

Chapter 2

MOD, SERVICE AND AGENCY RESPONSIBILITIES

INTRODUCTION

0201. **General.** This chapter lays down the MOD, Service and Agency responsibilities for land range safety. In particular the following is covered:

a.	Introduction.	0201
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MOD HIGHER ORGANISATION STAFF

0202. **Defence Environmental and Safety Board.** The Defence Environmental and Safety Board (DESB), chaired at Ministerial level, is responsible for environmental and health and safety at work policy within the MOD.

0203. **Defence Ordnance Safety Board.** The Defence Ordnance Safety Board (DOSB) is responsible to the DESB for providing formal advice on the safety of ordnance, munitions and explosives throughout the MOD. It has incorporated the functions of the Ordnance Board (OB).

0204. **Defence Land Ranges Safety Committee.** The DLRSC is a standing committee of the MOD and reports through the DOSB to the DESB on all aspects of the safety of land ranges. The Head of Engineering (Hd of Eng) Defence Ordnance Safety Group (DOSG), part of the Weapons Operations Centre of Defence Equipment and Support, is appointed by Chairman DOSB chairs the DLRSC, whose

composition and terms of reference are at Annex A to this chapter. DOSG – PRTL is appointed as Deputy Chairman and chairs 3 of the annual meetings. The committee is served by a permanent Secretary and a Monitor, both located with the DOSG. Their terms of reference are at Annexes B and C respectively.

0205. Range Safety Policy Sub-Committee. The Range Safety Policy Sub-Committee (RSPSC) is a sub-committee of the DLRSC chaired by the Inspector Explosives (IE) DE&S. The RSPSC undertakes detailed policy reviews for the DLRSC and is tasked by and reports directly to the Chairman DLRSC. The composition, terms of reference and subordinate working groups of the RSPSC are at Annex D.

0206. Land Ranges Working Party. The Land Ranges Working Party (LRWP) is a sub-committee of the DLRSC with specific responsibilities for the physical aspects of the safe design and construction of small arms, infantry and 30mm weapon systems ranges which are dealt with in Volume II of this JSP. The LRWP is chaired by the Commander Operations (Defence Training Estate) (Comd Ops (DTE)) of Defence Estates who reports directly to the Chairman DLRSC. The composition and terms of reference of the LRWP and its sub-group the Technical Working Group (TWG) are at Annex E.

0207. Military Laser Safety Committee. The Military Laser Safety Committee (MLSC) is responsible for providing policy and advice on laser safety where lasers are used on MOD land ranges and training areas. Further details are available in Chapter 9 of this volume and in JSP 390.

0208. The Defence Ordnance Safety Group. The Defence Ordnance Safety Group (DOSG) comprises a number of Technical Divisions. Staff of the Weapons Systems Division of the DOSG is responsible for giving formal advice, when tasked, on the safety of weapon systems, Unmanned Aerial Vehicles (UAV) and Guided Weapons (GW). When deviation from standard Weapon Danger Area (WDA) criteria is considered necessary, formal written assessment and advice may be requested. Such advice is promulgated to Service/Agency users and to the Project Teams (PT) in the Defence Equipment and Support (DE&S) organisation who have responsibility for the safety of weapon systems and ammunition natures. If the advice is accepted, it is incorporated into the appropriate publications, range orders and instructions. Formal advice forms the background to JSP 403 volumes, and for the production of land range Type Standards and drawings. The DOSG Policy & Regulation Team includes Independent Range Safety Inspectors who are directed towards specialist ranges at non-Service establishments and also includes staff who advise on laser safety systems.

0209. Inspectors Explosives. Within the DE&S various Project Teams (PT) are responsible for the safety standards of in-service munitions and explosive stores used on ranges. Under delegated authority from the Chief Inspector Explosives (Ministry of Defence) (CIE(MOD)) Inspectors Explosives (IE) for each of the Services and the DE&S are responsible for advising on the interpretation and application of Reference H explosives regulations and for the licensing and operation of disposal sites and burning grounds.

0210. Chemical and Biological Sciences Defence Science and Technology Laboratory Porton Down. The Programme Director Science & Technology, Defence Science and Technology Laboratory (Dstl), Porton Down is responsible for

giving formal advice to the Services on range safety policy where chemical and biological training is concerned.

0211. **Defence Equipment and Support.** The MOD test and evaluation ranges operated by a contractor under the Long Term Partnering Agreement (LTPA) are DE&S assets. The DE&S, through the Trials, Evaluation Services and Targets (TEST) PT, is responsible for the implementation of range safety policy and standards in respect of these ranges.

ROYAL NAVY

0212. **Second Sea Lord/Commander in Chief Naval Home Command.** Second Sea Lord/Commander in Chief Naval Home Command (2SL/CNH) is responsible for the formulation of safety policy for all Royal Navy (RN), Royal Marine (RM), Royal Naval Reserve (RNR), Royal Marine Reserve (RMR) and Sea Cadet Corps (SCC) ranges.

0213. *Reserved.*

0214. **Delegation.** The exercise of responsibility for management, control and licensing of ranges is delegated by 2SL/CNH to Flag Officer Sea Training (FOST) and Flag Officer Scotland Northern England and Northern Ireland (FOSNNI) within their own respective areas of command.

ARMY

0215. **Land Command.** Commander in Chief Land Command (CinC LAND) is responsible to the Army Board for the formulation of safety policy for all Army ranges.

0216. **Standing Committee on Training Safety (Army).** Chief of Staff Land Command (COS LAND) is the Chairman of the Army Standing Committee on Training Safety (Army) (SCOTS(A)). This committee is responsible for making Army policy on the safety of training and giving direction on safety matters referred to it.

0217. **Arms Directors and School Commandants.** Arms Directors and School Commandants are responsible to the Chairman SCOTS(A) for giving advice on:

- a. Safety policy applicable to weapons systems for which their Arms are principal users or sponsors.
- b. Safety and technical efficiency of the procedures conducted by the Army on all ranges world-wide.

0218. **Engineer in Chief (Army).** The Engineer in Chief (Army) (EinC(A)) is responsible for advising HQ LAND on the use of explosives for demolitions and battle simulation. Advice is also given on range safety matters, such as the limits by weight of the explosive content of demolition charges, demolition danger areas and the clearance of explosive ordnance from range areas (which is also known as Explosive Ordnance Clearance (EOC)).

ROYAL AIR FORCE

0219. **Commander in Chief Air Command (CinC AIR).** Commander in Chief Air Command (CinC AIR) is responsible to the Air Force Board (AFB) for the safety of live firing practices on Royal Air Force (RAF) controlled land ranges.

0220. **Assistant Chief of Staff A3/5.** Assistant Chief of Staff A3/5 (ACOS A3/5) is responsible to CinC AIR for the safety of ground live firing practices on RAF controlled land ranges. ACOS A3/5 issues policy directing the authorised range practices to be carried out during ground defence training and for training practices carried out by the Air Training Corps (ATC).

0221. **Air Commodore Ops & FD.** The Air Commodore Operations and Force Development (Air Cdre Ops & FD) is responsible to CinC AIR for the safe design and administration of RAF controlled land ranges used for air to surface firing (Air Weapons Ranges).

0222. **Assistant Chief of Staff A4.** The Assistant Chief of Staff A4 (ACOS A4) at HQ Air Command is responsible to CinC AIR for the safe design and administration of RAF controlled land ranges used for ground live firing, including USVF live firing.

0223. **HQ Air Cadets.** For ATC land ranges, ACOS A3/5 and ACOS A4 exercise control as stipulated above. Responsibility for ensuring compliance with the range conducting, design and administration regulations is vested in HQ Air Cadets (HQ AC). Authorisation of ranges used by the ATC is carried out by the Commandant Air Cadets.

DEFENCE ESTATES

0224. **Provision of Estates Support for Land Ranges.** Defence Estates (DE), as the MOD's primary source of professional estates expertise, has the following responsibilities towards land ranges.

- a. Advice on estate matters affecting land ranges and land management such as: public access, overshooting rights, demarcation, byelaws.
- b. Technical advice on works including ballistic aspects, project management and maintenance for land ranges structures, including the protection of bunkers and other buildings within a weapon or explosives danger area, within MOD boundary.
- c. Provision of subject matter expert advice on existing DE policy covering design and maintenance guides and health and safety notices for the construction, maintenance and inspection of range building infrastructures and plant, including standards for the design and construction of land ranges.
- d. The development of new DE policy for land ranges, subject to agreement between DE and DLRSC of a targeted policy development programme, to meet DLRSC requirements.
- e. Control work service and estate contracts, except those established directly between Service/MOD Agency and a contractor/partner.
- f. Advice on the acquisition and disposal of land in connection with ranges.

- g. Liaison with local civil authorities on planning permissions, including associated environmental issues, rights of way and byelaws.
- h. Advice on the provision, maintenance and inspection of boundary and waymark signs on land ranges.
- i. Provision and issue of a guide for the biennial technical inspection and the periodic infrastructure and plant inspections of ranges.
- j. Maintenance of a master map and training area overlay data for each outdoor range and/or range complex showing the extent of MOD freehold and leasehold land, overshooting rights and the location of range boundaries.
- k. Arrangement of the Environmental Impact Assessment required for a new range or for the rebuild of an existing range and any follow-up advice on environmental issues. Further details on the above matters are given in References F and G.

0225. **Defence Training Estate.** The Chief Executive (CE) of DE is responsible for the management and control of ranges which are included in the Defence Training Estate (DTE).

MOD POLICE

0226. **Chief Constable MOD Police.** The Chief Constable MOD Police (CCMDP) is responsible for the formulation of safety policy and authorisation for use of all MDP ranges and other ranges used primarily by MDP.

0227. **Force Firearms Training Officer.** The Force Firearms Training Officer (FFTO) is responsible to CCMDP for the management and control of MDP ranges and other ranges used primarily by MDP. The FFTO also exercises responsibility for the safety of authorised MDP live firing practices conducted on these ranges.

OTHER MOD RANGES

0228. **General.** There are certain other MOD ranges of a specialist nature which are operated principally by the Dstl, DSG and by a contractor for the DE&S organisation. There are also a small number of MOD ranges located on academic establishments such as the Defence Academy (DA) at Shrivenham which provide test facilities. All such specialist MOD ranges are to apply the range management principles and system specified in this volume of JSP 403.

