



MINISTRY OF DEFENCE

**Defence Land Ranges Safety
Committee**
Secretary

MoD Abbey Wood
Fir 3a, #4304
Bristol BS34 8JH

Tel: 0117 91 35339
Fax: 0117 91 31920



Email: deswpns-dosg-dlrsc1@mod.uk

Your Reference:

Our Reference:
DLRSC/10/6/1

See Distribution

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**RANGE SAFETY POLICY LETTER 01/09 – PROCEDURE TO BE
FOLLOWED ONCE DISPENSATION IS AUTHORISED**

Reference:

A. JSP 403 Volume I Edition 2 – Range Management.

BACKGROUND

1. It is felt by a considerable number of RAU's that it was becoming apparent that the policy in JSP 403 for staffing dispensations for non standard design, build criteria or danger areas and dispensation for use of non standard practices or item, is becoming unmanageable as request for non compliant practices had increased significantly. Reference A does not state clearly the detailed staffing process that the user, RAO and RAU should follow for any dispensation. It was agreed by the Range Safety Policy Sub Committee (RSPSC) that there was to be a change to current policy.

2. With immediate effect the following process is to be implemented when authorising a dispensation.

PROCEDURE

3. **Procedure to be followed once Dispensation is authorised.** Annex D to Chapter 6 of Reference A, outlines the process to be followed for a dispensation range. The detailed procedure to be followed is:

- a. **Dispensation for non standard design, build criteria or danger area.**
Before a 2 Star officer in the RAO's chain of command authorises a dispensation for a non standard design, build criteria or danger area the appropriate officer should complete a risk assessment and if it is deemed to be an acceptable proposal with or without additional control measures and present it to the 2 Star together with a letter which explains 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. If the 2 Star agrees to authorise the dispensation the 2 Star should countersign the application giving formal approval and a copy of the letter, together

with a copy of the risk assessment, should be sent to the relevant RAO who will attach it to the MOD Form 904, complete the 'Dispensations' section of the 904 and send it to the RAU. The RAU should not permit the range to which the dispensation refers to be used until it is in receipt of the amended 904 including the attached dispensation and risk assessment. The RAU must ensure that the dispensation 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.

b. **Dispensation for use of non standard practice or item.** Before a 2 Star officer authorises the use of a non standard practice or item on a range the appropriate officer should first obtain advice from the relevant subject matter expert, for example the Competent Army Authority and Inspectorate, and complete a risk assessment and if it is deemed to be an acceptable proposal with or without additional control measures and present it to the 2 Star officer together with a letter which explains clearly why the dispensation is required, which practice(s) it applies to, what it entails, when, where and to whom it will apply and why there is no alternative to the proposed dispensation. If the 2 Star officer agrees to authorise the dispensation the 2 Star should countersign the application giving formal approval and a copy of the letter, together with a copy of the risk assessment, should be sent to the relevant RAO who, if deemed appropriate for the range to which it refers, will attach them to the MOD Form 904, complete the 'Dispensations' section of the 904 and send it to the RAU. The RAU should not permit the practice or item to which the dispensation refers to be used on the range(s) it refers to until it is in receipt of the amended 904 including the attached dispensation and risk assessment.

DISSEMINATION

4. In due course, the contents of this Range Safety Policy Letter (RSPL) will be incorporated into Reference A. In the meantime, they are effective on receipt of this letter.

5. Duty holders represented on the DLRSC are requested to cascade the detail in this letter through their chains of command to all RAO and RAU likely to be affected by it. This policy letter will also be distributed to all holders of Reference A through the Defence Storage and Distribution Centre Bicester and will be placed in the "Library" area of the Defence Intranet website alongside JSP 403. It can also be viewed on the Internet, using the following website:

<http://www.mod.uk/DefenceInternet/MicroSite/DES/OurPublications/JointServicePublicatio n403MinistryOfDefenceLandRangeSafety.htm>

(Original Signed)

BP O'Callaghan
Secretary DLRSC

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