders and “sign on” to the Range at the Range Office. In signing on to the range the RO confirms:<ol style="list-style-type: none"><li>a. That they are a Suitably Qualified and Experienced Person (SQEP) to carry out the duties of RO.</li><li>b. They accept responsibility for ensuring that all activity under their supervision is conducted in accordance with NRA Range Regulations.</li><li>c. Confirm that all personnel shooting under their control: are fit to handle firearms and either certified competent on the relevant firearm or supervised by someone who is so certified.</li><li>d. Ensure shooters firing HME firearms have conducted the correct zeroing procedure for the distance being shot.</li><li>e. Ensure shooters firing non lead-based ammunition (NLA) have conducted the correct zeroing procedure.</li><li>f. Ensure that the range is safe to shoot before commencing firing.</li><li>g. Provide a safety brief to all shooters and spectators prior to permitting firing to commence.</li><li>h. Control the firing point ensuring that firearms are not located on the firing point prior to the siren.</li><li>i. Remain vigilant for range incursions and unsafe conditions.</li><li>j. Ensure the safe conduct of firing in accordance with range regulations and the discipline specific firearm drills.</li><li>k. Ensure safe handling of firearms on the firing point at all times.</li><li>l. Prove firearm before the firer leaves the firing point.</li></ol></li><li>2. A radio will be allocated to each shooting distance/range. The RO is to establish communication with the Range Office if any issues arise.</li><li>3. All movement on the range is controlled and coordinated by NSC Range Control. The RO is to seek clearance prior to any movement on the range, including falling back.</li></ol>

	<p>4. Ensure that it is safe, in all respects, to commence shooting and that permission to commence firing has been granted by Range Control.</p>
<p><b>PROCEDURE DURING FIRING</b></p>	
<p><b>Main responsibilities</b></p>	<p>1. The RO is to carry out their duties and exercise authority in accordance with the NRA Handbook. In particular an RO is to:</p> <ul style="list-style-type: none"> <li>a. Be readily identifiable to all range users and NRA Staff.</li> <li>b. Remain vigilant for range incursions and unsafe or unacceptable conduct throughout the shoot. The nominated RO is not permitted to shoot while holding that duty or supervise an individual unless that individual is the only firer on the range.</li> <li>c. Report all breaches of Regulations and all Range incidents/accidents to Range Control immediately.</li> <li>d. If an incident occurs cease all firing under their control, ensure the situation is safe, isolate the persons and equipment involved, inform Range Control and await further instructions.</li> <li>e. If a range incident constitutes an accident within which an injury has occurred, cease all firing under their control, ensure the situation is safe (which may involve calling an emergency stop), give immediate first aid, summon assistance through Range Control and carry out any direction given. Do not handle or permit to be handled any items involved other than the minimum essential to make the situation safe and to give first aid.</li> <li>f. Request an NRA armourer to attend firearm or ammunition incidents.</li> <li>g. If RO duties are to be handed over it is to be recorded and conducted formally with time and names of individuals detailed within the record.</li> </ul> <p>2. The ROs responsibility and authority extends to the safety and supervision of any person involved in the shooting activity. The RO is not to exercise their authority over NRA staff, including target markers, through Range Control. The RO is responsible for the training, competence and supervision of any person, other than NRA staff, employed (whether for payment or otherwise) to work in the butts on target lanes under their control. The individual/club/group are liable for any damage caused by personnel employed privately to work in the butts.</p> <p>3. The RO is to ensure that persons under their control are fully covered by insurance, including third party public liability cover.</p>
<p><b>PROCEDURES AFTER FIRING</b></p>	
<p><b>Clear-up and handover range</b></p>	<p>1. Ensure that all firearms are clear prior to allowing them to be</p>

	<p>removed from the firing point.</p> <ol style="list-style-type: none"><li>2. Ensure that the range is left in a clean, tidy condition; this means the removal of all rubbish and other debris.</li><li>3. Ensure that shooters depart the range in a safe manner and direction.</li><li>4. The range must be cleared of all live rounds and empty cases. Remove targets from the frames and stack neatly back under the mantlet.</li><li>5. Report all incident/accidents.</li></ol>
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