

## NATIONAL RIFLE ASSOCIATION OF NEW ZEALAND INC.

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Welcome to the NRANZ Officer on Duty (OD), or Range Officer (RO) training web page.

The Police Shooting Range Manual defines OD and says “may also be a RO”, which implies that not all RO’s are OD’s, there is only one OD at a time when a range is in operation. You could be an OD who acts as a Chief Range Officer with various RO’s under your control or a single RO who is in complete control of activity.

This site intends to provide you with the information you will need to safely conduct live firing events on NRANZ ranges.

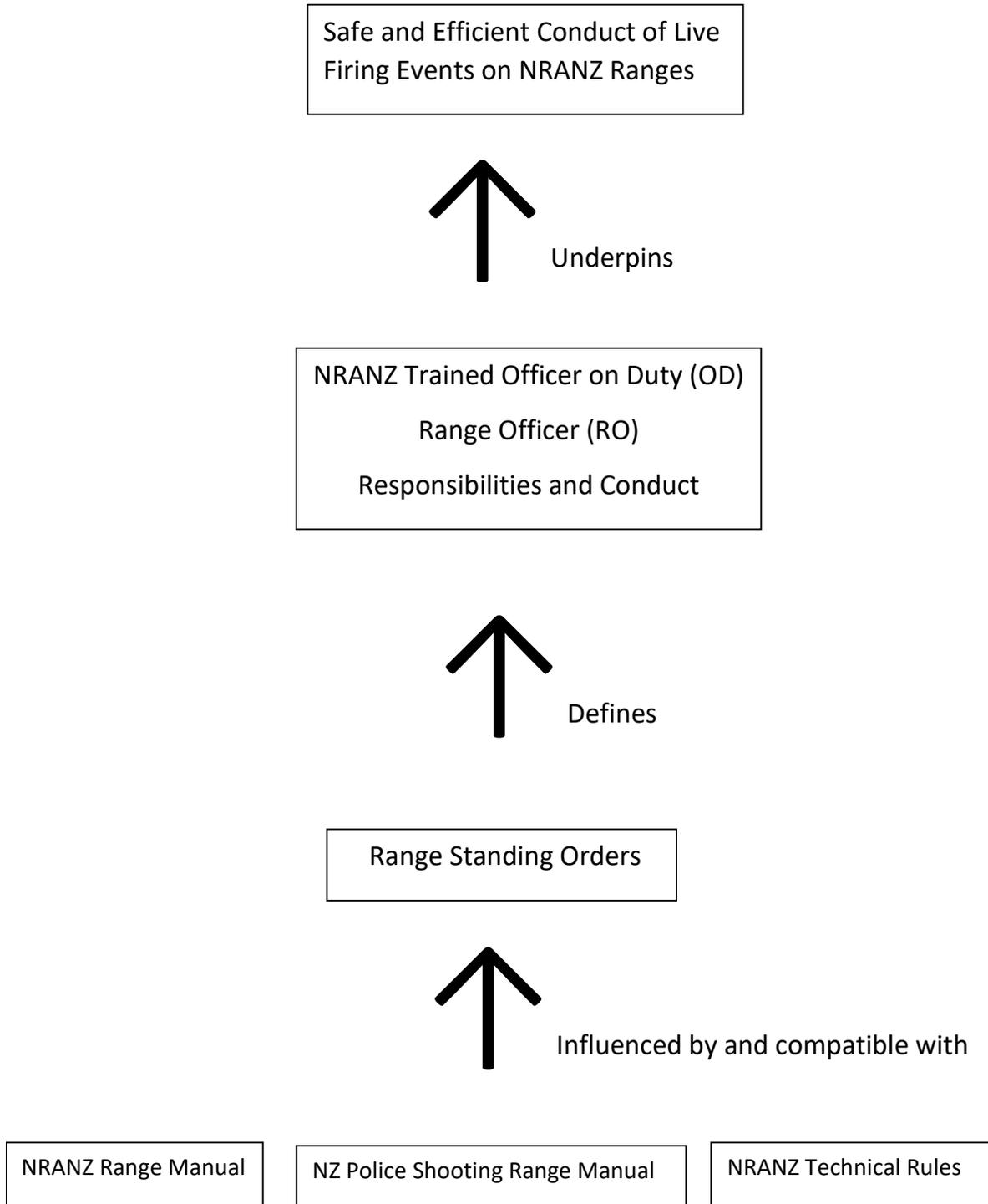
To be qualified as an NRANZ OD or RO you must be nominated by the president of your rifle club as a suitable person. Because it is now a requirement that an OD holds a current Firearms License for the type of firearm being used, the club president will also need to sight your license and record the number and expiry date on his nomination.

