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NW RFCA

RESERVE FORCES' AND CADETS' ASSOCIATION FOR:
THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

Altcar Training Camp
Range Standing Orders

Revised 1st Oct 2026

Any Amendments added.

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STANDING ORDERS

GENERAL ORDERS PART ONE ADMIN

Altcar Training Camp and Estate

1. The Altcar Training Camp and Estate for all practical purposes is divided into 3 parts.

   a. Altcar Camp

   b. Ranges & Fieldcraft Training Areas

   c. Lodger Units

The Rifle Ranges

2. The Rifle Ranges are the responsibility of the Reserve Forces' and Cadets' Association for the North West of England & the Isle of Man (NW RFCA).

HQ Merseyside ACF and Training

3. The administration of this property is under the control of:

   CEO

   HQ Merseyside ACF

   St George's ACF Centre

   Altcar Rifle Range

   Hightown

   Merseyside

   L38 7JD

Residential Property

4. On the estate there are a number of houses, which belong to the Association and are rented out to Association Staff. Great care must be exercised by all users/units to ensure that the privacy of the above is not encroached on. All training areas are marked with black and yellow markers and training must be contained within these parameters.

Civilian Rifle Clubs

5. Only members of rifle clubs and associations, which are registered for this purpose within the Reserve Forces' and Cadets' Association for the North West of England & Isle of Man, will be allowed to fire on these ranges. All Firing Point Officers and Butts Officers must be qualified in accordance with the National Rifle Association (NRA) Range Conducting Officers Course.

Alt Mouth Pumping Station

6. The Alt Mouth Pumping Station, gardens and residential property, are "Out of Bounds", except for the use of the road bridge by pedestrians or vehicles. Training is not permitted on the banks of the river Alt, or in the area of the pumping station.

Pipe Bridge

7. The Pipe Bridge crossing the Alt just above pumping station is "Out of Bounds".

Use of Roads

8. There is a one way system in use on the estate and it must be strictly adhered to. Vehicles must not park on roads or verges, and in no circumstances will training with tracked or heavy vehicles take place on roads or any other part of the estate other than by special arrangement with the Association. The speed limits and road signs imposed as shown on the estate must be strictly observed.

Parking of Vehicles

9. No vehicles are allowed on the ranges or firing points, those units/users will ensure that their vehicles do not leave the roads and authorised parking places. Safety vehicles on individual ranges are allowed in designated areas "Range Control" will inform you of these places.

10. Vehicles carrying personnel who are to fire on the 'ETR'/MMTTR, 'I', 'K' and 'M' Ranges, may park in the car park adjacent to "Battery Cottage" or the ETR/MMTTR Car Park.

11. Other car parks are located near the "Bailey Bridge" (but will not be used if the "Railhead" for Logistics type operations is in use) and the main car park adjacent to "Range Control" and opposite the Red Rose Club. There are two smaller car parks adjacent to the "Indoor Range".

12. Vehicles belonging to Merseyside ACF personnel will use the ACF car park adjacent to their headquarters other than any safety vehicle required for any individual range that they are using.

Refuse and Clearance Certificates

13. All paper and refuse must be collected and placed in receptacles available before units/users leave the ranges or training areas. Those personnel in charge of range parties will therefore personally inspect the butts, firing points, and areas that their personnel have used, and will complete the MOD Land Range Log 906/906A held in range control before leaving the range or Fieldcraft Training Area.

Food and Drink on Ranges

14. Units/users wishing to bring large quantities of food and drink, any form of cooking equipment or bar facilities should first obtain permission from the Camp Commandant.

HAWKERS

15. NOT permitted on the estate.

Shooting of Game

16. The killing of game or rabbits on the Altcar Training Camp Estate is not permitted except by persons specifically authorised by the Camp Commandant. The only persons authorised to shoot game or rabbits are the River Alt Wildfowlers.

Conservation

17. The Altcar Training Camp and parts of the estate is designated a conservation area and is protected by the "Wildlife and Countryside Act 1981", therefore no digging or dumping of waste material is permitted. Fieldcraft Training Area 5a has been designated by the National Conservation Council as a Site of Special Scientific Interest (SSSI), every effort will be made not to disturb flora or fauna in this area and to stay away from ponds and scrapes.

Altcar Training Camp/Range Staff

18. It is part of the duties of the camp/range staff and other employees of the association to see that these rules and standing orders are adhered to, and immediately to report any infringement.

Bye-Laws

19. Statutory Rules and Orders may be inspected at the Association Headquarters and at Range Control.

Reserve Forces' and Cadets' Association
For the North West of England & IOM
Alt House
Altcar Training Camp
Hightown
Merseyside
L38 7JD

Medical Arrangements.

20. It is the responsibility of the unit/user to provide adequate first aid equipment and first aid trained personnel. The minimum standard required by military units, is laid down in CLOSE COMBAT- RANGES Pamphlet 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.

21. Other users (non-military) must meet the above criteria in regards to first aid equipment and first aid trained personnel.

22. All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges & Fieldcraft Training Areas, once this is completed you are to inform Range Control through the normal working day.
Telephone Number Range Control 03311433202

Monday to Thursday 0800 – 1600 hrs
Friday 0800 – 1530 hrs
Saturday 0800 – 1600 hrs
Sunday 0800 – 1600 hrs

Outside normal working hours Inform the the main guardroom after informing the Emergency Services first. **Telephone Number: Main Guardroom 0151 929 2784**

23. Altcar Training Camp Medical Inspection (MI) room is available (not equipped) at the camp, it is for the use of units in the camp. Responsibility for maintaining the MI room lies with the Camp Commandant.

Altcar Ammunition Stores

24. This is situated on the rifle range and is administered by the Camp Commandant, Altcar Training Camp.

Storage of Weapons

25. Armouries are available for storing service weapons in the training camp by arrangement with the Camp Commandant/Quartermaster, but there is no facility for the storage of weapons on the rifle range. Such weapons will, therefore, not be left unattended in any property on the range.
Weapons or ammunition will not be taken into the Red Rose Club. Police and civilian rifle clubs or any other such organisation weapons, "are your own responsibility" and will not be left unattended".

Caravans/Civilian tents (Non Military)

26. Caravans/tents are only allowed on the estate with the permission of the Camp Commandant/Range Liaison Officer and must be parked if permission is granted and as directed by the Camp Commandant or Training Safety Officer.

Maps of Altcar Training Camp/Estate

27. 1:50000 Series Sheet 108 Southport and Wigan, 1:25000 Sheet 285 Southport and Chorley, Wigan, Formby and Ormskirk,:10000 Sheet SD 20 SE, 1: 5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) 5 EDITION 1-GSGS. Maps are a unit/user responsibility, no maps can be provided by the estate.

Security, Altcar Training Camp

28. Military Units using the accommodation in the main camp will need to provide an armed/unarmed guard depending on the current status in regards to the security level/threat, this will be under the control of the Camp Commandant/Quartermaster. Units will liaise with the Camp Commandant/Quartermaster regarding provision of the guard and the situation of alert states, before training commences.

ALTCAR TRAINING CAMP RANGE
STANDING ORDERS
PART TWO RANGES

Control and Responsibilities

1. Control and responsibilities are as outlined:

   a. The responsibility for the entire safety arrangements in accordance with the bye-laws and the allocation of the ranges is invested in the Reserve Forces and Cadet Association for the North West of England and The Isle of Man (NW RFCA) Altcar Training Camp Hightown, Merseyside L38 8AF.

   b. The Ranges are maintained by the staff at Altcar Training Camp and Range complex in conjunction with NW RFCA personnel.

   c. The Training Safety Officer is responsible for ensuring that those allocated Ranges comply with the safety regulations and individual Range Standing Orders.

   d. All military units including cadets, police and civilian rifle clubs are to ensure, especially those personnel responsible for running ranges, that they abide by the rules and regulations governing each individual range and comply with them fully.

   e. Range Conducting Officers (RCOs)/Firing Point Officers (FPOs) are to ensure they sign the relevant Land Range Log MOD 906 Indoor Range only, MOD 906A all other ranges.

Types of Ranges.

2. Types of ranges on Altcar Training Camp are shown below:

Name	Type	Distance	Lanes (Numbers)
'A' Range	50 yards Open Range with Air Compressor & turning targets x 24	A 50 yards only	12 Lanes Pistol With remote control facility
'B' Range	Gallery & Falling Plate 13 Lanes spread consisting of 4 Bays a maximum of 4 firers in each lane	300/200/100 only yards	38 Lanes Distance 200-300 yards Falling Plate 200/300 yards Lanes 14-25 only.
'C' Range	Gallery	100-600 only yards	23 Lanes
'D' Range	Gallery	500-1000 only yards	8 Lanes
'ETR' (SARTS) 'ET(CG)R' (SARTS)	Electric Electric (Converted Gallery)	100-300metres 400-600metres only 100-400metres only	12 Lanes 8 Lanes 12 Lanes
'MMTTR' (SARTS)	Electric Moving	100-50 metres only	6 Lanes
'I' Range	Gallery	100-200 yards only	15 Lanes
'K' Range	Gallery	100 yds only	12 lanes
'M' Range	Air Compressor with turning targets x 20	100-75-50-25 metres 10 lanes 25-10 metres **CQM 3 & 5 metres 10 Lanes.**	10 lanes with remote control facility
Indoor	N/A	25 metres	3 lanes only

Note: There are certain restrictions placed on individual ranges when one or another is in use these are annotated on the “Table of Restrictions”, which can be found attached to “Individual Range Orders”. Use of Ranges and Individuals Lanes when required will be controlled by Range Control and not Units.

Safety Precautions and the Conduct of Practices

3. The main danger flags are situated at the Southern, Eastern and North Western ends of the Land/Air/Sea Danger Area, there are four reference points and are as follows:

a.	The South Tower	Manned	GR 2954-0364 Lookout Duties Unit/User
b.	The North Tower	Flag only	GR 2858-0452
c.	The Beach Tower	Manned	GR 2826-0471 Lookout Duties Unit/User
d.	The Bailey bridge	Flag only	GR 2954-0413

Map 1:5000 Series GSGS 6500 Sheet Altcar (ENG 5) Edition 1-GSGS.

4. Firing will only take place once all the red flags/lamps and the two sentries have confirmed that the Land/Air/Sea Danger Area can be seen and is “Clear”, Range Control only, will give clearance to fire.

5. Firing will cease if the “Danger Area” is compromised, or the weather causes the area not to be seen clearly, an emergency siren will activate. Range Conducting Officers (RCOs)/Firing Point Officers (FPOs) will immediately cease firing on hearing the siren or when told to do so by Range Control.

6. None of the above paragraphs avoids overall responsibility that the RCO/FPO has for his or her Range and ensuring that if the Ranges are encroached by unauthorised personnel/aircraft that firing ceases immediately.

7. At night, during firing, red flags and red lamps are to be deployed.

8. Units/Users will provide two lookouts for sentry duties and they will change every 2 hours, they will be briefed by “Range Control” and will not leave their positions until “Range Control” gives permission. UNIT/USERS WILL NOT WITHDRAW LOOKOUTS THIS WILL BE DONE ONLY BY RANGE CONTROL

9. When ‘M’ Range is the only range in use, there is only a requirement for one lookout/sentry at the Beach Tower. Providing that all the main flags are in place, this rule only applies to ‘M’ Range, the moment another range comes into use a further lookout/sentry will be required.

10. All practices and firing with live ammunition are to be carried out by a Qualified/Authorised officer. As laid down in accordance with CLOSE COMBAT-RANGES Pamphlet 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics. .

Note: All Police/Civilian Firing Point Officers (FPOs) are to ensure they are correctly course trained and will be required to sign the Land Range Log MOD906 (Indoor Range) all other ranges MOD906A to this effect.

11. Range Firing Times are as follows:

Monday – Thursday 0830 - 1530
Fridays No Firing (This is a Range Maintenance day)
Saturdays 0830 – 1530 Sundays 0830 –1530

12. Civilian Rifle Clubs Firing Point Officers (FPOs) must ensure they remain on the range whilst conducting live firing and their Range is in use. Rifle clubs are allowed to have more than one (FPO) but they all must individually sign the Land Range Log MOD 906 (Indoor range only) all other ranges MOD/906A and individually sign off once firing has been complete. There is a requirement annually for Rifle Clubs to produce a list of all FPOs as at 1 January each year to be held in Range Control.

13. Clearance Certificate. All Range Conducting Officers/Firing Point Officers without exception will sign the relevant Land Range Log MOD906 (Indoor range only) all other ranges MOD 906A in Range Control before firing commences and when firing ceases.

14. Night Firing. Night firing is permitted providing the following procedure listed below is followed: NIGHT FIRING IS DEFINED AS FROM DUSK ONWARDS.
Night Passive Googles are required by units before any firing is permitted, they are a unit responsibility and not Range Control.

15. Military and Police Firearms Units need to inform Range Control at least six weeks in advance, so that the necessary local authorities and general public can be informed by a "Notification of Night Firing" letter, that night firing will be taking place at a certain date and the timings listed. Night firing may only take place during the following times:

April – September	Dusk until 2359 hours
October – March	Dusk until 2200 hours

Note: CIVILIAN RIFLE CLUBS CANNOT NIGHT FIRE ON ALTCAR RANGES.

16. **Royal Flights**. It will be necessary to close the ranges to allow Royal flights to pass. Information that a Royal Flight is in the area will be passed to Range Control; the message will include the times during which no firing may take place. The Range Liaison Officer or his nominated deputy will ensure that firing ceases throughout the notified times and that they Range Control telephone is manned throughout that period.

17. **Remembrance Sunday**. There will be a 30 minute period of silence no firing will take place 15 minutes before 1100hrs, and no firing for 15 minutes after 1100hrs. These timings will be co-ordinated by Range Control on the day.

18. Civilian Rifle Clubs. Club Secretaries, are to ensure that the Standing Orders for Altcar Rifle Range, are read and fully understood by your Firing Point Officers and your club members. No deviation from these orders will be permitted and anyone found contravening these orders will be temporarily suspended, pending further investigation, with the possibility of a personal or club life ban.

Range Bookings, Fieldcraft Training Areas and Accommodation

19. There is a rolling on-going booking system throughout each year.

20. All range Fieldcraft Training Area bookings must go through the Main Camp Headquarters. The priority system of use for these Ranges is as follows:

Monday to Thursday
Regular Armed Forces/Reserve Forces
Army Cadet Force/Combined Cadet Force/Sea Cadets/Air Cadets
Police Firearms Units
Civilian Rifle Clubs

Saturday to Sunday
Reserve Forces
Cadets (Army/Sea/Air)
Regular Armed Forces
Police Firearms Units

Civilian Rifle Clubs

Note: Operational situation or higher formation may dictate an order of precedence. Casual bookings can be made at any time. If Ranges and Fieldcraft Training Areas are available they can be booked using this method.

21. **Reporting** . No unit/user will use any facility on Altcar Training Camp without first reporting to either the Main Camp or Range Control and signing the necessary documentation giving your unit/user the authority they need.

Original signed
Commandant

Carl Gardner
Altcar Training Camp
1 October 2026

A RANGE (OPEN RANGE)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code NO 71855-C.
C. Operational Shooting Policy.
D. Altcar Rifle Range Standing Orders.
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G. NRA RCO Instruction Manual.

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	A Range
2	**DLRSC Serial Number**	1750
3	**Description**	• 12 lanes 50 yards Open Range
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2954 0390. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 feet above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control.

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
7	1. **Weapons.** Only the following Service issued weapons may be fired: a. In Service Carbine H&K & MP 5 9mm & Pistol up to a maximum calibre of 9mm b. Small bore target rifle Cadets 0.22 ammunition 2. **Ammunition.** Only the following Service issued ammunition may be fired: a. 9mm Centrefire Ball. b. 0.22" Rimfire Ball Maximum Muzzle Velocity (MV): 655 m/s (2145 ft/sec). Maximum Muzzle Energy (ME): 2030 J (1495 ft/lbs).

3. **Number of Firers.** A maximum of 12 firers may be permitted to use this Range at any one time but see additional restrictions below.

4. **Firing Postures.**
   a. 50 & 25 yards: Prone, Kneeling, Sitting/Squatting and Standing.
   b. 20, 15, 10 yards Kneeling, sitting/squatting and standing.
   c. Note: Baton Rounds may be fired in the standing position only.

5. **Firing Distances.** All designated firing points may be used.

6. **Additional Restrictions:**

   a. Lanes 7-12 may not be used when B Range is in use at 300 lanes 1-3 will not normally be allocated when this range is in use, then 7-12 can be used.
   b. Compressor building may be accessed only through the tunnel when B is in use at 300

8. **Use of Range by Civilians**: Civilian Police and Clubs may use this range only with the written authority of NWRFCA. All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable.

Ammunition performance may not exceed the MV and ME limitations given at paragraph 2. NRA Club members must hold a current NRA Shooter Certification card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof of competence.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	10 Yards.
9	**Maximum engagement Distance**	50 Yards
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	Not required on this range

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents references A-G. • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. • When you sign the MOD 906A, you are stating that you are suitably qualified and that you have read and understood the Range Standing Orders • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD) MOD 1930 (SAAF) or 1931 (CSAAF)**	The minimum requirement is to produce a Range Safety Document (RSD), which is not required to be handed in to Range Control. Only the MOD Form 1930 or 1931 is now handed in to Range Control (SAAF) Safe Actitivity Assurance Form 15 days before the requirement to shoot.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Civilian Rifle clubs Clubs**	• Civilian club FPO's must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	• Wearing issued, serviceable hearing protection is mandatory. • The RCO/FPO is responsible for checking everyone has the correct hearing protection. • All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them • The RCO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire at Annex A.
21	**Medical Cover**	Units are to provide medical cover as laid down in Refs A & G Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in Refs A & G
22	**Firing Times**	Monday-Thursday 0830-1530 Saturday 0830-1530 Sunday 0830-1530 No firing on Fridays (this is a Range Maintenance day).

		In exceptional cases (Operational) the Commandant Altcar can give authority on request, with justification for requesting to fire on Fridays.

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DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
23	**Publications** MOD Form 1930 Safe Actitivity Assurance Form, (SAAF) or MOD 1931 (CSAAF)	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD. MOD 1930 Safe Acivity Assurance Form (SAAF) or MOD1931 (CSAAF) to be with Range Contol 15 days before the the usage date . WHT must have been passed in the last 6 months.
24	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control. This is to confirm, they have read and understood the Range Orders
25	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire for Altcar conveniently positioned on their person prior to live firing commencing.
26	**Flags/Lights Butt flag N/A**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed this will only be lowered on the orders of the RCO.
27	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
28	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them. • They will be required to change after a maximum of two hours.
29	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress
30	**Local Knowledge**	Range Control is manned throughout the shooting period and is there to assist you as required.
31	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Areas are clear.
32	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries in conjunction with Range Control, Range Control will brief and post sentries.
Procedures During Firing		
33	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not start again until the communications are re-established.
34	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
35	**Waiting Details**	Waiting details are to be positioned at the rear of the range. (Troop shelter provided) Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
36	**RCOs Location**	The RCO is to be located on the relevant firing point. This is for safety and control reasons.
37	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills. The RCO must ensure that firers are supervised at all times and the correct weapon drills are carried out.
38	**Change Of Appointment**	In the event of a changeover of RCOs the /RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range. The Senior Planning Officer and Range Control must be informed of any changes to the RSD or MOD 1930 SAAF Safe Activity Assurance Form.
39	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
40	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
41	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
42	**Handover Range / damage etc**	Any damage that occurred during the range period must be reported to Range Control
43	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
44	**Guidelines**	• USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A. • In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. • Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. • All weapons should be unloaded, cleared and laid down, the firers are then to dress back to the designated area. • It is then the responsibility of the RCO to ensure the correct actions are taken.
45	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you need them. • You ae to inform Range Control secondly. • Range Control can assist you should you need help.
46	**In the event of a civilian ambulance being required, the following**	• Number of casualties • Type of injuries

	information is needed:	• Location of casualty • What happened and when
47	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
48	**RCO Incident Control Point**	• The range staff will cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by Range Control. • All visitors to the incident are to be controlled by the ICP Commander, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with Range Control at all times throughout the incident.
49	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure as laid out in reference A. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
50	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
51	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
52	**Target Requirement**	During your recce you must inform Range Control of your Target requirement.

ADMINISTRATION		
53	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site
54	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
55	**TSO**	The TSO can be contacted by telephone or radio from the Range. Telephone Landline 223.
56	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
57	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
58	**Vehicles And Parking**	All vehicles must be parked in the relevant camp car parks dictated by camp HQ or Range Control.
59	**Private Vehicles**	Private vehicles are not to be brought to the range.
60	**Smoking**	No Smoking on site.
COMMAND AND COMMUNICATION		
61	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
62	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office. The range telephone in the console is to be manned at all times when the range is in use. • The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
63	**Useful Telephone Numbers**	Range Control – 03311433202 Range Control from the Range 223
64	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued.
65	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE
All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after informing the Emergency Service

<table>
<tr><td>When Firing is taking place and on & Fieldcraft Training Areas 4,5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 – 1600</td><td>Range system: Ext 223
03311433202
OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.
Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars & Reserves & Cadets Forces</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
<tr><td>11</td><td>MOD Form 1670 – Within 28 days submit a full report to the MID cell</td></tr>
</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300

Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately.**
3. **Refer press and media enquiriesto the Public information staff.**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

B RANGE (GALLERY RANGE)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. Altcar Rifle Range Standing Orders
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3 (Defence code of Practice (DCOP) and Guidance notes for Ranges).
G.NRA RCO Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	B Range
2	**DLRSC Serial Number**	1753
3	**Description**	• 38 lanes 300 yard Gallery Range & Falling plate 4 Bays.
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2948 0413. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

	3. **Number of Firers** A maximum of 38 firers may be permitted to use this Range at any one time but see additional restrictions below 4. **Firing Postures.** Prone, Kneeling, Sitting and Standing in the supported and unsupported positions. 5. **Firing Distances.** No firing forward of the 100 firing point. 6. **Additional Restrictions:** a. Entry and exit through the passage when A is in use b. Lanes 1-3 at 300 may not be used when A is in use c. Lanes 13-38 may not be used when the ETR is in use at 600 d. Lanes 36-38 may not be used when the ETR is in use at 500 e. Lanes 21-38 at 300 may not be used when the CGR is in use f. Lanes 27-38 at 100 & 200 may not be used when the CGR is in use g. When Tracer is fired the gallery must be cleared of all personnel **7. Use of Range by Civilians**: Civilian Police and Clubs may use this range only with the written authority of NW RFCA All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable Ammunition performance may not exceed the MV and ME limitations given at paragraph 2. However, the MOD has agreed that appropriately trained NRA members may use High Muzzle Energy (HME) weapons and ammunition up to a maximum of 7,000 Joules. They must hold a current NRA Shooter Certification card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof pf competence. HME practices are to be conducted strictly in accordance with the instructions detailed at Annex N to the NRA RCOs Course Instruction Manual. **Note: HME weapons may only be used for Grouping and Zeroing on this range.** Civilians Clubs may not fire Tracer on this range. Falling Plate practices are not permitted.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	Minimum engagement distance 100 yards. Falling Plate 200 yards only, usage of Falling plate will be briefed by Range Control before usage.
9	**Maximum engagement Distance**	300 yards
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	ADH being 1000ft

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents. • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD** **MOD Form 1930 Safe Activity Assurance Form (SAAF) or 1931 (CSAAF)**	All live firing must be planned, The minimum requirement is to produce a Range Safety Document (RSD), which is not required to be handed in to Range Control A MOD 1930 SAAF Safe Activity Assurance Form or 1931 (CSAAF) must be with Range Control 15 days before live firing commences.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Civilian Shooting Clubs**	• The Civilian Rifle club FPO must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & G accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	• Wearing issued serviceable protection is mandatory. • The RCO/FPO is responsible for checking everyone has the correct hearing protection.

