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24 June 2019

[REDACTED]
[REDACTED]
Ref. FOI 2019/06377

Dear [REDACTED]

Thank you for your email dated 30 May 2019 requesting the following information:

"A copy of the current Otterburn Training Area Range Orders for the Heely Dod Range.

A copy of the Otterburn Training Area Range Orders for the Heely Dod Range which was extant in August 2016."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence (MOD) and I can confirm that all the information in scope of your request is held.

The information you have requested can be found at Annex 1, 2, 3 and 4.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made in writing within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

DIO Secretariat



MINISTRY OF DEFENCE

**DEFENCE
INFRASTRUCTURE
ORGANISATION**

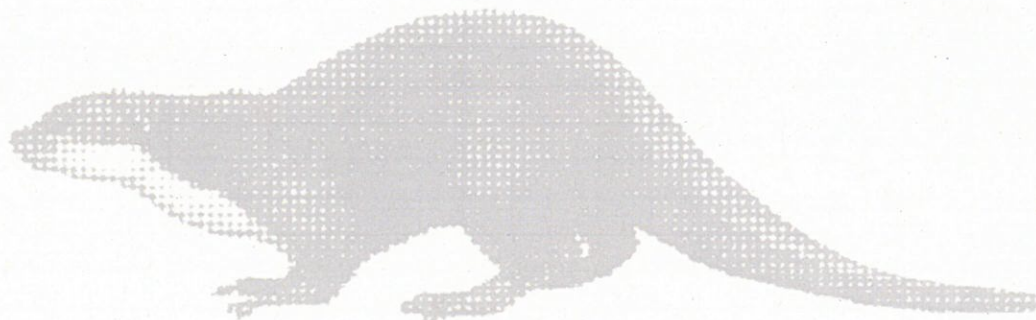
OTTERBURN TRAINING AREA

STANDING ORDERS

VOLUME I

CHAPTER 1 – GENERAL

APR 2016









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6	Maj P Ackroyd RA	Jan 2015	
7	Capt AE Lowes RA	Apr 2016	AL

SERVICE DELIVERY TRAINING NORTH OTTERBURN TRAINING AREA

Otterburn Training Area is managed in accordance with the MOD Safe System of Training. Units must comply with Otterburn Range Standing Orders and the training manuals for the weapons, vehicles and equipment being used in order to provide:

- a. Safe Persons (Unit).
- b. Safe Equipment (Unit).
- c. Safe Practice (Unit).
- d. Safe Place (OTA).

Daily Range Summary (DRS)

Units deployed on Otterburn Training Area must have submitted a RASP/EASP 7 days prior to arrival. On arrival units are to book in at Range Control and collect the relevant paper work, this will include the DRS.

Duty of Care

All personnel have a legal duty of care, both to themselves and to others, and may be liable to legal action if there is willful or reckless disregard of Health and Safety or Environmental requirements.

Public Access

Public access to OTA is strictly controlled by Byelaws through a series of Flags/lamps, Boundary signage, Safety barriers and Public notices. Commanders at all levels are to be alert to Public access to the range areas whether this be authorised or unauthorised access. All personnel training at OTA have a Duty of Care to react accordingly to any incursion by the public and ensure safety first in each case, please report any unauthorised incursion to Range Control immediately.

Commanders' Responsibilities

Commanders at all levels have personal responsibility for ensuring that activities are undertaken in as safe a manner as is reasonably practicable taking due regard to any risks. The mechanisms for discharging this duty may be delegated but legal responsibility remains with the chain of command.



M A Holden
Lieutenant Colonel
Commander SD Trg North and Principle Training Safety Officer

Dated: 6 Apr 16

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DEFENCE INFRASTRUCTURE ORGANISATION**SERVICE DELIVERY TRAINING NORTH OTTERBURN TRAINING AREA****VOLUME 1****CHAPTER 1 – GENERAL****SECTION 1 - CONTROL AND ADMINISTRATION OF THE TRAINING AREA****ORGANISATION, CONTROL AND ADMINISTRATION**

1.100. The Training Area is classified as Defence Infrastructure Organisation (DIO) SD Training North, Otterburn Training Area.