Please print out the question sheet on this web page, complete it and send a scanned copy with your president’s nomination form back to: [secretary@nranz.org.nz](mailto:secretary@nranz.org.nz), or post it to; The Secretary, NRANZ, PO Box 47 036, Trentham, 5143.

### **Topics covered are:**

- Firearm Safety
- The Arms Act 1983
- NZ Police Shooting Range Manual
- NRANZ Range Manual
- NRANZ Safety Rules and Shooting Procedures
- Range Standing Orders

## Hierarchy and Influence Diagram



## Seven Basic Rules of Firearm Safety:

A reminder of the basics;

- Treat every firearm as loaded
  - Always point firearms in a safe direction
  - Load firearm only when ready to fire
  - Identify your target beyond all doubt
  - Check your firing zone
  - Store firearms and ammunition safely
  - Avoid alcohol or drugs when handling firearms.
- » (New Zealand Arms Code 2013)

## The Arms Act 1983

- In 2020 significant changes were made to the Arms Act 1983. Not all the changes were scheduled to come into force at the same time and Part 6 of the Arms Act entitled “Shooting Clubs and Shooting Ranges” came into force on 24 June 2022.
- Part 6 requires shooting ranges to be certified by Police and a condition of certification is that there must be an **Officer on Duty** at all times that the certified range is in use.
- Regulations to define specific qualifications, training and duties came into force on 15 December 2022. Basic requirements are that ODs must hold a firearms license for the type of firearm being used, are trained in range safety management and that a register of OD’s in charge when a range is in use is maintained.

## New Zealand Police Shooting Range Manual

- The New Zealand Police Shooting Range Manual, came into force on 15 December 2022 and replaces all pre-existing range manuals for civilian shooting ranges.
- The purpose is to provide the New Zealand sport and target shooting community, and members of the New Zealand public, with a set of

requirements for the safe planning, design, construction and operation of shooting ranges.

- All ranges are to be designed, constructed, operated and maintained to ensure the safety of both participants and non-participants at the shooting activity and those beyond the range. It is proposed that complying with the principles in this manual is the primary means by which to achieve this requirement.
- Shooting organisations, commercial shooting businesses, clubs, and in some cases, individuals have a responsibility to ensure that land used for their shooting range is safe for that purpose. Failure to do so may render the organisation, business, club or individual operator criminally liable under section 145 of the Crimes Act 1961.
- All individuals using firearms, or supervising the users of firearms, are responsible for ensuring that a firearm is not discharged near a dwelling place or public place as to endanger property or to endanger, annoy or frighten any person (section 48 of the Arms Act 1983). They are also responsible for ensuring that firearms are not used in a careless manner (section 53 of the Arms Act 1983).
- Shooting organisations, businesses, clubs and individuals fulfil these obligations by ensuring that the shooting ranges under their control meet the minimum acceptable requirement of range design and that Range Standing Orders (RSOs) are produced and applied, enabling the safe operation and management of those ranges.
- Complying with Police recognised national shooting range manuals for specific shooting disciplines and respective RSOs, provides a method of demonstrating how to ensure safe operation and management.

The NZ Police Range Manual stipulates that the Commissioner will only grant a range certificate when satisfied that all legislative conditions are met. One of these conditions is that when a shooting range is in use, an officer is to be on duty (Officer on Duty or OD) who is appropriately trained in shooting range safety management. This training as a minimum must cover the duties and responsibilities of the OD which include;

- a. Understanding and compliance with RSOs.
- b. The correct preparation and set up of the range prior to commencement of firing to include clearance of the danger area.
- c. That only approved firearms, calibres and ammunition are used on the range.