		• All personnel (Military or civilian) are responsible for safeguarding their own hearing by wearing them. • The RCO/FPO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire at Annex A.
21	**Medical Cover**	Units are to provide medical cover as laid down in Reference A & G Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in A & G
22	**SARTS**	Non applicable
23	**Firing Times**	Monday-Thursday 0830-1530 Saturday 0830-1530 Sunday 0830-1530 (No firing on Fridays (this is a Range Maintenance day). In exceptional cases (Operational) the Commandant Altcar can give authority on request, with justification for requesting to fire on Fridays.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
24	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD. Weapon handling tests (WHTs) must have been passed in the last six months
25	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
26	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing.
27	**Flags/Lights** **Butt flag located B 38**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed. This will only be lowered on the orders of the RCO.
28	**Butt Flag**	The RCO must ensure the location of the Butt flag before firing commences
29	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
30	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them • They will be required to change after a maximum of two hours.
31	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress
32	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
33	**Ear defence**	All personnel within close proximity of the firing point whilst live firing is taking place, must wear ear defence that includes any visitors.
34	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
35	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
Procedures During Firing		
36	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place again until the communications are re-established.
37	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
38	**Waiting Details**	Waiting details are to be positioned at the rear of the range. (Troop shelter provided) Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
39	**RCOs Location**	The RCO is to be located on the relevant firing point, This is for safety and control reasons.
40	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
41	**Change Of Appointment**	In the event of a changeover of RCOs the RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
42	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
43	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
44	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
45	**Handover Range / damage**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control
46	**MOD Form 906/906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MOD Form 906A, which includes any incidents/accidents that occurred.
ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
47	**Guidelines**	• USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A • In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid.

		• Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. • It is then the responsibility of the RCO to ensure the correct actions are taken.
48	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you need them. • You ae to inform Range Control secondly. • Range Control can assist you should you need help.
49	**In the event of a civilian ambulance being required, the following information is needed:**	• Number of casualties • Type of injuries • Location of casualty
50	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
51	**RCO Incident Control Point**	• The range staff are too cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by the Range Control. • All visitors to the incident are to be controlled by the ICP Commander, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with the Range Control throughout the incident.
52	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
53	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
54	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
55	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
56	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site
57	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
58	**Firing Times**	• Extensions to the firing day can be granted with prior arrangement but are the exception rather than the rule. • Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
59	**TSO**	The TSO can be contacted by telephone or radio from the Range.
60	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
61	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
62	**Vehicles And Parking**	All vehicles must be parked behind the 300 yards firing point during firing. There is a car park adjacent the troop shelter
63	**Private Vehicles**	Private vehicles are not to be brought to the range.
64	**Smoking**	No Smoking on site.

COMMAND AND COMMUNICATION		
65	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
66	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office. The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
67	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
68	**Safety**	Range radios are the primary means of communication between the range and the Range Control.
69	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

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Sat 0800 – 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>Mil: 94552 8036 / 0151 929 2784</td></tr>
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Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
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Ammunitio Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
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3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

C RANGE (GALLERY RANGE)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
E. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
F. Altcar Rifle Range Standing Orders
G. NRA RCOs Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	C Range
2	**DLRSC Serial Number**	1754
3	**Description**	• 23 lanes 600 yard Gallery Range
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2929 0445. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

	3. Additional Weapons/Ammunition. In certain specific circumstances other Service issued weapons and ammunition may be fired, provided that formal range and/or weapon specific clearance has been given by an appropriate authority. Prior approval must be obtained from SO2 OPS TRG LTAR on each occasion. 4. **Number of Firers** A maximum of 23 firers may be permitted to use this Range at any one time but see additional restrictions below 5. **Firing Postures.** Prone, Kneeling, Sitting and Standing in the supported and unsupported positions. 6. **Firing Distances.** No firing forward of the 100 yard firing point. 7. **Additional Restrictions:** a. Not to be used when CGR in use b. No movement forward of 500 when ETR is in use at 500 & 600 c. Lanes 21-23 at 200 may not be used when the ETR is in use at 300 d. No movement forward of 200 when ETR in use at 300 e. No movement forward of 100 when ETR is in use at 125 f. No movement forward of 300 when D is in use at 900 & 1000 g. No movement forward of 200 when D is in use at 500-800 h. When tracer is fired the gallery must be cleared of all personnel **8. Use of Range by Civilians**: Civilian Police and Clubs may use this range only with the written authority of NWRFCA. All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable Ammunition performance may not exceed the MV and ME limitations given at paragraph 2. However, the MOD has agreed that appropriately trained NRA members may use High Muzzle Energy (HME) weapons and ammunition up to a maximum of 7,000 Joules. They must hold a current NRA Shooter Certification card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof pf competence. HME practices are to be conducted strictly in accordance with the instructions detailed at Annex N to the NRA RCOs Course Instruction Manual. Civilians Clubs may not fire Tracer on this range.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	100 yards.
9	**Maximum engagement Distance**	600 yards
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	Due to the ADH being 1000ft

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents. • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Action Safety Plan (RASP) Range Safety Document (RSD) MOD Form 1930 (SAAF) Safe Activity Assurance**	All live firing must be planned, The minimum requirement is to produce a Range Safety Document (RSD). The MOD Form 1930 (SAAF) or MOD 1931 (CSAAF) must be handed into Range Control 15 days before usage of the range.

	Form or MOD 1931 (CSAAF)	
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Police & Civilian Shooting Clubs**	• Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. • Civilian Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of reference D & G accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	• Wearing issued serviceable protection is mandatory during LFMT and TLFTT. • The RCO/FPO is responsible for checking everyone has the correct hearing protection. • All personnel (Military or civilian) are responsible for safeguarding their own hearing by wearing them. • The RCO/FPO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire at Annex A
21	**Medical Cover**	Units are to provide medical cover as laid down in Reference A & G Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in reference A & G
22	**Firing Times**	Monday-Thursday 0830-1530 Saturday 0830-1530 Sunday 0830-1530 (No firing on Fridays (this is a Range Maintenance day).In exceptional cases (Operational) the Commandant Altcar can give authority on request, with justification for requesting to fire on Fridays.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
23	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RASP/RSD. Weapon handling tests (WHTs) must have been passed in the last 6 months.
24	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
25	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing see Annex A.
26	**Flags/Lights Butt flag located near C1**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed.
27	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control
28	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
29	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them • They will be required to change after a maximum of two hours.
30	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress
31	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
32	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
Procedures During Firing		
33	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place Again until the communications are re-established.
34	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
35	**Waiting Details**	Waiting details are to be positioned at the rear of the range. Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
36	**RCOs Location**	The RCO is to be located on the relevant firing point. This is for safety and control reasons.
37	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
38	**Change Of Appointment**	In the event of a changeover of RCOs the RASP/RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range, MOD Form 1930 annotated accordingly if changes are made to either the RASP or RSD., MOD 1930 SAAF Safe Activity Assurance Form needed only for Range Control.
39	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
40	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.

41	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
42	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control
43	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906/906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
44	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you need • Them? • You ae to inform Range Control secondly. • Range Control can assist you should you need help.
45	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
46	**RCO Incident Control Point**	• The range staff will cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by Range Control. • All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with the Range Control throughout the incident.
47	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
48	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
49	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
50	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
51	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site
52	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
53	**Firing Times**	• Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day • Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. • Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
54	**TSO**	The TSO can be contacted by telephone or radio from the Range.
55	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
56	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
57	**Vehicles And Parking**	All vehicles must be parked behind the 600m firing point during firing.
58	**Private Vehicles**	Private vehicles are not to be brought to the range.
59	**Smoking**	No Smoking on site.

COMMAND AND COMMUNICATION		
60	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
61	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office and in the console. The range telephone in the console is to be manned at all times when the range is in use. • The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
62	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223

63	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued.
64	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE
All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Fieldcraft Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after the Emergency Service.

<table>
<tr><td>When Firing is taking place and on & Training Areas 4,5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 – 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>Mil: 0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars & Reserves & Cadets Forces</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
<tr><td>11</td><td>MOD Form 1670 – Within 28 days submit a full report to the MID cell</td></tr>
</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

D RANGE (GALLERY)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. Altcar Rifle Range Standing Orders
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges)..
G. NRA RCOs Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	D Range
2	**DLRSC Serial Number**	1755
3	**Description**	• 8 Lanes Gallery 500-1000 yards
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2902 0487. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control
WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm c. 8.59mmL115 Sniper Rifle- Note: Practices with this weapon conform strictly to the procedures detailed at OSP Vol 2 Ch 10. It is emphasised that all practices must begin by zeroing at 100m to achieve the required Operational Marksmanship Standard before moving to more distant firing points **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only c. 8.59mm Centrefire Ball. Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 7000 J (5163 ft lbs).	

3. **Number of Firers:** A maximum of 8 firers are permitted to use this range at any one time.

4. **Firing Postures:** Prone, Kneeling, and Sitting in the unsupported positions.

5. **Firing Distances:** No firing forward of 500

.

6. **Additional Restrictions:**

a. No movement to rear of 800 when Clay Pigeon Range is in use
b. Not to be used when the ETR is in use
c. Not to be used at 1000 when the MMTTR is in use
d. No movement forward of 600 when I is in use at 200
e. No movement forward of 500

7. **Use of the Range by Civilians:** Civilian Police and Clubs may use this range only with the written authority of NWRFCA. All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable.

Ammunition performance may not exceed the MV and ME limitations given at paragraph 2. However, the MOD has agreed that appropriately trained NRA members may use High Muzzle Energy (HME) weapons and ammunition up to a maximum of 7,000 Joules. They must hold a current NRA Shooter Certification card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof of competence. HME practices are to be conducted strictly in accordance with the instructions detailed at Annex N to the NRA RCOs Course Instruction Manual.

	RANGE SAFETY LIMITATIONS	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
8	**Minimum engagement distance**	Minimum engagement distance 500 yards
9	**Maximum engagement Distance**	1000 Yds
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	ADH being 1000ft.
	POLICY	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
13	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents. • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD) is the minimum requirement. MOD Form 1930 (SAAF) Safe Activity assurance Form**	The minimum requirement is to produce a Range Safety Document (RSD), The MOD Form 1930 must be handed into Range Control 15 days before usage of the range.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Police & Civilian Shooting Clubs**	• Police and Civilian Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	• Wearing issued serviceable protection is mandatory. • The RCO/FPO is responsible for checking everyone has the correct hearing protection. • All personnel (Military or civilian) are responsible for safeguarding their own hearing by wearing them. • The RCO/FPO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire at Annex A.
21	**Medical Cover**	Units are to provide medical cover as laid down in reference A & G Non MOD users are to ensure they have medical cover that is equivalent to or better than the requirement in reference A & G

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
22	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD. MOD Form 1930(SAAF) Safe Activity Assurance Form handed in to Range Control 15 days before usage. Weapon Handling tests (WHTs) must have been passed in last 6 months.
23	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
24	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing.
25	**Flags/Lights** **Butt flag located near D 8**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed. This will only be lowered on the orders of the RCO.
26	**Firing Points**	There are 8 Firing ponts.
27	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
28	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them • They will be required to change after a maximum of two hours. • Additional sentries are required when firing from 800-1000 yards, 2 times persons are required to man the barriers and stop any traffic or persons entering that area when live firing is in progress.
29	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress
30	**Local Knowledge**	Range Control will be manned through the shooting period and is there to assist you as required.
31	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
32	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries. Ensure when firing at 800-1000 yards the two road barriers are manned throughout firing at these distances.
Procedures During Firing		
33	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place again until the communications are re-established.
34	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
35	**Waiting Details**	Waiting details are to be positioned at the rear of the range. Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
36	**RCOs Location**	The RCO is to be located on the relevant firing point This is for safety and control reasons.
37	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
38	**Change Of Appointment**	In the event of a changeover of RCOs the RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
39	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
40	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
41	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
42	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control
43	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
44	**Guidelines**	• USE THE ACCIDENT/INCIDENT AIDE MEMOIRE • In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. • Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. • It is then the responsibility of the RCO to ensure the correct actions are taken.
45	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you • need them? • You are to inform Range Control secondly. • Range Control can assist you should you need help.

46	**In the event of a civilian ambulance being required, the following information is needed:**	• Number of casualties • Type of injuries • Location of casualty
47	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
48	**RCO Incident Control Point**	• The range staff are to cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by the Range Control. • All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with the Range Control at all times throughout the incident.
49	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.
	RANGE RECCE	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
50	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
51	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
52	**Target Requirement**	During your recce you inform the TSO of your Target requirement.
	ADMINISTRATION	
53	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site.
54	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
55	**Firing Times**	• Monday-Thursday 0830-1530 Saturday 0830-1530 Sunday 0830-1530 (No firing on Fridays (this is a Range Maintenance day).In exceptional cases (Operational) the Commandant Altcar can give authority on request, with justification for requesting to fire on Fridays.
56	**TSO**	The TSO can be contacted by telephone or radio from the Range.
57	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
58	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges. • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
59	**Vehicles And Parking**	All vehicles must be parked at the ETR car park situated at the workshop car park.
60	**Private Vehicles**	Private vehicles are not to be brought to the range.
61	**Smoking**	No Smoking on site.

	COMMAND AND COMMUNICATION	
62	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
63	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office. The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
64	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
65	**Safety**	Range telephones and a hand held radio are the primary means of communication between the range and the Range Control.
66	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the RLO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

Annex A to

RSO D Range

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE

All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after the Emergency Service

<table>
<tr><td>When Firing is taking place and on & Training Areas 4,5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 – 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars, & Reserves and Cadet Forces.</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
<tr><td>11</td><td>MOD Form 1670 – Within 28 days submit a full report to the MID cell</td></tr>
</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

I RANGE (GALLERY)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy.
D. Altcar Rifle Range Standing Orders.
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G. NRA Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	Altcar Rifle Range
2	**DLRSC Serial Number**	1756
3	**Description**	• 15 lanes 100-200 yard Gallery Range
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2889 0461. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only. Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

	3. Additional Weapons/Ammunition. In certain specific circumstances other Service issued weapons and ammunition may be fired, provided that formal range and/or weapon specific clearance has been given by an appropriate authority. Prior approval must be obtained from SO2 OPS TRG LTAR on each occasion. 4. **Number of Firers.** A maximum of 15 firers may be permitted to use this Range at any one time but see additional restrictions below. 5. **Firing Postures.** Prone, Kneeling, Sitting and Standing in the supported and unsupported positions. 6. **Firing Distances.** No firing forward of the 100 firing point. 7. **Additional Restrictions:** a. Not to be used when MMTTR in use. b. Lanes 1-5 at 200 may not be used when the ETR is in use. c. No movement forward of 200 when K is in use. d. When Tracer is fired the gallery must be cleared of all personnel. 8. **Use of Range by Civilians**: Civilian Police and Clubs may use this range only with the written authority of NWRFCA. All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable. Ammunition performance may not exceed the MV and ME limitations given at paragraph 2. However, the MOD has agreed that appropriately trained NRA members may use High Muzzle Energy (HME) weapons and ammunition up to a maximum of 7,000 Joules. They must hold a current NRA Shooter Certification card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof of competence. HME practices are to be conducted strictly in accordance with the instructions detailed at Annex N to the NRA RCOs Course Instruction Manual. **Note: HME weapons may only be used for grouping and zeroing on this range.** Civilians Clubs may not fire Tracer on this range.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	Minimum engagement distance, No firing from distances shorter than 100 Yards forward of the main firing point.
9	**Maximum engagement Distance**	200 rds.
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	Due to the ADH being1000ft, If the RCO is in doubt of the aircraft height, check fire.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents. • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906, you are stating that you are suitably qualified. • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD. MOD Form 1930 (SAAF) safe Activity Assurance Form or MOD form 1931 (CSAAF)**	All live firing must be planned. The minimum requirement is to produce a Range Safety Document (RSD), MOD Form 1930 (SAAF) Safe Acitivity Assurance Form or MOD form 1931 (CSAAF) with Range Control 15 days before usage of the range.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Police & Civilian Shooting Clubs**	• Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. • Civilian Rifle Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	• Wearing issued, serviceable hearing protection is mandatory. • The RCO/FPO is responsible for checking everyone has the correct hearing protection. • All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them

		• The RCO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire.
21	**Medical Cover**	Units are to provide medical cover as laid down in references A & G. Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G.
22	**CQM shoots**	CQM shoots cannot be conducted on this range.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
23	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD &. MOD Form 1930 SAAF Safe Activity Assurance Form. Weapon Handling Tests (WHTs) must have been carried out in the last 6 months.
24	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
25	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing, see Annex A.
26	**Flags/Lights Butt flag located just to the right of I 15 in the Butts**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in use flag is displayed. This will only be lowered on the orders of the RCO. You must ensure a butt flag is provided.
27	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control.
28	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
29	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them • They will be required to change after a maximum of two hours.
30	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
31	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
32	**Hearing Protection**	Serviceable hearing protection must be worn on all live ranges.
33	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
34	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
Procedures During Firing		
35	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place until communications are re-established.
36	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
37	**Waiting Details**	Waiting details are to be positioned at the rear of the range. Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
38	**RCOs Location**	The RCO is to be located on the relevant firing point. This is for safety and control reasons.
39	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
40	**Change Of Appointment**	In the event of a changeover of RCOs the RSD is to be signed by the new Senior Planning Officer. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range. MOD Form 1930 must be amended by the Senior Planning Officer and copied to Range Control.
41	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
42	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
43	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
44	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control
45	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
46	**Guidelines**	• USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A • In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. • Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. • It is then the responsibility of the RCO to ensure the correct actions are taken.
47	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you need them? • You are to inform Range Control secondly. • Range Control can assist you should you need help.

48	**In the event of a civilian ambulance being required, the following information is needed:**	• Number of casualties • Type of injuries • Location of casualty
49	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
50	**RCO Incident Control Point**	• The range staff are too cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by the Range Control. • All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with the Range Control throughout the incident.
51	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
52	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range, Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
53	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
54	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
55	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site.
56	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
57	**Firing Times**	• Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day • Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. • Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
58	**TSO**	The TSO can be contacted by telephone or radio from the Range.
59	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
60	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
61	**Vehicles And Parking**	All vehicles must be parked at the car park behind I & K range near Battery Cottage.
62	**Private Vehicles**	Private vehicles are not to be brought to the range.
63	**Smoking**	No smoking on site.

COMMAND AND COMMUNICATION		
64	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
65	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office and in the console. The range telephone in the console is to be manned at all times when the range is in use. • The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
66	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
67	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued
68	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

Annex A to

RSO I Range

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

1	**ON THE COMMAND *"STOP, STOP, STOP"*** Stop all firing and movement and await instructions from the Safety Staff.
2	**GIVE FIRST AID AND GET MEDICAL HELP** (If required) Implement the medical emergency plan.
3	**ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE** Do not attempt to unload, make safe, strip or clean any weapon involved, *(unless not doing it would increase the risk to personnel)* or alter bearing, range or elevation setting. (If necessary move personnel to safety)
4	**INFORM AND SEEK ADVICE** **All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.** **INFORM RANGE CONTROL after the Emergency Service** **When Firing is taking place and on & Training Areas 4,5A, 6 & 7 Shanty area** **Mon-Thu & Sun 0800 - 1600** **Fri 0800 - 1530** **Sat 0800 - 1600** **Range system: Ext 223** **03311433202** **OR BY RADIO** **At all other times call the Main Guardroom (manned 24/7)** **0151 929 2784** **Include: Number of casualties and whether life is at risk.** **Types of injury if know (e.g. gunshot wound etc.)** **Position a guide on the road at the back of the range to meet the ambulance.** **The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.** Inform the **EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER** **ATO and Def AIB Land (Ops)** (Are always to be informed). **Def AIB Land Eng and SIB RMP** (On SASC/Def AIB Land (Ops) advice).
5	**CORDON THE AREA AND GATHER EVIDENCE** Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE. Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance). Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events. Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.
6	**CONTROL AMMUNITION AND EVIDENCE** Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.
7	**SUSPENSION OF RANGE STAFF** All Range Staff directly involved are temporarily suspended, pending investigation.
8	**RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG** This is the Conducting Officers responsibility **MOD 510 are Mandatory for Regulars & Reserves & Cadet Forces.**
9.	**MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell**
10	**DURALS – Complete the DURALS Defence Alert Full report as soon as practical**
11	**MOD Form 1670 – Within 28 days submit a full report to the MID cell**

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300

Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

K RANGE (GALLERY)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. Altcar Rifle Range Standing Orders
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges)..
G. NRA RCOs Instruction Manual.

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	K Range
2	**DLRSC Serial Number**	1757
3	**Description**	• 12 lanes 100 yard Gallery Range
5	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2877 0462. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
6	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
7	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
8	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only. Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

	3. Additional Weapons/Ammunition. In certain specific circumstances other Service issued weapons and ammunition may be fired, provided that formal range and/or weapon specific clearance has been given by an appropriate authority. Prior approval must be obtained from SO2 OPS TRG LTAR on each occasion. **4. Number of Firers** A maximum of 12 firers may be permitted to use this Range at any one time but see additional restrictions below 5. **Firing Postures & Distances.** Supported and unsupported positions as follows: 100 Yds Prone, Kneeling, Sitting and Standing. 6. **Firing Distances.** See paragraph 5 above 7. **Additional Restrictions:** a. Not to be used when M or the MMTTR are in use b. Not to be used when I is in use at 100 8. **Use of Range by Civilians**: Civilian Clubs may use this range. Civilian Police may use this range only with the written authority of NWRFCA.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
9	**Minimum engagement distance**	100 yards
10	**Maximum engagement distance**	100 yards
11	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
12	**Cross lane firing**	There is to be no cross lane firing on the range.
13	**Air sentry**	Due to the ADH being 1000ft, If the RCO is in doubt of the aircraft height, check fire.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
14	**General**	• The RCO is to ensure that the Safe System of Training is in place. • The range is to be conducted in accordance with the relevant authoritative documents. • Details of the Exercise Director and the Senior Planning Officer are to be shown on the MoD Form 906A. (In remarks column K) • These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
15	**RCO Qualification**	• You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. • Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
16	**Range Safety Document(RSD) MOD Form 1930 (SAAF) or MOD Form 1931 (CSAAF)**	All live firing must be planned. The minimum requirement is to produce a Range Safety Document (RSD), the MOD Form 1930 (SAAF) or MOD form 1931 (CSAAF) must be handed into Range Control 15 days before usage of the range.
17	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
18	**Police & Civilian Shooting Clubs**	• Cadets & Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. • Civilian Rifle clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
19	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
20	**Hearing Protection**	• Wearing issued, serviceable hearing protection is mandatory. • The RCO/FPO is responsible for checking everyone has the correct hearing protection. • All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them • The RCO is to ensure that all personnel comply with all of the above.
21	**Accident/Incidents**	• It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. • It is mandatory for the RCO to have is their possession the incident aide memoire.
22	**Medical Cover**	Units are to provide medical cover as laid down references A & G Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
23	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) RSD. SAAF MOD Form 1930 Safe Activity Assurance Form. Weapon handling Tests (WHTs) must have been carried out in last 6 months,
24	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
25	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing.
26	**Flags/Lights enure the location of the Butt flag near K 12 in the Butts**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed before firing begins. This will only be lowered on the orders of the RCO.
27	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control.
28	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
29	**Sentries**	• Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them • They will be required to change after a maximum of two hours.
30	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
31	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
32	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
33	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
Procedures During Firing		
34	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place until the communications are re-established.
35	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
36	**Waiting Details**	Waiting details are to be positioned at the rear of the range. (Troop shelter provided) Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
37	**RCOs Location**	The RCO is to be located on the relevant firing point.This is for safety and control reasons.
38	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
39	**Change Of Appointment**	In the event of a changeover of RCOs, the RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
40	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
41	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
42	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
43	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control.
44	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
45	**Guidelines**	• USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A. • In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. • Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. • It is then the responsibility of the RCO to ensure the correct actions are taken.
46	**Ops room/Range Control role**	• As Activity owner you are to inform the Emergency Services should you need them? • You are to inform Range Control secondly. • Range Control can assist you should you need help..
47	**In the event of a civilian ambulance being required, the following information is needed:**	• Number of casualties • Type of injuries • Location of casualty
48	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.