0229. **Responsibilities.** The Chief Executive (CE)/Head of the MOD organisation or in the case of DA the Commandant, through the appropriate management line or Head of Department, may pass to his nominated representative at each site the exercise of responsibility for the safety of all firings carried out at the site. The nominated representative must ensure that all range activities are carried out safely, and that safe systems of work are created through the issue of standing and other orders, based on risk assessments. See Chapter 10 for further detail on MOD Test, Evaluation, Research and Proof (TERP) ranges.

RANGE SAFETY MANAGEMENT

0230. **General.** CJO, CDM, 2SL/CNH, Flag Officers, Army General Officers and Air Officers in Command in the UK and abroad, CE DE, CE Dstl, CE DSG and CCMDP are responsible for the implementation of safety policy on ranges under their control, including non-British ranges when such use has been ordered. Command and Agency HQs are to ensure that all personnel operating under their direction comply with all relevant UK range safety regulations as well as any additional safety regulations laid down by host nations, or that they obtain a suitable dispensation from the appropriate host nation authority.

0231. **Range Authorising Officer.** A Range Authorising Officer (RAO) is to be appointed for every range used by MOD Service and civilian personnel. The appointed officer is to be an appropriate person at the required level (see paragraph 0621) from the same chain of command/management line as the majority of users of the range. The RAO is the officer responsible for personally certifying in writing the weapon systems, munitions and explosive stores which can be used on the range, and for setting any limitations or restrictions on their use. Further detail on range authorisation is in Chapter 6.

0232. **Range Allocating Authority.** The exercise of responsibility for allocating the use of a range, or a group of ranges, will normally be delegated to the HQ, unit or establishment controlling the area in which the facilities lie. In some cases this may be the Range Administering Unit (RAU). The Range Allocating Authority (RAA) decides who is to use the range in accordance with an agreed timetable, taking into account maintenance requirements and any local limiting factors, and issues the programme to all concerned. The RAA must be satisfied that any weapons or devices to be used conform to the safety criteria for that range. Where users are other than UK Services or MOD civilian employees the RAA is to satisfy itself that the user unit or organisation can provide a suitably qualified and/or authorised Range Conducting Officer (RCO) to conduct the practices to be fired on each range. The RAA is also to ensure that where there are differences in weapon drills and regulations the safest are to be used. Where there is any doubt concerning WDAs, formal DOSG advice is to be sought by the RAA at the time the range is allocated to the user unit or organisation.

0233. **Range Administering Units.** A RAU is required for every range used by MOD Service and civilian personnel and is to be appointed by the Service/Agency either controlling the budget for the range or, in the case of non-MOD ranges, the Service/Agency with the majority of users. The CO/Head of RAU does not need to be in the same command/line management chain as the RAO but is accountable¹ to the RAO for the safe operation of a particular range or range complex. With regard to MOD ranges, the CO/Head of RAU is directly responsible² to the Service/Agency controlling the budget for the range for the safe operation and maintenance of the range structures and range equipment. The CO/Head of RAU will always be personally responsible for the safety of any range or range complex for which he completes the Site Specific Risk Assessment regardless of who controls the budget or who is the RAO. In the case of DE&S (contractor operated) ranges, the nominated DE&S TEST PT representative fulfils the function of Head of RAU for

¹ Obligated to give a reckoning or explanation for one's actions.

² Legally or morally obliged to take care of something or to carry out a duty, liable to be blamed for loss or failure.

accountability to the RAO and monitors the contractor's compliance with agreed contract requirements.

0234. Provision and Use of Facilities. The CO/Head of the RAU is responsible for the provision of safe range facilities. Duties and tasks are listed at Annex O and the functional competency framework is at Appendix 1 to Annex O. Where there are several facilities grouped into a range complex the CO/Head of the RAU can be assisted by other appointments such as a Range Officer (RO) or Range Safety Officer (RSO)/Range Liaison Officer (RLO). See Volume IV for definitions of a range complex and these appointments. The responsibility and duties of the RO/RSO/RLO are at Annex P and the functional competency framework is at Appendix 1 to Annex P. The user unit/organisation is responsible for the safe conduct of firing on the range. Arrangements must ensure that, as far as is reasonably practicable, no MOD personnel or civilian is harmed as a result of the activity carried out on the range. Units and organisations are to use ranges in accordance with the Range SO and the rules laid down in authorised training or other publications. Where ranges are in multiple use, the RAU will be responsible for formulating and maintaining an appropriate system so that all users and their times on the range are recorded in the Land Range Log (MOD Form 906/906A/906B). Duties of Range Wardens are at Annex Q.

0235. Range Conducting Officer. In this JSP the terms Range Conducting Officer (RCO), Demolitions Conducting Officer (DCO) and Trials Conducting Officer (TCO) are used to refer to the competent person from a user unit or organisation who is appointed to exercise responsibility for the safe conduct of firing on a specific range. The RCO/DCO/TCO accepts this responsibility by signing in the MOD Form 906/906A/906B prior to the start of firing. Further terms used for safety officer appointments on ranges are given in Volume IV. It is the responsibility of the RAU to ensure that the MOD Form 906/906A/906B is signed before any live firing is allowed to take place. Responsibility for range safety remains with the RCO/DCO/TCO of the user unit or organisation until the range is handed back to the representative of the RAU and the clearance column in the MOD Form 906/906A/906B has been completed by the RCO/DCO/TCO.

0236. Range Safety Dispensations. The definition of a range safety dispensation is given in Volume IV. The following conditions apply to the granting of a dispensation:

- a. Dispensations may only be granted by those of 2 star rank or above.
- b. Dispensations are not to be granted to ranges which are used exclusively for test, evaluation, research or proofing activities.
- c. A dispensation is normally only authorised for overriding defence reasons, and shall not be applied for administrative convenience.
- d. When feasible, a range or practice that does not meet MOD regulations should be redesigned, rebuilt or relocated so that a dispensation is not necessary. Alternatively, a restriction on the firing of certain weapon systems may enable the range to be used without the need for a dispensation.

0237. Dispensation for non standard design, build criteria or danger area.

- a. Before a 2 Star Range Authorising Officer (RAO) authorises a dispensation for a non standard design, build criteria or danger area, risk assessments should be carried out and the case made explaining clearly why the dispensation is required, which range(s) it applies to, what it entails, when it will apply and why there is no alternative to the proposed dispensation.³
- b. If the 2 Star agrees with the dispensation he/she should show formal approval by personally signing the MOD Form 904 on which the detail of the dispensation will be noted in the Dispensations section.
- c. The 904, along with a copy of the risk assessment and all other relevant correspondence will then be sent to the RAU for retention on the range file and promulgation/display as the CO sees fit for the benefit of range staff, range users and inspectors. This correspondence must be available for audit on annual and independent inspections.
- d. The RAU should not permit use of the range to which the dispensation refers until the paperwork described above has been received.
- e. The RAU must ensure that the dispensated range is only used as authorised by the RAO and that any changes to the structure of the range or its use is referred back to the RAO.

0238. Dispensation for use of non standard practice or item.

- a. Persons authorising dispensations in this category will be known as Practice Authorising Officers (PAO).
- b. The use of a non-standard practice or item on any range must be authorised in writing by the 2 Star PAO who orders it. If the range was originally authorised for use on the MOD Form 904 at 1 Star level this authorisation will continue to be valid provided the RAO accepts the use of the non-standard practice or item required by the PAO on the range.
- c. Before authorising a non standard practice or item the PAO should first obtain advice from the relevant subject matter experts who will be required to carry out a risk assessment and make the case by explaining clearly why the dispensation is required, which range(s) it applies to, what it entails, when it will apply and why there is no alternative to the proposed dispensation.
- d. Once the PAO has approved the dispensation all details are to be passed to the RAO of the range concerned for approval and for recording on the MOD Form 904. The 904, along with a copy of the risk assessment and all other relevant correspondence identifying the PAO will then be sent to the RAU for retention on the range file and promulgation/display as the CO sees fit for the benefit of range staff, range users and inspectors.

³ Dispensations in this category will normally be authorised by the 2 star commanding the region in which the range is situated.

This correspondence must be available for audit on annual and independent inspections.

e. The RAU should not permit use of the range to which the dispensation refers until the paperwork described above has been received. The only exception to this is in operational theatres overseas where a 1 Star operational commander may grant a dispensation to meet a training imperative. Authority can not be further sub-delegated and should only be used when there is no alternative.

0239. Management of Dispensations.

a. All dispensations must be recorded and referenced on the Land Range Authorisation Certificate (MOD Form 904). A central register of dispensations is to be maintained by the HQ of each RAO and all dispensations are to be reviewed annually by the RAO to confirm that they are still required.

b. On ranges dispensated for structural reasons, details of the dispensation are to be retained on the range file and appended to the MODF 904/906/906A so that the dispensation can be audited at annual and independent inspections.

c. On ranges dispensated for non-standard practices and items, details of the authorised practices and the reasons for which they are dispensated are to be retained on the range file and appended to the MODF 904/906/906A so that Range staff can verify the authenticity of the practices being fired and so that they can be audited at annual and independent inspections.

d. When the RAO for a training range of non-standard design, build criteria or exceeded danger area on which there is a dispensation hands over responsibility to another RAO the MOD Form 904 is to be renewed with the incoming officer's signature as soon as possible.

e. When a PAO is replaced in his appointment the dispensation for the practice or item is to be reviewed and, if still necessary, renewed with the incoming officer's signature. This does not negate the requirement to review all dispensations annually.

0240. Range Safety Inspections. Each Service is responsible for implementing the system of inspections covered in Chapter 8 of this Volume, and for establishing the Independent Range Safety Inspectors (IRSI) to conduct the MOD independent inspections of Service and DTE ranges. Inspector Explosives (IE) DE&S within DOSG is responsible for providing the IRSI for MOD specialist ranges controlled or used by the DE&S, Dstl, DSG and DA and for ranges controlled and in majority use by the MDP.