- d. That they supervise all shooters and inspect firearms and ammunition in accordance with the respective shooting discipline requirements, e.g. specific range safety procedures, match/ competition rules.
- e. That only approved targets are used, and target placement is correct.
- f. The control and supervision of firearms security and safe firearms handling within the range environment.
- g. That they assign shooters to targets.
- h. The safe conduct of the shooting activity using appropriate range commands and clearance of firearms.
- i. That they report all RSO breaches to the shooting range operator.
- j. The appropriate control of all non-firing participants while firing is in progress.
- k. The procedure to follow in an emergency

The following describes how this applies to NRANZ ranges by use of the NRANZ Range Manual, the NRANZ Safety Rules and Procedures and Range Standing Orders.

### **NRANZ Range Manual**

- The NRANZ Range Manual<sup>1</sup> sets out the range danger area (RDA), range construction details and the certification process approved by the National Rifle Association of New Zealand (NRANZ) for rifle ranges to be used for shooting controlled by itself and its affiliated Clubs and Associations.
- The NRANZ RDA only applies when all the following conditions are met:
  - When approved by Police for a specific range.
  - NRANZ shooting rules are complied with. The RDA is *particularly dependent* on two rules. These are the requirement;
    - to remove bolts from rifles at all times except when the rifle is on the firing point and,
    - the prohibition on the bolt being closed except when the rifle is in the shoulder and pointing at the target.
  - All shooting is carried out in single shot deliberate practices.
  - Target rifles (TR) are limited to a maximum of 4500 joules muzzle energy and 1000 m/sec muzzle velocity.

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<sup>1</sup> Copy posted on NRANZ website.

- F Class shooting either complies with the limits for TR or is limited to a maximum of 5160 joules muzzle energy and 1000 m/sec muzzle velocity provided no shooting is carried out forward of 300yards (274m) from the targets (this does not apply to Seddon Rifle Range where only TR limits are allowed).
- TR shooting must be sling supported from the prone position. F Class rifles must be supported by a rest, bipod, pedestal or other acceptable method at the fore-end of the rifle and controlled in position at the butt.
- Calibres do not exceed 8mm. Only ball or match ammunition is used. Tracer is explicitly prohibited.
- A conforming Stop Butt.

**Compliance with the NRANZ Safety Rules and Shooting Procedures are vital to ensuring compliance with the RDA, failure to ensure compliance with these rules invalidates the RDA.**

## **THE NRANZ SAFETY RULES AND SHOOTING PROCEDURES**

The following rules support the NRANZ Range Danger Area and must be observed at all times.

- CRO means the duly appointed Chief Range Officer, who will be in sole charge of the range, its safety and management. The CRO is also defined as the Officer on Duty. On all technical rule issues and protests relating to technical rules on the firing point, he will defer to the Match Referee, or Range Committee, if either has been appointed, but he remains responsible for implementing the decisions made by them. His duties may be discharged in his absence by a duly appointed and qualified Deputy Chief Range Officer (who then becomes the Officer on Duty).
- RO means a duly appointed Range Officer and assistant to the CRO. The RO will give immediate rulings on all matters arising on the firing point. If uncertain about a rule interpretation or application, the RO must consult with the CRO or his deputy.
- The CRO is responsible to the controlling authorities for all aspects of safety for the duration of the event. The CRO may summarily prohibit the use of any rifle, ammunition, equipment or shooting procedure which in his/her opinion is unsafe or being used in an unsafe combination or manner. It is desirable that suitable technical expertise should be available to the CRO in the event of dispute.