1.101. **Location.** DIO SD Trg North, OTA is located in Otterburn Camp (GSGS 6500, Edition 1).

Postal address:

DIO SD Trg North
Otterburn Camp
Otterburn
Newcastle-upon-Tyne
NE19 1NX

1.102. DIO SD Trg North OTA Fax No: 94 722 4309 Tel: ATN 94 722 4261

1.103. **Permanent Staff.** The permanent staff for the training area are based at Otterburn Camp and are responsible for the safe control and management of Otterburn Training Area.

DUTIES

1.104. **Senior Training Safety Officer (STSO).** The Senior Training Safety Officer is responsible to HQ DIO for the running of the training area. Orders are issued by him on behalf of DIO SD Trg North. Other arms using the area for training are to comply with these orders/instructions even though they may differ from their own SOP's.

1.105. **Range Control - Training Safety Officer (TSO).** The Training Safety Officer has two Deputy Training Safety Officers (DTSO) and one Training Safety Marshal (TSM) on the permanent staff at Otterburn Training Area. The Training Safety Officer is responsible to the Senior Training Safety Officer for all range safety, range allocation and the co-ordination of all training facilities.

1.106. **Service Provider Range Manager.** The service provider Range Manager is responsible to the Senior Training Officer for the upkeep and maintenance of all range and training area facilities.

1.107. **Land Agent.** The Land Agent is responsible for the management of the agricultural land, trees, plantations and buildings on OTA. He is responsible for liaison between the MOD and tenant farmers and for assessing claims for compensation from civilian personnel who may have suffered loss or damage to property as a result of military training.

1.108. **Service Provider.** In accordance with JSP 403 Vol 1 Ch 3 Para 0304. The service provider Assignment Instructions (AI) are to be approved and signed by the STSO and are to be reviewed annually in conjunction with RSOs.

SECTION 2 – TRAINING AREAS

GENERAL

1.200. The training area is shown on the following maps:

- a. 1:25,000 Defence Infrastructure Organisation North Otterburn, GSGS 6500, Edition 1.
- b. 1:50,000 Defence Infrastructure Organisation North Otterburn, GSGS 6500, Edition 1.
- c. 1:50,000 KIELDER and adjoining forests GSGS 5295 shows the licensed training areas of Kielder forest and Kielder water.

1.201. **Description.** OTA consists of 23,085 hectares with additional areas of Forestry Commission woodland. It includes a major artillery live firing area and has a number of small arms ranges including all anti-tank weapon live firing facilities. It has extensive field firing areas with fixed facilities up to company level or free battle shooting exercises up to battalion plus level. The area contains many sites of archaeological importance which are clearly marked. There are numerous Sites of Special Scientific Interest. All these areas are protected by law and therefore must not be damaged or destroyed.

1.202. The MOD freehold training area is divided as follows:

- a. OTTERBURN, comprising live firing area OTTERBURN and dry training areas Q, R, S, T and U.
- b. REDESDALE, comprising of live firing area REDESDALE, BELLSHIEL and dry training areas P, V and W.
- c. The CHEVIOT dry training area comprising areas X, Y and Z.

1.203. OTTERBURN and REDESDALE have fixed live firing complexes and field firing for a variety of weapons including artillery, guided weapons and mortars. Details and orders for the use of these live firing facilities are given in Chapters 2 and 3.

1.204. PONTELAND RIFLE RANGE is located 3 miles North West of Newcastle Airport. It is the responsibility of OTA for bookings, allocation, operation, safety and maintenance. Details and orders for these Ranges are contained in Chapters 5.

ACCOMMODATION

1.205. Otterburn contains approximately 1310 beds. In addition there are a number of bivouac sites and stone tents (converted farmhouses) which can be used for accommodation on the dry training areas.

SECTION 3 – FACILITIES

AVAILABLE FOR LIVE FIRING

1.300. The following facilities are available for live firing. For details of specific ranges, reference should be made to the relevant chapter in these Standing Orders.

