

U.S. Naval Sea Cadet Corps



RANGE OPERATIONS CHECKLIST

August 2004

FIREARMS SAFETY RULES

CARDINAL RULES OF FIREARMS SAFETY

- 1. Treat all firearms as if they were loaded – all the time.*
- 2. Always keep the muzzle pointed in a safe direction.*
- 3. Always keep your finger off the trigger until you have made the decision to fire.*
- 4. Always keep the action open and the gun unloaded until you are ready to shoot.*

Additional Safety Rules

1. Eye and hearing protection are required at all times when firing is being conducted on the range. This applies to shooters, instructors/coaches and bystanders.
2. Immediately upon picking up a firearm, open the action and check to be sure that it is unloaded.
3. Repeat #2.
4. Never give a firearm to or take a firearm from a person unless the action is open and the gun is unloaded.
5. Load, reload, unload only when on the firing line and only when instructed to do so.
6. Keep your firearm pointed down range at all times.
7. Never go forward of the firing line unless instructed to do so by the Range Master. Never step back off the firing line unless directed to do so by the Range Master and your firearm has been unloaded and placed in a safe position.
8. There will be no horse play while on the firing line.
9. No talking on the firing line except to or by a Range Officer or coach.
10. Pay strict attention to all range commands. Do not anticipate a range command.
11. Never permit the muzzle of your firearm to touch the ground.
12. Wash your hands and face after leaving the range and before eating or drinking.

REMEMBER – Everyone is responsible for range safety!

RANGE OPERATIONS CHECKLIST

HOW TO USE THIS CHECKLIST

This checklist is intended for use of Naval Sea Cadet Corps personnel for the purpose of training Sea Cadets and League Cadets in fundamentals of safe gun handling and marksmanship as well as the qualification of NSCC / NLCC personnel for the NSCC Marksmanship Ribbon. This publication has been adapted from the U.S. Army's Range Operations Checklist (October 1994 edition) available from the Army's Multi-media Branch.

It is understood that each firing range will have different range requirements based on size and number of personnel on the training roster. This check list was designed with these varying needs in mind. As you use this publication, you may find some items that will not apply to your particular situation. When filling out this check list, those items that do not apply should be noted as "N/A".

This checklist consists of nine sections, each covering a different aspect of range operations. It is the responsibility of the Officer in Charge (Range Master) for the training evolution to ensure that all training is done in accordance with current NSCC Small Arms Training policy. While completing this checklist, special attention should be paid to any questions that result in a "NO" answer. "NO" answers are potential safety hazards. Every effort should be made to rectify "NO" answers or to implement a corrective action.

This check list will provide a complete record of the training. Keep this on file to document your training and qualification. The checklist contains a score sheet which may be reproduced in sufficient quantities to cover the number of people trained.

A blank score sheet is included which may be duplicated as needed.

SECTION ONE – MISSION ANALYSIS

1. Who will be firing on the range? _____

2. How many shooters per line? _____

3. Total personnel firing? _____

4. What firearms will be used? _____

5. What caliber ammunition is required? _____

6. What course of fire will you shoot? _____

7. If you are shooting for qualification,
do you have the proper targets for the
course of fire? _____

8. Have you confirmed the range? _____

Date(s):

Start time:

Finish time:

NOTES:

SECTION TWO – DOUBLE CHECK

| | YES | NO | N/A | REMARKS |
|--|-----|----|-----|---------|
| 1. Has sufficient ammunition been ordered and/or supplied for the number of personnel to be trained? | | | | |
| 2. Are the range facilities adequate for the type of training and/or qualification planned? | | | | |
| 3. Has enough time been scheduled to complete the planned training? | | | | |
| 4. Have any conflicts arisen? | | | | |
| 5. Have they been resolved? | | | | |

SECTION THREE – REVIEW YOUR OPERATION REQUIREMENTS

| | YES | NO | N/A | REMARKS |
|--|-----|----|-----|---------|
| 1. Have you reviewed the operating manuals for all the firearms to be used? | | | | |
| 2. Are you or do you have personnel experienced with this type of firearm on your range staff? | | | | |
| 3. Have you reviewed all safety procedures and ensured that all safety requirements are made known to all range personnel? | | | | |
| 4. Have you visited Range Control and read the Range Regulations so that you are aware of any particular requirements? | | | | |
| 5. Have you visited the range facility while in use? | | | | |
| 6. Will your course of fire and lesson plan be successfully integrated with the range training plan? | | | | |