- Safety Rules include;
  - no rifles to be sighted, aimed or fired while the red danger flag is displayed in butts
  - rifles can only to be loaded on the firing point
  - when loaded, rifles must be pointed at the target
  - rifle actions are not to be closed until the rifle is held on the shoulder
  - the rifle action must be unlocked if the rifle is removed from shoulder
  - rifles are not permitted on the firing point prior to the order “all shooters on the mound”, and while the red danger flag is displayed
  - in the event of a misfire or hang-fire, the bolt is to remain closed for at least 30 seconds and the range officer is to be notified
  - the official scorer or register keeper is to visually check for obstruction following a misfire, or when a barrel obstruction is suspected, or there is a possibility of a hang-fire.
- Competitors are to fire from the position allocated to their target unless otherwise directed.
- The rifle of every competitor must be inspected by the competitor’s register keeper immediately after he has completed his shoot at every distance. A competitor who fails to present his rifle for inspection, whether called on to do so or not, may be considered as “acting in a way that might prove dangerous”.
- Shooting is only permitted from the *Prone Position*.

TR shooting must be sling supported from the prone position. F Class rifles must be supported by a rest, bipod, pedestal or other acceptable method at the fore-end of the rifle and controlled in position at the butt.

The specific safety and penalty sections of the NRANZ Rules are reproduced as follows;

## T7 SAFETY PRECAUTIONS

T7.1. An incorrectly dimensioned chamber or incorrectly loaded ammunition, or incorrectly sized or trimmed cases can cause excessive pressure. The CRO or his staff must investigate the cause of difficult bolt opening, difficult extraction, blown or leaking primers, blow-back, case separation or splitting or any other signs of excess pressure.

T7.2. A competitor MUST:-

T7.2.1. stop firing immediately if he suspects that the ammunition he is using is producing dangerous pressures in his rifle.

T7.2.2. draw the attention of the Range Officer to the continued use of apparently dangerous ammunition by any competitor including himself. The cumulative effect of cartridges producing excessive pressures can lead to rifle

failure even in cases where one or more rounds have been discharged without apparent damage or danger.

T7.3. At all times the RO MUST, if he sees or has brought to his attention a competitor having difficulty because his ammunition is producing signs of excessive pressure, order the firer to cease firing temporarily and immediately report the matter to the Chief Range Officer and Match Referee if one has been appointed. The CRO, or the RO at his direction, will:-

T7.3.1. ensure that the competitor does not inconvenience or endanger others, by making him wait until others on his target (if any) have completed their shoots.

T7.3.2. examine the competitor's fired cartridge cases for signs of high pressures, calling for expert opinion if unsure. If the cases show the signs of excessive pressure, the CRO must not allow the competitor to fire again unless he changes his ammunition. This does not preclude the CRO authorising completion of the shoot with another safe rifle/ammunition combination.

T7.4. All rifles, whether in bags/cases or not, must at all times and in all places on the range, including locked or unlocked vehicles, be carried in "safe condition". In New Zealand this requires the bolt to be removed at all times when not on the firing point.

T7.5. No rifle may be loaded or fired until on the firing point and the CRO has given the order to load and carry on. Any RO may give an order to cease firing at any time for any safety-related reason. If any person on the range considers that there is a potential or actual breach of safety which urgently requires all competitors to stop firing he will immediately give the order "cease fire, cease fire". All competitors must immediately stop firing, take their finger off the trigger, unload or refrain from loading (as the case may be), and await further instructions. No-one may move off the firing point. The person ordering the stop, if not himself the Range Officer (RO), must immediately explain his action to the RO so that the RO may take effective control of the situation.

T7.6. Practices in relation to the loading of rifles should be as safe as is practicable and enforceable. It is the responsibility of the shooter (when on the firing point) to load his rifle with the rifle "on the shoulder" and in such a way that it points towards the stop butt, both in terms of elevation and direction, at all relevant times. ROs should be alert for excessive angles of elevation or depression, and may require a competitor to modify his procedure where and when appropriate.

T7.7. If the Butts Danger Flag is displayed, rifles are not to be fired. Nor are they to be sighted or aimed in the direction of the butts.