- a. Battle Shooting Areas (BSA) – stage 4 and 5 exercises.
- b. Close Quarter Battle Ranges (CQBR) – stage 4 and 5 exercises.
- c. ETR (SARTS).
- d. Zeroing Range (for calibres up to 0.338 and 0.50).
- e. 25m Barrack Range (Otterburn Camp).
- f. 25m Range (Redesdale).
- g. Anti Tank/Direct Fire Ranges for:
 - (1) MILAN (Foreign forces).
 - (2) ILAW/NLAW.
 - (3) 66mm LAW HEAT.
 - (4) RARDEN 30mm.
 - (5) 105mm Field Artillery.
 - (6) 155mm Field Artillery.
 - (7) CRV-7 Rocket.
 - (8) Javelin.
- h. Support Weapons Ranges for:
 - (1) GPMG Sustained Fire (SF).
 - (2) HMG/GMG.
 - (3) Mortars.
 - (4) MLRS (RRPR).
- i. All Arms Air Defence Range GPMG.
- j. Fighter Ground Attack and Bombing.
- k. Demolition Range.
- l. Converted Gallery Range, Gallery Range (Ponteland).

FACILITIES AVAILABLE FOR DRY TRAINING

1.301. **Areas.** Areas P, Q, R, S, T, U, V, W, X, Y, Z and Danger area D (around COTTONSHOPE) are available for dry training. These areas vary in the type of ground and therefore the types of exercise that can be conducted on them. Unit Commanders should ensure that a thorough reconnaissance is completed prior to booking these areas in order to decide the suitability for the particular type of exercise to be run. **Area R has the following restrictions:**

- a. Area R only to be used for the training of cadets.
- b. No military vehicles south of Grasslees Burn.
- c. Landrover type vehicles can be used in this area but only in the case of emergency and for essential operational reasons.
- d. No digging.
- e. No felling of trees.
- f. No burning of vegetation.
- g. Camping is restricted to the area between Grasslees Burn and the B6341 road.

1.302. Much of the dry training area consists of high hills and exposed moorland where troops may be dependent upon themselves and remote from immediate help. Weather conditions at OTA are unpredictable and can deteriorate rapidly, to include strong winds, flash flooding, snow and heavy mist. Units engaged on arduous training are responsible for ensuring that adequate safety precautions are taken, including the provision of suitable clothing and rescue procedures.

1.303. The CHEVIOT dry training area consists of all the ground within the training area boundary which lies North of the River Coquet. This is steep hilly upland country and, therefore, unsuitable for general training. It is, however, suitable for mountain warfare, evasion exercises, leadership and most kinds of arduous training. It is sub-divided into dry training areas X, Y, and Z. The following restrictions apply:

- a. No training from 15 April to 21 May inclusive.
- b. No training in August.
- c. No training from 15 December to 15 January.
- d. All other bank holidays not included in the above dates.

1.304. As part of the AS90/MLRS conditions and undertakings the MOD will endeavour to minimize its activity in sensitive areas during the bird-breeding season. Units will be informed of any restrictions imposed on the confirmation of booking proforma.

1.305. The other dry training areas P, Q, S, T, U, V, W and impact area D are to the south, east and west of the danger areas. These are for training without live ammunition, all range users are to be aware that Artillery/Mortars can and do live fire from these dry training areas into the impact areas.

1.306. **Obstacle Courses.** A Type B and Non-synopsis assault course is available within the training area and is situated in Otterburn camp. The orders for the use of this facility are at Annex A/B to Chapter 4.

1.307. **Dismounted Close Combat Trainer (DCCT).** A 10 lane back to back DCCT is located in Otterburn Camp in building 12. The orders for the use of this facility are at Annex D to Chapter 4.

1.308. **Parachute Dropping Zones.** There are two recognised parachute dropping zones (DZs) situated at:

- a. BALLYARDLEY HILL (GR 856983) suitable for a drop of platoon size, including pathfinders.
- b. CORBY PIKE (GR 860020) suitable for a Battalion size drop. This is split into three smaller DZs, Crowstone, Bluestone and Shortfall.
- c. The use of DZs is contained within Chapter 4, Section 4.