49	**RCO Incident Control Point**	• The range staff are to cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. • All agencies attending will be directed by the Range Control. • All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. • Ensure communications are maintained with the Range Control at all times throughout the incident.
50	**Accident/Incident reporting**	• Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. • The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
51	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
52	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
53	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
54	**Booking/Allocation**	• The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site.
55	**Cancellation**	• Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. • Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
56	**Firing Times**	• Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day • Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. • Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
57	**TSO**	The TSO can be contacted by telephone or radio from the Range.
58	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
59	**Use Of Range By Foreign Forces**	• Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges • They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
60	**Vehicles And Parking**	All vehicles must be parked at the car park behind I & K Range near Battery Cottage.
61	**Private Vehicles**	Private vehicles are not to be brought to the range.
62	**Smoking**	No smoking on site.

COMMAND AND COMMUNICATION		
63	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
64	**Communication**	• Telephones with outside lines for emergencies are located in the TSOs office. • The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
65	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
66	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued.
67	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

1	**ON THE COMMAND *"STOP, STOP, STOP"*** Stop all firing and movement and await instructions from the Safety Staff.
2	**GIVE FIRST AID AND GET MEDICAL HELP** (If required) Implement the medical emergency plan.
3	**ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE** Do not attempt to unload, make safe, strip or clean any weapon involved, *(unless not doing it would increase the risk to personnel)* or alter bearing, range or elevation setting. (If necessary move personnel to safety)
4	**INFORM AND SEEK ADVICE** **All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.** **INFORM RANGE CONTROL after the Emergency Service** **When Firing is taking place and on & Training Areas 4,5A, 6 & 7 Shanty area** **Mon-Thu & Sun 0800 - 1600** **Fri 0800 - 1530** **Sat 0800 – 1600** **Range system: Ext 223** **03311433202** **OR BY RADIO** **At all other times call the Main Guardroom (manned 24/7)** **0151 929 2784** **Include: Number of casualties and whether life is at risk.** **Types of injury if know (e.g. gunshot wound etc.)** **Position a guide on the road at the back of the range to meet the ambulance.** **The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.** Inform the **EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER** **ATO and Def AIB Land (Ops)** (Are always to be informed). **Def AIB Land Eng and SIB RMP** (On SASC/Def AIB Land (Ops) advice).
5	**CORDON THE AREA AND GATHER EVIDENCE** Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE. Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance). Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events. Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.
6	**CONTROL AMMUNITION AND EVIDENCE** Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.
7	**SUSPENSION OF RANGE STAFF** All Range Staff directly involved are temporarily suspended, pending investigation.
8	**RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG** This is the Conducting Officers responsibility **MOD 510 are Mandatory for Regulars & Reserves & Cadet Forces.**
9.	**MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell**
10	**DURALS – Complete the DURALS Defence Alert Full report as soon as practical**
11	**MOD Form 1670 – Within 28 days submit a full report to the MID cell**

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC)Civil 01235 514300

Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

M RANGE (OPEN RANGE)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy.
D. Altcar Rifle Range Standing Orders.
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G. NRA RCOs Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	M Range
2	**DLRSC Serial Number**	1758
3	**Description**	• 10 lane 100 metre Open range (**CQM 3 & 5 metres is permitted)**
4	**Location**	• (1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2868 0458. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS • Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	• 1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
7	**1. Weapons.** Only the following Service issued weapons may be fired: a In Service Rifle/Carbine up to a maximum of 5.56mm b In Service LMG/MMG up to a maximum of 5.56mm c In Service Pistol up to a maximum calibre of 9mm d Gun, Anti- Riot, 1.5"/37mm. e Small bore target rifle ***2.*** **Ammunition.** Only the following Service issued ammunition may be fired: a. 9mm Centrefire Ball. b. 5.56mm Centrefire Ball

c. Round, Anti Riot, Baton 1.5"/37mm d. 12g Pellet & slug & Buckshot

e. 0.22" Rimfire Ball.

Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

3. Additional Weapons/Ammunition.

4. **Number of Firers** A maximum of 10 firers may be permitted to use this Range at any one time but see additional restrictions below

5. **Firing Postures.** a. 100, 75, 50 & 25 metres: Prone, kneeling, sitting/squatting and standing.
b. 20, 15, 10 metres, CQM 5 & 3 Metres: Kneeling, sitting/squatting and standing.

Note: Baton Rounds may be fired in the standing position only.

6. **Firing Distances.** All designated firing points may be used but see additional restrictions below.

7. **Additional Restrictions:**

Not to be used when K Range is in use

8. Use of Range by Civilians: Civilian Clubs may not use this range. Civilian Police may use this range with the written authority of NWRFCA.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	Minimum engagement distance, No firing from distances shorter than 3 metres under any circumstances forward of the main firing point (See serial 22 CQM shoots)
9	**Maximum engagement distance**	100 Metres
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	Not required.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	The range is to be conducted in accordance with the relevant authoritative documents. . These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD). MOD Form 1930 (SAAF) Safe Activity Assurance Form.**	All live firing must be planned. The minimum requirement is to produce a Range Safety Document (RSD), which is not required to be handed in to Range Control. MOD form 1930 SAAF Safe Activity Assurance Form with Range Control 15 days before usage.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Police & Civilian Shooting Clubs**	Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. Civilian Rifle Clubs FPOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	a. Wearing issued, serviceable hearing protection is mandatory. b. The RCO/FPO is responsible for checking everyone has the correct hearing protection. c. All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them. d. The RCO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication.

		It is mandatory for the RCO to have is their possession the incident aide memoire see Annex A.
21	**Medical Cover**	Units are to provide medical cover as laid down references A & G. Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G.
22	**CQM shoots**	Military personnel may conduct conduct CQM Shoots at , 5 & 3m. Civilian Police 5 & 3 metres (**NO FIRING FORWARD OF 3 METRES**)

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
23	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD MOD Form 1930 SAAF Safe Activity Assurance Form. Weapon Handling Tests (WHTs) must have passed in last 6 months.
24	**MOD Form /906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
25	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing see Annex A.
26	**Flags/Lights**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed at all times whilst occupying the Range
27	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control. **When firing from 3 & 5 metres there is to be no firing forward of 3 metres under any circumstances whatsoever**.
28	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
29	**Sentries**	Only one sentry is needed for M range, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them The sentrie will be required to change after a maximum of two hours.
30	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
31	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
32	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
33	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
Procedures During Firing		
34	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place until the communications are re-established.
35	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
36	**Waiting Details**	Waiting details are to be positioned at the rear of the range. (Troop shelter provided) Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
37	**RCOs Location**	The RCO is to be located on the relevant firing point and not in the console building. This is for safety and control reasons.
38	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
39	**Change Of Appointment**	In the event of a changeover of RCOs the RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
40	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
41	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
42	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
43	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control
44	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
45	**Guidelines**	USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A. In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff.

		It is then the responsibility of the RCO to ensure the correct actions are taken.
46	**Ops room/Range Control role**	As Activity owner you are to inform the Emergency Services should you need them? You ae to inform Range Control secondly. Range Control can assist you should you need help.
47	**In the event of a civilian ambulance being required, the following information is needed:**	Number of casualties Type of injuries Location of casualty
48	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
49	**RCO Incident Control Point**	The range staff are too cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. All agencies attending will be directed by the Range Control. All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with the Range Control at all times throughout the incident.
50	**Accident/Incident reporting**	Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
51	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
52	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
53	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
54	**Booking/Allocation**	The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site.
55	**Cancellation**	Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
56	**Firing Times**	• Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day • Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. • Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
57	**TSO**	The TSO can be contacted by telephone or radio from the Range.
58	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
59	**Use Of Range By Foreign Forces**	Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges. They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
60	**Vehicles And Parking**	All vehicles must be parked on the car park located at the back of K Range.
61	**Private Vehicles**	Private vehicles are not to be brought to the range.
62	**Smoking**	No smoking on site.

COMMAND AND COMMUNICATION		
63	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
64	**Communication**	Telephones with outside lines for emergencies are located in the TSOs office.

		The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
65	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
66	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued.
67	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE
. All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after the Emergency Service

<table>
<tr><td>When Firing is taking place and on & Training Areas 4,5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 - 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars & Reserves & Cadet Forces.</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
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</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

CONVERTED GALLERY RANGE (CGR) (SARTS)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy.
D. Altcar Rifle Range Standing Orders.
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G NRA RCOs Instruction Manual.

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	Converted Gallery Range ET(CG)R
2	**DLRSC Serial Number**	1897
3	**Description**	12 lanes 100-400 metres
4	**Location**	(1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2928 0429. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 7000 J (5160 ft lbs) **3. Number of Firers:** A maximum of 12 firers are permitted to use this range at any one time

	4. Firing Postures: Prone, kneeling, sitting and standing in the supported and unsupported positions **5. Firing Distances:** No firing forward of the 100 firing point. **6. Additional Restrictions:** a. Not to be used when C is in use b. Not to be used when the ETR is in use at 500 & 600 c. No movement forward of 200 when ETR is in use at 400 d. No movement forward of 100 e. When Tracer is fired, the gallery area must be cleared of all personnel. **7. Use of range by Civilians.** Civilian Clubs may not use this range. Civilian police may use this range only with the written authority of NWRFCA.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	Minimum engagement distance, No firing from distances shorter than 100 Meter firing point.
9	**Maximum engagement distance**	400m firing point.
10	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
11	**Cross lane firing**	There is to be no cross lane firing on the range.
12	**Air sentry**	Due to the ADH being 1000ft, If the RCO is in doubt of the aircraft height, check fire.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
13	**General**	The range is to be conducted in accordance with the relevant authoritative documents. These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
14	**RCO Qualification**	You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. Cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
15	**Range Safety Document (RSD) MOD Form 1930 (SAAF)**	The minimum requirement is to produce a Range Safety Document (RSD) . MOD Form 1930 (SAAF) Safe Activity Assurance Form with Range Control 15 days before usage of the range.
16	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
17	**Police & Civilian Shooting Clubs**	Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. Civilian Rifle Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
18	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
19	**Hearing Protection**	Wearing issued, serviceable hearing protection is mandatory. The RCO/FPO is responsible for checking everyone has the correct hearing protection. All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them. The RCO is to ensure that all personnel comply with all of the above.
20	**Accident/Incidents**	It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. It is mandatory for the RCO to have is their possession the incident aide memoire see Annex A.
21	**Medical Cover**	Units are to provide medical cover as laid down in references A & G. Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G.
22	**SARTS**	Only Range Wardens are authorised to handle SARTS target lifters. If the user requires assistance operating the targets they should speak to Range Control/Range Operative.
23	**CQM shoots**	CQM shoots cannot be conducted on this range.

DUTIES OF THE RCO
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
Procedures Before Firing

24	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD and MOD Form 1930 (SAAF) Safe Activity Assurance Form, Weapon Handling Tests (WHTs) must have passed in last 6 months.
25	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
26	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing.
27	**Flags/Lights Butt flag located near CGR 12 in the Butts**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed at the stop butt end. A second red flag is raised on the console building behind the 400 firing point, you must locate the butt flag before commencing firing if the gallery is being used.
28	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control
29	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
30	**Sentries**	Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them. They will be required to change after a maximum of two hours.
31	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
32	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
33	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
34	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
	Procedures During Firing	
35	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place until the communications are re-established.
36	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
37	**Waiting Details**	Waiting details are to be positioned at the rear of the range. Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
38	**RCOs Location**	The RCO is to be located on the relevant firing point and not in the console building. This is for safety and control reasons.
39	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
40	**Change Of Appointment**	In the event of a changeover of RCOs the RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
41	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
	Procedures After Firing	
42	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
43	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
44	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control.
45	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

	ACCIDENT/INCIDENT PROCEDURE	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
46	**Guidelines**	USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A. In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. It is then the responsibility of the RCO to ensure the correct actions are taken.
47	**Ops room/Range Control role**	As Activity owner you are to inform the Emergency Services should you need them. You ae to inform Range Control secondly. Range Control can assist you should you need help.
48	**In the event of a civilian ambulance being required, the following information is needed:**	Number of casualties Type of injuries Location of casualty
49	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
50	**RCO Incident Control Point**	The range staff are to cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location.

		All agencies attending will be directed by the Range Control. All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with the Range Control at all times throughout the incident.
51	**Accident/Incident reporting**	Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
52	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
53	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
54	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
55	**Booking/Allocation**	The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site.
56	**Cancellation**	Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
57	**Firing Times**	Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day. Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
58	**TSO**	The TSO can be contacted by telephone or radio from the console.
59	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
60	**Use Of Range By Foreign Forces**	Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges. They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
61	**Vehicles And Parking**	All vehicles must be parked on the Range Control car park.
62	**Private Vehicles**	Private vehicles are not to be brought to the range.
63	**Smoking**	No smoking on site.

COMMAND AND COMMUNICATION		
64	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
65	**Communication**	Telephones with outside lines for emergencies are located in the TSOs office and in the console. The range telephone in the console is to be manned at all times when the range is in use. The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
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Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

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INFORM RANGE CONTROL after the Emergency Service

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03311433202

OR BY RADIO</td></tr>
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Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
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IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

ELECTRIC TARGET RANGE (ETR) (SARTS)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. Altcar Rifle Range Standing Orders
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G. NRA RCOs Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	Electric Target Range ET(IM)R
2	**DLRSC Serial Number**	1751
3	**Description**	12 lane 100-300 8 Lanes 400-600 metres
4	**Location**	(1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2912 0457. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
7	**1. Weapons.** Only the following Service issued weapons may be fired: a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/GPMG up to a maximum of 7.62mm c. In Service Pistol/Carbine (including) Police variants) up to a maximum of 9mm.

2. Ammunition. Only the following Service issued ammunition may be fired:

a. 5.56mm Centrefire Ball & Tracer. b. 7.62mm Centrefire Ball only

c. 9mm Centrefire Ball.

Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

3. Additional Weapons/Ammunition. Due to the absence of a stop butt, 8.59mm LRR may not be fired on this range.

4. Number of Firers. A maximum of 12 firers at 100-300- and 8 firers at 400-600 may use this range at any one time but see additional restrictions below.

5. Firing Postures. Prone, kneeling, sitting and standing supported and unsupported positions, including firing Trenches. Baton Rounds may be fired in the standing position only.

6. Firing Distances. No firing from distances shorter than 10 metres forward of the main firing point

7. Additional Restrictions.

a. Not to be used when D is in use.
b. Not to be used at 400-600 when the MMTTR is in use.
c. No movement forward of 300 when C is in use at 600.
d. No movement forward of 300 when I is in use.
e. Lanes 1-4 at 400 may not be used when the CGR is in use.
f. Not to be used at 500 & 600 when CGR is in use.

8. Use of the Range by Civilians. Civilian Police and Clubs may use this only with the written authority of RFCA (NW & IoM). All civilian weapons must comply fully with Home Office regulations and be properly licensed by the appropriate Chief Constable. Ammunition performance may not exceed the MV and ME Limitations given at paragraph 2. NRA Club members must hold a current Shooter Certification Card, endorsed for the weapons they wish to fire and signed personally by the Club Chairman under whose auspices the practice is to take place, as proof of competence.

Note 1 Civilian Clubs may not use the range in the ETR mode, Only practices fired from the main firing point using "stick-in" target screens at 100m may be conducted. The specific permission of the TSO must be obtained on each occasion. Civilian Clubs may not fire Tracer on this range.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
9	**Minimum engagement distance**	Minimum engagement distance, 25 metres from the main firing point at stick in 4ft screens. Limit of Advance no further than 125 metres.
10	**Maximum engagement distance**	600 Metres
11	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
12	**Cross lane firing**	There is to be no cross lane firing on the range.
13	**Air sentry**	Due to the ADH being 1000ft, If the RCO is in doubt of the aircraft height, check fire.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
14	**General**	The range is to be conducted in accordance with the relevant authoritative documents. These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
15	**RCO Qualification**	You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
16	**Range Safety Document (RSD).** **MOD Form 1930 (SAAF)**	All live firing must be planned. The minimum requirement is to produce a Range Safety Document (RSD) & MOD Form 1930 (SAAF) Safe Activity Assurance Form, to be with Range Control 15 days before usage of that range.
17	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
18	**Police & Civilian Shooting Clubs**	Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. Civilian Rifle Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of Ref D & E accordingly.
19	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
20	**Hearing Protection**	Wearing issued, serviceable hearing protection is mandatory.

		The RCO/FPO is responsible for checking everyone has the correct hearing protection. All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them. The RCO is to ensure that all personnel comply with all of the above.
21	**Accident/Incidents**	It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. It is mandatory for the RCO to have is their possession the incident aide memoire at Annex A.
22	**Medical Cover**	Units are to provide medical cover as laid down in references A & G Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G.
23	**SARTS**	Only Range Wardens are authorised to handle SARTS target lifters. If the user requires assistance operating the targets they should speak to Range Control/Range Operative.
24	**CQM shoots**	CQM shoots cannot be conducted on this range.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Firing		
25	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD & MOD Form 1930 (SAAF) Safe Activity Assurance Form. Weapon handling Tests must have been carried out in the last 6 months
26	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
27	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing see Annex A.
28	**Flags/Lights**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed and the second flag is raised when at 400-600metres this will only be lowered on the orders of the RCO.
29	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control
30	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
31	**Sentries**	Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them. They will be required to change after a maximum of two hours.
32	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
33	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
34	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Sea Danger Area is clear.
35	**Additional Tasks**	The RCO is to determine the changeover plan for the sentries.
Procedures During Firing		
36	**Communication Failure**	The RCO must stop firing if they identify that they do not have communication with Range Control. Live firing may not take place until the communications are re-established.
37	**Check Firing**	If a check fire comes from Range Control, the RCO should unload and clear weapons. Weapons must not be reloaded until they have received confirmation to continue firing.
38	**Waiting Details**	Waiting details are to be positioned at the rear of the range. (Troop shelter provided) Waiting details are not to be issued ammo, until they are called forward as the next firing detail.
39	**RCOs Location**	The RCO is to be located on the relevant firing point and not in the console building. This is for safety and control reasons.
40	**Control Of Weapons**	The RCO is to ensure the users maintain full control of weapons during all drills.
41	**Change Of Appointment**	In the event of a changeover of RCOs the RASP/RSD is to be signed by the new RCO. The new RCO must have sufficient local knowledge, experience and information of the plan to efficiently and safely conduct the range.
42	**Fire On The Range**	The user is not to move forward into the Range Danger Area in the event of a fire. They are to assist Range Control as necessary, using the fire beaters provided.
Procedures After Firing		
43	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
44	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
45	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control.
46	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
47	**Guidelines**	USE THE ACCIDENT/INCIDENT AIDE MEMOIRE see Annex A.

		In any accident/incident, any person involved with the activity can and should issue the command “Stop, Stop, Stop” and if necessary, apply first aid. Once the command is issued all firing or movement is to cease and personnel are to wait for further direction from the range safety staff. It is then the responsibility of the RCO to ensure the correct actions are taken.
48	**Ops room/Range Control role**	As Activity owner you are to inform the Emergency Services should you need them. You ae to inform Range Control secondly. Range Control can assist you should you need help.
49	**In the event of a civilian ambulance being required, the following information is needed:**	Number of casualties Type of injuries Location of casualty
50	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
51	**RCO Incident Control Point**	The range staff will cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. All agencies attending will be directed by the Range Control. All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with the Range Control at all times throughout the incident.
52	**Accident/Incident reporting**	Once the accident/incident is under control, it is the RCOs responsibility to ensure they follow the reporting procedure laid out in the relevant publication, e.g. Pam 21. The RCO must have the necessary reporting procedure at hand either in or extracted from the necessary publication.

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
53	**Supervision**	A high standard of supervision is necessary during night firing, therefore the RCO is to assess how many safety supervisors are required depending on the experience of the firers. This is to be recorded in the RSD/RASP. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range, during all weapon handling.
54	**Red Lamps**	The 'range in use' flag is to be replaced by a red lamp. When the target line for LNV is established, units are to place at both flanks at approximately 3 metres two red lamps one for each flank, these are to ensure firers do not engage outside these red lights.
55	**Torches**	During weapon inspection, torches are to be used.
56	**Target Locations**	Targets can be positioned 25 metres from the main firing point during LNV shooting, or at 100 metres using the lights in the main console building. If artificial light is employed then the targets can be positioned in either of the positions listed above.
57	**LNV**	A firing point should be established at the LNV from the target line. As the light alters, it is the firers that are to be moved not the targets.
58	**Identifying Targets**	The RCO must be sure that sufficient light is available (whether this be LNV or artificial light) to allow firers to use the sighting system of the weapon. No matter what method is employed, firing can only take place if the target can be identified.
59	**Poor Visibility**	If, during conditions of poor visibility, targets cannot be identified, then firing cannot take place.
60	**Cross Lane Firing**	The RCO should take steps to identifying each target in each lane to prevent cross lane firing.
61	**Firers Per lane**	There is only to be one firer per lane.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
62	**Booking the Recce**	Any unit using this range are to ensure they are familiar with the Range facilities. Prior to firing, units should contact Range Control to book a recce of the range. You are to report to Range Control for a briefing, prior to going out to the range.
63	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
64	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
65	**Booking/Allocation**	The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site
66	**Cancellation**	Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
67	**Firing Times**	Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day. Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
68	**TSO**	The TSO can be contacted by telephone or radio from the console.
69	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
70	**Use Of Range By Foreign Forces**	Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges. They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
71	**Vehicles And Parking**	All vehicles must be parked behind the 600m firing point during firing at the ETR Workshop/Shelter. If firing is only from the main console the car park adjacent to the ETR console can be used, Once firing commences at distances of 400 all personnel and vehicles must move behind the firers.
72	**Private Vehicles**	Private vehicles are not to be brought to the range.
73	**Smoking**	No smoking on site

COMMAND AND COMMUNICATION		
74	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
75	**Communication**	Telephones with outside lines for emergencies are located in the TSOs office and in the console. The range telephone in the console is to be manned at all times when the range is in use. The TSO will provide a radio for the RCO as a back-up The RCO is to establish and maintain communications at all times.
76	**Useful Telephone Numbers**	Range Control 03311433202 Range Control from the console 223
77	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued
78	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE

. All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/ Fieldcraft Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after the Emergency Service

<table>
<tr><td>When Firing is taking place and on & Fieldcraft Training Areas 4,5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 - 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars & Reserves & Cadet Forces</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
<tr><td>11</td><td>MOD Form 1670 – Within 28 days submit a full report to the MID cell</td></tr>
</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300
Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

MECHANISED MOVING TARGET TRAINER RANGE (MMTTR) (SARTS)



References:

A. Close Combat Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. Cadet Training Ranges, Regulations for Cadets Training with cadet Weapon Systems and Pyrotechnics. Army Code NO 71855-C
C. Operational Shooting Policy
D. Altcar Rifle Range Standing Orders
E. DSA OME Part 3. (Volume 1 Part 2) Guidance and Notes for Ranges.
F. DSA OME Part 3-Defence code of Practice (DCOP) and Guidance notes for Ranges).
G. NRA RCO Instruction Manual

THE RANGE		
Ser (a)	Subject (b)	Details (c)
1	**Name**	Altcar Rifle Range
2	**DLRSC Serial Number**	1759
3	**Description**	6 lanes 50-100 metres
4	**Location**	(1:50,000) Series Sheet 108 Southport and Wigan Grid Reference 2884 0427. 1:25000 Sheet 285 Southport and Chorley, Formby and Ormskirk. 1:10000 Sheet SD 20 SE. 1:5000 Altcar Series GSGS 6500 Sheet Altcar (ENG) EDITION 1-GSGS Address: Altcar Rifle Range Hightown Merseyside L38 8AF
5	**Air Danger Area Identification And Air Danger Height (ADH)**	1000 ft above Mean Sea Level (MSL)
6	**MOD Form 905**	Located in Range Control

WEAPONS AND AMMUNITION	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!
7	**1. Weapons.** Only the following Service issued weapons may be fired: Note: All Weapons – single shots only a. In Service Rifle/Carbine up to a maximum of 7.62mm b. In Service LMG/MMG up to a maximum of 7.62mm **2. Ammunition.** Only the following Service issued ammunition may be fired: a. 5.56mm Centrefire Ball only. b. 7.62mm Centrefire Ball. Maximum Muzzle Velocity (MV): 1000 m/s (3280 ft/sec). Maximum Muzzle Energy (ME): 4500 J (3321 ft lbs).