T7.7.1. If firing is interrupted and the Butts Danger Flag is displayed, firers are to unload their rifles. After the instruction to unload, the action is to be checked clear by the register keeper and be left open until the Butts Danger Flag is lowered and the instruction from the RO to "carry on" is issued.

T7.8. Neither aiming nor dry firing an unloaded rifle is allowed except when in the firing position on the firing point, and then only with the (C)RO's permission if it would be in all respects safe actually to fire, and provided it causes no delay.

T7.8.1. If a shot is fired at a target exposed under the (C)RO's control for adjustment of sight apertures prior to shooting:-

T7.8.1.1. The shot will not be marked, will be recorded as a miss and will not be repeated,

T7.8.1.2. A penalty of five points may be deducted from the shooter's total score for the shoot concerned,

T7.9. A competitor who, whilst on the firing point, accidentally discharges his rifle will not be allowed to repeat his shot and the shot will be recorded as a miss. He may be considered to have acted in a dangerous manner under rule T19.5.4 if applicable.

T7.10. Any competitor acting in a dangerous manner will be forbidden to fire until the CRO is satisfied that he will no longer act in a dangerous manner.

T7.11. The rifle of every competitor must be inspected by the competitor's register keeper immediately after he has completed his shoot at every distance, in accordance with Rule T10.7. A competitor who fails to present his rifle for inspection, whether called on to do so or not, may be considered as "acting in a way that might prove dangerous".

T10.7. On completion of shooting the rifle is to remain pointing towards the target, the bolt is then to be removed from the rifle. The competitor is to check that the rifle is clear. The register keeper must verify and confirm that the rifle is clear by looking down the barrel from the breech end. The empty chamber indicator is then to be inserted prior to the rifle leaving the firing point.

T7.12. Each range should be equipped with one or more cartridge removal tools. If a live round is jammed in a rifle chamber, but the bolt can be removed, the competitor must leave the rifle pointed towards the targets and call for the RO to arrange for the removal of the cartridge. Under no circumstances should an attempt be made to remove the round with a cleaning rod. After removal of the cartridge, the competitor will be permitted to continue his shoot. If the action locks on a live round and the bolt cannot be removed, the rifle must be left on the firing point, pointed towards the targets, until the range is clear. An armourer must then be called to make the rifle safe.

A cartridge extractor, cleaning rod or other means may be used to extract a spent cartridge case, either by the shooter or some other person, with minimum disturbance to neighbouring competitors.

T7.13. In the event of more than one failure under rule T7.12 or a need repeatedly to artificially extract spent cases, the RO must consider the possibility (among others) of the use of unsafe ammunition as provided for under Rules T7.2 and T7.3.

T7.14. If a misfire occurs, the competitor should be aware of the possible danger of a hangfire. The RO must be called immediately, whilst the rifle remains pointed

towards the targets. After waiting at least 30 seconds, the competitor may then turn the rifle on its side, so that the loading port faces the ground, and open the bolt. The competitor must ensure that his fingers and all other parts of his body are not behind the bolt. It is the responsibility of the RO to ensure that no one is standing behind, should the bolt be blown out. On no account must a round that has misfired be reloaded into the rifle. Should only a shell case be removed upon opening the bolt, the bolt must be removed from the rifle and the scorer or Range Officer is to look through the barrel to ensure there is no obstruction. The onus is on the shooter to facilitate the scorer or Range Officer being able to clearly look through the entire barrel.

## T19. PENALTIES

T19.1. There are five levels of penalty:

T19.1.1. Discretionary penalties for minor offences.

T19.1.2. Deduction of points

T19.1.3. Disallowance of score

T19.1.4. Disqualification from further participation in the meeting

T19.1.5. Suspension, which carries with it a period of suspension beyond the meeting, and which is reportable to ICFRA<sup>2</sup>.

T19.2. Discretionary Penalties. For any minor or technical infringement, which does not expose anyone to danger, or give the offender any material benefit or advantage over other competitors and for which no penalty is specifically laid down in these rules, the Match Committee has full discretion to impose what it considers an appropriate penalty.