1.309. Bivouac Sites and Green Latrines.

BIVOUAC SITES

Name	Facility	Capacity	Remarks
PENCHFORD GR 940976	Latrine structures Hard standing Shelter Parking	12 vehicles	Requires Burners Requires Lighting
FIDDLERS WOOD GR 881989	Shelter Latrine structures Hard standing	15 vehicles, 10 x LR, 5x4 ton	
AIRFIELD GR 868 992	Latrine structures Shelter	Regimental Assembly Area	

STONE TENTS

Name	Facility	Capacity	Remarks
FEATHERWOOD GR 816039	Farmhouse Cooking area Running water (cold) Range telephone Parking	6 beds 1 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated RESTRICTED PARKING
COTTONSHOPE GR 802064	Farmhouse Outside latrine Cooking area Running water (cold) Range telephone Parking	17 beds 1 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
MAKENDON GR 804094	Farmhouse Cooking area Running water (cold) Range telephone Parking	25 beds 2 x SV, 2 x LR	Requires Lighting Requires Cooking facilities Water untreated (winter months only)
CARSHOPE HOUSE GR 846113	Farmhouse and Outbuilding Cooking area Running water (cold) Range telephone Parking	35 beds 4 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
SHILLMOOR GR 887077	Farmhouse and outbuilding Cooking area Running water (cold) Range telephone Parking	25 beds 4 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
HEADSHOPE GR 932995	Farmhouse Outside Latrine Range telephone Parking	20 beds 6 x TCV, 6 x LR	Water required Cooking facilities required Lighting required
HERDLAW GR 945985	Farmhouse and outbuildings Cooking range Running water (hot and cold) Toilets/WBs Lighting Range telephone Parking	30 beds 6 x SV, 6 x LR	Gas supplied Water untreated Mains power

Note: G1098 required on all sites. Portaloos are required for some sites and are to be ordered in accordance with JSP 907.

GREEN LATRINES

1.310. **Green Latrines.** Green latrines locations:

Serial	Station / Building		Number and Description	
	Otterburn areas and ranges	Grid Ref	Pit	Traps per pit
1	Quickening Cote troop shelter	883063	1	3
2	Airfield	873992	1	3
3		871991	1	3
4	Quickening Cote farm	871064	1	3
5	Fiddlers Wood	881987	1	3
6		882988	2	3
7	Cottonshope Head troop shelter	801063	1	3
8	Sills BSA	827015	1	3
9	Silloans range hut	828009	1	3
10	Pity Me, Dere street	819019	1	3
11	Davyshiel range	893975	1	3
12	Davyshiel BSA	888964	2	3
13	Heely Dod range	935984	1	3
14	Headshope troop shelter	932994	1	3
15	Leighton Hill wood	906952	2	3
16		908952	1	3
17		905954	1	3
18	Featherwood	812037	1	3
19		809039	1	3
20		809041	1	3
21	Hollin Burn hide	781032	1	3
22		779036	1	3
23		780037	1	3
24	Dunns wood	933975	1	3
25		932977	1	3
26	Headshope cottages	936994	1	3
27	ATGW firing point 3	870033	1	3
28	East Wilkwood	893027	1	3
29	Wilkwood	890026	1	3
30	Yardhope Patrol area	924016	1	3
31	Ridleeshope	823060	1	3
32	Bell Pit wood (Stewartshiel)	862995	1	3
33	Stewartshiel	856002	1	3
34	Penchford	940976	3	3
35	Herdlaw	945984	1	3
36	Bygate	853086	1	3
37	Carshope Stone Tent	846112	1	3
38	Yatesfield BEA	861971	1	3
39	Redesdale 25m	822992	1	3
		Total	44	

1.311. Chemical toilets, rubbish food waste, litter and ammunition **MUST** not to be put/emptied into the Green latrines.

1.312. Other sites with no special facilities (toilet or cooking) are allocated by the Booking Cell. Deep trench latrines are not allowed in these areas. Portable toilets must be used in these areas. Refer to Chapter 1, Section 7.