	3. **Additional Weapons/Ammunition.** In certain specific circumstances other Service issued weapons and ammunition may be fired, provided that formal range and/or weapon specific clearance has been given by an appropriate authority. Prior approval must be obtained from SO2 OPS TRG LTAR on each occasion. 4. **Number of Firers.** A maximum of 6 firers may be permitted to use this range at any one time but see additional restrictions below. 5. **Firing Postures.** Prone, kneeling, sitting/standing in the supported and unsupported positions. 6. **Firing Distances** No firing forward of 50m firing point 7. **Additional Restrictions.** a. Not to be used when D is in use at 1000. b. Not to be used when I or K are in use. c. Not to be used when the ETR is in use at 400-600. 8. **Use of Range by Civilians:** Civilian Clubs may not use this range. Civilian Police may use this range only with the written authority of NWRFCA.

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
8	**Minimum engagement distance**	Minimum engagement distance, No firing from distances shorter than 50 Metres forward of the main firing point
10	**Maximum engagement Distance**	100 Metres
11	**Range template controller**	This will at all times be controlled by Range Control, information will be given by Range Control when required on any restrictions on any firing distances limitations and any other such issues on adjacent Ranges.
12	**Cross lane firing**	There is to be no cross lane firing on the range.
13	**Air sentry**	Due to the ADH being 1000ft, If the RCO is in doubt of the aircraft height, check fire.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
14	**General**	The RCO is to ensure that the Safe System of Training is in place. The range is to be conducted in accordance with the relevant authoritative documents. These range orders are to be read in conjunction with the mandatory publications for the weapons, ammunition and practices to be fired on the range. Where a contradiction exists from the mandatory publications these orders are to take precedence.
15	**RCO Qualification**	You must be suitably qualified to plan and conduct live firing on this range. When you sign the MoD Form 906A, you are stating that you are suitably qualified. Civilian shooting clubs and cadet organisations must provide their RCO certificate proving they are qualified to conduct live firing as they intend.
16	**Range Safety Document (RSD)** **MOD Forrm 1930 (SAAF) Safe Activity Assurance Form.**	All live firing must be planned.. The minimum requirement is to produce a Range Safety Document (RSD), which is not required to be handed in to Range Control. MOD Form 1930 (SAAF) Safe Activity Assurance Form with Range Control 15 days before usage.
17	**Young firers**	The minimum age to live fire is 14yrs of age, with some exceptions in cadet units, refer to Cadet Training Ranges, Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics, Army Code N0 71855-C. The minimum age to be employed as a sentry is 18yrs of age. (Cadets are not permitted to do sentry duties no matter what age)
18	**Police &** **Civilian Shooting Clubs**	Police and Civilian shooting clubs are not authorised to apply the 200 mil rule. Civilian Rifle Clubs RCOs must be listed on the RAU authorisation list. They are to ensure that they comply within the limitations of References D & E.
19	**Authorised Live Firing Practices**	Only authorised live firing practices contained within the relevant authorised publication may be fired on this range.
20	**Hearing Protection**	Wearing issued, serviceable hearing protection is mandatory. The RCO/FPO is responsible for checking everyone has the correct hearing protection. All personnel (military or civilian) are responsible for safeguarding their own hearing by wearing them. The RCO is to ensure that all personnel comply with all of the above.
21	**Accident/Incidents**	It is mandatory for the RCO to report any incidents that take place on the range using the format directed within the relevant publication. It is mandatory for the RCO to have is their possession the incident aide memoire.
22	**Medical Cover**	Units are to provide medical cover as laid down in references A & G. Non MoD users are to ensure they have medical cover that is equivalent to or better than the requirement in references A & G.
23	**SARTS**	Only Range Operatives are authorised to handle SARTS target lifters.

		If the user requires assistance operating the targets they should speak to Range Control/Range Operative Units/Users are NOT TO CLOSE THE SYSTEM DOWN this will be done by Range Control/Operatives, this includes the Computer/Tablet system.
24	**CQM shoots**	CQM shoots cannot be conducted on this range.

	DUTIES OF THE RCO	
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	Procedures Before Firing	
25	**Publications**	The user is responsible for ensuring they have the correct and current documentation in their possession. (Pam 21 is not issued in hard copy) It is mandatory for the user to be in possession of their RSD & 1930 SAAF form. Weapon Handling tests (WHTs) must have passed in last 6 months.
26	**MOD Form 906A (Land Range Log)**	The RCO is to sign the MoD Form 906A, which is located in Range Control.
27	**Accident/Incident Aide Memoire**	The RCO is to have the Accident/Incident Aide Memoire conveniently positioned on their person prior to live firing commencing see Annex A.
28	**Flags/Lights**	Since the RCO is taking responsibility for Safe Place, they must ensure the Range in Use flag is displayed on the console building, it will only come down on the orders of the RCO.
29	**Firing Points**	The RCO must confirm the firing points are in a serviceable condition. Any observations should be addressed and reported to Range Control.
30	**Range clearance**	The RCO must assure that it is safe to commence live firing by ensuring that no one is between the weapon and the target.
31	**Sentries**	Two sentries are to be provided by the unit, they will be briefed and posted by Range Control under no circumstances are Units/Users to post them. They will be required to change after a maximum of two hours.
32	**Communication**	The RCO or his nominated representative must be in contact with Range Control at all times by landline and will be issued with a radio which also must be manned at all time while firing is in progress.
33	**Local Knowledge**	Range Control will normally be manned through the shooting period and is there to assist you as required.
34	**Clearance To Fire**	The RCO must confirm with the Range Control for clearance to commence live firing, this will only occur once the Danger Area is clear.
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	Procedures During Firing	
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	Procedures After Firing	
43	**Finished Firing**	The RCO is to inform the Range Control when they have completed all live firing.
44	**Clean Range**	The RCO is to ensure that the range is handed back in a clean and tidy condition.
45	**Handover Range / damage etc**	The RCO is not to leave the range until the Range warden is satisfied with the condition of the range. Any damage that occurred during the range period must be reported to Range Control.
46	**MOD Form 906A (Land Range Log)**	The RCO is to fill in all of the necessary details in the MoD Form 906A, which includes any incidents/accidents that occurred.

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48	**Ops room/Range Control role**	As Activity owner you are to inform the Emergency Services should you need Them. You ae to inform Range Control secondly.

		Range Control can assist you should you need help.
49	**In the event of a civilian ambulance being required, the following information is needed:**	Number of casualties Type of injuries Location of casualty
50	**Ambulance control, ERV location**	The user is to send someone to meet the ambulance at the entrance to the range.
51	**RCO Incident Control Point**	The range staff are too cordon off the incident area and set up an Incident Control Point (ICP) and inform Range Control of its location. All agencies attending will be directed by the Range Control. All visitors to the incident are to be controlled by the ICP Comd, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with the Range Control at all times throughout the incident.
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RANGE RECCE		
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54	**In Order To carry Out A Recce You Must Be In Possession Of The Following:**	Up to date Range Orders.
55	**Target Requirement**	During your recce you inform the TSO of your Target requirement.

ADMINISTRATION		
56	**Booking/Allocation**	The Range can be booked by submitting the correct form JSP 907 to Altcar Training Camp Headquarters, This not a DIO site
57	**Cancellation**	Units are to inform Range Control of any range cancellation as soon as possible to allow its reallocation to other units. Units who fail to notify the RAU of cancellations will not be looked upon favourably for future bookings.
58	**Firing Times**	Monday-Thursday 0830-1530hrs, Saturday 0830-1530hrs Sunday 0830-1530hrs, Fridays are normally a Non-Firing day. Extensions to the firing day can granted with prior arrangement but are the exception rather than the rule. Night firing timings are as follows Apr-Sep from dusk to 2359hrs Oct-Dec from dusk to 2200hrs.
59	**TSO**	The TSO can be contacted by telephone or radio from the console.
60	**Pets**	Pets are not allowed on the range at any time, whether firing is taking place or not.
61	**Use Of Range By Foreign Forces**	Foreign forces must be cleared through the appropriate channels before usage on Altcar Rifle Ranges. They are to comply with the safety limitations of the range. They are to inform the Range Control what weapons and ammunition they are using during the range period.
62	**Vehicles And Parking**	All vehicles must be parked at the car park between the ETR and MMTTR
63	**Private Vehicles**	Private vehicles are not to be brought to the range.
64	**Smoking**	No smoking on site.

COMMAND AND COMMUNICATION		
65	**Range Administrative Unit (RAU)**	The RAU is Altcar Training Camp. The Training Safety Officer (TSO) is responsible to the Commandant Altcar Training Camp for the overall safety management of the range.
66	**Communication**	Telephones with outside lines for emergencies are located in the TSOs office and in the console. The range telephone in the console is to be manned at all times when the range is in use. The TSO will provide a radio for the RCO as a back-up. The RCO is to establish and maintain communications at all times.
67	**Useful Telephone Numbers**	Range Control – **03311433202** Range Control from the console 223
68	**Safety**	Range telephones are the primary means of communication between the range and the Range Control. A back-up Radio is issued

69	**Communication Failure**	The RCO must cease fire if they have identified that they do not have communications with the TSO. Live firing may not take place until the communications have been restored.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

Annex A to

RSO MMTTR Range

ALTCAR TRAINING CAMP
ACCIDENT/INCIDENT IMMEDIATE ACTION

The Conducting Officer is to treat the event as an accident until it can be confirmed as an incident and is to ensure that the following is to carried at all times by the RCO and actions are taken:

<table>
<tr><td>1</td><td>ON THE COMMAND “STOP, STOP, STOP”
Stop all firing and movement and await instructions from the Safety Staff.</td></tr>
<tr><td>2</td><td>GIVE FIRST AID AND GET MEDICAL HELP (If required)
Implement the medical emergency plan.</td></tr>
<tr><td>3</td><td>ENSURE WEAPON SAFETY AND PRESERVE EVIDENCE
Do not attempt to unload, make safe, strip or clean any weapon involved, (unless not doing it would increase the risk to personnel) or alter bearing, range or elevation setting. (If necessary move personnel to safety)</td></tr>
<tr><td>4</td><td>INFORM AND SEEK ADVICE

. All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day.

INFORM RANGE CONTROL after the Emergency Service

<table>
<tr><td>When Firing is taking place and on & Fieldcraft Training Areas 4, 5A, 6 & 7 Shanty area
Mon-Thu & Sun 0800 - 1600
Fri 0800 - 1530
Sat 0800 – 1600</td><td>Range system: Ext 223

03311433202

OR BY RADIO</td></tr>
<tr><td>At all other times call the Main Guardroom (manned 24/7)</td><td>0151 929 2784</td></tr>
</table>
Include: Number of casualties and whether life is at risk.
Types of injury if know (e.g. gunshot wound etc.)

Position a guide on the road at the back of the range to meet the ambulance.
The Guardroom will escort the ambulance to meet your guide who will lead them to the casualty.

Inform the EXERCISE DIRECTOR AND SENIOR PLANNING OFFICER
ATO and Def AIB Land (Ops) (Are always to be informed).
Def AIB Land Eng and SIB RMP (On SASC/Def AIB Land (Ops) advice).</td></tr>
<tr><td>5</td><td>CORDON THE AREA AND GATHER EVIDENCE
Protect evidence. Everything is to remain in situ until seen by investigators. Personnel are to mark their position with a helmet or PLCE.
Record weapon details. Damaged weapons, lodged bullets, empty cases are to be left where they fell. (If necessary seek Armourer assistance).
Identify witnesses. To prevent influencing, stop discussion and separate witnesses. Witnesses are to produce a brief written account of the events.
Make a sketch map for the investigators. Record the position of all fragments and personnel (injured and witnesses), stating the direction they were facing, their stance, weapon state and the direction of their weapon.</td></tr>
<tr><td>6</td><td>CONTROL AMMUNITION AND EVIDENCE
Record the ADAC, designation and BKI of the ammunition, It is to be segregated and not used again unless approved by ATO. Misfires/Blinds are to be destroyed in accordance with this pamphlet and ATO instructions and reported to ATO using Figure 4 detail. Only after all investigating agencies have been consulted should the ATO authorise clearance of the scene.</td></tr>
<tr><td>7</td><td>SUSPENSION OF RANGE STAFF
All Range Staff directly involved are temporarily suspended, pending investigation.</td></tr>
<tr><td>8</td><td>RECORD THE ACCIDENT/INCIDENT IN THE LAND RANGE LOG
This is the Conducting Officers responsibility
MOD 510 are Mandatory for Regulars & Reserves & Cadet Forces</td></tr>
<tr><td>9.</td><td>MOD Form 1670 – Within 24hrs submit an initial report to the MID Cell</td></tr>
<tr><td>10</td><td>DURALS – Complete the DURALS Defence Alert Full report as soon as practical</td></tr>
<tr><td>11</td><td>MOD Form 1670 – Within 28 days submit a full report to the MID cell</td></tr>
</table>

IMPORTANT TELEPHONE NUMBERS

DEFENCE ACCIDENT INVESTIGATION BRANCH Duty Coordinator Civil 01980 348622
Ammunition Technical Officer (ATO) Support JOINT SERVICE EOD OPERATIONS CENTRE (JSEODOC) Civil 01235 514300

Note:

1. **In locations without an ATO, consultation prior to departure is mandatory.**
2. **When SASC personnel are providing support to an activity, they are to be informed immediately**
3. **Refer press and media enquiriesto the Public information staff**
4. **CLEA must follow the immediate action as listed with the exception of submitting Army forms and only reporting the matter to their own Chief Firearms Officer**

Full Bore ranges finished.

Standing Orders for the Indoor Range

Altcar Training Camp (NW RFCA)

References:

A. CLOSE COMBAT - RANGES , Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.

B. Cadet Training - Ranges Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics Army Code No 71855-C

C DSA03 OME Part 3 Vol 1 - Part 1 & 2 – Regulations and Guidance notes for Ranges

D DSA03 OME Part 3 Vol 2 - Design, Construction and Maintenance of Small Arms, Infantry Weapon Systems, Armoured Fighting Vehicles Weapon Systems (30mm or less) and Test, Evaluation and Research Proof Ranges.

E Defence Code Of Practice

F Combined Cadet Force (Army Sections) Training Syllabis - Army Code No 71294.

Cadet Training Safety Precautions – Army Code 72008

H LFSO 3216 – The Organisation and Arrangements for the Management of Safety and Environmental Protection in Land Forces.

I MOD FORM 492 – Report on Injuries, Accidents and deaths Arising from Cadet Force Activities.

GENERAL

1. These orders apply to the Indoor Range at Altcar Training Camp Hightown Merseyside. They are provided to ensure that the range is used and maintained to the highest standards of safety and in accordance with currently approved regulations and procedures.

2. The instructions and information contained in these orders are organised as follows:

a. Annex A Responsibilities of the Range Administering Unit (RAU).

b. Annex B Responsibilities of the Range Conducting Officer (RCO).

c. Annex C Action to be taken in the event of an Incident, Accident or Emergency.

(1) Appendix 1 to Annex C – MOD Form 492. Report on injuries, accidents and deaths arising from Cadet Force Activities.

d. Annex D Control of Environmental Hazards and Range Cleaning Procedures.

3. **A copy of these orders must be permanently and prominently displayed in the range.** They are to be read and complied with by all range users and safety staff. In particular RCOs, both military and civilian, are to be fully conversant with, and strictly comply with the contents of these orders.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

RESPONSIBILITIES OF THE RANGE ADMINISTERING UNIT (RAU)

1. **The Range Administering Unit (RAU) is: NWRFCA.**

2. **Identity of range and responsible persons:**

a. The range is known as

The INDOOR RANGE

b. Full address:

Altcar Training Camp

Hightown

Merseyside

L38 8AD

c. The Range Officer (the officer appointed by the CO of the RAU for the overall management of the Range is:

Rank: Mr

Name: Lucas Farrell

Appointment: Training Safety Officer (TSO)

Telephone: 03311433202

Mobile: N/A

Emergency/Out of Hours: N/A at the moment

3. **The Range Administering Unit (RAU) is responsible for the following:**

a. Range Orders

(1) The preparation and upkeep of these orders. They are to be **reviewed annually, re-signed personally by the Commanding Officer and currently dated**.

(2) The telephone numbers and contact details to be used in the event of an incident, accident or emergency (See Annex C) are to be checked and updated constantly.

b. Inspections. Ensuring that the mandatory programme of inspections is adhered to as follows:

(1) Monthly Range Inspection on behalf of the Commanding Officer (CO) of the RAU

(2) Annual Range Inspection on behalf of the HQ North West Commander (the Range Authorising Officer (RAO)).

(3) Three-yearly Independent Range Safety Inspection by the Ministry of Defence.

(4) Annual Inspection of the ventilation system by qualified personnel.

(5) Two-yearly maintenance inspection by the Works Services organisation.

Notes:

1. All inspections are to be recorded in red ink in the Range Log (MOD Form 906). All Monthly Inspections are to be conducted using MOD Form 907-1. These forms are to be retained for at least 12 months and made available at the above external inspections.

2. It is the responsibility of the Range Officer to periodically check that the inspections at paras 3.b. (4) and (5) above are carried out on time.

c. Maintenance. Ensuring that the range is kept clean and maintained in a safe and serviceable condition at all times and that any remedial actions required as a result of any of the above inspections are implemented in a timely fashion, including works services and periodic deep cleaning.

d. Control of range usage.

(1) Maintaining a record of RCOs authorised to conduct shooting on the range.

(2) Controlling the allocation of the range to ensure that only qualified and/or authorised personnel are permitted to conduct firing.

(3) Ensuring that the range is formally handed over to and taken back from the RCO on each occasion the range is used.

(4) Only military members and Cadets are permitted to fire on this range. They are to comply with these Standing Orders and the instructions pertinent to them at References A - I.

(5) Civilian Clubs are licensed to use this range. (They must be registered with NWRFCA)

(6) Ensuring that a range cleaning programme is adhered to and that deep cleaning is carried out in accordance with Annex D.

e. Documentation

(1) **Range Licence (MOD Form 905).** The MOD Form 905 is to be prominently displayed at the range at all times. Where it is not considered practicable to display the document, it is to be suitably protected and fixed to the inside front cover of the Range Log. It must always be available to Range Conducting Officers and Inspecting Officers. The range is deemed to be safe to use, subject to its being well maintained in its original conformation. The Range Licence will be revoked and the

range closed if at any time it should fail to meet the required safety standards. The range is to remain closed until such time as it is declared safe to use and the Range Safety Certificate reinstated by SO2 G3 LTAR HQ NW.

(3)**Land Range Log (MOD Form 906).** The Range Log provides a permanent record of the usage of the range. The RAU is responsible for ensuring that it is properly maintained and is made available to all users of the range. **Firing is not permitted if the Range Log is not present on the range.** Instructions for the use of the Range Log are to be found on the inside front cover. The following additional requirements apply to this range:

(a) Before firing begins a representative of the RAU is to issue the Range Log to the RCO and ensure that the method of completion is fully understood. On completion of shooting the Range Log is to be checked to ensure that the RCOs entries have been completed correctly.

(b) Any shots which strike outside the bullet catcher are to be recorded by the RCO who is also to report the incident to the RAU.

(c) Any incident or accident which occurs in the range must be recorded in the Range Log in addition to the mandatory reporting procedure at Appendix 1 to Annex C.

(d) **All inspections, maintenance and cleaning work are to be recorded in red and signed by the individual who conducted the task.**

(4)**Records of Exposure.** N/A If the range is categorised as Full Time Use (see paragraph 4 of Annex D), a Register is to be provided on the range to enable the RCO to record the name of each person present in the range during firing by date, time and the number of rounds to which they were exposed. This record is to be retained with the Range Log.

f. Targets. Only official/issued MOD or authorised NSRA civilian targets are to be used. Target numbers are to be displayed at the target holder and are to coincide with the lane numbers. The centre of each target is to be marked with a white line on the target support rail and on the left and right sides of the bullet catcher at the correct height above the range floor (normally 750mm). The letters "TCH" (Target Centre Height) are to be prominently painted above these lines. Targets are to be mounted directly under each lane number and aligned with the marks on the sides of the bullet catcher. Shooting at targets that are not positioned as described above will negate the safety of the range and is therefore not permitted.

g. Firing Point. Firing distances are to be marked with a broad white line across the floor of the range and extended up each wall. The distance in metres or yards is to be marked on the side walls. Firing lanes are to be marked on the firing point and are to coincide with the target numbers. Firers are to be made aware of their lane number and the target which they are to engage. Weapon muzzles must not be within 500mm of flank walls when shooting. A line is to be marked, clearly visible to both the flank firers and the RCO, indicating the 500mm distance from the flank walls at the firing point.

h. Weapons and Ammunition. Only Service issued weapons, ammunition, firing positions and practices detailed on the Range Licence (MOD Form 905) and repeated below, may be used on this range. No other weapons or ammunition, even though similar, are permitted to be used by service personnel. Civilian club members licensed to use the range are to use

only Home Office approved and authorised weapons and ammunition up to the ME and MV listed below.

Note: The following detail must not exceed the limitations on the Range Licence Certificate (MOD Form 905).

(1)	Weapons:	(a)	SA80 with .22 inch Rimfire Conversion Kit.
		(b)	No 8 Rifle converted to .22 inch.
(2)	Ammunition:	(c)	.22 inch Max Muzzle Velocity 530 m/s (1739 f/s) Max Muzzle Energy 285 J (210 ft lb).
(3)	Number of Firers:	A maximum of Three (3) firers are permitted to use this range at any one time.	
(4)	Firing distances and positions:	Shooting is permitted only at the following distances with the weapons and in the positions detailed below:	
		(d)	.22 inch rimfire rifle: From 25m FP in the prone, kneeling and sitting positions.

i. Medical Requirements. The RAU is responsible for ensuring that all Range User Units understand their responsibility to ensure that a trained first aid person with appropriate medical equipment is present at the range whilst shooting is in progress.