0241. Range Accidents. Any unintended functioning of a weapon system, munitions or explosive store and any accident on a range, resulting from live firing activity, which involves damage to or loss of a weapon system/platform, munitions, explosive store or range infrastructure, or which results in injury or death, is to be reported in accordance with Service/Agency procedures. Each Service and MOD Agency is to pass details of such accidents to the Secretary DLRSC. The appropriate

convening authority within the Service/Agency/MOD Centre is to convene a formal inquiry into any accident resulting in damage or injury; the inquiry is to be conducted in accordance with the appropriate Service/MOD Agency regulations and procedures.

CHAINS OF COMMAND

0242. The land range safety chain of command and responsibilities for Service and MOD Agency ranges are at Annexes F-N to this chapter.

CHANGES TO RANGE SAFETY REGULATIONS

0243. When it is proposed within a single Service, the DE&S, DE, MDP, DSG or Dstl to make a change to the content of any of the volumes of JSP 403, the proposal is to be staffed through the appropriate Service/Agency or organisation chain of command to the Secretary DLRSC. Proposals are not to be passed to the Secretary DLRSC until they have been approved by the Service/Agency or organisation chain of command.

0244. In the case of amendment to or introduction of a new WDA/HIAT it is to be originated by the responsible DE&S PT, seeking advice as necessary from the DOSG. Where a weapon system or munitions is mounted on a platform the PT responsible for the platform has responsibility for the WDA/HIAT. The WDA/HIAT is to be submitted by the PT for approval to the appropriate equipment sponsor before being sent to the Service/Agency focal point for range safety (where one exists) for endorsement. After this approval/endorsement process the PT is to add the WDA/HIAT to the equipment/platform Safety Case and issue a written authorisation for its use to the equipment sponsor. Where a WDA is to be inserted into the JSP the equipment sponsor will present the proposed WDA to the appropriate sub-committee or working party of the DLRSC for consideration for inclusion in the next amendment to JSP 403.

0245. In the case of a change to the design or construction or the introduction of a new type of small arms and infantry weapons systems range the LRWP must always give approval. Where a proposed change is in accordance with existing DLRSC policy the appropriate sub-committee or working party may authorise it and pass it to the Secretary DLRSC for promulgation; otherwise, the appropriate sub-committee or working party will make a recommendation to the DLRSC which must be formally approved by the DLRSC before it can be issued.

RANGE SAFETY POLICY LETTERS

0246. When it is necessary to issue new or revised range safety policy, regulations or best practice guidance in advance of the next scheduled Change/Edition to this volume of JSP 403, a Range Safety Policy Letter (RSPL) is to be prepared by the RSPSC at the direction of the DLRSC. Each RSPL will be allocated a sequential number by the DLRSC Secretariat. A RSPL requires the approval of the DLRSC before it can be issued. If appropriate, the content of a RSPL is incorporated into JSP 403, normally in the next Change/Edition.

0247. Each RSPL will be distributed and notified as below:

- a. It is sent on the standard DLRSC distribution to the duty holders represented on the committee for immediate cascade, through respective

Service/Agency chains of command, to those RAO and RAU affected. In the case of CJO ranges, the DLRSC Secretariat will send it direct to PJHQ and to the HQBF in each of the Permanent Joint Operating Bases (PJOB) overseas.

- b. It is placed on the Defence Intranet website in the same location as JSP 403.
- c. It is dispatched by the Defence Storage and Distribution Agency through the postal system to all holders of JSP 403 Volume I.
- d. A Defence Information Notice (DIN) produced by the DLRSC Secretariat notifies the distribution of the RSPL, its number and date and the subject matter.

RANGE SAFETY NOTICES

0248. When it is necessary to issue new or revised safety criteria or safety parameters for ranges in advance of the next scheduled Change/Edition to the appropriate volume of JSP 403, a Range Safety Notice (RSN) is to be prepared by the appropriate working party of the DLRSC⁴, approved and signed at working party level (by the chairman) and passed to the DLRSC Secretariat for distribution. Prior to issue, each RSN will be given a sequential number by the DLRSC Secretariat. Each RSN remains in force until it is either cancelled or the contents have been incorporated into the relevant volume of JSP 403, normally in the next Change/Edition to be issued.

0249. Each RSN will be distributed and notified as in paragraph 0248 above except that the postal copy will be dispatched to all holders of the appropriate JSP 403 Volume.

RANGE ADVICE NOTES

0250. Range Advice Notes are issued from time to time to explain and clarify range safety or construction issues that do not directly effect the safety of a range.

Annexes:

- A. Defence Land Ranges Safety Committee - Terms of Reference and Composition.
- B. Secretary Defence Land Ranges Safety Committee - Terms of Reference.
- C. Monitor Defence Land Ranges Safety Committee - Terms of Reference.
- D. Range Safety Policy Sub-Committee - Terms of Reference and Composition.
- E. Land Ranges Working Party - Terms of Reference and Composition.
- F. Royal Navy - Land Range Safety Chain of Command and Responsibilities.
- G. Army - Land Range Safety Chain of Command and Responsibilities.

⁴ LRWP for small arms, infantry and 30mm weapons ranges; ASSAWP for air to surface and surface to air firing ranges; DODABSWP for demolitions and EOD training ranges.

- H. Royal Air Force - Land Range Safety Chain of Command and Responsibilities.
- I. MOD Police - Land Range Safety Chain of Command and Responsibilities.
- J. Dstl Ranges - Land Range Safety Chain of Command and Responsibilities.
- K. *Reserved.*
- L. DE&S Ranges - Land Range Safety Chain of Command and Responsibilities.
- M. DSG Ranges - Land Range Safety Chain of Command and Responsibilities.
- N. DTE Ranges - Land Range Safety Chain of Command and Responsibilities.
- O. Duties and Tasks of the Range Administering Unit.
- P. Responsibility and Duties of the Range Safety Officer.
- Q. Duties of Range Wardens.

Chapter 2 Annex A

DEFENCE LAND RANGES SAFETY COMMITTEE TERMS OF REFERENCE AND COMPOSITION

PURPOSE

1. The committee acts as the MOD focus for the safety of ranges, gives direction on the management and maintenance of the safety of ranges and monitors annual and independent range inspections.

SCOPE

2. The Defence Land Ranges Safety Committee (DLRSC) responsibilities encompass:
 - a. Providing a platform to agree MOD policy and procedures for the safe management and operation of ranges.
 - b. Setting and maintaining standards for the safety of MOD ranges.
 - c. Monitoring the safety of ranges and reporting to duty holders and the Defence Ordnance Safety Board (DOSB).
 - d. Monitoring the implementation of the MOD range safety inspection system specified in JSP 403.
 - e. Monitoring implementation of the measures specified in JSP 403 for management of the environment on ranges.
 - f. Identifying, capturing and promulgating best practice for the safe management and operation of ranges.

TASKS

3. The tasks of the DLRSC include:
 - a. Sponsor and oversee the production of Joint Service Publications, forms and other documents which provide the necessary instructions and guidance for all concerned in the safety of MOD ranges and of other ranges at home and abroad used by MOD personnel.
 - b. Provide design, construction and maintenance criteria for MOD land ranges where such criteria are necessary.
 - c. Advise on the interpretation and implementation of the policy and procedures for the safety of ranges.
 - d. Commission technical studies and trials for the improvement of the safety of ranges.
 - e. Maintain records of range safety technical studies and trials.

- f. Maintain records of range inspections and range accidents.
- g. Monitor the conduct and standard of range inspections.
- h. Review MOD range safety inspection reports and provide advice and recommendations as necessary.
- i. Oversee an audit programme of the safety of MOD and other ranges at home and abroad used by MOD personnel.
- j. Provide advice and guidance to range inspectors.
- k. Maintain the competency frameworks for MOD personnel involved in the management and inspection of ranges.
- l. Provide reports on the safety of MOD ranges.
- m. Monitor and review forthcoming legislation and SHEF regulations for any potential impact on the safety of ranges and their environments.
- n. Provide the UK representative to the International Range Safety Advisory Group (IRSAG) and the NATO Range Safety Working Group (NRSWG).

MEMBERSHIP AND ATTENDANCE

4. Membership of the committee comprises the representatives of the top level duty holders responsible for the safety and safe use of ranges within their respective Services/MOD Agencies.

- a. RNRSO representing CinCFLEET/2SL.
- b. CESO(A) Trg Safety representing CinC LAND, MOD (A).
- c. DACOS A4 Commodities representing AOC Air.
- d. DE SHEF Adv representing CE DE.
- e. DE&S TEST PT T&E RM representing COO DE&S.
- f. Dstl ESA representing CE Dstl.
- g. Head HSEP DSG representing CE DSG.
- h. MDP FFTO representing CCMDP.

5. Committee meetings are attended by representatives of those organisations providing technical/specialist advice and support to the DLRSC, its sub-committees, working parties and working groups. Some of these attend on an as required rather than a regular basis and they are shown below in italics.

- a. OHS AD representing SSD & C.

- b. DE Ops(N) representing DE.
 - c. Chairman Range Safety Policy Sub-Committee (RSPSC).
 - d. Chairman Land Ranges Working Party (LRWP).
 - e. *Chairman Air to Surface Surface to Air Working Party (ASSAWP).*
 - f. *Chairman Demolitions, Ordnance Disposal and Battle Simulation Working Party (DODABSWP).*
 - g. Chief LAIT.
 - h. Chief RSIT(A).
 - i. *CO SASC/SO1 Trg Safety representing D Inf.*
 - j. OC TAS(RE).
 - k. *IE(RAF) ESIT.*
 - l. *HQ 1 Gp SO2 Ranges representing Air Cdre Ops & FD.*
 - m. *DES Wpns-DOSG-ST5.*
 - n. *DES Wpns-DOSG-WS2r.*
 - o. *DES Wpns-DOSG-MLSC (laser safety).*
 - p. *DES Wpns-DOSG-WS2r1.*
 - q. *QinetiQ Senior Trials Safety Manager (STSM).*
6. The committee officers are provided by the Defence Equipment and Support Weapons Operating Centre (WOC).
- a. Chairman – DES Wpns–Hd of Engr.
 - b. Deputy Chairman – DES Wpns-PRTL.
 - c. Secretary – DES Wpns-DOSG-DLRSC1.
 - d. Monitor – DES Wpns-DOSG-DLRSC2.