1.313. Units allocated bivouac areas are responsible for the cleanliness of the site and for the removal of swill.

DIGGING AND EXPLOSIVE DIGGING

1.314. **Digging and Explosive Digging.** The digging and blowing of pits is only permitted when authorised by Range Control and then only in allocated digging areas. Digging areas are as follows:

Cycle/ Year	A	B	C	D	E	F
1 19/22	GR 8614 N ½ GR 8613 West of road	GR 7909 N ½ GR 7908 North of road	GR 8011	E ½ GR 7900 GR 8000 W ½ GR 8100 West of road	E ½ GR 9195 S ½ GR 9195	N ¼ GR 9598
2 22/25	GR 7704 GR 7804 West of road	E ½ GR 8212 W ½ GR 8312	GR 8111	GR 7910	GR 7807	GR 8798 West of road
3 16/19	GR 7805 GR 7806 West of track	GR 7911	GR 8010	GR 7907	GR 8910	E ½ GR 8003 GR 8103 West of road

To allow for ground re-generation digging areas rotate on a 3 yearly cycle Apr to Apr. These areas are clearly marked and detailed on the range map. No digging may take place in the Impact Area without permission from the TSO and requires EOC clearance.

- a. Other digging areas can only be authorised by special arrangement with the TSO.
- b. All holes are to be filled in and the turfs replaced by the training unit by the end of the exercise. Before a unit leaves the training area, a certificate to the effect that all holes dug by the unit have been properly filled in is to be submitted to the TSO (ANNEX E to this chapter).

1.315. **Bids for Digging Areas.** Bids should be submitted with original training facility bids, but may be submitted at a later stage by way of a unit amendment.

1.316. **CBRN Centre.** The CBRN Centre is situated in Otterburn Camp. The CBRN facilities are not available to ACF and CCF units. NATO armies may train with CS gas by arrangement with the TSO orders are at Annex A to Chapter 4. A Certificate of Competence is required before training takes place in this facility, this certificate can be found at Annex F to this chapter.

TRAINING ON LICENSED LAND

1.317. Several agreements exist between the Forest Enterprise, Northumbria Water, The Duke of Northumberland Estates and OTA which permit dry training in the Kielder forest and Kielder water. Orders for these facilities are contained within Chapter 4.

1.318. **Standing Orders.** Separate Standing Orders exist for the use of each of the areas and will be issued on the receipt of the unit bid.

SECTION 4 – BOOKING AND PLANNING PROCEDURES

BOOKING RANGE, TRAINING AREAS AND FACILITIES

1.400. **Booking Procedure and Priorities.** The method of booking ranges and dry training areas on OTA is laid down in JSP 907. The priority of use is dictated by HQ DIO and promulgated in Annex C to JSP 907.

1.401. **Initial Enquiries.** Training bids can be discussed by telephone with the DTSOs' OTA, Otterburn Mil Ext 4303 or 4227. This will enable units to establish if their training plans can be facilitated by OTA. Bids will not be accepted until Appendix 1 to Annex C to JSP 907 is received. The outcome of these enquiries does not constitute any commitment and must be followed by the formal bid.

1.402. **Formal Bids.** Formal Bids are to be submitted to the Booking Cell, Defence Infrastructure Organisation, Operations Training North, Wathgill, by Email or fax. The bidding form must be fully completed to allow the Booking Cell to allocate sufficient resources or to contact the unit should any query arise. Bids with insufficient information will be rejected.

1.403. **Licensed Training Area Bids.** Bids for the use of Licensed Training Areas, Kielder should be made in accordance with the relevant chapter to these RSO.

1.404. **Provisional Allocation.** All bookings are to be classed as provisional until receipt of booking confirmation from Wathgil booking centre.

1.405. **Facility Suitability.** Unit Commanders wishing to use OTA should ensure that a reconnaissance of the training facility to be used is carried out at least two weeks prior to the monthly bookings conference in order to ensure suitability and to finalise details with the TSO. Any reconnaissance should be booked through the Booking Cell 14 days in advance to ensure safety and to avoid impairing the training of exercising units. Reconnaissance personnel should book in and out through Range Control and be in possession of the Daily Range Summary.

BOOKINGS CONFERENCE

1.406. At 1030hrs on the second Wednesday of each month a bookings conference will be held in the Briefing Room (building 33) in Otterburn Camp 2 months prior to the unit training.