RESPONSIBILITIES OF THE RANGE CONDUCTING OFFICER (RCO)

Introduction.

1. Firing will only take place under the direct supervision of an RCO who is to be a Range Qualified/Authorised Adult in accordance with:

a. Chapter 1 of References A and B.

2. When shooting is in progress a minimum of two persons must be present, one of which must be the RCO. **Persons acting as RCOs may not shoot during any practice they are conducting.**

3. The RCO is personally responsible for all range discipline and safety. All firing is to be conducted strictly in accordance with the instructions in References A and B as well as these Standing Orders. Supervision must always be of the highest order.

4. Only the RCO, coaches and firers are allowed on the firing point. Waiting details are to remain to the rear area away from the firing point. In the interests of health and hygiene the RCO is to allow only the minimum of personnel in the range at any one time.

5. **On Arrival at the Range.** The RCO is to ensure that the MOD Range Licence Certificate (MOD Form 905) is available in the range and the is in good overall condition, then take over by signing the Land Range Log (MOD Form 906). The RCO is also signing to state that they have understood and read the range orders. The notes on the inside front cover of the Range Log must be read carefully before it is signed. RCOs are to ensure that:

a. They are fully conversant with the actions required in the event of an emergency and aware of the action to be taken in reporting all incidents/accidents. (See Annex C)

b. A reliable means of communication is available to call emergency services. (See Annex C)

c. A medically trained person, stretcher and first aid equipment are readily available.

d. The ventilation system is switched on 20 minutes before shooting commences and is switched off no sooner than 30 minutes after shooting ends.

e. Personnel using the range are closely supervised throughout and are not permitted to tamper with weapons, ammunition or equipment.

f. Only authorised target are used. Targets are to be positioned correctly on the target frame holder. I.e. directly under the correct target/lane number and lined up with the horizontal white target centre height (TCH) line marked on each side of the bullet catcher.

g. They are in possession of a copy of Reference A, or in the case of Cadets, References B and E

6. **Strikes outside the Bullet Catcher.** The RCO is to ensure that, prior to firing, any bullet strikes outside of the bullet catcher are recorded in the Range Log. If, on initial inspection, previous strikes are not recorded in the Range Log, then this must be reported to the Range Administering Unit at once; preferably before further firing takes place. The RCO is to record in

the Range Log all further strikes outside the bullet catcher which may occur during his period in charge of the range, including a note of the cause/s and what action has been taken.

7. **Before Firing Begins.** The RCO is to:

a. Physically check that there are no persons forward of the firing point.

b. Visually check the range for hazards and ricochet inducing materials. If any are found firing is not to take place until the ricochet inducing material or hazard has been removed.

c. Visually check the bullet catcher to ensure that it is serviceable.

d. Switch on the red "Firing in Progress" warning light outside and above the range entrance door.

e. Visually check that all warning lights, alarms and/or safety interlock devices are operating correctly and all access points are secure or controlled

g. Place the "Danger Firing in Progress" notice on the outside of the range entrance door.

f. Ensure that targets are properly positioned on the target frame holder. I.e. directly under the correct target/lane number and lined up with the horizontal white target centre height (TCH) line marked on each side of the bullet catcher.

g. Ensure that all rifle barrels are clear of any obstruction.

j. Rehearse weapon handling and misfire drills.

k. Ensure that firers and authorised personnel on the firing point and inside the range are in possession of ear defenders to be worn whilst shooting is in progress.

l. Prior to firing all firers must have passed their WHT within the last 6 months.

m. Verbally brief the firing party and staff on:

(1) The intended practice, targets to be used, lane numbers, stoppage drills and any safety limits.

(2) The requirement for personal hygiene, hand washing and the location of washing facilities.

n. The RCO is to check that all forward Fire Exits and/or Hatches are secured.

o. The RCO is to check that all areas forward of the firing point are clear of ricochet inducing materials.

p. The RCO must ensure that all warning lights, alarms and/or safety interlock devices are operating correctly and all access points are secure or controlled.

q. **Sign the Range Log 906 to affirm that the RCO has read and understood Range Standing Orders.**

8. **During Firing.** Ensure that:

a. No persons are permitted to move forward of the firing point when firing is in progress.

b. Only authorised practices are conducted strictly in accordance with the appropriate instructions.

c. Weapon muzzles are at least 500mm from flank walls.

d. All weapon drills are conducted parallel to the ground, pointing towards the bullet catcher.

e. No one is to be forward of the firing point without the RCOs given permission or when a weapon is loaded.

f. Cross lane firing is not permitted.

g. Firers are lined up on their correct targets and in a correct firing position. **If it is clear that an individual is unable to hold and aim the weapon correctly, he/she must not be allowed to fire.**

h. Whenever moving in front of the firing point, e.g. to check targets or when details are being changed, weapons must first be cleared and physically checked. Movement to/from the targets or on/off the range is conducted in an orderly manner.

i. In the event of an incident, accident or emergency, the RCO, or any other person involved in the practice, is to immediately order "**STOP, STOP, STOP**". Upon hearing this all firers must stop firing and the weapons must be unloaded, cleared and then laid down on the firing point. Personnel are to be moved off the firing point, leaving weapons and ammunition in place.

9. **At the End of Firing.** The RCO is to:

a. Physically check that all weapons are clear of ammunition.

b. Physically check all firers' pouches, magazines, belts, belt boxes and ammunition containers and obtain a declaration, to ensure that no person leaves the range while in possession of ammunition.

c. On completion of training the RCO is to ask if any person has damage to their hearing, or has any injuries. On identifying anything, where possible they are to be referred to a medical officer, or if that's not possible, advised to see a doctor at the earliest opportunity. An accident report form is to be filled in by the RCO.

d. Ensure that all-empty cases and salvage are collected. Live rounds are to be carefully segregated, accounted for and returned to store.

e. The RCO must sign in the Range Log (MOD Form 906) after firing to confirm that all ammunition have been cleared.

f. Complete the required entries in the Range Log and return it to the RAU.

g. If the range is categorised as Full Time Use, the RAU will provide a Record of Exposure Register, in addition to the Range Log. If so, the RCO is to record the name of each person present in the range during firing by date, time and number of rounds to which they were exposed.

h. Ensure that all personnel leave the range in an orderly manner and are told they must not eat, drink or smoke until they have washed their hands.

i. Leave the range in a clean and tidy condition.

j. **Run the ventilation system for at least 30 minutes after firing has ceased.**

ACTION TO BE TAKEN IN THE EVENT OF AN INCIDENT, ACCIDENT OR EMERGENCY

IMMEDIATE ACTIONS

1. In the event of an incident, accident or emergency, the RCO, or any other person involved in the practice, is to immediately order "**STOP, STOP, STOP**" Upon hearing this all firers must stop firing and the weapons must be unloaded, cleared and then laid down on the firing point. Personnel are to be moved off the firing point, leaving weapons and ammunition in place.

2. If injury has occurred the casualty must be given immediate first aid treatment commensurate with his/her injuries. If emergency services are required they must be called immediately:

All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Fieldcraft Training Areas, once this is completed you are to inform Range Control through the normal working day.

a. The nearest telephone is located at:	In the range at the firing point , Number to Range Control 223
b. Telephone number of local emergency services is: 999	Done by Actitivity User
c. The location of the range is:	Altcar Training Camp.
	Hightown
	Merseyside
	L38 8AD
d. The location of the nearest hospital is:	Southport General Hospital
	Town Lane Kew
	Southport Merseyside
	PR8 6PN Telephone 01704 547471
e. The phone number of the nearest hospital is:	As above

3. **As soon as any casualties have been dealt with, the RCO is to proceed as follows:**

   a. Cordon off the area

b. Ensure that the weapons, ammunition and equipment involved remain in the position they were in when the incident occurred, until any investigations are completed. Do not unload, strip or clean.

c. Note the names of all persons present when the incident occurred.

d. Take weapon serial number/s if possible without moving the weapons.

e. Take a note of the batch number of the ammunition concerned.

f. Segregate and ban further use of ammunition from that batch.

g. Make a sketch to record distances and positions in relation to the incident of fragments, personnel, position of injured persons. Note the lane and firing point where the incident took place.

h. Report the incident as shown below.

Record the details of the incident in the Range Log.

j. Get all personnel involved in the incident to write a statement recording the details leading up to and including the accident. This is to be completed as soon as possible to record an accurate sequence of events.

k. Ensure that all personnel are kept on the range until you are directed otherwise.

Note: All range staff involved in the incident/accident are to be immediately suspended until preliminary investigations are complete.

REPORTING OF LIVE FIRING INCIDENTS AND RANGE ACCIDENTS

4. The RCO is to carry out accident reporting procedures in accordance with References A and B as follows:

5. **Incidents which must be reported immediately are:**

a. Incidents in which any person has been killed or suffered injuries requiring professional treatment.

b. Near misses which may have potentially caused death or injury or loss of property or equipment.

c. All incidents involving safety on the range.

d. Loss of weapons and/or ammunition.

6. **Reports are to be made as follows:**

a. Contact your School or ACF Headquarters by telephone.

b. Contact the Range Officer (TSO). Contact details are at Annex A to these Orders.

c. For all accidents involving Cadets you must complete MOD Form 510. Report on injuries, accidents and deaths arising from Cadet Force Activities. Do not delay the report unnecessarily if full details are not immediately available. For guidance refer to Reference H, LFSO 3216 – The Organisation and Arrangements for the Management of Safety and Environmental Protection in Land Forces. You must be aware of the nearest PC and fax to

use for reporting procedures. If the accident involves a regular or reserve soldier you must complete The Army Form 510 as per Reference I.

d. When reporting the accident to all MOD agencies and schools you must brief them on the following details:

(1) Your Name.
(2) Location.
(3) Unit.
(4) Type of Range.
(5) Time of Incident.
(6) Details of Incident.
(7) Number of Casualties.
(8) Current State of Casualty.
(9) Name of RCO.
(10) Type of Weapon and Ammunition Involved.
(11) Emergency Services Informed.

CONTACT THE FOLLOWING

7. After all accidents you must immediately call:

a. DAIB. For serious incidents you must contact DAIB. The DAIB duty number 24/7 is as follows:

(1) Civilian: 01980-348622

b. **Army Incident Notification Cell (AINC)**. For all incidents serious and minor you must call the Army Incident Notification Cell (AINC) and inform them of accident details. **The AINC duty number 24/7 is as follows:**

(1) Mil Tel: 96770 3661 | Civ Tel: 03067 703661

(2) Mil Fax: 94393 6889 Civ Fax: 01264 886889

c. **HQ North - Staff Duty Offr** Mobile: 07766505134

d. If the accident involves a weapon or ammunition failure/defect call the following:

(a) **The Joint Services EOD Operations Centre (JSEODOC).**

Mil Tel: 94234 3360/3361/3362 | Civ Tel: 01235 514300

e. You must then complete and send the MOD Form 492 by email to:

(1) AINC Mil Fax: 94393 6889|

Civ Fax: 01264 886889

MODNET AINC Mailbox:

Mil: Army LF-CESO-AINC-mailbox

Civ: ArmyLF-CESO-AINC-mailbox@mod.uk

(2) RFCA (NW) Tel Exchange: 0331 143 3202

(3) HQ Reg Comd - Duty Offr Mobile:07824 414522

Email: Dormer, Chris Contractor (RC-SDO-0Mailbox)

8. The incident must also be recorded in the Land Range Log (MOD Form 906A).

CONTROL OF ENVIRONMENTAL HAZARDS AND RANGE CLEANING PROCEDURES

Note: The following instructions are extracted from Reference D and are to be applied to all indoor rimfire ranges in the HQ NW area.

1. All personnel firing weapons on indoor ranges are exposed to ingesting the lead fumes, carbon monoxide and dust produced by firing. Unburnt propellant residues are also present in the range.

2. The degree of risk entailed depends on:

   a. The level of use, i.e. the frequency of use and the number of rounds fired.
   b. The performance of the ventilation system.
   c. The routine cleaning regime.

3. The following precautions are to be taken:

   a. The ventilation system must be switched on 20 minutes before firing commences and remain on for a minimum of 30 minutes after the last round is fired.

   b. Coir matting and other floor coverings or any absorbent materials capable of holding dust (hessian sandbags for example) are not to be used within the indoor range. Only non-absorbent materials that can be damp wiped clean may be used.

   c. Smoking, eating and drinking are not allowed in the range.

   d. Personnel are to wash their hands after leaving the range and before eating, drinking or smoking.

   e. No activity other than shooting, or dry training in preparation for shooting, is permitted in the range. **In particular the range is not to be used as a store, classroom or for gymnasium work.**

4. Usage of indoor Rim fire ranges can be categorised as follows:

   a. Low Use: Where the range is used for 2 or 3 sessions per week, firing an average of up to 500 rounds per week, up to 26,000 rounds per year.

   b. Full Time Use: Where the range is expected to be used on a daily basis or where over 26,000 rounds per year are fired**. N/A**

   Note: If the range is categorised as a Full Time Use range, a record is to be kept of all individuals present in the range during firing. They are to be listed by name with their time on and off the range and the total number of rounds fired during their period in the range.

5. Ventilation systems must generate a steady flow of air down the range from the firers towards the targets. The rate of the extraction fan must be 10% higher than the input fan in order to achieve this airflow and to produce 6 - 10 air changes per hour. **Once installed,**

the system must be inspected and certified as serviceable at least annually. The inspection report is to be held on the range file.

6. As well as periodic deep cleaning, which is done by a contractor nominated by RFCA, the range must also be regularly cleaned by the RAU.

Routine Cleaning by the RAU.

7. In a clean range the degree of risk depends on the number of rounds fired, and on the capacity of the ventilation system used in the range. Personnel such as RCOs, supervisors and coaches, may be at risk for longer periods than the firers. Cleaning, inspecting and maintenance staff may also be exposed to similar risks. It is the responsibility of the RAU to ensure that anybody using or working in the range is not put at unacceptable risk. Reference D must be strictly applied.

Note: Cleaning of the range may only be done by staff who have had sufficient training to be aware of the hazards involved. PPE protective clothing and breathing equipment is to be worn.

8. The range should be left in a clean and tidy condition after each use. Commanding Officer's monthly inspections are extremely important and must include cleanliness and ventilation systems.

9. Significant quantities of lead and unburnt propellant, suspended in the air during firing, become deposited in dust layers on ledges and projections throughout the range over a period of time. Routine cleaning should take place each week when the range is in daily use, or after every prolonged firing session. When the range is used infrequently it may be cleaned each fortnight. Particular attention should be paid to the area of the bullet catcher to ensure that there is not a build-up of lead waste, particularly in the area behind the anti-splash curtain. This area should be regularly damped and swept to minimise the build-up of lead particles.

10. The range ventilation system must be running whilst cleaning is being carried out. **There is to be no dry sweeping or dusting in the range.** Cleaning should consist of vacuuming all surfaces capable of holding dust as well as floors and walls. Removal of lead from bullet catchers and bullet trays is to be carried out frequently. Their contents are to be dampened with water prior to removal.

Note: Only vacuum cleaners of an approved pattern, specifically designed for use on ranges may be used. Contact RFCA for details of suitable machines.

11. Lead may be allowed to accumulate behind the anti-splash curtain for short periods, but great care must be taken to ensure that it does not interfere with the hang of the curtain which must be allowed to hang taught and free from any obstruction. A slack curtain can prevent bullet penetration and is a backsplash hazard.

12. All waste collected is contaminated with lead and unburnt propellant and is therefore both toxic and potentially flammable. All such waste is to be stored in the dedicated yellow contaminated waste storage bin provided by RFCA. The bin is to be kept locked to ensure that it is not used for any other purpose. It will be emptied at the periodic deep clean by the contractor who has the necessary license to ensure that all waste is correctly disposed of.

13. At intervals of about 6 months light fittings and exposed beams should also be cleaned by damp wiping or using the approved vacuum cleaner.

14. Hands and faces are to be washed immediately after cleaning/de-leading. All non-disposable contaminated coveralls, respirators and other equipment used in the cleaning of the range are to be properly cleaned between each use.

15. Disposable clothing should be treated as contaminated waste and disposed of in the yellow bin for removal by the contractor at the periodic deep clean.

Contract Deep Cleaning.

16. The frequency of contract deep cleaning is as follows:

	Total number of rounds fired per year.	**Frequency of deep clean.**
a.	0-5,000	Every 2 years
b.	5,000-26,000 currently Altcar working to this.	Annually. (reliant on an effective routine cleaning regime
c.	26,000 + rounds	Every 6 months.

17. Deep cleaning and full de-leading is to be carried out by contract personnel nominated by RFCA at the intervals required above. The disposal of the waste, including the emptying of the yellow bin, is the responsibility of the Contractor.

Records

18. All cleaning, including contract deep cleaning and de-leading, is to be recorded in the Range Log together with the name, rank and/or job status of the person who did the job.

19. After each contract deep cleaning and de-leading the cumulative ammunition total in the Range Log is to be re-set to zero.

20. Ventilation inspections, checks and repairs are also to be recorded in the Range Log and the associated reports are to be kept on the range file.

21. If the range is categorised as a Full Time Use range (see para 4 above), a record is to be kept of all individuals present in the range during firing. They are to be listed by name with their time on and off the range and the total number of rounds fired during their period in the range.

ALTCAR TRAINING CAMP

RANGE STANDING ORDERS

ADDITIONAL ORDERS

FOR

CIVILIAN RIFLE CLUBS

All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges, once this is completed you are to inform Range Control

INTRODUCTION

These orders are to be read in conjunction with the individual Range Orders of which your Club is using on any particular day.

1. All Firing Point Officers (FPOs) are to sign the MOD LAND RANGE LOG 906/906A for the range they and their members are using and must be qualified to conduct and supervise the practices they are shooting and the weapons being used. Example HME Practices Muzzle loading weapons practices.

2. You are to abide by the conditions as laid down in those individual orders.

3. The Calibre, Muzzle Velocity, Muzzle Energy in regards to the ammunition you are using must not exceed that which is permitted for the individual Range you are using.

4. If the above is compromised in any way your club will be suspended forthwith pending an investigation.

5. You are to report all accidents, ammunition, weapon incidents to Range Control.

6. You will use the targetry provided, under no circumstances are you to provide your own.

7. You will not be permitted to use the 200 mil rule, this is strictly for military units only.

8. You will not fire automatic weapons.

9. You will not use any form of tracer ammunition.

10. You will not shoot in hours of darkness (after dusk).

11. Only legal and properly licensed weapons will be allowed to be fired on Altcar Rifle Range.

12. Fire with movement will not be permitted. You will ensure your club as present a qualified First-Aid person and a suitable First-Aid kit on the firing point whilst firing is in progress.

13. You must carry out your own risk assessment for you and your members before shooting commences.

14. In addition to the above, you must have your own range letter in relation to your clubs documentation before firing commences.

15. NOTE: Generic risk assessments are held at Range Control and can be used as a guide, but can not be used as the Rifle clubs risk assessments. Clubs/individuals must complete their own.

ADDITIONAL POINTS.

1. All Rifle club members are to be made aware of the importance of strict compliance with ALTCAR TRAINING CAMP RANGE ORDERS.

2. Personnel detailed for lookout duties must be 18 years old and be fit and able bodied persons.

3. The following Ranges will not be used by Civilian Rifle Clubs:

   a. ETR Range
   b. CGR Range
   c. "B" Range for falling plate
   d. MMTT Range
   e. M Range
   f. A Range 3-5 metres firing points and the use of the air compressor.

4. Dogs are not permitted under any circumstances, this includes dogs left in vehicles, anyone caught with a dog will be asked to leave.

5. Shooting times are to be strictly adhered to they are as follows:

   Mondays-Thursdays 0830-1530

   Fridays (Normally No Live Firing) Closed

   Saturdays 0830-1530

   Sundays 0830-1530

6. With the introduction by the NRA of an agreement with the MOD in relation to Civilian Rifle Clubs and the usage of MOD ranges, Checks by the Training Safety Officer or his Deputy may be carried out on a random basis on the following:

   a. Current Certified FPOs
   b. HME Qualified FPO
   c. Individual Shooters Certification Card

7. Please be aware that Military and Cadet Units have priority over Civilian Rifle clubs, cancellations at very short notice can occur, hopefully this will be kept to a minimum but cannot be guaranteed.

8. Ensure that those personnel whom hold Range Qualifications are kept in date, that also includes First Aid Qualifications, no one who has allowed their qualifications to run out are allowed to be conducting any live firing or provide First-aid cover if their qualifications have expired.

9. **Range ettiquitte** – Return the range to the state it was before you took over. This includes the following

    a) Targetry is to be returned to where you found it.
    b) Target Frames are returned to its original position (half mast).
    c) All rubbish removed.

SUMMARY

All Rifle Clubs must ensure that all Range discipline is carried out in a safe and professional manner.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

Altcar Training Camp
Standing Orders
Dismounted Close Combat Trainer (DCCT)

All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Fieldcraft Training Areas, once this is completed you are to inform Range Control through the normal working day.

GENERAL

1. These orders are to be read in conjunction with the relevant in-date Military pamphlets by all DCCT Custodians, Operators and Users.

2. All personnel responsible for running the DCCT are to be course trained and have attended the recognised course.

3. Those personnel running the Firing Point are to be Range Management Qualified (RMQ), under no circumstances are non-qualified personnel allowed to control the Firing point if not qualified to do so.

PERMANENT CUSTODIAN

There is no Permanent Custodian allocated to this DCCT, however Mr A Evans and Mr J Standley are qualified Custodians and must be present to hand over the facility to DCCT users regardless of their qualifications. All users must ensure that they are fully up to date with current DCCT legislation and training.

CONDUCT WITHIN THE DISMOUNTED CLOSE COMBAT TRAINER (DCCT)

1. The following procedure is to be strictly adhered to:

a. Units must check 100% of all DCCT weapons and ancillary equipment and complete the arms check certificate before operating the DCCT.

b. In service weapons/magazines/ammunition are strictly forbidden within the DCCT, only those weapons that are in the DCCT are to be used for what the DCCT was designed for.

c. The weapons and ancillary equipment are to be treated with respect, as if they were real weapons and all weapon handling drills carried out as per the relevant the weapon pamphlet, all firing will be conducted as if on a live outdoor Full bore Rifle Range.

d. Smoking is strictly forbidden

e. No food or drinks are to be taken in the DCCT main firing point area or the computer area.

f. The person in charge is to ensure that the area within the main room of the DCCT is not over crowded with personnel; spectators are allowed but must be controlled.

g. These weapons are for right handed Firers only; under no circumstances will they be fired from the left-hand side of the body/shoulder.

h. Personnel are to be warned of the potential danger involved in relation to the weapon pointing at the face/eye area, under no circumstances is this to take place, because of the laser system within the weapon which can damage an individual sight if directly aimed at the eyes.

i. Record all data in the register provided.

j. Have in attendance qualified First-Aider and First Aid equipment and have carried out a relevant risk assessment in relation to the lesson or lessons being conducted.

k. All users must be made aware of the possible trip hazard, with the weapon cable associated with the Tethered SA80 Rifle or the Sharpshooter, when practicing the 180 turn or turn right, and are to exercise extreme caution whilst conducting this type of practice.

PROCEDURE ON CLOSING DOWN AFTER USE

On completion of use of the DCCT you are to ensure the following:

a. Ensure any faults are recorded in the register book provided and all shots are recorded.

b. Ensure the computer system is closed down and switched off.

c. Leave the building clean and tidy.

d. Units are to complete the DCCT 906 Log, Arms check certificate are to be signed and handed to the Camp Quartermaster.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ARMS CHECK CERTIFICATE DCCT – CAMP CONTROL COPY

This is to certify that …….. (Name of Unit) have carried out a check of all weapons and ancillaries issued for use at Altcar Training Camp DCCT on ……..…… (date) ……..... (time) by …….. (Name & Rank of person carrying out the check) and that all were correct and accounted for.