AUTHORITY

7. The committee carries the authority of the Secretary of State for Defence for setting the policy on and standards of safety of MOD land ranges.

REPORTING COMMITTEES

8. The following sub-committee and working parties report directly to the committee:

- Range Safety Policy Sub-Committee (RSPSC)
- Land Ranges Working Party (LRWP)
- Air to Surface/Surface to Air Working Party (ASSAWP)
- Demolitions, Ordnance Disposal and Battle Simulation Working Party (DODABSWP)

FREQUENCY OF MEETINGS

9. The committee will normally meet four times a year in January, April, July and October, or more frequently if required by the Chairman or Deputy Chairman.

Chapter 2 Annex B

SECRETARY DEFENCE LAND RANGES SAFETY COMMITTEE TERMS OF REFERENCE

1. The DLRSC meets regularly, on the instructions of the Chairman and as arranged by the Secretary, to consider ongoing and new land range safety business tabled in an agenda produced by the Secretary.

SECRETARY

2. The Secretary is a permanent DLRSC post directly accountable to the Chairman for the management and administration of the committee.

COMMITTEE WORK

3. The Secretary is required to oversee committee, sub-committee and working party tasks, projects and current activities, to brief the Chairman of the DLRSC, and to progress outstanding actions on members of the DLRSC. He acts as the DLRSC focal point for all matters of policy and authority relating to land range management and safety.

4. The Secretary is the sponsor for JSP 403, Handbook of Defence Land Ranges Safety. He is required to arrange the review and updating of the JSP by the DLRSC and its working parties, and to organise timely production and distribution. He has particular responsibility for the content of Volume I of the JSP, dealing with range safety policy.

5. The Secretary is also required to act as secretary to the RSPSC. He sits on the LRWP as the DLRSC representative.

RANGE SAFETY AUDIT AND ASSESSMENT

6. The Secretary manages the continuous DLRSC audit of the Services and other MOD land range inspection systems. He collates and analyses information from independent inspection reports in order to provide MOD assessments of land range management and safety. As part of this process, he must ensure maintenance of the DLRSC land range inventory database and make it available for interrogation when information is requested.

7. The DLRSC submits an annual report in writing to the DOSB summarising activities and assessments. The Secretary is required to co-ordinate preparation on behalf of the Chairman and arrange production and distribution of the report.

Chapter 2 Annex C

MONITOR DEFENCE LAND RANGES SAFETY COMMITTEE TERMS OF REFERENCE

1. The MOD range safety inspection system and the programme of inspections conducted by the Services and MOD Agencies of their ranges, including those used by civilian contractors and civilian owned ranges used by MOD personnel, are subject to audit so that a continuous assessment of inspection standards is maintained and an overall assessment of the safety management of ranges is provided in order to satisfy Ministers and the HSE of the continuing high standards of safety on MOD land ranges.

MONITOR

2. The Monitor is a permanent DLRSC post accountable to the Chairman for the monitoring and assessment of range safety inspection standards and for provision of an overall assessment of the safety management of ranges. The functional competency framework for the post is at Appendix 1.

MONITORING PROGRAMME

3. The monitoring programme is arranged by the Secretary and Monitor from the inspection programmes promulgated by the Services and MOD Agencies range authorising and inspecting organisations, and to conform with the frequency of monitoring decided by the DLRSC. Range authorising and inspecting organisations will not necessarily be informed in advance which of their inspections will be monitored.

PROCEDURE

4. The Monitor is authorised to establish direct liaison with Service and MOD Agency headquarters, establishments and units in the UK and abroad that are involved in range management and inspection.

5. The Monitor is required to selectively monitor and assess the standard of range safety inspections conducted in the UK and abroad by inspectors and inspection teams nominated by the Services and MOD Agencies, in order to ensure that a uniformly high standard is maintained. He will do this by:

- a. Liaising with inspectors and inspection teams, and providing advice and guidance as necessary.
- b. Attending and observing inspections.
- c. Reviewing the safety assessments made by inspectors at the conclusion of their inspections and in the event that he disagrees with the assessment notify the Secretary DLRSC and the appropriate chain of command.
- d. Sampling inspection reports and providing comments and advice on behalf of the Chairman DLRSC.

6. The Monitor may comment on all matters relating to range safety and may advise on any action to be taken following unsatisfactory inspections. He is authorised to conduct confirmatory inspections and investigations where necessary. However, he is not empowered to direct inspectors or inspection teams, nor to give policy directives.

REPORTING

7. When required, the Monitor will provide a written report to the Secretary DLRSC on inspections attended. In all cases the Monitor will verbally brief the inspector and/or the representative of the RAU, on comments he intends to make in his report. When the Monitor comments adversely, or has cause to question the inspector's interpretation of range safety policy, the Secretary DLRSC will forward a copy of the Monitor's report to the Service or MOD Agency responsible for authorising use of the range and, thereafter, the matter should be resolved between the DLRSC and the Service or MOD Agency concerned.

8. After each monitored inspection the DLRSC Monitor is to record the assessment of the inspector and provide feedback in the form of a short report.

9. The Monitor, from his attendance at inspections and sampling of reports, will report on a quarterly basis to the DLRSC, his overall assessment of the safety management of individual ranges, range complexes and groups of ranges.

MOD FORMS

10. The Monitor is the sponsor for the MOD Forms relating to land range safety and is responsible for their development and maintenance. He is required to manage their continuous review and to implement their production, revision and distribution in consultation with the DLRSC and its working parties.

Appendix:

1. Monitor DLRSC Competency Framework.

Chapter 2 Annex C Appendix 1**MONITOR DEFENCE LAND RANGE SAFETY COMMITTEE COMPETENCY FRAMEWORK**

Competencies	Performance Criteria	Requirement	
		Essential	Desirable
(a)	(b)	(c)	(d)
Monitor 1. Contribution, development process, aspirations and goals.	<ol style="list-style-type: none"> 1. Demonstrate an understanding of the monitor's responsibilities, key objectives and priorities of the role. 2. Demonstrate an ability to focus on the objectives to be achieved and respond promptly and positively to priorities. 3. Demonstrate an ability to effectively undertake auditing, evaluation and review activities. 4. Demonstrate an ability to deal confidently and tactfully with people at all levels and adjust quickly to changing circumstances. 5. Demonstrate an ability to identify potential problems and develop sensible options. 6. Demonstrate professional record keeping skills and provide accurate analysis of issues when required. 7. Demonstrate an understanding of the requirements of the HSW Act with respect to the employers' general duty of care. 8. Demonstrate an understanding of the MOD risk management process. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

Competencies	Performance Criteria	Requirement	
		Essential (c)	Desirable (d)
(a)	(b)		
	9. Demonstrate an understanding of the interrelationship and interaction between the DLRSC and other organisations. 10. Demonstrate an understanding of the importance of secretariat support to the range safety community.	X	X
Monitor 2. Communication and co-ordination.	1. Demonstrate an ability to communicate clearly at all levels and use of formal and informal network to achieve results. 2. Demonstrate an ability to courteously interface with people within the range safety community and provide assistance where required. 3. Demonstrate an ability to share knowledge and experiences within the community. 4. Demonstrate high standards of cooperation, mutual support and understanding within the organisation and other agencies.	X X X X	
Monitor 3. Professional skills to achieve objectives.	1. Demonstrate an ability to monitor and measure the quality performance of the range safety inspectors and advise on the inspectors' ability to meet the quality requirements and goals. 2. Demonstrate an ability to identify important issues and know how,	X X	

MOD, SERVICE AND AGENCY RESPONSIBILITIES

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Competencies	Performance Criteria	Requirement	
		Essential (c)	Desirable (d)
(a)	(b)		
	<p>when, where and whom to refer to for appropriate actions.</p> <p>3. Provide evidence of an understanding of the limits of own authority and take decisions accordingly.</p> <p>4. Demonstrate an ability to be patient but firmness when dealing with difficult and demanding situations.</p> <p>5. Demonstrate self-confidence and assertiveness.</p> <p>6. Produce well-structured concise reports.</p>	X X X X	
Monitor 4. Knowledge of JSP 403, MOD training pamphlets and documentation associated with land ranges.	<p>1. Demonstrate an ability to provide advice on the current MOD policy regarding range procurement, authorisation, issuing of orders which govern their use, recording of range usage and closure procedures.</p> <p>2. Display an understanding of the responsibilities and chain of command within each service for the direction of policy, authorisation and safe use of land ranges.</p> <p>3. Display an understanding of the publications to be consulted for the criteria and specifications applicable to the design and construction of a range.</p> <p>4. Display an ability to advise on the importance of adequate maintenance to ensure that a range provides a safe training environment.</p>	X X X X	

Competencies	Performance Criteria	Requirement	
		Essential	Desirable
(a)	(b)	(c)	(d)
	5. Able to advise on the policy for land range safety inspection and audit system.	X	
	6. Able to advise on the scope and content of the MOD forms pertinent to Land Ranges.	X	
	7. Display an understanding of the regulations for the planning and conducting of live firing training on MOD ranges.	X	
	8. Display an understanding of the procedures for conducting a general range safety risk assessment.	X	
	9. Display an understanding of the MOD policy for controlling access to MOD ranges by the public.	X	

Chapter 2 Annex D

RANGE SAFETY POLICY SUB-COMMITTEE - TERMS OF REFERENCE AND COMPOSITION

PURPOSE

1. To consider the detailed policy for the safety of ranges, where appropriate, and provide recommendations to the DLRSC.
2. To produce, review and maintain the MOD forms and reports required for the safety of ranges.
3. To oversee the MOD range safety competency frameworks.

SCOPE

4. The Range Safety Policy Sub-Committee (RSPSC) responsibilities encompass the drafting and updating of the detail of policy issues for the safety of ranges, where appropriate, all aspects of MOD range safety forms and reports, and the maintenance of the MOD range safety competency frameworks.