1.407. Units making provisional bids to Central Bookings (Wathgill) will be notified of the bookings conference on the acknowledgement letter. A representative, briefed as to the unit's requirements, is required to attend. Each unit representative will be issued with an agenda which will be used as the basis for arbitration with the TSO and other range users. Units failing to send a representative will have the lowest priority and, in the event of a clash, may lose training facilities provisionally booked.

1.408. Briefings of the training area both administrative and safety will be brief as part of the booking conference and must be cascaded down. After the military part of the booking conference there will be time for all training units to de-conflict individual exercises. The dry training areas may be allocated to more than one individual unit.

1.409. **Cancellations.** Units must notify cancellations as soon as possible in order that facilities can be re-allocated, do not wait until the bookings conference. Units who fail to use booked training facilities may lose their future priority. It is particularly important to notify cancellations of live firing as it can involve overtime of Range Staff. Cancellations of bids and/or facilities are to be sent to Central Bookings without delay.

1.410. **Late Amendments to Firing Programme.** The following factors require to be included in deliberation when considering late amendments to firing programmes:

- a. Range Safety issues.
- b. The existing programme, including other unit needs.
- c. The needs of tenant farmers.
- d. The priority status of the requestor for change.
- e. LSS staffing issues.

1.411. **Changes to Live Facilities.** Units **must** give a minimum of 72 hours' notice when requesting changes or additions to live fire facilities.

- a. The TSO may only consider requests for additions under 72 hours if the unit has been accorded Priority 1 status by HQ Land. No additions are to be made in less than 24 hours before the day of firing.

SECTION 5 – RESTRICTIONS

GENERAL

1.500. **Closed Periods.** The training area is closed for all training 15 April to 15 May inclusive for lambing and maintenance.

1.501. **Firing Times/ Night Firing.** The normal firing times are as follows:

- a. **Summer Timings 01 Mar – 31 Oct:**
 - 1) Day firing 0900hrs – 1700hrs
 - 2) Night Firing 2000hrs – 2359hrs
- b. **Winter Timings 01 Nov – 28/29 Feb:**
 - 1) Day firing 1000hrs – 1600hrs
 - 2) Night firing 1800hrs – 2200hrs

1.502. There will be no live firing on Bank Holidays and NON FIRING weekends, of which there are a number throughout the year.

1.503. Night firing is restricted to Tuesdays and Thursdays, with Saturday night firing allocated by the TSO. Units may request for additional night firing activities via the TSO but these will not always be granted.

1.504. **DOGS.** Dogs are not permitted onto the training estate under any circumstances. Dogs are only allowed in camp with permission from the STSO but are not permitted inside any office building or accommodation.

PUBLIC ACCESS

1.505. OTA is governed by Bylaws for public access when military training is not taking place. Public access is confined to Public Rights of Way (PROW) and tarmac roads. There is strictly no public access outside of the controlled access areas. Land to the north of the river Coquet is classed as an open access area, where the public have right of access throughout the year.

1.506. OTA adheres to Byelaws using a system of barriers, flags and lamps to indicate to the public that Byelaws are in force. PROW are not accessible during that period. The byelaws aid safe military training and may be used to prosecute those who breach them.

1.507. Public Information relating to access at OTA is available from local tourist information centres as well as a number of interpretation boards placed around the training area. The following web-site also provides information; www.northumberlandnationalpark.org.uk.

1.508. Units should be aware that in dry training areas the public may be present and avoid any confrontation and/or intensification of activity on, or close to a PROW.

1.509. Units who consider public access to be of concern to their training programme or are not clear where military byelaws are applicable must inform Range Control who will advise accordingly.

ANCIENT MONUMENTS AND ARCHAEOLOGICAL SITES

1.510. Otterburn Training Area has a significant number of legally protected archaeological sites (Scheduled Ancient Monuments) ranging from Roman fortifications to Medieval deserted villages. These are often located within wide areas of historic landscape containing other non-scheduled but important archaeological sites. An Archaeological Management Plan with maps identifying protected areas is held by the TSO. The boundaries of these sites are also marked on the ground by a diamond shaped "Archaeological Area" sign. Within such areas a number of

activities are forbidden including digging and off-road vehicle movement. Units using the OTA should ensure that Range Control has clearly indicated the presence of such areas and associated conditions of use, relevant to the exercise taking place.

