

Best Range, LLC.

Shoot For The Moon Range
12345 Anywhere Street
Localtown, US 98765

Range Safety Standard Operating Procedure

Revision History

Version	Changes	Effective Date
1.0	Initial document	<i>date</i>

Approvals

Name	Title/Position	Signature	Date
	Owner		
	Chief Range Safety Officer		
	Legal		
	Chairman		

NOTE: Update and change blue text to reflect custom information. Remove any notes in blue italicized text. Final document should no blue text.

NOTE: This template is to be used in conjunction with the manual “How to Write Range Safety Standard Operating Procedures” by Alex Haddox.
<http://www.palladium-education.com/rsosop>

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1. Introduction

1.1. Purpose

This Range Safety Standard Operating Procedure (SOP) will act as a guide for the Range Safety Officer as he or she performs his or her duties and responsibilities. This document will also outline the steps necessary to:

- *Organize*
- *Conduct*
- *Supervise*

safe shooting activities and range operations.

1.2. Scope

Safety is never compromised and Range Safety Officers are always professional, friendly, helpful, understanding and honest.

1.3. Roles And Responsibilities

The following documents and sites are referenced throughout this SOP.

Role	Definition
RSO	Ensures range users follow range regulations and safety policies.
CRSO	Trains RSOs and develops range SOPs with guidance from range owner
Range User	A shooter, spectator, instructor or member of the shooting range.

1.4. References

The following documents and sites are referenced throughout this SOP.

Document	Document Title

1.5. Abbreviations and Definitions

All abbreviations and “industry” terms must be clearly defined in this section.

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Term	Definition
CRSO	Chief Range Safety Officer
RSO	Range Safety Officer
SOP	Standard Operating Procedure
Squib	

1.6. Firing Line Maps

Include maps of all firing lines in this section. Maps should be updated whenever structural changes are made to the firing lines or range.

1.6.1. Firing Line 1

1.6.2. Firing Line 2

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2. General Rules

The General Rules chapter is a catchall section for policies and procedures that do not fall into the pre-opening, closing or firing line operational categories.

2.1. Security

2.1.1. Keys

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3. Range Safety Rules

This chapter covers the safe operation of the firing line. These rules apply to the entire range and all firing lines. Unique firing line rules are specified in a subsection. The Range Safety Rules detailed in the SOP should match those provided to customers.

3.1. Hearing Protection

3.2. Firing Line Specifics

3.2.1. Firing Line 1

3.2.2. Firing Line 2

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4. Emergency Response

This section details appropriate staff responses in an emergency. The structure of this chapter should allow for quick reference and include clear, easy-to-understand steps.

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5. Evacuation Procedures

This chapter details evacuation procedures.

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6. Pre-Opening

The Range Safety Officer (RSO) must ensure that the ranges, lanes, range equipment, and environmental conditions are safe and appropriate for operation. The RSO should complete a daily pre-opening checklist to record the status of each function, feature, or mechanism to document its operational status.

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7. Normal Operation

This chapter explains the normal operation of the firing lines and during live fire.

7.1. Range Safety Briefing

7.1.1. Competition Safety Briefings

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8. Closing

The RSO must complete a daily closing checklist to record the status of each function, feature, or mechanism to document its operational status. Depending upon the size of the range, the closing checklist may take 30 to 60 minutes to complete. These documents must be maintained and made available for inspection.

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9. Record Keeping

Documents, checklists, safety tests, training records, service logs, and maintenance logs are some of the documents that must be stored. The length and type of retention may vary, but the information must be kept for various reasons including claims against the facility and for audits or inspections by licensing agencies.

9.1. Maintenance and Service Logs

9.2. Incident Reports

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10. Appendix A – Pre-Opening Checklist

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11. Appendix B – Closing Checklist

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12. Appendix C – Incident Report