TASKS

5. Draft the detail of policy, where appropriate, and submit to the DLRSC for approval.
6. Review Volume I and Volume IV of JSP 403 for currency and, where necessary, draft changes or new editions for approval by the DLRSC.
7. Ensure Volume I and Volume IV are co-ordinated with each other and with the other volumes of JSP 403.
8. Draft Range Safety Policy Letters (RSPL), as required, and submit to the DLRSC for approval.
9. Draft, agree, produce, review and maintain the MOD series of forms covering the authorisation, certification, inspection and use of land ranges.
10. Draft, agree, produce, review and maintain the MOD range safety competency frameworks for approval by the DLRSC.
11. In conjunction with the appropriate subject matter experts produce the policy and principles for the use of lasers on land ranges for approval by the DLRSC.
12. In conjunction with the appropriate subject matter experts produce the policy and principles for the safety of test, evaluation, research and proof (TERP) ranges for approval by the DLRSC.

MEMBERSHIP

13. Membership of the sub-committee comprises:
 - a. DES Wpns-DOSG-IE – Chairman
 - b. RNRSO
 - c. CESO(A) Trg Safety
 - d. HQ AIR A4 ES
 - e. SSD&C OHS
 - f. DE Ops (DTE) Trg Safety
 - g. DES Wpns-DOSG-DLRSC1 – Secretary
14. Representatives of MOD Agencies¹ controlling land ranges are entitled to exercise their right to attend meetings of the sub-committee at their discretion.
15. The Monitor DLRSC (DES Wpns-DOSG-DLRSC2) is in attendance for meetings of the sub-committee.
16. Representatives from other Service and MOD civilian organisations may be invited to attend meetings of the sub-committee, as required.

AUTHORITY

17. The Chairman is appointed by Chairman DLRSC and is responsible to the latter for ensuring that the sub-committee carries out the tasks laid upon it at paragraphs 5-12 above.

REPORTING

18. The Laser Working Group reports directly to the sub-committee.
19. The Test, Evaluation, Research and Proof Ranges Working Group reports directly to the sub-committee.
20. The Chairman of the sub-committee reports quarterly to the DLRSC.

FREQUENCY OF MEETINGS

21. The sub-committee will normally meet quarterly, or more frequently if required, for the conduct of business to complete the tasks placed upon it.

¹ The Agencies are DE&S, Dstl, DE, DSG and MDP.

Chapter 2 Annex E

LAND RANGES WORKING PARTY TERMS OF REFERENCE AND COMPOSITION

PURPOSE

1. The Land Ranges Working Party (LRWP) is a Joint Service working party which reviews, updates and approves designs and other criteria for the construction and safety of Small Arms (SA), Infantry and 30mm weapon systems ranges dealt with in JSP 403 Volume II and other matters referred to it by the DLRSC.

SCOPE

2. The LRWP responsibilities encompass:
- a. Approval of specified range design and construction criteria.
 - b. Review and updating of JSP 403 Volume II.

TASKS

3. The tasks of the LRWP include:
- a. Approve the design of SA, infantry and 30mm weapon system ranges.
 - b. Approve MOD Type Standards for SA, infantry and 30mm weapon system ranges used for training.
 - c. Review and update JSP 403 Volume II as directed by the Chairman DLRSC.
 - d. Prepare Range Safety Notices (RSN) relating to SA, infantry and 30mm weapon system ranges for issue by the DLRSC Secretariat prior to the amendment of JSP 403 Volume II.
 - e. Advise Range Authorising Officers on the granting of Approved Range status for SA, infantry and 30mm weapon system ranges.
 - f. Set up, manage and report on low level range safety trials and studies relating to SA, infantry and 30mm weapon system ranges and report progress on approved trials to the DLRSC.
 - g. Undertake studies or projects related to the safety of SA, infantry and 30mm weapon systems ranges and other matters as directed by the Chairman DLRSC.

MEMBERSHIP AND ATTENDANCE

4. The members of the LRWP are representatives from:
- a. RN (2SL/CNH).

- b. Army (CESO(A) Trg Safety).
 - c. RAF (HQ AIR ACOS A4).
 - d. DES Wpns-DOSG (WS).
 - e. DE Ops.
 - f. DE Ops(DTE) (SO1 Trg Safety)
 - g. MDP (FFTO)
 - h. DLRSC Sec
5. Representatives from other Service and MOD organisations, including RSIT(A), HQ DRAC, HQ Inf and DE&S TEST PT may be invited to attend, as necessary.
6. The Chairman and Secretary of the working party are respectively Comd DTE and OC TAS(RE) from DE Ops(DTE).

AUTHORITY

7. The Chairman LRWP is appointed by the Chairman DLRSC and is responsible to the latter for ensuring that the working party carries out the tasks laid upon it at paragraph 3 above.

REPORTING

8. A Technical Working Group (TWG) reports to the working party. Details of the TWG are at Appendix 1.
9. The Chairman of the working party reports quarterly to the DLRSC.

FREQUENCY OF MEETINGS

10. The working party will normally meet quarterly, or more frequently if required, for the conduct of business to complete the tasks placed upon it.

Chapter 2 Annex E Appendix 1

TECHNICAL WORKING GROUP TERMS OF REFERENCE AND COMPOSITION

PURPOSE

1. The Technical Working Group (TWG) of the LRWP provides a forum for detailed discussion of technical safety issues connected with the operation and maintenance of SA, infantry and 30mm weapon system ranges.

TASKS

2. The tasks of the TWG include:
- a. Review proposals for and amendments to JSP 403 Vol 2 and make recommendations on changes to be forwarded to the LRWP for approval.
 - b. Consider applications for Approved Range Status against the safety standards set out in JSP 403 Volume 2 taking into account, where applicable, advice from the DOSG based on the Weapon Danger Area Assessment and Prediction System (WDAAPS).
 - c. Review proposals for trials to be conducted on SA, infantry and 30mm weapon system ranges to ensure maximum data output is achieved and that any safety issues relating to the trials are resolved.
 - d. Resolve any technical issue passed to the TWG by the LRWP.

MEMBERSHIP AND ATTENDANCE

3. The core members of the TWG are the representatives from the Services and Agencies shown below
- a. RN (2SL/CNH)
 - b. Army (CESO(A), HQ Inf (SASC)
 - c. RAF (HQ AIR)
 - d. DE Ops(DTE) (SO1 Trg Safety and TAS(RE))
 - d. DES Wpns-DOSG-WS2
 4. Representatives from other Service and MOD organisations may be invited to attend, as necessary
 5. The Chairman and Secretary of the working group are provided by DE Ops(DTE).

FREQUENCY OF MEETING

6. The TWG meets as directed by the Chairman LRWP.

Chapter 2 Annex F**ROYAL NAVY
LAND RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES**

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	Higher policy direction and political clearance on range safety matters for the RN and RM.	2SL/CNH	DLRSC RNRSO
2	Execution of MOD policy on RN/RM land training ranges.	2SL/CNH FOST FOSNNI	DLRSC RNRSO DOSG
3	Authority to accept or reject advice from Boards of Officers on RN/RM land training range matters and to issue authorisation to bring training ranges into use or to stop firing on these ranges. Authority to grant dispensations to ranges, if considered necessary.	Nominated RAO (2* Commanders only for dispensations)	DLRSC HQ Inf TAS (RE) RNRSO
4	Independent range inspections, annual inspections, inspection programmes, and issue of MOD Form 905.	RNRSO	DLRSC
5	Detailed allocation of ranges and supervision of use. Responsibility for presenting the range and maintaining it in a fit state for use. Preparation and promulgation of Range SO.	CO of RAU	Chief Safety Officer (CSO)
6	Authorisation and supervision of RCO.	CO of user unit	CSO
7	Safe conduct of firing practices and maintenance of supervision.	RCO & RSO/ Assistants and Coaches	Unit Range Staff
8	Safe handling of weapons in accordance with Range SO.	Firers or the firing detachment under instruction	RCO, Safety Supervisors, unit instructors

CHAPTER 2 ANNEX G**ARMY LAND RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES**

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	Higher policy direction and political clearance of range safety matters for the Army.	CGS ACGS CinC LAND	DLRSC CESO(A)
2	Direction and policy on safety matters concerning Army ranges.	COS LAND	CESO(A) DE&S PRTL DOSG Arms Directors
3	Execution of MOD policy and the co-ordination of Command/Theatre policy on training ranges for the Army.	Command/Theatre HQ G3 (Trg) Staff	CESO(A) Arms Directors Comd RFCA
4	Independent Range Inspections	Range Safety Inspection Team (Army) (RSIT(A))	DLRSC CESO(A)
5	Delegated authority from CinC to accept or reject advice from Boards of Officers and other specialist advice on Command/ Theatre range matters and to issue authorisations personally to bring ranges into use or to stop firing on them. Authority to grant dispensations to ranges, if considered necessary. Inspection programmes to include arrangements for works maintenance inspections by the appropriate works organisation and annual inspections. Approval of Range SO. Allocation of a specific range or ranges and clearance of user weapon systems and practices.	Nominated RAO. (2* Commanders, or 1* Commanders in operational theatres, only for dispensations)	Technical advice on range practices, procedure and safety rules from the Director of Arm sponsoring the weapon system and the Arm School responsible for training, or its local representative (e.g. SASC). TAS (RE) will provide advice on construction of SA and infantry weapon ranges
6	Production of Range SO. Responsible for presenting the range and maintaining it in a fit state for use. Spot checks on the use of ranges.	CO of RAU, Range Officer and Range Staff.	LTAR Staff RSIT(A) TAS

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
7	Supervision of RCO. Ensuring that they have received the necessary training and experience to conduct safely the practices to be fired and that their records show that they are formally qualified to do so.	CO of user unit.	Unit Training Officers Unit Specialist Weapon Training Officer (course trained and qualified at an Arm School or the equivalent).
8	Safe conduct of firing practices and the fire discipline of troops under training.	User unit RCO, Safety Supervisors or Coaches	Advice from Range Officer or Range Warden on the local safety arrangements as set out in Range SO.
9	Safe handling of the weapon system in accordance with training publications, drills and Range SO.	Firers or the firing detachment	RCO/Safety Supervisor/Coach. Unit instructors on the weapon system.