Care should be taken to avoid damage to any historic site, where damage occurs to scheduled sites this must be reported to the National Service Centre (Helpdesk) immediately and noted on the Range/Training Area Clearance Certificate to be completed by all units completing activity at OTA.

SITES OF SPECIAL SCIENTIFIC INTEREST

1.511. OTA supports a number of legally protected wildlife habitats and species, many of which are of national and international importance. These include thirteen Sites of Special Scientific Interest (SSSI's) and three Candidate Special Areas of Conservation (CSAC). Care should be taken to avoid damage to these sites and best endeavours should be made to avoid disturbance to species of note, particularly breeding birds in the nesting season. Where damage to designated sites occur this must be reported to Range Control immediately and noted on the Range/Training Area Clearance Certificate to be filled in by all units on completion of training activity on OTA (Annex E to Chapter 1).

OUT OF BOUNDS AREAS

1.512. The following areas are out of bounds to troops training:

- a. All areas marked in brown hatching on the overprint maps except for transit on roads or tracks.
- b. Farm houses, farm buildings, farmyards and gardens.
- c. Sheep pens, (Dry stone sheepfolds may be entered but great care must be taken to avoid damage).
- d. Buildings at BILLSMOOR FOOT (GR 944971).
- e. Hay sheds.
- f. Any other areas marked by an OUT OF BOUNDS sign.
- g. The private houses at GR 888948 – 887946 and the roads adjoining.
- h. Physical training, jogging and marching is forbidden along the main A68/A696 roads.
- i. Vehicles of 4 ton or over (including coaches) are not to use the Coquet Valley road without special permission from the TSO. These vehicles are not permitted off the road onto tracks except to park in bivouac areas or converted farms when allocated on the Daily Range Summary.
- j. Troops are not to halt, camp, bivouac, set up a cookhouse, HQ or Command Post within 300m of any farmhouse.
- k. The road from Otterburn Village to Hopefoot Cottages (888948) is **Out of Bounds to all Range users.**

FORBIDDEN TARGETS

1.512. The following are **never** to be engaged as targets:

- a. Range infrastructure buildings.
- b. Livestock.
- c. Farms and Buildings (included those that are disused or in ruins).
- d. Woods with exception of DYKEHAMS EDGE (GR 875050).
- e. Areas within 100 metres of roads.
- f. LINSHIELS LAKE (GR 8904) and the vicinity of the dam (GR 891043).
- g. Walls and fences.

- h. Sheepfolds and sheep pens.
- i. Grouse butts.
- j. Ancient monuments (marked with the white Star of David).
- k. No mechanical targetry is to be engaged by Indirect Fire Weapons unless authorised.
- l. Artillery and mortars (including hand held mortars) are not to engage targets within Battle Shooting Areas (BSA's).
- m. When planning exercises on the Battle Shooting Areas care must be taken to ensure that targets are so positioned that no damage can occur to young trees and the fences that surround them.

DRIVING ON THE TRAINING AREA

1.513. Owing to the nature of roads and the ground, extreme care is to be taken by drivers with extra consideration for adverse weather. Speed limits on the training area are:

- a. All vehicles less tracked 30 mph.
- b. Tracked vehicles 20 mph.

1.514. Military vehicle speed is limited in the following local villages:

- c. Holystone 15 mph.
- d. Harbottle 25 mph.
- e. Alwinton 15 mph.
- f. Elsdon 25 mph.

1.515. **Tracked Vehicles.** OTA is unsuitable for general movement by tracked vehicles, however the AS90/MLRS upgraded deployment areas are suitable with the following caveats:

- a. The area is not to be used by Main Battle Tanks.
- b. AFV and CVR (T) series vehicles are to be confined to roads and to certain deployment areas as detailed by the TSO.
- c. Units transported by low loaders are to offload at the Central Maintenance Facility, within Otterburn Camp or Air Strip GD 870 992.
- d. The maximum speed limit for all tracked vehicles in the Central Maintenance Facility is 5 mph.
- e. A 1: 50 000 trace detailing tracked vehicle limitations is available at Range Control.