WEAPON TYPE	TOTAL	CHECKED / REMARKS
SA80	**12**	
LSW	**3**	
PISTOL	**2**	
SUSATS	**2**	
SUSAT ADAPTORS	**4**	
MAGS	**28**	
BINOS	**4**	
FORE & REAR SIGHTS	**13**	
GAME PADS	**2**	
CWS ADAPTORS	**4**	
MINIMI	**2**	
SA80 / UGL	**2**	

Date: …….. Signature: ……..

ARMS CHECK CERTIFICATE DCCT – UNIT COPY

This is to certify that ……. (Name of Unit) have carried out a check of all weapons and ancillaries issued for use at Altcar Training Camp DCCT on ……..…… (date) ……..... (time) by …….. (Name & Rank of person carrying out the check) and that all were correct and accounted for.

WEAPON TYPE	TOTAL	CHECKED / REMARKS
SA80		
LSW		
PISTOL		
SUSATS		
MAGS		
MINIMI		
SA80 / UGL		

Date: …….. Signature:

……..

Altcar Training Camp
Clay Pigeon Range
Standing Orders



All Activty Owners are to ensure their conducting staff have the means of communicating directly with Emergency Services in the event of an accident on the Ranges/Training Areas, once this is completed you are to inform Range Control through the normal working day

INTRODUCTION

1. The Clay Pigeon Range is a "Down the Line" Range with a maximum of 10 firers.
2. Only Shotguns, which are properly licensed, are to be used on this Range.
3. Only properly authorised Clays and cartridges are to be used
4. The minimum age to fire on this Range is 14 years old, Cadets can be 13, but they will be supervised on a one to one basis at all times

QUALIFICATIONS REQUIRED TO CONDUCT LIVE FIRING ON THIS RANGE

The Qualifications listed below are the absolute minimum required to conduct live firing on this Range.

These Qualifications cover both Military and Civilian personnel including Cadets of all three Services Navy/Army/Airforce including Combined Cadet Forces.

Personnel must have attended one of the following certificated courses run by:

a. Clay Pigeon Shooting Association (Qualified Safety Officer Course)
Or

b. Services Clay Target Shooting Association (SCTSA)
c. The British Association for Shooting and Conservation (BASC)
d. UK Practical Shooting Association (UKPSA)

Personnel must only carry out Shotgun practices in conjunction with their qualification held and must not deviate in any way.

NOTE. Other Range Qualifications held are not acceptable.

BEFORE USE OF CLAY PIGEON RANGE

1. Conducting Officers will sign the Range Log held in Range Control, proof may be sought from time to time of qualification held.

2. Range safety Document (RSD) and a Risk Assessment must be documented before any firing begins

3. Adequate Medical/First-Aid equipment and qualified personnel must be allocated before firing commences

DURING USE OF CLAY PIGEON RANGE

1. The Range in use flag will be flown at all times when the Range is in use.

2. Only authorised practices will be conducted.

3. Cadets and children under 16 will be supervised on a one to one, and must only have a single cartridge in Guns with Double barrels, NOT TWO.

4. IF AN AMBULANCE IS REQUIRED FOR A LIFE THREATENING SITUATION THE AMBULANCE WILL BE CALLED BY The RCO and then inform Range Control as a secondary action.

AFTER USE OF CLAY PIGEON RANGE

1. Lower Range in use flag.

2. Remove all broken Clays and empty cartridge shells and empty boxes/cartons.

3. Report to Range Control and sign the Range Log and report any incidents/accidents should they have occurred.

SUMMARY

Please ensure the safety of your firers and any spectators at all times and please leave the Clay Pigeon Range in a clean and tidy condition.

IMPORTANT TELEPHONE NUMBERS

RANGE CONTROL – **0331 143 3202**

ABOVE NUMBERS BETWEEN THE HOURS OF 0800-1600 HRS DAILY

GUARDROOM – **0151 929 2784**

ABOVE NUMBERS BETWEEN THE HOURS OF 1600-0800 THE NEXT DAY

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

TRAINING AREA 4 & FIELD SUPPLY AREA (FSA) – FIELDCRAFT TRAINING ORDERS (FTA)

References:

A. Pamphlet No 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
B. AC71855-C - Regulations for Training with Cadet Weapon Systems and Pyrotechnics. Cadet Training Safety Precautions – Army Code 72008.
C. DSA 03. OME, DCOP 313 Fieldcraft Training Areas.

TRAINING AREA 4 & FIELD SUPPLY AREA (FSA) - ORDERS		
Ser (a)	Subject (b)	Details (c)
1.	**Name**	**Training area 4 & Field Supply Area (FSA)**
2.	**Description**	Area 4 is approximately 6 acres of flat ground with some small hillocks. There is a dutch barn (outdoor classroom) on this area. FSA is approximately 10 acres of flat ground with man-made simulated ammunition bunkers on the east side. There is a stoned track and dutch barn (outdoor classroom).
3.	**Location**	UK England Altcar Training Camp GSGS 600 ALTCAR SD 29090492. FSA GSGS 600 29480509
4.	**Air Danger Height**	EGD 407, The Air Danger Height is 1000ft.
5.	**Public Presence**	**N/A**
WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
6.	**Weapons**	All in service weapons that can fire blank ammunition. In service weapons are to be used with the approved Safe Blank Firing System (SBFS). If no SBFS exists, the mandatory rules for the use of blank ammunition with weapons without a SBFS in Reference A must be adhered to. **Non-Standard Weapons, Ammunition, Pyrotechnics, Equipment and Practices**. Requests to use non-standard weapons, ammunition, pyrotechnics, equipment and / or practices must be submitted, in writing, to the Training Safety Officer (TSO) for authorization by the LTAR.
7.	**Ammunition**	All in service blank ammunition. Use of the Marker Round Training System (MRTS) is to be approved, in advance by the TSO. 1. In service blank Ammunition. 2. In service marker round training system (MRTS). 3. In service grenade hand practice L111 & fuze.
8.	**Pyrotechnics**	All in service pyrotechnics. Users should note that when using pyrotechnics on the FTA, pyrotechnics should be considered as belonging to one of two separate groups: • OME that **WILL** require disposal charge action should it fail to function. Or

		• OME that **WILL NOT** require disposal charge action should it fail to function. Users are only to employ OME (pyrotechnics) that they are correctly equipped to deal with (qualified personnel and an explosive demolitions box), should it fail to function. Users are also to note the 150m Safety Distance / Danger Area measurement that relates to the explosive disposal of blind pyrotechnics. OME that **WILL** require disposal charge action should it fail to function **IS NOT** to be employed closer than 150m to the Training Area / Range Complex boundary. See Reference A For further information.
9.	**BATSIMS**	**No BATSIMS are to be used.**
10.	**Lasers**	In-Service rifle mounted and handheld laser systems, with an active Military Laser System Safety Assessment Certificate (MLSSAC), may be used on this FTA.
11.	**MOD / Civilian Police Weapons**	All in service MOD / Civilian Police weapons that can fire blank ammunition. Any weapon(s) which do not have a SBFS must be used in conjunction with the relevant applied danger area.
SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
12.	**Applied Danger Area**	No blank ammunition or pyrotechnic nature is to be used within 100m of the FTA boundary where it is adjacent to non-MOD land (see Reference B).
13.	**Digging**	Digging is **NOT** permitted anywhere on the, this includes shell scrapes, latrines, or battle trenches.
14.	**Blinds**	Units wishing to use pyrotechnics on the FTA must fully comply with Reference A in their use, and subsequent correct disposal of any blinds. Any blind pyrotechnics on the FTA are the sole responsibility of the user and the unit will not be permitted to leave the area until the blind has been correctly disposed of. Certain blind natures of pyrotechnics can only be disposed of by an appropriately qualified person using an explosive demolitions box (in accordance with Reference A). Units who do not have a qualified person or cannot make alternative arrangements to correctly dispose of any blinds must not use those types of pyrotechnics on the FTA.
15.	**Use of Defence Stores / Wire / cord**	Defence stores, barbed / razor wire and all forms of cord are only to be used with relevant authority and in areas specified. All defence stores and wire are to be removed immediately after training because of the danger to animals and the public. Wire defences may only be left on the FTA overnight if they are to be observed, and issues dealt with immediately.
16.	**Limitations / Safety Rules Applicable to All FTAs**	If there is any doubt about the extent of the FTA this is to be confirmed during the recce. All access gates are to be closed immediately after use. Avoid damaging walls and fences by using crossing points and stiles provided. Any damage to buildings, walls, plantations, or fences are to be reported to Range Control immediately. The use of open fires and petrol cookers / burners is forbidden on the FTA. Individual hexamine cookers or similar devices may be used with the authority of the TSO / DTSOs. Care must be exercised at all times.

		Under no circumstances are trees, shrubs, or bushes to be cut down or dug up anywhere on the FTA. Ground vegetation such as bracken and grass may be picked for camouflage. All fenced plantations are out of bounds to all troops. All walls, fences, stiles, notice boards and flagpoles are to be left in the condition and place they are found. Any damage caused or noticed to any of these items is to be immediately reported to Range Control. All private farm buildings, dwellings, and land are out of bounds.
POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
17.	**General**	This Standing Order is to be read in conjunction with the mandatory publications for the weapons, ammunition, pyrotechnics, and type of training being conducted. The Exercise Conducting Officer (ECO) is responsible for all aspects of training safety, day or night, all training is to be supervised by qualified / authorised personnel. All areas are suitable for most low-level tactical training and are ideal for conducting Battle Lessons (BL's) or Battle Exercises (BE's).
18.	**Planning Officer / ECO / OIC Qualification**	The Planning Officer (PO) / ECO must be qualified to plan and conduct the training. For training that does not require a qualified ECO (a Navigation Exercise for example) then an Officer In Charge (OIC) must be appointed by the unit.
19.	**During Recce / Before Training**	Before training can take place the ECO / OIC must read FTA Standing Orders and the Military Training Facility Risk Assessments applicable to the facilities that they plan to use.
20.	**Additional Facilities**	Additional facilities (such as troop shelters, training buildings and portable sanitation) required to support the training activity must be booked through the Administering Unit (AU).
21.	**Safe Activity Assurance Form (SAAF) – MOD Form 1932**	The Safe Activity Assurance Form (SAAF) – MOD FORM 1932 has been introduced as part of Defence Policy. The SAAF is an addition to the existing forms of Written Instructions that form part of the Safe System of Work. The SAAF **DOES NOT** replace the need for the Senior Planning Officer / Conducting Officer / Responsible Person (RP) to produce a RASP or EASP. The SAAF **MUST** be signed by the Senior Planning Officer (SPO).
22.	**Police**	Police Forces may use this FTA providing they have been licensed. They must also submit a list of ECOs / OICs to Range Control. All staff must hold the appropriate qualification.
23.	**Medical Cover**	Units are reminded that the Medical Plan is the responsibility of the Senior Planning Officer who is to ensure the appropriate medical cover is available for the activity taking place, in accordance with Reference A. To assist planning, it is to be noted the nearest Accident and Emergency Outpatients' hospital is: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111**

		Units are reminded that although there may be an air ambulance capability, there is no guarantee that the Accident / Incident you report will warrant air evacuation.
24.	**Use of UAS / RPAS (Drones) on the FTA**	The AU must be informed, in advance, with a minimum of 24 hours' notice if the unit intends to deploy any form of UAS / RPAS on the DTE. The use of unregistered UAS / RPAS is not permitted on the area. Any use MUST be authorized by the Camp Commandant.
DUTIES OF THE ECO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
Procedures Before Training		
25.	**Publications**	The ECO / OIC is to be in possession of a signed copy of the RASP/EASP They must also be able to access all relevant training publications relating to the weapons, ammunition, pyrotechnics, and equipment being used (hard copy or electronic copy accessible via a Personal Electronic Device).
26.	**Report to Range Control/Range Administering Unit (RAU)**	On occupation of a Fieldcraft Training Area / Training Building or other training facility, the unit is to book on through Range Control or the RAU.

27.	**Emergency Communication.** **Whatever means of communication is available MUST be made clear in this paragraph.** **LEAVE BOTH STATEMENTS THAT ARE IN RED IN THIS PARAGRAPH**	A land line should be used as primary means of communication. If no landline is fitted, use of a mobile phone must be authorised by the SPO. It must be fully charged and in credit. The RCO must check that there is a signal on the phone at regular intervals when firing is taking place. If at any time the signal is lost the RCO must stop firing until the signal has been re-instated. No range / firing is to be conducted without a means of telephone communication being in place. • **All Activity Owners are to ensure their conducting staff have the means of communicating directly with the Emergency Services in the event of an accident.**
28.	**Hearing Protection**	In accordance with Reference A the wearing of issued, serviceable, and appropriate hearing protection is mandatory.
Procedures During Training		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
29.	**ECO's / OIC's Location**	The ECO / OIC must be in a position to maintain oversight and control of the exercise and all aspects of the training activity, they must be able to supervise all exercise staff and exercising troops.
30.	**Night Training**	If training at night, all users must be aware of the boundaries of the FTA and the possibility of public encroachment into the exercise area.
Procedures on Completion of Training		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
31.	**Clean Exercise Area / Training Building**	On conclusion of the training activity, the ECO / OIC is to clear the exercise area / training building of all ammunition, pyrotechnic salvage, packaging, and rubbish. The exercise area / training building is to be left fit for purpose
ACCIDENT / INCIDENT PROCEDURE		

32.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
33.	**Minor Injuries**	This means that the casualty's life/limb is not in immediate danger and that the casualty whilst requiring professional medical services can receive this from either attending a doctor's surgery or Accident and Emergency at a local hospital. If, in the opinion of the RCO/OIC and Medic that the injury is deemed non-serious or non- life threatening then the following should happen: The medic will provide the required level of medical care. If the injury requires the services of the Accident and Emergency Outpatients at a local hospital contact the local hospital: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** The following agencies are to be informed of the Minor Accident/Incident as soon as possible by the RCO. a. Defence Accident Investigation Branch. (1) Civil 01980 348622 b. Army Reporting Cell (ARC), ASCen-ARC-Mailbox@mod.gov.uk (1) Military 967703661 (2) Civil 030 6770 3661 (3) Reg & Res - MySafety (via Defence Gateway) (4) Cadets must complete MoD Form 510 c. Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext
		ACCIDENT / INCIDENT PROCEDURE
34.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
35.	**Minor Injuries**	This means that the casualty's life/limb is not in immediate danger and that the casualty whilst requiring professional medical services can receive this from either attending a doctor's surgery or Accident and Emergency at a local hospital. If, in the opinion of the RCO/OIC and Medic that the injury is deemed non-serious or non- life threatening then the following should happen: The medic will provide the required level of medical care. If the injury requires the services of the Accident and Emergency Outpatients at a local hospital contact the local hospital:

		Over 16's **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** The following agencies are to be informed of the Minor Accident/Incident as soon as possible by the RCO. b. Army Reporting Cell (ARC), ASCen-ARC-Mailbox@mod.gov.uk (1) Military 967703661 (2) Civil 030 6770 3661 (3) Reg & Res - MySafety (via Defence Gateway) (4) Cadets must complete MoD Form 510 c. Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext
36.	**Serious Injuries**	The immediate action to follow in case of a serious accident/incident on this range is as follows: Stop Firing and administer first aid. The RCO/OIC is immediately to call the emergency services using 999. The following information must be passed to the emergency services: • Your Name. • Range Location. • Details of Accident. • Number of Casualties. Current State of Casualty.

ACCIDENT / INCIDENT PROCEDURE		
37.	**Ambulance ERV location**	The RCO is to send someone (wearing hi viz vest where required) to meet the ambulance at the entrance to this facility (***or 'What 3 Words'***) and escort to the range/ accident/ Incident .
38.	**Negligent / Un-intended Discharges**	In accordance with Ref A and or B, all negligent discharges are to be reported to the SPO and the firer removed from the range for re-assessment. The firer may not return to firing until they have passed the appropriate weapon test.
39.	**Reporting of Accidents**	The RCO must be mindful of the requirements within Ref. A and/or B in respect of preserving evidence for any future investigation. In addition the following agencies are to be informed of the Serious Accident /Incident as soon as possible. Defence Accident Investigation Branch - 01980 348622 Army Reporting Cell (ARC) ASCen-ARC-Mailbox@mod.gov.uk Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext Head of the RAU (Camp Commandant) – Carl Gardener 0303 377 2888 HQ North RAO Representative – Martyn West 07971 890119 An MOD F 510 (or relevant Single Service accident reporting documentation) must be generated and submitted up the CoC and to the Army Reporting Centre in all cases.
40	**Procedure after Casualty Has Been Dealt With:**	As soon as any casualties have been dealt with, the RCO is to proceed as follows: • Cordon off the area. • Ensure that the weapons, ammunition and equipment involved remain in the position they were in when the incident occurred, until any investigations are completed. Do not unload, strip or clean. • Note the names of all persons present when the incident occurred. • Take weapon serial number/s if possible, without moving the weapons. • Take a note of the batch number of the ammunition concerned. • Segregate and ban further use of ammunition from that batch. • Make a sketch to record distances and positions in relation to the incident of fr]agments, personnel, position of injured persons. Note the lane and firing point where the accident/incident took place. • Report the incident immediately. • Record the details of the incident in the Range Log. • Get all personnel involved in the incident to write a statement recording the details leading up to and including the accident/incident. This is to be completed as soon as possible to record an accurate sequence of events. Ensure that all personnel are kept on the range until you are directed otherwise.
ADMINISTRATION		
41.	**Booking / Allocation**	All FTA, Training Buildings and facilities are to be booked through the AU.

42.	**Training Times**	Directed by the RAU.
43.	**Dress**	Dress is in accordance with the user unit exercise instruction and Reference A.
COMMAND AND COMMUNICATION		
44.	**FTA Administering Unit (AU)**	Altcar Training Camp
45.	**Useful Telephone Numbers**	Camp Commandant – Carl Gardener 0303 377 2888 QM – Neil Nelson 0303 372 4901 TSO – Lucas Farrell 03311433202 Guardroom – 0151 929 2784

These Range Standing Orders are not valid unless Signed and Dated below by the CO or equivalent on an annual basis.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

TRAINING AREA 5A & OBUA/TIBUA – FIELDCRAFT TRAINING ORDERS (FTA)

References:

D. Pamphlet No 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
E. AC71855-C - Regulations for Training with Cadet Weapon Systems and Pyrotechnics. Cadet Training Safety Precautions – Army Code 72008.
F. DSA 03. OME, DCOP 313 Fieldcraft Training Areas.

TRAINING AREA 5A & OBUA/TIBUA - ORDERS		
Ser (a)	Subject (b)	Details (c)
1.	**Name**	**Altcar Training Camp - FTA Area 5A & OBUA/TIBUA**
2.	**Description**	Area 5A & OBUA/TIBUA is approximately 60 acres of sand dunes & tracks with 8x single story buildings of various sizes. The village is known as Williamsville small OBUA/TIBUA located at SD 28530478.
3.	**Location**	UK England Altcar Training Camp GSGS 600 ALTCAR SD 28950502 (Entry gate).
4.	**Air Danger Height**	EGD 407, The Air Danger Height is 1000ft.
5.	**Public Presence**	**N/A**
WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
6.	**Weapons**	All in service weapons that can fire blank ammunition. In service weapons are to be used with the approved Safe Blank Firing System (SBFS). If no SBFS exists, the mandatory rules for the use of blank ammunition with weapons without a SBFS in Reference A must be adhered to. **Non-Standard Weapons, Ammunition, Pyrotechnics, Equipment and Practices**. Requests to use non-standard weapons, ammunition, pyrotechnics, equipment and / or practices must be submitted, in writing, to the Training Safety Officer (TSO) for authorization by the LTAR.
7.	**Ammunition**	All in service blank ammunition. Use of the Marker Round Training System (MRTS) is to be approved, in advance by the TSO. 4. In service blank Ammunition. 5. In service marker round training system (MRTS). 6. In service grenade hand practice L111 & fuze. 7. In service hand-held smoke grenades (Phosphorus NOT permitted). 8. In service trip flare. 9. In service hand-held mini flares 16mm (Only when authorized by range control). 10. In service battle noise simulator L35. 11. In service battle noise simulator (electric). 12. In service battle simulation with a max NEQ per charge of 0.5Kg with an overall NEQ of 2.5Kg (surface laid). 13. In service disposal stores. 14. In service approved laser range finders and target marking systems. 15. Non-service pattern light weapons (NSPLW) & weapons systems which do not have a safe blank firing system (SBFS) may only be fired with a appropriate waiver. 16. Non-MOD organizations will comply with the regulations of DSA 03. OME part 3-Defence Code of Practice (DCOP) & guidance notes for ranges.

8.	**Pyrotechnics**	All in service pyrotechnics. Users should note that when using pyrotechnics on the FTA, pyrotechnics should be considered as belonging to one of two separate groups: • OME that **WILL** require disposal charge action should it fail to function. Or
		• OME that **WILL NOT** require disposal charge action should it fail to function. Users are only to employ OME (pyrotechnics) that they are correctly equipped to deal with (qualified personnel and an explosive demolitions box), should it fail to function. Users are also to note the 150m Safety Distance / Danger Area measurement that relates to the explosive disposal of blind pyrotechnics. OME that **WILL** require disposal charge action should it fail to function **IS NOT** to be employed closer than 150m to the Training Area / Range Complex boundary. See Reference A For further information.
9.	**BATSIMS**	**No BATSIMS are to be used.**
10.	**Lasers**	In-Service rifle mounted and handheld laser systems, with an active Military Laser System Safety Assessment Certificate (MLSSAC), may be used on this FTA.
11.	**MOD / Civilian Police Weapons**	All in service MOD / Civilian Police weapons that can fire blank ammunition. Any weapon(s) which do not have a SBFS must be used in conjunction with the relevant applied danger area.
SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
12.	**Applied Danger Area**	No blank ammunition or pyrotechnic nature is to be used within 100m of the FTA boundary where it is adjacent to non-MOD land (see Reference B).
13.	**Digging**	Digging is **NOT** permitted anywhere on the, this includes shell scrapes, latrines, or battle trenches.
14.	**Blinds**	Units wishing to use pyrotechnics on the FTA must fully comply with Reference A in their use, and subsequent correct disposal of any blinds. Any blind pyrotechnics on the FTA are the sole responsibility of the user and the unit will not be permitted to leave the area until the blind has been correctly disposed of. Certain blind natures of pyrotechnics can only be disposed of by an appropriately qualified person using an explosive demolitions box (in accordance with Reference A). Units who do not have a qualified person or cannot make alternative arrangements to correctly dispose of any blinds must not use those types of pyrotechnics on the FTA.