CHAPTER 2 ANNEX H

ROYAL AIR FORCE LAND RANGE SAFETY CHAIN OF COMMAND AND
RESPONSIBILITIES

Serial	Responsibility	Appointment		Advisory Staff
		Range Fabric /Admin	Range Practices	
(a)	(b)	(c)	(d)	(e)
1	Higher policy direction and political clearance of range safety matters.	HQ AIR CinC AIR ACOS A4 <i>(Small arms, inf weapon systems AEOD and demolition ranges)</i> HQ 1 Gp Air Cdre Ops & FD <i>(Air delivered weapons ranges).</i> HQ Air Cadets Comdt Air Cadets <i>(Air Cadet ranges, including indoor and air rifle ranges)</i>	CinC AIR	DLRSC
2	Direction and policy on safety matters concerning RAF land ranges	HQ AIR ACOS A4 SO1 A4 ES & EOD SO2 A4 ES SO2 A4 EOD RO SO3 A4 ES HQ 1 Gp SO2/3 Ranges <i>(Air to Ground)</i>	ACOS A3/5 SO2 FP Trg	DLRSC DOSG TAS (RE)
3	Independent range inspections.	ESIT <i>(RAF IRI)</i>		
4	Execution of MoD Policy on RAF land ranges: a. Delegated authority to bring RAF land ranges into use, to grant dispensations to ranges, if considered necessary, or to stop firing on them. b. Annual Inspection.	Nominated RAO <i>(CinC AIR / Comdt Air Cadets (ATC only) only for dispensations).</i> Command HQs – ESIT and ES & EOD		

Serial	Responsibility	Appointment		Advisory Staff
		Range Fabric /Admin	Range Practices	
(a)	(b)	(c)	(d)	(e)
	<p>c. Drafting Range Orders in conjunction with the RAU.</p> <p>d. Approval of Range Orders.</p>	<p>Staff HQ Air Cadets -- Logs 2 HQ 1 Gp SO2/3 Ranges (Air Weapons Ranges)</p> <p>As in para 4b.</p> <p>As in para 4b.</p>		
5	<p>Responsibility for presenting the range and maintaining it in a fit state for use; including promulgation of Range SO.</p> <p>a. Spot checks on use of the range.</p> <p>b. Detailed allocation of a specific range.</p>	<p>CO of RAU.</p> <p>Unit Range Specialist Officer.</p> <p>Unit Range Specialist Officer / OIC Range (recreational ranges).</p>		<p>HQ AIR ES & EOD Staff (<i>Inf Wpn Syst and EOD Ranges</i>)</p> <p>HQ 1 GP SO2/3 Ranges (<i>Air Weapons Ranges</i>)</p> <p>HQ Air Cadets Comdt Air Cadets (<i>Air Cadet Ranges</i>)</p>
6	<p>Supervision of unit RCO / RSO(ATC). Ensuring they have the necessary training and experience to safely conduct the practices, and their records show they are formally qualified .</p>		<p>Station RAF Regt Officer</p> <p>HQ AC (TG) 5 - ATC Only</p> <p>OC AWR (Air to Ground)</p> <p>OC user unit</p>	<p>HQ AIR SO2 FP Trg A4 EOD RO</p> <p>HQ 1 Gp SO2/3 Ranges (Fixed wing & helicopter)</p>

MOD, SERVICES AND AGENCIES RESPONSIBILITIES

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Serial	Responsibility	Appointment		Advisory Staff
		Range Fabric /Admin	Range Practices	
(a)	(b)	(c)	(d)	(e)
7	<p>Safe conduct of firing practices and the range discipline of personnel under training.</p> <p>Supervision of AWR RSO(ATC). Ensuring that they have the necessary training, qualification and experience to control use of the range. Maintenance of records of qualifications and authorisations.</p>		<p>User unit RCO</p> <p>OC AWR</p>	<p>Station RAF Regt Officer.</p> <p>HQ 1 Gp SO2/3 Ranges</p>
8	<p>Safe handling of the weapons system in accordance with training drills and range orders.</p>		<p>RCO, Safety Supervisors and firers. RSO(ATC)</p>	<p>Authorising Officer (<i>Air Delivered weapons</i>)</p>

Chapter 2 Annex I

**MOD POLICE
LAND RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES**

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	Higher policy direction and political clearance of range safety matters for the MDP.	CCMDP	DLRSC MDP (Sec)
2	Direction and policy on safety matters concerning MDP ranges.	CCMDP FFTO	DLRSC DOSG HQ Inf
3	Execution of MOD policy on training ranges for the MDP.	CCMDP FFTO	DLRSC
4	Accept or reject advice on MDP controlled land ranges and issue authorisation to bring ranges into use or to stop firing on them. Authority to grant dispensations to ranges, if considered necessary.	CCMDP	DLRSC DOSG HQ Inf FFTO
5	Independent range inspections.	DOSG	DLRSC
6	Annual inspections, inspection programmes, and issue of MOD Form 905.	DCCMDP FFTO	DLRSC
7	Detailed allocation of ranges and supervision of use. Responsibility for presenting the range and maintaining it in a fit state for use. Preparation and promulgation of Range SO.	OCU Cdr AFA	FFTO
8	Authorisation and supervision of RCO.	AFA	FFTO
9	Safe conduct of firing practices and maintenance of supervision.	RCO Safety Supervisors	AFA FFTO
10	Safe handling of the weapon system in accordance with training publications, drills and Range SO.	Firers or the firing detachment	RCO/Safety Supervisor/ Coach.

Chapter 2 Annex J

**DSTL
RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES**

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	a. Implementation of MOD policy for Dstl ranges. b. Authority to bring ranges into use, and to stop firing on them.	CE Dstl	DLRSC DOSG
2	a. Giving advice regarding specific range safety problems on request. b. Inspection of all ranges to ensure that safe systems of work have been set up and are maintained.	Dstl ESA	DLRSC DOSG
3	a. The issue of regulations for the safe operation of Dstl ranges. b. Establishing and maintaining a safe systems of work through the issue of standing and other orders. c. Annually certifying as competent a RSO who is responsible for approving and maintaining safe systems of work for all trials and proof activities. d. Annually certifying as competent all TCO who carry out firings at his establishment. e. Approving in principle all firings and trials performed at his establishment.	Director Operations	DSTL Safety Staff (where appropriate) As Above As Above As Above

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
	e. Ensuring that an inspection of the range is carried out annually to verify that the safe systems of work established are operating correctly.		As Above
4	Approving and Assuring safe systems of work for all proof and trials activities. These systems must ensure the safety of people, buildings and equipment both on and off the site.	RSO	Dstl Safety Staff
5	The safe preparation for and conduct of the trials and firings carried out under their control.	TCO	As Above

Chapter 2 Annex K

Reserved

Chapter 2 Annex L

**DE&S (CONTRACTOR OPERATED) RANGES
RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES**

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	Higher policy direction and political clearance of range safety matters for the DE&S.	DE&S COO	DLRSC DOSG
2	Direction and policy on safety matters concerning DE&S ranges. Authority to bring DE&S ranges into use and to stop firing on them. Monitor the safe operation of DE&S ranges.	DE&S Hd of Engr TEST Team Leader TEST T&E RM	DLRSC DOSG
3	Implementation of MOD policy on DE&S ranges. Appointment of TEST Resident Project Officers (RPO).	TEST T&E RM	DLRSC DOSG
4	Independent range inspections and inspection programmes. Provision of advice on specific range safety problems.	DOSGIE	DLRSC DOSG
5	Establishment of safe systems of work through the issue of standing and other orders. Annual certification as competent of the Trials Safety Manager (Contractor) who is responsible for approving and maintaining safe systems of work for all trials and proof activities. Annual certification as competent of all TCO (Contractor) who carry out firings and trials at his establishment.	Head of Site (Contractor)	DOSG TEST RPO

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
	Approval in principle of all firings and trials performed at his establishment.		
6	Monitoring of firings and trials.	TEST RPO	DOSG TEST T&E RM
7	Approval and maintenance of safe systems of work for all proof and trials activities. These systems must ensure the safety of people, buildings and equipment both on and off the site.	Trials Safety Manager (TSM) (Contractor)	TEST T&E RM
8	The safe preparation for and conduct of the trials and firings carried out under their control.	TCO (Contractor)	TSM (Contractor) TEST RPO

MOD AND SERVICES RESPONSIBILITIES

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Chapter 2 Annex M

DSG
RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
1	Higher policy direction and political clearance of range safety matters for the DSG.	CE DSG	DLRSC DOSG
2	Direction and policy on safety matters concerning DSG ranges. The issue of regulations for the safe operation of DSG test ranges.	CE DSG	DLRSC DOSG Hd HSEP DSG
3	Implementation of MOD policy on DSG ranges. Authority to bring ranges into use and to stop firing on them.	Operations Director DSG	DLRSC DOSG Hd HSEP DSG
4	Independent range inspection and annual inspections.	DOSG IE	DLRSC
5	Detailed allocation of range and supervision of use. Responsibility for presenting the range and maintaining it in a fit state for use. Preparation and promulgation of Range SO.	General Manager	Hd HSEP DSG
6	Supervision of RCO. Ensuring that they have received the necessary training and experience to conduct safely the practices to be fired and that their records show that they are formally 'Qualified' or 'Authorised' to do so.	General Manager	Range Officer
7	Safe conduct of firing practices and maintenance of supervision.	User unit RCO	RAU, Range Officer & staff

Serial	Responsibility	Chain of Command Appointment and Staff	Advisory Staff
(a)	(b)	(c)	(d)
8	Safe handling of the weapon system in accordance with regulations and/or test procedures, drills and Range SO.	Firer RCO	Range Officer

Chapter 2 Annex N

DTE

LAND RANGE SAFETY CHAIN OF COMMAND AND RESPONSIBILITIES

Serial	Responsibility	Discharged By	Remarks
(a)	(b)	(c)	(d)
1	To ensure organisation and arrangements for safety that will apply at the range are in place	RAO	Appointment by appropriate Service/agency chain of command on recommendation of DTE Management Board
2	To produce organisation and arrangements for safety of the range	D Ops(DTE)	By implementing CE/DE policy directive
3	To have a safe place of work for activities to be performed	CO/Head RAU	Including provision and maintenance of all Range equipment and safety features
4	To inspect and issue certificates	RAO CO/Head RAU Contractor Contractor IRSI	Annual Monthly Biennial works Infra & Plant Triennial
5	To monitor standards of inspection teams	D DOSG	As DLRSC chairman
6	To ensure training is fully compliant with safe system of training ¹	Ex Director ²	
7	To ensure that all who have authorised access to the range are fully briefed on the hazards, constraints and freedoms relating to the activities planned	CO/Head RAU	
1.7	To report an incident on the Range	RCO	RAU when not in use
1.8	To provide inspection standards	Hd of Engr DE Hd Property	As DLRSC chairman

¹ JSP 375 Vol 2 Leaflet 11.

