



SSAA (QLD.) Inc.  
BRANCH RANGE OFFICER TRAINING CHECKLIST

<b>1. Prepare for range use</b>	
The Applicant has demonstrated skills, knowledge and understanding of:	Assessor Comments
<p>Relevant <b>range regulations</b> (Safety precautions / WHS / control measures /administrative requirements) are identified and applied in accordance with SSAA (Qld.) Inc. Standard Safety Rules and all current legislation.</p> <p style="text-align: center;"><b>KEY POINTS</b></p> <ul style="list-style-type: none"> <li>• Traits of a good Range Officer ..... <input type="checkbox"/></li> <li>• Range Safety Flags / Red Safety Light..... <input type="checkbox"/></li> <li>• Completing Form 20C Range Use Register ..... <input type="checkbox"/></li> <li>• Licence regulations ..... <input type="checkbox"/></li> <li>• Form 33 ..... <input type="checkbox"/></li> <li>• Photo ID / endorsed photo..... <input type="checkbox"/></li> <li>• Registers endorsed ..... <input type="checkbox"/></li> <li>• Standing Orders &amp; location..... <input type="checkbox"/></li> <li>• Range Approval &amp; location ..... <input type="checkbox"/></li> <li>• Range safety template ..... <input type="checkbox"/></li> <li>• Age restrictions ..... <input type="checkbox"/></li> <li>• ID regulations ..... <input type="checkbox"/></li> <li>• Use of Wristbands ..... <input type="checkbox"/></li> <li>• Clothing requirements ..... <input type="checkbox"/></li> <li>• First Aid – equipment and location ..... <input type="checkbox"/></li> <li>• Smoking - Black Powder / WHS ..... <input type="checkbox"/></li> <li>• Moving firearms to / from the firing line..... <input type="checkbox"/></li> <li>• Hearing / Eye protection ..... <input type="checkbox"/></li> <li>• Juniors – RO ratio ..... <input type="checkbox"/></li> <li>• Appointing additional RO's ..... <input type="checkbox"/></li> <li>• Local Range Safety Rules ..... <input type="checkbox"/></li> <li>• Holster Proficiency ..... <input type="checkbox"/></li> <li>• Range Fees collected and receipted ..... <input type="checkbox"/></li> <li>• Non-licensed persons ..... <input type="checkbox"/></li> </ul>	



SSAA (QLD.) Inc.  
BRANCH RANGE OFFICER TRAINING CHECKLIST

<b>2. Supervise safety on a range</b>	
The Applicant has demonstrated skills, knowledge and understanding of:	Assessor Comments
<p><b>Range is monitored</b> to ensure a safe environment.  <b>Communications</b> are maintained between all ranges and all Range Officers.  <b>Unsafe practices</b> are identified, and corrections are applied in accordance with standard safety procedures.  <b>Incidents</b> are managed in accordance with instructions from the Chief Range Officer and range regulations.</p> <p style="text-align: center;"><b>KEY POINTS</b></p> <ul style="list-style-type: none"> <li>• Announcements for competition or match procedure ..... <input type="checkbox"/></li> <li>• Firearms cleared /cased / holstered / racked..... <input type="checkbox"/></li> <li>• Range commands ..... <input type="checkbox"/></li> <li>• Handling of firearms ..... <input type="checkbox"/></li> <li>• Ceasefire and safety flag procedures ..... <input type="checkbox"/></li> <li>• Range Safety Flags / Red Safety Light..... <input type="checkbox"/></li> <li>• Applying the "Two Person Rule" ..... <input type="checkbox"/></li> <li>• Monitoring adjacent ranges ..... <input type="checkbox"/></li> <li>• Visitors monitored / supervised..... <input type="checkbox"/></li> <li>• Chief RO appointed ..... <input type="checkbox"/></li> <li>• Use of a 'Safe Area' ..... <input type="checkbox"/></li> <li>• Uncasing / casing of firearms ..... <input type="checkbox"/></li> <li>• Handling of firearms ..... <input type="checkbox"/></li> <li>• Muzzle direction ..... <input type="checkbox"/></li> <li>• Handgun angle of fire ..... <input type="checkbox"/></li> <li>• Dropping loaded / unloaded handgun ..... <input type="checkbox"/></li> <li>• Accidental discharge ..... <input type="checkbox"/></li> <li>• Stuck live round – mandatory rule ..... <input type="checkbox"/></li> <li>• Unsafe practices ..... <input type="checkbox"/></li> <li>• First Aid – locations / process ..... <input type="checkbox"/></li> <li>• Incident Book – location / process ..... <input type="checkbox"/></li> <li>• Emergency phone – location / numbers ..... <input type="checkbox"/></li> </ul>	



SSAA (QLD.) Inc.  
BRANCH RANGE OFFICER TRAINING CHECKLIST

3. Closing a range	
The Applicant has demonstrated skills, knowledge and understanding of:	Assessor Comments
<p>Ranges are refurbished in accordance with Branch procedures. Post range practice administration is completed in accordance with Branch procedures.</p> <p style="text-align: center;"><b>KEY POINTS</b></p> <ul style="list-style-type: none"> <li>• Range closing procedures ..... <input type="checkbox"/></li> <li>• Range Flags ..... <input type="checkbox"/></li> <li>• Range Safety Flags / Red Safety Light..... <input type="checkbox"/></li> <li>• Form 20C Range Use Register secured ..... <input type="checkbox"/></li> <li>• Firearms secured ..... <input type="checkbox"/></li> <li>• Buildings secured ..... <input type="checkbox"/></li> <li>• Range tidy – rubbish removed ..... <input type="checkbox"/></li> <li>• Target storage ..... <input type="checkbox"/></li> </ul>	