SECTION FOUR – PERSONNEL REQUIREMENTS

| | YES | NO | N/A | REMARKS |
|---|-----|----|-----|---------|
| 1. Do you have a Range Master? | | | | |
| 2. Do you have sufficient Range Officers? | | | | |
| 3. Do you have a Corpsman or other medical personnel? | | | | |
| 4. Do you need an armorer? | | | | |

SECTION FIVE – EQUIPMENT REQUIREMENTS

YES NO N/A REMARKS

1. Copy of Range Safety Rules
2. NSCC Small Arms Training Policy
3. Training roster, score sheets, lesson plans
4. Radio or cell phone for emergency communication
5. P.A. system or bull horn
6. Fully stocked Trauma Kit
7. Other appropriate training aids
8. Eye protection for all personnel
9. Hearing protection for all personnel
10. Stapler, staples & other equip for hanging targets
11. Targets, target frames & bases
12. Firearm cleaning supplies
13. Spare firearms and repair parts as needed
14. If an outside range – tent, tarp or other temporary shelter as necessary

SECTION SIX – AVAILABLE RESOURCES

YES NO N/A REMARKS

1. Training roster of all personnel
2. Coordinate w/ supporting personnel or organization
 - a. Sufficient ammunition
 - b. Transportation
 - c. Training aids and equipment
 - d. Emergency medical response (ambulance or local rescue squad)

SECTION SIX – AVAILABLE RESOURCES (cont.)

| | YES | NO | N/A | REMARKS |
|---|-----|----|-----|---------|
| e. Food service (feeding during all day range training if personnel not permitted to leave the range) | | | | |
| f. Sufficient firearms available for planned number of shooters and training schedule. | | | | |
| g. Other equipment and supplies as required. | | | | |

SECTION SEVEN – FOOL PROOF THE TRAINING

| | YES | NO | N/A | REMARKS |
|---|-----|----|-----|---------|
| 1. Do you have an overall Training Plan? | | | | |
| 2. Do you have a lesson plan for the Safety Briefing? | | | | |
| 3. Do you have an outline for the course of fire? | | | | |
| 4. Do you have copies of the range commands for all range safety personnel? | | | | |
| 5. Have you briefed the instructors of any training that will be held concurrent to the range training? | | | | |
| 6. Is the equipment scheduled for use on the range organized in one location? | | | | |
| 7. Have you reported to Range Control or the Range Safety Officer for the safety briefing and signed for the use of the range? | | | | |
| 8. Are your Range Officers familiar with the scheduled training? | | | | |
| 9. Have you posted the requirements for: a. Uniform of the day b. Required equipment (hydration system, etc.) c. Transportation schedule | | | | |
| 10. Has the Safety Briefing for all hands been conducted? | | | | |

SECTION EIGHT – OCCUPYING THE RANGE & CONDUCTING TRAINING

YES NO N/A REMARKS

1. Upon arrival, contact Range Control and request permission to occupy the assigned range.
2. Establish communication with Range Control
3. Have following designated areas prepared and marked as required:
 - a. Parking
 - b. Ammunition Supply Point
 - c. Medical Station
 - d. Safety area for cleaning/repair (ammo free)
4. Inspect the range for operational condition
5. Range in use flag or other SOP per Range Control
6. Check ammunition for proper type and quantity
7. Ensure all personnel have proper safety equipment
8. Conduct safety check of all firearms
9. Have all hands on the range attended the Safety Briefing?
10. Has each Range Officer/Coach been assigned a position?
11. Have the shooters been organized into a firing order?
12. If required, has permission to commence live fire been obtained from Range Control?
13. Are all bystanders in a safe area away from the firing line?
14. Do you have score sheets on hand to record scores?
15. Are you ready in all respects to begin live fire training?

SECTION NINE – SECURING THE RANGE

| | YES | NO | N/A | REMARKS |
|--|-----|----|-----|---------|
| 1. Close down the range in accordance with local SOP? | | | | |
| 2. All ammunition & equipment removed from the range? | | | | |
| 3. Range policed for spent brass and properly disposed of? | | | | |
| 4. Target frames returned to storage area? | | | | |
| 5. All other maintenance tasks required by local SOP performed? | | | | |
| 6. Request range officer or inspector from Range Control when ready to clear? | | | | |
| 7. Completed score sheets submitted to ADMIN for entry into Service Jacket or ribbon awards? | | | | |
| 8. Post-training report completed? | | | | |
| 9. Any noted safety hazards reported to proper authority? | | | | |

NOTES