T19.3. Deduction of points. Various rules dictate that points should be deducted for specific offences. These include firing on the wrong target, or out of turn, exceeding the time limit, trigger test failure, etc. Details are given in the respective rules, and they are automatic.

T19.4. Disallowance of Score. The following offences may lead to the disallowance of a competitor's score by the CRO (or Referee if appointed). If the score is disallowed, the competitor concerned will have the right of appeal under Rule T16.1. (Appeals) to the Match Committee, whose decision will be final.

T19.4.1. Failure to hand in his scorecard.

T19.4.2. Refusal to obey valid instructions given by a RO, whether for safety purposes or for the due carrying out of these rules.

T19.4.3. Failure to comply with the specific conditions laid down for a particular match or the general regulations for the conduct of the meeting.

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<sup>2</sup> ICFRA stands for International Confederation of Fullbore Rifle Associations, NRANZ is a member.

T19.4.4. Use of a rifle that does not comply with the requirements set out in these Rules.

T19.4.5. Continued use after warning of rifle attachments, shooting aids, or other equipment which, although not specifically prohibited by the Rules, are considered by the Referee (or CRO if no Referee has been appointed) to give the user an unfair advantage over other competitors.

T19.4.6. After completing a shoot, leaving the firing point with an "unsafe" rifle (bolt still in). In this event the penalty may apply to both the competitor and his register keeper.

T19.4.7. When coaching is not allowed, giving or requesting any advice in the nature of coaching whilst on the firing point in contravention of rule T6.10. A Team or individual found to be receiving external information contrary to rule T14.11 will have its/his score to date disallowed, and will not be permitted to continue the match.

T19.4.8. In an individual match, changing rifles during the firing at any one distance, without satisfying the RO that the first rifle is unserviceable.

T19.4.9. Unfairly screening himself or his rifle, or allowing anyone else to do so.

T19.4.10. Closing a bolt on a live round before the order to commence has been given. The competitor will be required to quit the firing point and will score zero for that distance. In each of these cases, the CRO or Referee will have the authority to impose a lesser penalty should he consider that there are mitigating circumstances.

T19.5. Disqualification. Any competitor may, on the occurrence of any of the following offences being proved to the satisfaction of the Match Committee, be excluded from all further competitions during the meeting and forfeit all entrance fees and any prizes won subsequent to the offence. The imposition of such a penalty by the Match Committee will automatically be reported by the Chairman of the Match Committee to the Chairman of the disciplinary body of the host country, which may at its discretion consider imposing the penalty of "Suspension" (Para 19.6.) following a further hearing. In any event the competitor concerned has the right of appeal to the disciplinary body of the host country, which will adopt due process and whose decision will be final:

T19.5.1. Discharging a firearm anywhere in the range area or camp, other than on a shooting range that is under control of a RO.

T19.5.2. Being found with a loaded rifle except at his proper firing point during a match or practice.

T19.5.3. Firing a shot when the danger sign is up or before the order to commence fire has been given; also intentionally firing a shot at any object other than his proper target.

T19.5.4. Accidentally discharging his rifle on the range, in a direction wide of the targets.

T19.5.5. Acting in any other way that might prove dangerous, either on the range or elsewhere in the range area.

T19.5.6. Knowingly shooting for a team for which he is not eligible.

T19.5.7. False entry, Viz. Shooting under a false name or that of another competitor or using a register scorecard other than one issued to him or knowingly shooting in a competition for which he is ineligible.

T19.5.8. Contrary to the provisions of these rules, deliberately modifying his rifle or applying his shooting aids in such a way as to obtain an unfair advantage.

T19.5.9. Offering, or accepting, a bribe of any kind to overlook a breach of the rules, or to falsify a scorecard, etc. Also, knowing of such a bribe, offer, or of any attempt to defraud the organisers or any competitor, failing to report it without delay to the Match Committee.

T19.5.10. Deliberately altering his scorecard or otherwise knowingly claiming or accepting points that he has not scored, or conniving at such conduct by another competitor. This includes deliberate failure to draw the RO's attention to a spotting disc which unmistakably disagrees with the score indicated.

