



STANDARD OPERATING PROCEDURES (SOP)

Shooting Sports Ranges (2-2-2021)

APPENDIX 3

The following guidelines will be followed by the Lead R.S.O. supervising firearms Ranges operated by the Middle Tennessee Council.

A copy of this Checklist must be completed, signed, and the Checklist must be returned to the Camp Ranger and/or Range Coordinator upon completion of all weekend range activities.

OPENING PROCEDURES

Initial

- 1 ____ Sign for requested Range key, Range box Cleaning Kit Assigned Firearms, and Ammunition from Camp Ranger on The Chain of Custody form (**Appendix 8**) and Range Activity Report (**Appendix 4**).
- 2 ____ Verify ALL contents and “Readiness” of Item 1.
- 3 ____ Place First Aid Kit and Fire Extinguisher on firing line. (Inspection Tag Current & Charge Gauge)
- 4 ____ Place a shooting rest, eye and hearing protection, and chairs at each firing point and extra Safety Equipment at the Range entrance.
- 5 ____ Set targets ,(IAW Range SOP) for each firing point and inspect backstop (berm) for ricochet hazards.
- 6 ____ Retrieve firearms and ammunition, from storage lockers.
- 7 ____ Review all range rules and safety procedures with shooters,(Range Safety Briefing)
- 8 ____ There must be at least one Instructor AND one Range Safety Officer while shooting is taking place. Follow SOP guidance on Instructor/Student Ratio for the activity being conducted.
- 9 ____ Set up the Hand Washing Station and Disinfecting Station.
- 10 ____ Check Trigger Pull using the Scale on ALL Firearms and Log on the Hand Receipt.
- 11 ____ Raise the RED Range Flag.
- 12 ____ Ensure mechanical target thrower is ready. (Hardware is stowed in high/low house Shotgun Range Only)

CLOSING PROCEDURES

Initial

- 1 ____ Remove paper targets from target line.
- 2 ____ Police range for litter and debris.
- 3 ____ Police all expended brass (deposit brass in collection container in the Arms Room), Sweep the floor take paper and trash, from and around the firing line, to the Dumpster.
- 4 ____ Put up chairs and shooting rests, return all protective equipment to the Range Box.
- 5 ____ Clean firearms and secure in storage lockers.
- 6 ____ Take Range flag down.
- 7 ____ Make one final sweep of the area to ensure all personal items and Camp property is collected and or secured.
- 8 ____ Lock the Range House.
- 9 ____ Return all items to the Arms Room/Armory with the Ranger.
- 10 ____ Inform the Ranger / Camping Director of any supplies needed.
- 11 ____ Complete Open/Close Checklist, (Appendix 3) Range Activity Report (Appendix 4), and request clearance from the Ranger.
- 12 ____ Ensure mechanical target thrower is stored and hardware is stowed in high/low house Shotgun Range Only)

Make copies as appropriate