15.	**Use of Defence Stores / Wire / cord**	Defence stores, barbed / razor wire and all forms of cord are only to be used with relevant authority and in areas specified. All defence stores and wire are to be removed immediately after training because of the danger to animals and the public. Wire defences may only be left on the FTA overnight if they are to be observed, and issues dealt with immediately.
16.	**Limitations / Safety Rules Applicable to All FTAs**	If there is any doubt about the extent of the FTA this is to be confirmed during the recce. All access gates are to be closed immediately after use. Avoid damaging walls and fences by using crossing points and stiles provided. Any damage to buildings, walls, plantations, or fences are to be reported to Range Control immediately. The use of open fires and petrol cookers / burners is forbidden on the FTA. Individual hexamine cookers or similar devices may be used with the authority of the TSO / DTSOs. Care must be exercised at all times. Under no circumstances are trees, shrubs, or bushes to be cut down or dug up anywhere on the FTA. Ground vegetation such as bracken and grass may be picked for camouflage. All fenced plantations are out of bounds to all troops. All walls, fences, stiles, notice boards and flagpoles are to be left in the condition and place they are found. Any damage caused or noticed to any of these items is to be immediately reported to Range Control. All private farm buildings, dwellings, and land are out of bounds. **OUT OF BOUNDS AREAS** The following areas are out of bounds are NOT to be used. **1. Old Grenade Range (SD 2850/0476)** **2. Artillery bunker/concrete standing (SD 2863/04679)** **3. Disused garage (SD 2856/04696)** **4. Utility box outside building (SD 2866/0468)** The above areas in question will be marked visible by white mine tape and highlighted by range control when signing the 906 when booking on the area.
	POLICY	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
17.	**General**	This Standing Order is to be read in conjunction with the mandatory publications for the weapons, ammunition, pyrotechnics, and type of training being conducted. The Exercise Conducting Officer (ECO) is responsible for all aspects of training safety, day or night, all training is to be supervised by qualified / authorised personnel. All areas are suitable for most low-level tactical training and are ideal for conducting Battle Lessons (BL's) or Battle Exercises (BE's).
18.	**Planning Officer / ECO / OIC Qualification**	The Planning Officer (PO) / ECO must be qualified to plan and conduct the training. For training that does not require a qualified ECO (a Navigation Exercise for example) then an Officer In Charge (OIC) must be appointed by the unit.
19.	**During Recce / Before Training**	Before training can take place the ECO / OIC must read FTA Standing Orders and the Military Training Facility Risk Assessments applicable to the facilities that they plan to use.
20.	**Additional Facilities**	Additional facilities (such as troop shelters, training buildings and portable sanitation) required to support the training activity must be booked through the Administering Unit (AU).

21.	**Safe Activity Assurance Form (SAAF) – MOD Form 1932**	The Safe Activity Assurance Form (SAAF) – MOD FORM 1932 has been introduced as part of Defence Policy. The SAAF is an addition to the existing forms of Written Instructions that form part of the Safe System of Work. The SAAF **DOES NOT** replace the need for the Senior Planning Officer / Conducting Officer / Responsible Person (RP) to produce a RASP or EASP. The SAAF **MUST** be signed by the Senior Planning Officer (SPO).
22.	**Police**	Police Forces may use this FTA providing they have been licensed. They must also submit a list of ECOs / OICs to Range Control. All staff must hold the appropriate qualification.
23.	**Medical Cover**	Units are reminded that the Medical Plan is the responsibility of the Senior Planning Officer who is to ensure the appropriate medical cover is available for the activity taking place, in accordance with Reference A. To assist planning, it is to be noted the nearest Accident and Emergency Outpatients' hospital is: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** Units are reminded that although there may be an air ambulance capability, there is no guarantee that the Accident / Incident you report will warrant air evacuation.
24.	**Use of UAS / RPAS (Drones) on the FTA**	The AU must be informed, in advance, with a minimum of 24 hours' notice if the unit intends to deploy any form of UAS / RPAS on the DTE. The use of unregistered UAS / RPAS is not permitted on the area. Any use MUST be authorized by the Camp Commandant.
	DUTIES OF THE ECO	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
	Procedures Before Training	
25.	**Publications**	The ECO / OIC is to be in possession of a signed copy of the RASP/EASP They must also be able to access all relevant training publications relating to the weapons, ammunition, pyrotechnics, and equipment being used (hard copy or electronic copy accessible via a Personal Electronic Device).
26.	**Report to Range Control/Range Administering Unit (RAU)**	On occupation of a Fieldcraft Training Area / Training Building or other training facility, the unit is to book on through Range Control or the RAU.

27.	**Emergency Communication.** **Whatever means of communication is available MUST be made clear in this paragraph.** **LEAVE BOTH STATEMENTS THAT ARE IN RED IN THIS PARAGRAPH**	A land line should be used as primary means of communication. If no landline is fitted, use of a mobile phone must be authorised by the SPO. It must be fully charged and in credit. The RCO must check that there is a signal on the phone at regular intervals when firing is taking place. If at any time the signal is lost the RCO must stop firing until the signal has been re-instated. No range / firing is to be conducted without a means of telephone communication being in place. • **All Activity Owners are to ensure their conducting staff have the means of communicating directly with the Emergency Services in the event of an accident.**
28.	**Hearing Protection**	In accordance with Reference A the wearing of issued, serviceable, and appropriate hearing protection is mandatory.
	Procedures During Training	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
29.	**ECO's / OIC's Location**	The ECO / OIC must be in a position to maintain oversight and control of the exercise and all aspects of the training activity, they must be able to supervise all exercise staff and exercising troops.
30.	**Night Training**	If training at night, all users must be aware of the boundaries of the FTA and the possibility of public encroachment into the exercise area.
	Procedures on Completion of Training	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
31.	**Clean Exercise Area / Training Building**	On conclusion of the training activity, the ECO / OIC is to clear the exercise area / training building of all ammunition, pyrotechnic salvage, packaging, and rubbish. The exercise area / training building is to be left fit for purpose
	ACCIDENT / INCIDENT PROCEDURE	
32.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
33.	**Minor Injuries**	This means that the casualty's life/limb is not in immediate danger and that the casualty whilst requiring professional medical services can receive this from either attending a doctor's surgery or Accident and Emergency at a local hospital. If, in the opinion of the RCO/OIC and Medic that the injury is deemed non-serious or non- life threatening then the following should happen: The medic will provide the required level of medical care. If the injury requires the services of the Accident and Emergency Outpatients at a local hospital contact the local hospital: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's**

		Ormskirk general hospital **Wigan road** **L39 2A2** **01695-577111** The following agencies are to be informed of the Minor Accident/Incident as soon as possible by the RCO. a. Defence Accident Investigation Branch. (1) Civil 01980 348622 b. Army Reporting Cell (ARC), ASCen-ARC-Mailbox@mod.gov.uk (1) Military 967703661 (2) Civil 030 6770 3661 (3) Reg & Res - MySafety (via Defence Gateway) (4) Cadets must complete MoD Form 510 c. Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext
		ACCIDENT / INCIDENT PROCEDURE
34.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
35.	**Minor Injuries**	This means that the casualty's life/limb is not in immediate danger and that the casualty whilst requiring professional medical services can receive this from either attending a doctor's surgery or Accident and Emergency at a local hospital. If, in the opinion of the RCO/OIC and Medic that the injury is deemed non-serious or non- life threatening then the following should happen: The medic will provide the required level of medical care. If the injury requires the services of the Accident and Emergency Outpatients at a local hospital contact the local hospital: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** The following agencies are to be informed of the Minor Accident/Incident as soon as possible by the RCO.

		b. Army Reporting Cell (ARC), ASCen-ARC-Mailbox@mod.gov.uk (1) Military 967703661 (2) Civil 030 6770 3661 (3) Reg & Res - MySafety (via Defence Gateway) (4) Cadets must complete MoD Form 510 c. Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext
36.	**Serious Injuries**	The immediate action to follow in case of a serious accident/incident on this range is as follows: Stop Firing and administer first aid. The RCO/OIC is immediately to call the emergency services using 999. The following information must be passed to the emergency services: • Your Name. • Range Location. • Details of Accident. • Number of Casualties. Current State of Casualty.

ACCIDENT / INCIDENT PROCEDURE		
37.	**Ambulance ERV location**	The RCO is to send someone (wearing hi viz vest where required) to meet the ambulance at the entrance to this facility (***or 'What 3 Words'***) and escort to the range/ accident/ Incident .
38.	**Negligent / Un-intended Discharges**	In accordance with Ref A and or B, all negligent discharges are to be reported to the SPO and the firer removed from the range for re-assessment. The firer may not return to firing until they have passed the appropriate weapon test.
39.	**Reporting of Accidents**	The RCO must be mindful of the requirements within Ref. A and/or B in respect of preserving evidence for any future investigation. In addition the following agencies are to be informed of the Serious Accident /Incident as soon as possible. Defence Accident Investigation Branch - 01980 348622 Army Reporting Cell (ARC) ASCen-ARC-Mailbox@mod.gov.uk Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext Head of the RAU (Camp Commandant) – Carl Gardener 0303 377 2888 HQ North RAO Representative – Martyn West 07971 890119 An MOD F 510 (or relevant Single Service accident reporting documentation) must be generated and submitted up the CoC and to the Army Reporting Centre in all cases.
40	**Procedure after Casualty Has Been Dealt With:**	As soon as any casualties have been dealt with, the RCO is to proceed as follows: • Cordon off the area. • Ensure that the weapons, ammunition and equipment involved remain in the position they were in when the incident occurred, until any investigations are completed. Do not unload, strip or clean. • Note the names of all persons present when the incident occurred. • Take weapon serial number/s if possible, without moving the weapons. • Take a note of the batch number of the ammunition concerned. • Segregate and ban further use of ammunition from that batch. • Make a sketch to record distances and positions in relation to the incident of fragments, personnel, position of injured persons. Note the lane and firing point where the accident/incident took place. • Report the incident immediately. • Record the details of the incident in the Range Log. • Get all personnel involved in the incident to write a statement recording the details leading up to and including the accident/incident. This is to be completed as soon as possible to record an accurate sequence of events. Ensure that all personnel are kept on the range until you are directed otherwise.
ADMINISTRATION		
41.	**Booking / Allocation**	All FTA, Training Buildings and facilities are to be booked through the AU.

42.	**Training Times**	Directed by the RAU.
43.	**Dress**	Dress is in accordance with the user unit exercise instruction and Reference A.
COMMAND AND COMMUNICATION		
44.	**FTA Administering Unit (AU)**	Altcar Training Camp
45.	**Useful Telephone Numbers**	Camp Commandant – Carl Gardener 0303 377 2888 QM – Neil Nelson 0303 372 4901 TSO – Lucas Farrell 03311433202 Guardroom – 0151 929 2784

These Range Standing Orders are not valid unless Signed and Dated below by the CO or equivalent on an annual basis.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

TRAINING AREA 6 – FIELDCRAFT TRAINING ORDERS (FTA)

References:

G. Pamphlet No 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
H. AC71855-C - Regulations for Training with Cadet Weapon Systems and Pyrotechnics. Cadet Training Safety Precautions – Army Code 72008.
I. DSA 03. OME, DCOP 313 Fieldcraft Training Areas.

TRAINING AREA 6 - ORDERS		
Ser (a)	Subject (b)	Details (c)
1.	**Name**	**Altcar Training Camp - FTA Area 6**
2.	**Description**	Area 6 is approximately 59 acres of mainly flat and open ground with several woodland arears and there are two dutch barns (outdoor classroom). There is also a bailey bridge on this training area.
3.	**Location**	UK England Altcar Training Camp GSGS 600 ALTCAR SD 29150509 (Entry gate).
4.	**Air Danger Height**	EGD 407, The Air Danger Height is 1000ft.
5.	**Public Presence**	**N/A**
WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
6.	**Weapons**	All in service weapons that can fire blank ammunition. In service weapons are to be used with the approved Safe Blank Firing System (SBFS). If no SBFS exists, the mandatory rules for the use of blank ammunition with weapons without a SBFS in Reference A must be adhered to. **Non-Standard Weapons, Ammunition, Pyrotechnics, Equipment and Practices**. Requests to use non-standard weapons, ammunition, pyrotechnics, equipment and / or practices must be submitted, in writing, to the Training Safety Officer (TSO) for authorization by the LTAR.
7.	**Ammunition**	All in service blank ammunition. Use of the Marker Round Training System (MRTS) is to be approved, in advance by the TSO. 17. In service blank Ammunition. 18. In service marker round training system (MRTS). 19. In service grenade hand practice L111 & fuze. 20. In service hand-held smoke grenades (Phosphorus NOT permitted). 21. In service trip flare. 22. In service hand-held mini flares 16mm (Only when authorized by range control). 23. In service battle noise simulator L35. 24. In service battle noise simulator (electric). 25. In service battle simulation with a max NEQ per charge of 0.5Kg with an overall NEQ of 2.5Kg (surface laid). 26. In service disposal stores. 27. In service approved laser range finders and target marking systems. 28. Non-service pattern light weapons (NSPLW) & weapons systems which do not have a safe blank firing system (SBFS) may only be fired with a appropriate waiver. 29. Non-MOD organizations will comply with the regulations of DSA 03. OME part 3-Defence Code of Practice (DCOP) & guidance notes for ranges.

8.	**Pyrotechnics**	All in service pyrotechnics. Users should note that when using pyrotechnics on the FTA, pyrotechnics should be considered as belonging to one of two separate groups: • OME that **WILL** require disposal charge action should it fail to function. Or
		• OME that **WILL NOT** require disposal charge action should it fail to function. Users are only to employ OME (pyrotechnics) that they are correctly equipped to deal with (qualified personnel and an explosive demolitions box), should it fail to function. Users are also to note the 150m Safety Distance / Danger Area measurement that relates to the explosive disposal of blind pyrotechnics. OME that **WILL** require disposal charge action should it fail to function **IS NOT** to be employed closer than 150m to the Training Area / Range Complex boundary. See Reference A For further information.
9.	**BATSIMS**	**No BATSIMS are to be used.**
10.	**Lasers**	In-Service rifle mounted and handheld laser systems, with an active Military Laser System Safety Assessment Certificate (MLSSAC), may be used on this FTA.
11.	**MOD / Civilian Police Weapons**	All in service MOD / Civilian Police weapons that can fire blank ammunition. Any weapon(s) which do not have a SBFS must be used in conjunction with the relevant applied danger area.
SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
12.	**Applied Danger Area**	No blank ammunition or pyrotechnic nature is to be used within 100m of the FTA boundary where it is adjacent to non-MOD land (see Reference B).
13.	**Digging**	Digging is **NOT** permitted anywhere on the, this includes shell scrapes, latrines, or battle trenches.
14.	**Blinds**	Units wishing to use pyrotechnics on the FTA must fully comply with Reference A in their use, and subsequent correct disposal of any blinds. Any blind pyrotechnics on the FTA are the sole responsibility of the user and the unit will not be permitted to leave the area until the blind has been correctly disposed of. Certain blind natures of pyrotechnics can only be disposed of by an appropriately qualified person using an explosive demolitions box (in accordance with Reference A). Units who do not have a qualified person or cannot make alternative arrangements to correctly dispose of any blinds must not use those types of pyrotechnics on the FTA.

15.	**Use of Defence Stores / Wire / cord**	Defence stores, barbed / razor wire and all forms of cord are only to be used with relevant authority and in areas specified. All defence stores and wire are to be removed immediately after training because of the danger to animals and the public. Wire defences may only be left on the FTA overnight if they are to be observed, and issues dealt with immediately.
16.	**Limitations / Safety Rules Applicable to All FTAs**	If there is any doubt about the extent of the FTA this is to be confirmed during the recce. All access gates are to be closed immediately after use. Avoid damaging walls and fences by using crossing points and stiles provided. Any damage to buildings, walls, plantations, or fences are to be reported to Range Control immediately. The use of open fires and petrol cookers / burners is forbidden on the FTA. Individual hexamine cookers or similar devices may be used with the authority of the TSO / DTSOs. Care must be exercised at all times. Under no circumstances are trees, shrubs, or bushes to be cut down or dug up anywhere on the FTA. Ground vegetation such as bracken and grass may be picked for camouflage. All fenced plantations are out of bounds to all troops. All walls, fences, stiles, notice boards and flagpoles are to be left in the condition and place they are found. Any damage caused or noticed to any of these items is to be immediately reported to Range Control. All private farm buildings, dwellings, and land are out of bounds.
POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
17.	**General**	This Standing Order is to be read in conjunction with the mandatory publications for the weapons, ammunition, pyrotechnics, and type of training being conducted. The Exercise Conducting Officer (ECO) is responsible for all aspects of training safety, day or night, all training is to be supervised by qualified / authorised personnel. All areas are suitable for most low-level tactical training and are ideal for conducting Battle Lessons (BL's) or Battle Exercises (BE's).
18.	**Planning Officer / ECO / OIC Qualification**	The Planning Officer (PO) / ECO must be qualified to plan and conduct the training. For training that does not require a qualified ECO (a Navigation Exercise for example) then an Officer In Charge (OIC) must be appointed by the unit.
19.	**During Recce / Before Training**	Before training can take place the ECO / OIC must read FTA Standing Orders and the Military Training Facility Risk Assessments applicable to the facilities that they plan to use.
20.	**Additional Facilities**	Additional facilities (such as troop shelters, training buildings and portable sanitation) required to support the training activity must be booked through the Administering Unit (AU).
21.	**Safe Activity Assurance Form (SAAF) – MOD Form 1932**	The Safe Activity Assurance Form (SAAF) – MOD FORM 1932 has been introduced as part of Defence Policy. The SAAF is an addition to the existing forms of Written Instructions that form part of the Safe System of Work. The SAAF **DOES NOT** replace the need for the Senior Planning Officer / Conducting Officer / Responsible Person (RP) to produce a RASP or EASP. The SAAF **MUST** be signed by the Senior Planning Officer (SPO).
22.	**Police**	Police Forces may use this FTA providing they have been licensed. They must also submit a list of ECOs / OICs to Range Control. All staff must hold the appropriate qualification.

23.	**Medical Cover**	Units are reminded that the Medical Plan is the responsibility of the Senior Planning Officer who is to ensure the appropriate medical cover is available for the activity taking place, in accordance with Reference A. To assist planning, it is to be noted the nearest Accident and Emergency Outpatients' hospital is: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** Units are reminded that although there may be an air ambulance capability, there is no guarantee that the Accident / Incident you report will warrant air evacuation.
24.	**Use of UAS / RPAS (Drones) on the FTA**	The AU must be informed, in advance, with a minimum of 24 hours' notice if the unit intends to deploy any form of UAS / RPAS on the DTE. The use of unregistered UAS / RPAS is not permitted on the area. Any use MUST be authorized by the Camp Commandant.
	DUTIES OF THE ECO	
	YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!	
	Procedures Before Training	
25.	**Publications**	The ECO / OIC is to be in possession of a signed copy of the RASP/EASP They must also be able to access all relevant training publications relating to the weapons, ammunition, pyrotechnics, and equipment being used (hard copy or electronic copy accessible via a Personal Electronic Device).
26.	**Report to Range Control/Range Administering Unit (RAU)**	On occupation of a Fieldcraft Training Area / Training Building or other training facility, the unit is to book on through Range Control or the RAU.

27.	**Emergency Communication.** **Whatever means of communication is available MUST be made clear in this paragraph.** **LEAVE BOTH STATEMENTS THAT ARE IN RED IN THIS PARAGRAPH**	A land line should be used as primary means of communication. If no landline is fitted, use of a mobile phone must be authorised by the SPO. It must be fully charged and in credit. The RCO must check that there is a signal on the phone at regular intervals when firing is taking place. If at any time the signal is lost the RCO must stop firing until the signal has been re-instated. No range / firing is to be conducted without a means of telephone communication being in place. • **All Activity Owners are to ensure their conducting staff have the means of communicating directly with the Emergency Services in the event of an accident.**

28.	**Hearing Protection**	In accordance with Reference A the wearing of issued, serviceable, and appropriate hearing protection is mandatory.
Procedures During Training		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
29.	**ECO's / OIC's Location**	The ECO / OIC must be in a position to maintain oversight and control of the exercise and all aspects of the training activity, they must be able to supervise all exercise staff and exercising troops.
30.	**Night Training**	If training at night, all users must be aware of the boundaries of the FTA and the possibility of public encroachment into the exercise area.
Procedures on Completion of Training		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
31.	**Clean Exercise Area / Training Building**	On conclusion of the training activity, the ECO / OIC is to clear the exercise area / training building of all ammunition, pyrotechnic salvage, packaging, and rubbish. The exercise area / training building is to be left fit for purpose
ACCIDENT / INCIDENT PROCEDURE		
32.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
33.	**Minor Injuries**	This means that the casualty's life/limb is not in immediate danger and that the casualty whilst requiring professional medical services can receive this from either attending a doctor's surgery or Accident and Emergency at a local hospital. If, in the opinion of the RCO/OIC and Medic that the injury is deemed non-serious or non- life threatening then the following should happen: The medic will provide the required level of medical care. If the injury requires the services of the Accident and Emergency Outpatients at a local hospital contact the local hospital: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** The following agencies are to be informed of the Minor Accident/Incident as soon as possible by the RCO. a. Defence Accident Investigation Branch. (1) Civil 01980 348622 b. Army Reporting Cell (ARC), ASCen-ARC-Mailbox@mod.gov.uk (1) Military 967703661 (2) Civil 030 6770 3661 (3) Reg & Res - MySafety (via Defence Gateway) (4) Cadets must complete MoD Form 510

		c. Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext
ACCIDENT / INCIDENT PROCEDURE		
34.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
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36.	**Serious Injuries**	The immediate action to follow in case of a serious accident/incident on this range is as follows: Stop Firing and administer first aid. The RCO/OIC is immediately to call the emergency services using 999.

		The following information must be passed to the emergency services: • Your Name. • Range Location. • Details of Accident. • Number of Casualties. Current State of Casualty.

ACCIDENT / INCIDENT PROCEDURE		
37.	**Ambulance ERV location**	The RCO is to send someone (wearing hi viz vest where required) to meet the ambulance at the entrance to this facility (***or 'What 3 Words'***) and escort to the range/ accident/ Incident .
38.	**Negligent / Un-intended Discharges**	In accordance with Ref A and or B, all negligent discharges are to be reported to the SPO and the firer removed from the range for re-assessment. The firer may not return to firing until they have passed the appropriate weapon test.
39.	**Reporting of Accidents**	The RCO must be mindful of the requirements within Ref. A and/or B in respect of preserving evidence for any future investigation. In addition the following agencies are to be informed of the Serious Accident /Incident as soon as possible. Defence Accident Investigation Branch - 01980 348622 Army Reporting Cell (ARC) ASCen-ARC-Mailbox@mod.gov.uk Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext Head of the RAU (Camp Commandant) – Carl Gardener 0303 377 2888 HQ North RAO Representative – Martyn West 07971 890119 An MOD F 510 (or relevant Single Service accident reporting documentation) must be generated and submitted up the CoC and to the Army Reporting Centre in all cases.
40	**Procedure after Casualty Has Been Dealt With:**	As soon as any casualties have been dealt with, the RCO is to proceed as follows: • Cordon off the area. • Ensure that the weapons, ammunition and equipment involved remain in the position they were in when the incident occurred, until any investigations are completed. Do not unload, strip or clean. • Note the names of all persons present when the incident occurred. • Take weapon serial number/s if possible, without moving the weapons. • Take a note of the batch number of the ammunition concerned. • Segregate and ban further use of ammunition from that batch. • Make a sketch to record distances and positions in relation to the incident of fragments, personnel, position of injured persons. Note the lane and firing point where the accident/incident took place. • Report the incident immediately. • Record the details of the incident in the Range Log. • Get all personnel involved in the incident to write a statement recording the details leading up to and including the accident/incident. This is to be completed as soon as possible to record an accurate sequence of events. Ensure that all personnel are kept on the range until you are directed otherwise.
ADMINISTRATION		
41.	**Booking / Allocation**	All FTA, Training Buildings and facilities are to be booked through the AU.