T19.5.11. Using ammunition outside the ICFRA specification.

T19.5.12. Theft of equipment belonging to the association or another competitor, or any other criminal activity.

T19.5.13. Conduct that the Organising Committee may consider to be discreditable or detrimental to the Host Association, NRANZ or ICFRA.

T19.5.14. Violation of the requirements of the host country or NRANZ in respect of security or Firearms legislation.

T19.5.15. Having been reported to the Organising Committee as still being under suspension by another ICFRA member Association.

T19.6. Suspension. Following a report of disqualification to the disciplinary body of the host nation by the Match Committee under Rule T19.5, the disciplinary body will convene to consider whether a period of suspension from all fullbore TR & F-Class activities should additionally be imposed. If a period of suspension is in contemplation a proper hearing of the competitor's representations must be undertaken. All instances of suspension must be reported in writing, with full details, to the Secretary General of ICFRA, who will advise all member associations. All ICFRA member countries must observe the suspension period. If the activity was of a criminal nature, the police must also be informed.

T19.7. Offences against Rules T18.1 to T18.4 (doping) will be considered under the ICFRA Anti Doping Rules.

## **RANGE STANDING ORDERS**

Range standing orders (RSO) are a document that describes the design of the shooting range and sets out its operational detail and conditions of use. They need to be approved by Police.

Range standing orders are the responsibility of the shooting range operator (SRO) who must comply with them.

The SRO must make the current version of the range standing orders accessible to all range users, whether in electronic or hard copy form, and advise them of any approved amendments to the range standing orders. It is recommended that the SRO displays the current version of the range standing orders on a noticeboard and website (if applicable).

All persons trained as Officers on Duty (OD) are to routinely review range standing orders to refresh themselves on safe range operation which will include any approved amendments.

Range standing orders must contain some of the following headings while others relevant to specific disciplines are optional;

1. Range or site name
2. Names of individual ranges (if applicable)
3. RSO's date – The date RSOs were authorised (including any subsequent approved amended versions)
4. Introduction
  - a. information about the range,
  - b. the legal title of the land on which the range is located, and any associated land affected by the range danger area (if different),
  - c. name of the landowner(s) permitting the use of their land as a shooting range, and
  - d. hours of operation.
5. Responsibilities
  - a. name of the SRO (who is responsible for the overall safe operation of the range), and
  - b. the person in charge of the day-to-day administration, management, and maintenance of the range, if not the SRO.
6. Compliance with RSOs –
  - a. statement directing that all range users must comply with RSOs, and
  - b. describes the consequence of non-compliance with RSOs.
7. Range location –

- a. physical street address of the range, and
  - b. NZTM map sheet number and grid reference.
8. Approved range users and priority of use – a list of approved range users/organisations in their order of priority.
9. Warning flags and danger signs –
  - a. locations of warning flags, danger signs and their use,
  - b. flag locations may be included within the Google Earth image (or similar diagram).
10. Description of individual ranges and conditions of use
  - a. description of all ranges (in numerical order) by name or number, firing distance, and type of range danger area, e.g., NDA/RDA/FDA<sup>3</sup>,
  - b. where a range is designated a FDA or RDA range, a scale map of the range danger area is to be included as an annex (a scale map is not required for a NDA range),
  - c. for RDA ranges, the limitation of the danger area is to be clearly defined, and
  - d. the range axis (direction of fire) is also to be clearly indicated in the scale diagram.
  - e. Conditions of use - are to be listed after each individual range and are to include:
    - i. restrictions on the firearm calibres/ ammunition that have been approved for use on the range,
    - ii. any conditions for the coordination of range activities, e.g., range 1 must be closed when range 2 is in operation.
11. Range safety roles – Describe the arrangements for officers on duty and any other persons with a designated role in ensuring range safety:
  - a. RSOs must state that an officer is on duty for each individual range when in use,
  - b. the OD must hold a firearms licence and be appropriately trained in shooting range safety management,
  - c. The SRO must keep a record for each year ending 30 June of all persons who have been trained and have performed the role of OD,

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<sup>3</sup> No Danger Area / Reduced Danger Area / Full Danger Area

including their name and firearms licence number and evidence of what training was delivered. The record must be retained for two years after the end of the year to which the record relates.