² JSP 403.

Chapter 2 Annex O

DUTIES AND TASKS OF THE RANGE ADMINISTERING UNIT

1. An aggregated list of the duties and tasks carried out by or on behalf of the CO/Head of the RAU is shown below together with the number in brackets of the relevant paragraph(s) in this volume:
 - a. Monitor the maintenance and good order of the range facilities and report any faults or deficiencies that can not be rectified within the resources of the RAU (0233, 0528, 0703, 0707, 0708, 0711).
 - b. Ensure the upkeep of a range file/folder containing copies of all relevant proceedings, certificates, licences, reports, maps, drawings and correspondence relating to authorisation, use and inspections of the range (0820).
 - c. Provision of safe range facilities (0234).
 - d. Ensure the range log (MOD Form 906/906A/906B) is signed before and after any live firing (0235, 0306, 0326, 0335).
 - e. Produce a written risk assessment from which the Range SO are then derived. Range Orders are to be signed personally by the CO/Head of the RAU. The CO/Head of RAU is responsible for making sure the site specific risk assessment and the Range SO remain current and are reviewed at least annually (0303, 0304, 0344).
 - f. Carry out the daily checks and monthly inspections of range facilities (0307, 0346, 0806, 0807).
 - g. Issue a licence to police and civilian shooting clubs (0323, 0329, 0330).
 - h. Brief authorised civilians, Service and MOD civilian visitors (0404, 0405).
 - i. Approval of an air rifle range for use (0643, 0644).
 - j. Arrange training for Range Wardens (0710).
 - k. Where applicable, ensure that the duties of the RO/RSO/RLO are carried out (0234 and Annex P).
 - l. Ensure that Estate, Works Technical, Infrastructure and Plant inspections are carried out at the required intervals (0821, 0822, 0823).
 - m. Where applicable, the appointment of a Laser Safety Officer (0915, 0916).

Appendix:

1. CO/Head of RAU Functional Competency Framework.

Chapter 2 Annex O Appendix 1

COMMANDING OFFICER (CO) / HEAD OF RANGE ADMINISTERING UNIT (RAU)
FUNCTIONAL COMPETENCY FRAMEWORK

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ¹	TERP ²	DTF ¹	TERP ²	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RAU1. Knowledge and application of the MOD policy, procedures and best practice for the preparation of a range for use	RAU1.1 Produce a site specific risk assessment written in accordance with the relevant Service/Agency format	X	X			Development of safe range facilities for users
	RAU1.2 Produce site specific Range SO from the written risk assessment			X	X	
	RAU1.2 Direct the production of site specific Range Standing Orders (SO)	X	X			
	RAU1.3 Identify when the site specific risk assessment for a range needs to be re-visited	X	X			
	RAU1.4 Identify when and where Range SO require updating and direct the necessary rewrite	X			X	

¹ In this context Defence Training Facility (DTF) refers to range facilities set up for training purposes.

² This refers to range facilities set up for Test, Evaluation, Research and Proof (TERP) activities (see Chapters 2 and 10 of JSP 403 Volume I).

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ¹	TERP ²	DTF ¹	TERP ²	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RAU2. Knowledge and application of the MOD policy, procedures and best practice for the maintenance of range facilities	<p>RAU2.1 Monitor the maintenance and good order of range facilities</p> <p>RAU2.2 Draw the attention of the appropriate organisation/individual to any faults or deficiencies that cannot be rectified within the resources of the RAU</p>	X	X			Provision of safe range facilities for users
RAU3. Knowledge of the documentation required for the operation of a range	<p>RAU3.1 Monitor upkeep of the range log (MOD Form 906/906A/906B)</p> <p>RAU3.2 Monitor the maintenance of the document set supporting the Trial Plan</p> <p>RAU3.3 Monitor the upkeep of a range specific file/folder containing copies of all relevant proceedings, certificates, licences and reports relating to authorisation, use and inspections of a range</p> <p>RAU3.4 Confirm that a licence is issued to each police and civilian rifle club that is permitted to use a range</p>	X	X	X	X	Provision of a record of the use and safety of range facilities

MOD, SERVICES AND AGENCIES RESPONSIBILITIES

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ¹	TERP ²	DTF ¹	TERP ²	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RAU4. Knowledge of the required competencies and duties of and appropriate training for staff appointed to manage and operate a range	RAU4.1 Arrange the appropriate training:					Provision of competent staff for the management and operation of range facilities
	RAU4.1.1 for a Range Warden, where applicable	X	X			
	RAU4.1.2 for a Range Officer (RO), where applicable	X				
	RAU4.1.3 for a Range Liaison Officer (RLO), where applicable	X				
	RAU4.1.4 for a Range Safety Officer (RSO), where applicable	X	X			
	RAU4.1.5 for a Trials Conducting Officer (TCO), where applicable			X		
	RAU4.2 Conduct an annual review of the competency of a RO/RLO/RSO/TCO, where one is appointed		X	X		
	RAU4.3 Monitor the performance of contractor/partner range staff, where applicable	X	X			

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ¹	TERP ²	DTF ¹	TERP ²	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RAU5. Knowledge of the range safety inspection cycle and the MOD policy, procedures and best practice for monthly inspections	<p>RAU5.1 Determine that Estate, Works Technical, Infrastructure and Plant/Machinery inspections are carried out at the required intervals</p> <p>RAU5.2 Monitor completion of the monthly inspection of a range</p> <p>RAU5.3 Demonstrate awareness of the comments and recommendations arising from completion of the annual and triennial inspections of a range</p> <p>RAU5.4 Demonstrate the ability to take action on recommendations in inspection reports that are within the remit or capability of the RAU</p> <p>RAU5.5 Refer to the appropriate organisation/ individual any recommendations in inspection reports that cannot be addressed by the RAU</p>	X	X			Compliance with the MOD inspection regime for assuring the safety of range facilities
		X	X			
		X	X			
		X	X			
		X	X			
RAU6. Knowledge of the laser safety requirement on ranges where lasers are used	<p>RAU6.1 Appoint a Laser Safety Officer</p> <p>RAU6.2 Arrange training for a Laser Safety Officer</p>	X	X			Controlled deployment and use of lasers on range facilities

Chapter 2 Annex P

RESPONSIBILITY AND DUTIES OF THE RANGE SAFETY OFFICER

1. The Range Safety Officer (RSO)¹ is responsible to the Commanding Officer (CO)/Head of the Range Administering Unit (RAU) for the provision of safe range facilities .
2. The specific duties of the RSO will be laid down by the CO/Head of the RAU but will include the following:
 - a. Assist the CO/Head of RAU with the production and updating of:
 - (1) Site specific risk assessments written in accordance with the relevant Service/Agency format.
 - (2) Site specific Range Orders.
 - b. Where applicable, produce and maintain the Daily Range Detail/Summary.
 - c. Provide the Planning Officer and Range Conducting Officer (RCO) with relevant site specific information on hazards, template restrictions and best practice, enabling efficient and safe use of the facilities. For field firing areas (FFA) this must include advising Planning Officers of the appropriate Weapon Danger Area (WDA) template to be used and any template/firing restrictions.
 - d. Advise of hazards, best practice and any limitations on the use of pyrotechnics, blank ammunition and explosive natures on the range.
 - e. For FFAs the RSO must check, and endorse by signing, the Range Danger Area (RDA) trace submitted by the user ensuring that:
 - (1) The correct type of WDA template has been applied.
 - (2) The correct WDA template scale has been used.
 - (3) The firing information is correct and corresponds with the information shown in the RASP.
 - (4) The RDA trace lies within the area allocated and presents no threat to other range users, range staff, authorised civilians and livestock.
 - f. Ensure that before taking over a facility users receive a safety brief and that a record is kept of those briefed.
 - g. Co-ordinate any concurrent use of facilities.
 - h. Exercise sufficient control over users to ensure the ranges are safe places.
 - i. Take reasonable steps to monitor that users are abiding by the Safe System of Training² (SST) on ranges.
 - j. Ensure the safe access and safety of authorised civilians and livestock from the hazards associated with, or resulting from, military training activities.

¹ Also known as Range Officer or Range Liaison Officer (RLO) – see Volume IV for definitions.

² Safe persons, safe equipment, safe practice, safe place.

- k. Ensure that all reasonable precautions are taken to safeguard the public both inside and outside the range boundary.
- l. Ensure inspections are conducted in accordance with current policy and initiate repair work as required.
- m. Implement the appropriate after action process to report unauthorised intrusions by air, land or sea into the range.
- n. Initiate regular updates of range maps and overlays.
- o. Initiate NOTAM action when required.
- p. Co-ordinate the procedures to be undertaken in the event of an accident or incident, in accordance with the relevant GSP and Range Orders, such as:
 - (1) Cease fire all range/exercise activities.
 - (2) Advise the unit involved of the most efficient evacuation procedure for the injured personnel.
 - (3) Liaise with the emergency services to provide safe routes to and from the injured personnel/Emergency Evacuation Point.
 - (4) Co-ordinate the reporting of the incident in accordance with current procedures.

DSTL RANGE SAFETY OFFICERS

- 3. Dstl organisational structure is such that all of the requirements specified for an RSO are undertaken , but not necessarily captured in the RSO profile. Additional positions which undertake the duties specified are Work Place Supervisor and Range Operations Manager.
- 4. Where staff other than the RSO undertake specific duties they will be deemed competent against the functional competency framework requirements specified.

Appendix:

- 1. RSO Functional Competency Framework.