42.	**Training Times**	Directed by the RAU.
43.	**Dress**	Dress is in accordance with the user unit exercise instruction and Reference A.
	COMMAND AND COMMUNICATION	
44.	**FTA Administering Unit (AU)**	Altcar Training Camp
45.	**Useful Telephone Numbers**	Camp Commandant – Carl Gardener 0303 377 2888 QM – Neil Nelson 0303 372 4901 TSO – Lucas Farrell 03311433202 Guardroom – 0151 929 2784

These Range Standing Orders are not valid unless Signed and Dated below by the CO or equivalent on an annual basis.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

TRAINING AREA 7 – FIELDCRAFT TRAINING ORDERS (FTA)

References:

J. Pamphlet No 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
K. AC71855-C - Regulations for Training with Cadet Weapon Systems and Pyrotechnics. Cadet Training Safety Precautions – Army Code 72008.
L. DSA 03. OME, DCOP 313 Fieldcraft Training Areas.

TRAINING AREA 7 - ORDERS		
Ser (a)	Subject (b)	Details (c)
1.	**Name**	**Altcar Training Camp - FTA Area 7**
2.	**Description**	Area 6 is approximately 53 acres of mainly flat and open ground with some woodland arears and there is dutch barn (outdoor classroom) on this training area.
3.	**Location**	UK England Altcar Training Camp GSGS 600 ALTCAR SD 29380502 (Entry gate).
4.	**Air Danger Height**	EGD 407, The Air Danger Height is 1000ft.
5.	**Public Presence**	**N/A**
WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
6.	**Weapons**	All in service weapons that can fire blank ammunition. In service weapons are to be used with the approved Safe Blank Firing System (SBFS). If no SBFS exists, the mandatory rules for the use of blank ammunition with weapons without a SBFS in Reference A must be adhered to. **Non-Standard Weapons, Ammunition, Pyrotechnics, Equipment and Practices**. Requests to use non-standard weapons, ammunition, pyrotechnics, equipment and / or practices must be submitted, in writing, to the Training Safety Officer (TSO) for authorization by the LTAR.
7.	**Ammunition**	All in service blank ammunition. Use of the Marker Round Training System (MRTS) is to be approved, in advance by the TSO. 30. In service blank Ammunition. 31. In service marker round training system (MRTS). 32. In service grenade hand practice L111 & fuze. 33. In service hand-held smoke grenades (Phosphorus NOT permitted). 34. In service trip flare. 35. In service hand-held mini flares 16mm (Only when authorized by range control). 36. In service battle noise simulator L35. 37. In service battle noise simulator (electric). 38. In service battle simulation with a max NEQ per charge of 0.5Kg with an overall NEQ of 2.5Kg (surface laid). 39. In service disposal stores. 40. In service approved laser range finders and target marking systems. 41. Non-service pattern light weapons (NSPLW) & weapons systems which do not have a safe blank firing system (SBFS) may only be fired with a appropriate waiver. 42. Non-MOD organizations will comply with the regulations of DSA 03. OME part 3-Defence Code of Practice (DCOP) & guidance notes for ranges.

8.	**Pyrotechnics**	All in service pyrotechnics. Users should note that when using pyrotechnics on the FTA, pyrotechnics should be considered as belonging to one of two separate groups: • OME that **WILL** require disposal charge action should it fail to function. Or
		• OME that **WILL NOT** require disposal charge action should it fail to function. Users are only to employ OME (pyrotechnics) that they are correctly equipped to deal with (qualified personnel and an explosive demolitions box), should it fail to function. Users are also to note the 150m Safety Distance / Danger Area measurement that relates to the explosive disposal of blind pyrotechnics. OME that **WILL** require disposal charge action should it fail to function **IS NOT** to be employed closer than 150m to the Training Area / Range Complex boundary. See Reference A For further information.
9.	**BATSIMS**	**No BATSIMS are to be used.**
10.	**Lasers**	In-Service rifle mounted and handheld laser systems, with an active Military Laser System Safety Assessment Certificate (MLSSAC), may be used on this FTA.
11.	**MOD / Civilian Police Weapons**	All in service MOD / Civilian Police weapons that can fire blank ammunition. Any weapon(s) which do not have a SBFS must be used in conjunction with the relevant applied danger area.
SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT & SAFE PERSON!		
12.	**Applied Danger Area**	No blank ammunition or pyrotechnic nature is to be used within 100m of the FTA boundary where it is adjacent to non-MOD land (see Reference B).
13.	**Digging**	Digging is **NOT** permitted anywhere on the, this includes shell scrapes, latrines, or battle trenches.
14.	**Blinds**	Units wishing to use pyrotechnics on the FTA must fully comply with Reference A in their use, and subsequent correct disposal of any blinds. Any blind pyrotechnics on the FTA are the sole responsibility of the user and the unit will not be permitted to leave the area until the blind has been correctly disposed of. Certain blind natures of pyrotechnics can only be disposed of by an appropriately qualified person using an explosive demolitions box (in accordance with Reference A). Units who do not have a qualified person or cannot make alternative arrangements to correctly dispose of any blinds must not use those types of pyrotechnics on the FTA.

15.	**Use of Defence Stores / Wire / cord**	Defence stores, barbed / razor wire and all forms of cord are only to be used with relevant authority and in areas specified. All defence stores and wire are to be removed immediately after training because of the danger to animals and the public. Wire defences may only be left on the FTA overnight if they are to be observed, and issues dealt with immediately.
16.	**Limitations / Safety Rules Applicable to All FTAs**	If there is any doubt about the extent of the FTA this is to be confirmed during the recce. All access gates are to be closed immediately after use. Avoid damaging walls and fences by using crossing points and stiles provided. Any damage to buildings, walls, plantations, or fences are to be reported to Range Control immediately. The use of open fires and petrol cookers / burners is forbidden on the FTA. Individual hexamine cookers or similar devices may be used with the authority of the TSO / DTSOs. Care must be exercised at all times. Under no circumstances are trees, shrubs, or bushes to be cut down or dug up anywhere on the FTA. Ground vegetation such as bracken and grass may be picked for camouflage. All fenced plantations are out of bounds to all troops. All walls, fences, stiles, notice boards and flagpoles are to be left in the condition and place they are found. Any damage caused or noticed to any of these items is to be immediately reported to Range Control. All private farm buildings, dwellings, and land are out of bounds.
	POLICY	
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17.	**General**	This Standing Order is to be read in conjunction with the mandatory publications for the weapons, ammunition, pyrotechnics, and type of training being conducted. The Exercise Conducting Officer (ECO) is responsible for all aspects of training safety, day or night, all training is to be supervised by qualified / authorised personnel. All areas are suitable for most low-level tactical training and are ideal for conducting Battle Lessons (BL's) or Battle Exercises (BE's).
18.	**Planning Officer / ECO / OIC Qualification**	The Planning Officer (PO) / ECO must be qualified to plan and conduct the training. For training that does not require a qualified ECO (a Navigation Exercise for example) then an Officer In Charge (OIC) must be appointed by the unit.
19.	**During Recce / Before Training**	Before training can take place the ECO / OIC must read FTA Standing Orders and the Military Training Facility Risk Assessments applicable to the facilities that they plan to use.
20.	**Additional Facilities**	Additional facilities (such as troop shelters, training buildings and portable sanitation) required to support the training activity must be booked through the Administering Unit (AU).
21.	**Safe Activity Assurance Form (SAAF) – MOD Form 1932**	The Safe Activity Assurance Form (SAAF) – MOD FORM 1932 has been introduced as part of Defence Policy. The SAAF is an addition to the existing forms of Written Instructions that form part of the Safe System of Work. The SAAF **DOES NOT** replace the need for the Senior Planning Officer / Conducting Officer / Responsible Person (RP) to produce a RASP or EASP. The SAAF **MUST** be signed by the Senior Planning Officer (SPO).
22.	**Police**	Police Forces may use this FTA providing they have been licensed. They must also submit a list of ECOs / OICs to Range Control. All staff must hold the appropriate qualification.

23.	**Medical Cover**	Units are reminded that the Medical Plan is the responsibility of the Senior Planning Officer who is to ensure the appropriate medical cover is available for the activity taking place, in accordance with Reference A. To assist planning, it is to be noted the nearest Accident and Emergency Outpatients' hospital is: **Over 16's** **Southport & Formby district general hospital PR8 6PN** **01704-547471** **Under 16's** **Ormskirk general hospital** **Wigan road** **L39 2A2** **01695-577111** Units are reminded that although there may be an air ambulance capability, there is no guarantee that the Accident / Incident you report will warrant air evacuation.
24.	**Use of UAS / RPAS (Drones) on the FTA**	The AU must be informed, in advance, with a minimum of 24 hours' notice if the unit intends to deploy any form of UAS / RPAS on the DTE. The use of unregistered UAS / RPAS is not permitted on the area. Any use MUST be authorized by the Camp Commandant.
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26.	**Report to Range Control/Range Administering Unit (RAU)**	On occupation of a Fieldcraft Training Area / Training Building or other training facility, the unit is to book on through Range Control or the RAU.

27.	**Emergency Communication.** **Whatever means of communication is available MUST be made clear in this paragraph.** **LEAVE BOTH STATEMENTS THAT ARE IN RED IN THIS PARAGRAPH**	A land line should be used as primary means of communication. If no landline is fitted, use of a mobile phone must be authorised by the SPO. It must be fully charged and in credit. The RCO must check that there is a signal on the phone at regular intervals when firing is taking place. If at any time the signal is lost the RCO must stop firing until the signal has been re-instated. No range / firing is to be conducted without a means of telephone communication being in place. • **All Activity Owners are to ensure their conducting staff have the means of communicating directly with the Emergency Services in the event of an accident.**

28.	**Hearing Protection**	In accordance with Reference A the wearing of issued, serviceable, and appropriate hearing protection is mandatory.
Procedures During Training		
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Procedures on Completion of Training		
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ACCIDENT / INCIDENT PROCEDURE		
32.	**Medical Cover**	Units are to provide the appropriate level of medical cover as per Reference A.
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36.	**Serious Injuries**	The immediate action to follow in case of a serious accident/incident on this range is as follows: Stop Firing and administer first aid. The RCO/OIC is immediately to call the emergency services using 999.

		The following information must be passed to the emergency services: • Your Name. • Range Location. • Details of Accident. • Number of Casualties. Current State of Casualty.

ACCIDENT / INCIDENT PROCEDURE		
37.	**Ambulance ERV location**	The RCO is to send someone (wearing hi viz vest where required) to meet the ambulance at the entrance to this facility (***or 'What 3 Words'***) and escort to the range/ accident/ Incident .
38.	**Negligent / Un-intended Discharges**	In accordance with Ref A and or B, all negligent discharges are to be reported to the SPO and the firer removed from the range for re-assessment. The firer may not return to firing until they have passed the appropriate weapon test.
39.	**Reporting of Accidents**	The RCO must be mindful of the requirements within Ref. A and/or B in respect of preserving evidence for any future investigation. In addition the following agencies are to be informed of the Serious Accident /Incident as soon as possible. Defence Accident Investigation Branch - 01980 348622 Army Reporting Cell (ARC) ASCen-ARC-Mailbox@mod.gov.uk Ammunition Technical Officer, (ATO) Support. Joint Service EOD Operations Centre (JSEODOC). Military: (94234) Ext. 3360 /3361 / 3362. Civil: (01235) 51 + Ext Head of the RAU (Camp Commandant) – Carl Gardener 0303 377 2888 HQ North RAO Representative – Martyn West 07971 890119 An MOD F 510 (or relevant Single Service accident reporting documentation) must be generated and submitted up the CoC and to the Army Reporting Centre in all cases.
40	**Procedure after Casualty Has Been Dealt With:**	As soon as any casualties have been dealt with, the RCO is to proceed as follows: • Cordon off the area. • Ensure that the weapons, ammunition and equipment involved remain in the position they were in when the incident occurred, until any investigations are completed. Do not unload, strip or clean. • Note the names of all persons present when the incident occurred. • Take weapon serial number/s if possible, without moving the weapons. • Take a note of the batch number of the ammunition concerned. • Segregate and ban further use of ammunition from that batch. • Make a sketch to record distances and positions in relation to the incident of fragments, personnel, position of injured persons. Note the lane and firing point where the accident/incident took place. • Report the incident immediately. • Record the details of the incident in the Range Log. • Get all personnel involved in the incident to write a statement recording the details leading up to and including the accident/incident. This is to be completed as soon as possible to record an accurate sequence of events. Ensure that all personnel are kept on the range until you are directed otherwise.
ADMINISTRATION		
41.	**Booking / Allocation**	All FTA, Training Buildings and facilities are to be booked through the AU.

42.	**Training Times**	Directed by the RAU.
43.	**Dress**	Dress is in accordance with the user unit exercise instruction and Reference A.
COMMAND AND COMMUNICATION		
44.	**FTA Administering Unit (AU)**	Altcar Training Camp
45.	**Useful Telephone Numbers**	Camp Commandant – Carl Gardener 0303 377 2888 QM – Neil Nelson 0303 372 4901 TSO – Lucas Farrell 03311433202 Guardroom – 0151 929 2784

These Range Standing Orders are not valid unless Signed and Dated below by the CO or equivalent on an annual basis.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed

ALTCAR TRAINING CAMP – STANDING ORDERS SECTION – ORDERS FOR THE USE OF UNCREWED AIR SYSTEMS (UAS)

References: W. DIO SOI, J7, No 49 – The Safe Operation of Uncrewed Air Systems (UAS) on the Defence Training Estate (DTE). The references listed below are contained within DIO SOI, J7, No 49 – The Safe Operation of Uncrewed Air Systems (UAS) on the Defence Training Estate (DTE), they are copied below for clarity / ease:

- **RA 1600 Series - Remotely Piloted Air Systems (publishing.service.gov.uk)**
- **CAP 722: unmanned Aircraft System Operations in UK Airspace - Guidance**
- **Remotely Piloted Air System Manual - Regulatory Process. Categorization and compliance.**
- **MAA02: Miliatry Aviation Authority master Glossary**
- **RA 1410: Occurance, reporting and management.**
- **JSP 440: The defence management of security.**
- **RA 2370 Issue 5**
- **The Air Naviagtion Order 240**
- **The Air Navigation Order 241**
- **MAA/RI/2026/09 - Repacement of the letter of endorsed categorisation model with an operator ID scheme for open and specific S1 UAS.**

SECTION CONTENTS

Paragraph	Contents
1.1	Uncrewed Air Systems (UAS) Operations
1.5	Fieldcraft Training Areas
1.10	Booking, Approval, Deconfliction and Permission to fly on Altcar Training Camp.
1.11	Centralised Aviation Data Service CADS and NOTAM submissions.
1.13	Incident Reporting
1.15	Contact Details

UNCREWED AIR SYSTEMS (UAS) OPERATIONS

1.1 These orders detail the conditions for use of UAS on the Altcar Training Camp. To provide a safe space for training, these orders are in addition to the permitted use as detailed in the user's Letter of Endorsed Categorisation (LEC) or Operator ID (OI). Where conditions in these are orders are more restrictive, users are to comply with these orders. Where conditions in these orders are more permissive than the user's LEC / OI, then users are to comply with their LEC / OI.

1.2 UAS Responsible Officers (RO) remain responsible and accountable for the safe operation of UAS within their Area of Responsibility (AoR). They should ensure that UAS operators are briefed on any restrictions contained in these orders.

1.3 The UAS RO should ensure that Risks to Remote Pilots (RPs), operating personnel, other organization / MOD personnel, and the public through the operation of UAS are acceptable and cease operations if not.

1.4 The Accountable Manager (Military Flying) (AM (MF)) is the individual within a Defence Contractor Flying Organization approved under Contractor Flying Approved Organisation Scheme who is responsible for ensuring that all military flying management activities are carried out in accordance with the MRP. They are thus legally accountable for the safe operation of systems in their AoR and for ensuring that Risks to Life are As Low As Reasonably Practicable and Tolerable.

FIELDCRAFT TRAINING AREAS

1.5. UAS operations are to be conducted only under the following circumstances:

a. Military use of UAS. The use of UAS for military purposes is only to be permitted if the user has a LEC / OI issued by the MAA, In Accordance With (IAW) Refs A and K, and authorisation has been granted by the RAU / AU1.

b. Civilian use of UAS. Where specifically authorised by the RAU / AU, civilian UAS operations can be conducted with: a Civilian Aviation Authority Flyer/Operator ID for operations in the Open Category, Operational Authorisation for operations in the Specific Category and are to be operated IAW with Ref B.

1.6 Flight within Visual Line of Sight (VLOS). The conducting of VLOS Open A1-3 category operations as defined in References C and D is permitted on the Altcar Training Camp. An UAS Officer's (RO) MAA approved LEC / OI will define how the platform should be operated. The following additional restrictions apply for operations at Altcar Training Camp:

The Unit UAS Officer (RP) MUST confirm with the HQ Altcar Range Office details of their planned UAS activity (on the Range Complex and / or the Altcar Fieldcraft Training Areas). This is so that the Range Control can deconflict ALL air / aviation activity requests and maintain the Altcar Aviation Activity Log.

1.7 Flight Beyond Visual Line of Sight (BVLOS). BVLOS operations as defined by References C and D are permitted. The UAS LEC / OI and its Release to Service define how the UAS is to be operated. The following additional restrictions apply on Altcar Training Camp:

a. The Unit UAS Officer (RP) MUST confirm with the Altcar Range Office details of their planned UAS activity (on the Range Complex and / or the Altcar Fieldcraft Training Areas). This is so that the Altcar Range Office can deconflict ALL air / aviation activity requests and maintain the Altcar Aviation Activity Log.

1.8 Unusual Activity, i.e. Dropping, Load Carrying and Swarming. Some UAS have approvals listed in their LEC / OI which will allow the ability to carry objects, drop articles to simulate OME or swarm. The UAS RO retains responsibility of the hazardous nature of these activities that would have been risk assessed as part of the LEC / OI submission.

a. SAAF inclusion. Activities that add an additional element of risk to the activity MUST be highlighted to the Altcar Range Office in the SAAF submission.

b. Exclusive use of an area. If the activity requires exclusive use of a training area to ensure safe clearance from uninvolved personnel, this must be highlighted to Altcar Range Office during the booking process and SAAF.

1.9 Fibre Optic. If the use of Fibre Optic UAS is to be used on Altcar Training Camp, the Unit is to highlight the use to the Altcar Range Office via the SAAF. The Unit is responsible for ensuring that all remnants of fibre optic cable are recovered from the Altcar before training is completed to ensure it does not create an environmental hazard.

OUT OF BOUNDS REF UAS

FSA & FTA 7 is NOT to be used in any circumstance due to the close proximity to the local railway line.

BOOKING, APPROVAL, DECONFLICTION AND PERMISSION TO FLY ON ALTCAR TRAINING CAMP

1.10. Altcar Range Office need the appropriate information to be able to facilitate UAS activity safely on Altcar and allocate an appropriate area to maintain the Altcar as a Safe Place to Train.

a. Include UAS on the SAAF. The UAS is be annotated as a platform on the SAAF, along with the Category of UAS (including the use of an SPC) and any additional risk activity (as per Paragraph 1.5. a.).

b. Letter of Endorsed Categorisation. A copy of the LEC must be sent to Altcar Range Office to be accessed ref the document.

c. Deconfliction Requirements. If exclusive use of the air and ground area is required, this MUST be addressed with the Altcar Range Office during the booking / planning phase.

d. Booking confirmation does not constitute permission to fly. Permission to fly MUST be sought from the Altcar Range Office / Range Control on the day of activity. This is to ensure that Altcar Range users are briefed as to UAS flying across the site.

e. Communication. Altcar Range Control MUST have direct communications to the UAS operator (flyer) to ensure the ability to cease flying in the event of a Check-Fire, aviation infringement, emergency use of airspace, or any other safety reason.

1.11. Centralised Aviation Data Service CADS and NOTAM submissions.

a. UAS RPs are responsible for ensuring their activity is accurately recorded via CADS IAW Reference A.

b. Where UAS activity is planned to occur within the allocated Air Danger Area, or other DTE managed areas, NOTAM submission is a RC responsibility. Outside of such areas, NOTAM submission is a user responsibility, but this must be conducted in liaison with RC. Of note, NOTAMs are not required for standard VLOS Open Category (<400) activity and will normally be rejected by the CAA unless there is an exceptional Air Safety requirement for one.

1.12. Foreign forces UAS operations. Where possible, operation of non-UK Military owned UAS by foreign units within DIO range and associated airspace should be overseen by a MoD Sponsor who can ensure the visiting nation's aviation authority and assurance documentation equals or exceeds the standards required of UK MAA-approved UAS. When a MoD sponsor is not in place, operations will predominantly be limited to Open A1 – A3 Category; however, requests for operating S1, S2 and Certified categories may be considered with DIO OS & Trg HQ engagement.

a. Whilst the MAA do not regulate foreign aircraft or UAS, when required, it is incumbent on the training unit to supply supporting documentation that the UAS is approved for use by the visiting nation's aviation authority and assurance documentation that equals or exceeds the standards required of UK MAA-approved UAS.

b. Foreign training units must have the required diplomatic clearance.

c. Ops are to be conducted IAW Air Navigation Order Articles 240 and 241 (refs I and J) regarding endangerment of aircraft and personnel.

d. If unsure of UK Civil UAS regulations, CAA Flyer/Operator IDs provide a basic introduction. They are available via a free online assessment taking approximately 30 mins from the following site: Prepare for Flyer ID theory test.

e. Foreign training units should have the ability to establish a suitable means of communication with RC.

f. When possible, operators should book into CADS by contacting the Low Flying Cell via phone: 01489 443100 or email: SWK-MAMCLFCOORD@MOD.GOV.UK, monitored Mon-Thurs 07:00 – 20:00 and Fri 07:00 – 15:00.

INCIDENT REPORTING

1.13 Units operating military UAS and other air users MUST report all Accidents, Incidents, and Near-Misses.

1.14. UAS Accidents and Loss. In the event of a lost UAS, where it cannot be located, Altcar Range Control MUST be informed stipulating if the system may have left segregated airspace. When a UAS is thought to have left segregated airspace, and may interact with other air systems, the operators shall immediately:

a. Inform Distress and Diversion (D&D) Cell, Swanwick: 01489 612406 including the last known position, heading and endurance.

b. Inform adjacent air traffic units that may be impacted.

1.15. Subsequently operators shall:

a. Submit a Defence Air Safety Occurrence Report (DASOR) via the Air Safety Information Management System (ASIMS) as soon as practicable.

b. Inform Altcar Range Control when sub-paras a-c have been completed.

CONTACT DETAILS

Altcar Range Control – 03311433202

SUMMARY

1.16. Unit personnel MUST engage with the Altcar Range Office, at the earliest opportunity, if they are planning to use military UAS equipment on the Altcar Training Camp.

1.17. The safe operation of UAS is one aspect of Training Safety, Unit Commanders / Planning Officers / Conducting Officers are to ensure that they plan, conduct, and supervise the use of military UAS equipment as they would live ammunition / weapons systems. All training incorporating military UAS equipment is to be planned, conducted, and supervised IAW Defence policy, DIO direction, and Altcar Training Camp Standing Orders.

1.18. UAS training is an ever-expanding area, with an increasing complex training requirement. The use of UAS in support of training (as a Recce tool, an After-Action Review tool, or when used to increase realism), is relatively easy to include in the Unit training plan. Altcar Range Controls priority is the safe place and will be on point to advise all UAS users.

Name	Carl Gardner	**Name**	Lucas Farrell
Appointment	Commandant	**Appointment**	Training Safety Officer
Date	1 October 2026	**Date**	1 October 2026
Signature	Original signed	**Signature**	Original signed