12. Range safety rules –

- a. generic safety rules for the use of the range, and
- b. any specific requirements before, during and after shooting.
- c. approved shooting activities, and
- d. 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. Approved ammunition –

- a. List approved ammunition types. e.g., Only the ammunition types listed in paragraph 9 are approved for use on this/these range/s. No other ammunition is permitted for use.
- b. 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.

14. Targets –

- a. approved soft and hard target types to be used,
- b. the correct placement of targets,
- c. approved target centre heights, and
- d. the procedure for approval and use of new targets and target systems.

15. Steel targets – instructions for the use of approved steel targets

16. Moving targets – instructions for the operation of moving targets

17. Minimum safe engagement distances – List the minimum safe engagement distances by calibre, target type and composition of the backstop/bullet catcher material

18. Eye and hearing protection –Rules for the use of eye and hearing protection.

19. Medical and emergency –

- a. location of the first aid/medical kit, and
- b. a suitable method (cell phone/landline/radio) to contact emergency services.

20. Accident/incident procedure –
  - a. procedure in case of an accident/incident not involving a firearm, and
  - b. procedure in case of an accident/incident involving a firearm.
21. Fire precautions and procedures –
  - a. evacuation procedure in the event of a fire,
  - b. location of onsite fire alarms and equipment, and
  - c. any relevant seasonal fire restrictions that must be complied with.
22. Range clearance – The procedure for clearance of the range at the completion of the shooting activity.
23. Unauthorised access and/or use of the range – Procedure for managing any unauthorised access and/or use of the range.
24. Cone(s) of fire - List the approved cone(s) of fire for each range
25. Inability of a shooter to achieve cone of fire – Describe the procedure to coach and correct the firer to achieve the cone of fire.
26. Unlicensed or inexperienced shooters – Describe the procedure(s) used to manage an unlicensed 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) –
  - a. approved ADHs for the range,
  - b. the procedure for aircraft intrusion over the range danger area, and
  - c. any procedure required by agreement with the local aerodrome(s) or CAA for use of the range (if applicable).
29. Range maintenance plan –
  - a. 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
  - b. for the purpose of certification, the standard of the range maintenance will be assessed against the range maintenance plan.
30. Children (minors) – Rules for supervision of children (minors) on the range.
31. Health and hygiene – Rules for health and hygiene procedures (e.g. washing hands before handling food after shooting).
32. Domestic animals – Rules for allowing domestic animals on the range.

## SUMMARY

Officers on Duty on NRANZ ranges;

- are responsible for the safety of users and the public when the range is in use and ensuring that all safety provisions and procedures are in place during the operation of the range,
- they need to be familiar with and have a good understanding of the RSO's to ensure there is compliance with the RSO's while the range is in operation,
- to ensure that the correct preparation and set up of range has been carried out prior to the commencement of shooting which includes the clearance of the danger area and ensuring range danger flags and signs are in place,
- ensure that only approved firearms, calibres, and ammunition are used on the range,
- ensure they supervise all shooters and inspect firearms and ammunition in accordance with NRANZ / ICFRA Technical Rules,
- ensure that only approved targets are used, and target frames are operating as they should,
- control and supervise firearm security and safe firearm handling within the range environment,
- assign shooters to targets according to match and NRANZ rules and ensure they shoot from assigned positions,
- ensure the safe conduct of the shooting activity using approved range commands and clearance of firearms,
- report all RSO breaches to the Shooting Range Operator,
- exercise appropriate control of all non-firing participants while firing is in progress,
- follow the procedures specified in the RSO's in an emergency.

Once you believe you have a good understanding of these provisions please print out the separate question sheet, complete it and send a scanned copy back to: [secretary@nranz.org.nz](mailto:secretary@nranz.org.nz), or post it to; The Secretary, NRANZ, PO Box 47 036, Trentham, 5143.