Chapter 2 Annex P Appendix 1

RANGE SAFETY OFFICER¹ FUNCTIONAL COMPETENCY FRAMEWORK

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF²	TERP³	DTF²	TERP³	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RSO1. Knowledge and application of the MOD policy, procedures and best practice relevant to the production of Range Standing Orders (SO)	RSO1.1 Demonstrate ability to assist in the production of a site specific risk assessment	X	X			Development and maintenance of comprehensive Range SO
	RSO1.2 Demonstrate the ability to produce a site specific risk assessment written in accordance with the relevant Service/Agency format			X	X	
	RSO1.3 Demonstrate ability to assist in the production of site specific Range SO	X	X			
	RSO1.4 Demonstrate the ability to produce site specific Range SO from the written risk assessment			X		

¹ This includes the appointments of Range Officer (RO) and Range Liaison Officer (RLO), and the TEST Resident Project Officer (RPO) on Test, Evaluation, Research and Proof (TERP) ranges (see Chapter 10 of JSP 403 Volume I).

² In this context Defence Training Facility (DTF) refers to range facilities set up for training purposes.

³ This refers to range facilities set up for Test, Evaluation, Research and Proof (TERP) activities, where applicable and required.

(a)	(b)	Requirement				(g)
		Essential		Desirable		
		DTF ²	TERP ³	DTF ²	TERP ³	
		(c)	(d)	(e)	(f)	
	RSO1.5 Demonstrate the ability to check and verify the accuracy and validity of Range SO	X	X			
	RSO1.6 Demonstrate the ability to identify when and where Range SO require updating and to carry out the necessary rewrite			X	X	
RSO2. Appreciation of all factors and considerations associated with the production and use of a Range/Firing Detail/ Summary	RSO2.1 Capable of carrying out a hazard and risk analysis of a proposed activity		X	X		Development, production and maintenance of the Range/Firing Detail/ Summary
	RSO2.2 Demonstrate the ability to acquire and consolidate the detail required for a Range/Firing Detail/Summary	X			X	
	RSO2.3 Demonstrate the ability to coordinate the daily activities on a range complex to maintain a safe environment.	X	X			
	RSO2.4 Demonstrate the ability to manage concurrent range activities and concurrent use of different facilities	X	X			
	RSO2.5 Demonstrate the ability to construct and, when necessary, adapt the Range/Firing Detail/Summary	X			X	

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Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ²	TERP ³	DTF ²	TERP ³	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RSO3. Knowledge of potential hazards, control measures and best practice to enable the efficient and safe use of range facilities	RSO3.1 Demonstrate the ability to brief authorised personnel on the safe use of range facilities	X	X			Making the best use of available facilities in a safe manner
	RSO3.2 Demonstrate the ability to brief visitors on safety matters relevant to their visit	X	X			
	RSO3.3 Demonstrate the ability to brief potential users on the types of activities and facilities best suited to their training requirements	X			X	
	RSO3.4 Identify the appropriate Weapon Danger Area (WDA) template(s) for the planned activity on the range	X			X	
	RSO3.5 Demonstrate the ability to check that a Danger Area (DA) trace submitted by a user is correct, accurate and is contained within the area allocated to the user	X				

Competencies	Performance Criteria	Requirement				Outcome
		Essential		Desirable		
		DTF ²	TERP ³	DTF ²	TERP ³	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
RSO4. Knowledge and application of the appropriate legislation, regulation, MOD policy, procedures and best practice relevant to the control of access	RSO4.1 Demonstrate an understanding of the byelaws that apply to the range	X	X			Provision of managed safe access to the range for authorised personnel and for the general public if and when appropriate
	RSO 4.2 Demonstrate the ability to generate/activate a Notice to Airmen (NOTAM) and an Airspace Coordination Notice (ACN)	X	X			
	RSO4.3 Demonstrate the ability to apply the appropriate access control measures for the activities and events authorised to take place on the range	X	X			
	RSO4.4 Demonstrate an awareness of the measures necessary to maintain surveillance of the Range Danger Area (RDA) including all points of access	X	X			
RSO5. Understanding of range design, construction, layout and maintenance criteria	RSO5.1 Demonstrate the ability to conduct the appropriate monthly inspection(s) in accordance with the requirements of JSP 403	X	X			Monthly range inspection(s)

Chapter 2 Annex Q

DUTIES OF RANGE WARDENS

(Not applicable to RAF - See Air Publication 3205 (RAF Land Ranges - Policy))

INTRODUCTION

1. **Aim.** This annex sets out some of the Range Wardens' duties on SA, Inf WS and 30 mm ranges. It is primarily intended for Range Wardens who do not have the benefit of a supporting infrastructure such as Defence Training Estates. The list is not exhaustive and much will depend on the specific range
2. **Employment.** Range wardens are members of the RAU and very often the 'public face' of the CO RAU. The numbers and grades of Range Wardens employed on ranges are determined by the RAU. Careful selection is necessary to fill the post of a Senior Range Warden as a group of ranges involves extended responsibilities. If for any reason it is not possible for the Range Warden to be present during firing, this should be considered in the risk assessment and any additional control measures required to be put in place by RCOs included in the Range Orders.
3. **Property and Equipment Management.** The RAU will obtain the assistance of the Estate Management Contractor when repairs or maintenance are beyond the Range Warden's scope or capability. The range may have to be closed until the work is completed.

DUTIES - ALL RANGES

4. **General Duties.** The RAU is responsible for ensuring that Range Wardens carry out the following general duties on all ranges:
 - a. Care and security of range equipment.
 - b. Care and issue of range stores.
 - c. Making up and repairing target screens and penetrable targets.
 - d. Greasing and non-technical servicing of fitted range equipment.
 - e. Maintaining bullet catchers in accordance with RAU instructions.
 - f. Maintenance and minor repairs to the range structure, such as target pits and runs, mantlets, firing points and, shelters.
 - g. Cleanliness of the range and range buildings. Removing any military debris left in error by user units. (Litter, including spent cartridge cases should have been removed by the user unit).
 - h. Management of the range:
 - (1) Maintaining the range booking diary and liaising with the RAU regarding the range programme.
 - (2) Displaying red flags and red lamps as required by Range Orders.
 - (3) Preparing the range to the users' requirements. Instructing the range user about targets, control systems and local range procedures when necessary.

- (4) Briefing the user on special instructions for the range and any restrictions/limitations on movement caused by neighbouring ranges.
 - (5) Custody of Range Orders and the Land Range Log.
 - (6) Handing over and taking back the range from the user.
 - (7) Recording defects and damage arising from use.
 - (8) Security of the range at the end of the day's practice.
 - i. Knowing and understanding his responsibilities under the Health and Safety at Work etc. Act, and being familiar with the range risk assessment where applicable.
5. **Land Range Log.** The Range Warden's responsibilities for the Land Range Log (MOD Form 906) are:
- a. Holding and maintaining it in accordance with the notes on its first page.
 - b. Handing it with a copy of Range Orders to the RCO taking over the range and ensuring that the RCO has completed it correctly before shooting starts.
 - c. When shooting has finished for the day, checking that the RCO has completed the appropriate columns, confirming the accuracy of the entries and initialling the last column. This includes ensuring that any un-located blinds were recorded.
 - d. Recording faults, damage and range incidents, and reporting them to the RAU.
 - e. Ensuring the following is recorded in red by the examining/inspecting officer:
 - (1) The details of de-leading, deep-cleaning, technical examinations (e.g. by TAS RE) and other maintenance tasks carried out by outside agencies.
 - (2) Range inspections.
 - f. Recording all incidents involving safety, and the running or management of the range.
6. **RCO's Instructions.** The Range Warden is to follow the RCO's instructions in such matters as hours of practice, stores, targets and apparatus, within the overall instructions issued by the RAU.
7. **Safety.** If the Range Warden believes that a hazard exists, Range Orders are not being followed or unsafe practices are being conducted, he should make his concerns known to the RCO, who is responsible for range safety. The Range Warden is to report any such occurrences, through his line manager, to the RAU at the earliest opportunity. Range Wardens may not be used as sentries or lookouts without the express permission of the RAU.

ADDITIONAL DUTIES - OTHER RANGES

ELECTRIC TARGET RANGES

8. **Training.** Range Wardens require additional training for the custody and maintenance of electric target equipment. They need to have some knowledge of the principles of electricity and an understanding of circuits, fuses and battery maintenance. It is essential that persons required to operate, handle, service or maintain electrical equipment, winches, compressed air or batteries are properly trained and competent in the safe handling, servicing and storage of the equipment. The appropriate PPE and clothing for the work are to be provided.

9. **Duties.** The additional duties include:

- a. Preparing target veneers, cutting them to shape and fitting hit switch cramps.
- b. Fitting triple bar target arms.
- c. Testing and changing FET mechanisms, and recording servicing
- d. User checks and maintenance of FET mechanisms.
- e. Care of the console building.
- f. Before leaving the range, to secure FET and consoles against vandals.

10. **Specialist Targetry.** When portable cable-operated compressed air, electric or radio-controlled target equipment is used, as in FFA or UMTTR, additional duties for which he requires training are:

- a. Preparing equipment for use.
- b. Inspecting mechanisms on return for damage, and ensuring that they are properly packed and stored.
- c. Storing and charging batteries and air cylinders.
- d. Examining cable insulation and testing for continuity.
- e. Inspecting and minor servicing of winches, trolleys and tow cables.

AUTOMATIC MARKING SYSTEM (AMS)

11. The Range Warden is responsible for the care, maintenance and calibration of AMS, for which he requires training. He also has to be able to show users how to operate the equipment and, when required by the RCO, to operate AMS himself.

BARRACK AND NDA RANGES

12. Range Wardens of Barrack and other NDA ranges are required at hand-over and take-over of the range to inspect stop butt walls for shot damage above or outside the bullet catcher, and to check that it and its cause have been recorded by the RCO in the Land Range Log. If not they are to be recorded and reported to the RAU so that the damage is repaired and any appropriate action taken.

INDOOR RANGES

13. Range Wardens of indoor ranges are required to:
 - a. Be aware of the health risk posed by lead-in-air, lead dust, the risk of fire and explosion posed by unburnt propellant and to observe safe working practices.
 - b. Operate installed ventilation equipment and carry out user servicing.
 - c. Use the cleaning methods and equipment detailed in Volume 2 Chapter 30 to prevent lead dust and unburnt propellant accumulating.
 - d. Only use authorized vacuum cleaners when cleaning the range.