1.516. **BV 206.** All variants of BV 206 are suitable for use on OTA. They are not subject to the off road restrictions placed upon tracked vehicles and can be used on and off road throughout the training area. Units equipped with BV 206 wishing to train on OTA should contact the TSO for a detailed usage briefing.

1.517. **Vehicle Lights.** All vehicles are to use side, tail and headlights when moving on roads within the training area. Driving without lights can be permitted on certain routes if authorised by the TSO.

1.518. **Incidents and Accidents involving vehicles and equipment.** When vehicles and equipment have been involved in an incident or accident on the training area unit's **must** ensure that they are isolated until DAIB has been consulted and given its approval for the site to be cleared. See DRS for DAIB contact details.

TRAINING EQUIPMENT AND DEBRIS

1.519. **Wire.** The use of barbed wire (**razor wire is to be agreed with the TSO and the wire guarded at all times**), telephone cable/line and trip wire etc is allowed on the training area

except in the OUT OF BOUNDS areas given in para 1.511. All wire/line will be removed before leaving the area and guarded whilst erected, see Annex O.

1.520. **Guided Weapon Wire.** It is the responsibility of the exercising unit to remove all wire from guided missiles at the end of the day's practice.

DANGER AREAS

1.521. The areas inside the bold red line marked on the OTA maps are live firing danger areas. Units are only to enter Danger Areas that are allocated on the DRS.

1.522. **Impact Area Dangers.** Officers Commanding Units authorised to train in the impact area are to ensure that all personnel have been fully briefed on the following:

- a. Objects seen in the impact area must not be handled, driven over or tampered with.
- b. Digging is not permitted under any circumstances.
- c. If practical, the grids of large unexploded ordnance are to be reported.
- d. Timings published in the Daily Range Summary and Range Detail must be strictly adhered to.
- e. Access to the impact areas at the end of a firing period is not permitted until clearance has been given by Range Control.
- f. Units are to be clear of the impact areas as instructed by the DRS and Range Detail. The exercise controller is to report all troops clear to Range Control. Failure to do this will prevent firing commencing until the report is made.
- g. Low flying aircraft are to be made aware of the danger of missile wires looped across valleys.

1.523. **Unexploded Ordnance.** UXO may be found anywhere on the training area. It is dangerous to touch blinds and unidentified objects. Troops must be warned of the danger and all finds are to be marked and reported to Range Control.

DEER MANAGEMENT AND GAME SHOOTING

1.524. **Game Shooting.** The shooting rights on OTA are held by recognised shoots or by tenant farmers. No other person is permitted to shoot game, rabbits or pigeons and civil action may be taken against any person caught poaching within the training area. Shot guns and sporting rifles, including air guns, are not permitted on the training area unless they are in support of training.

1.525. **Defence Deer Management (DDM).** Only authorised members of the Service Branch of the British Deer Society (BDS) may cull deer on the training area and they must have permission of the STSO.

- a. Once permission has been granted and before proceeding onto the training area, Range Control must be contacted (Ext. 4261 or 4262).
- b. Permission to stalk will only be granted by Range Control after:
 - 1) Timings are established and an area of concern is clearly identified.
 - 2) A briefing of troop movements within the identified area.
- c. All stalkers must be in possession of a current map showing all cull areas, and are to be familiar with Deer Management orders.

RADIATION PROTECTION

1.526. Units bringing radioactive materials to OTA are to nominate their own Radioactive Protection Supervisor (RPS) and liaise with the OTA RPS on ext. 4218 with regards to safe use and storage of items. Units are to be conversant with OTA Radiation Standing Orders currently contained within SHEP Standing Orders.

1.527. If units find items classified or suspected as containing radioactive materials they are to mark the position and report it to Range Control without delay.

DAMCON

1.528. **Battalion/Regimental or Armoured Units.** Commanders are to provide a damage control party, the party must be commanded by a SNCO and have comms with RC in addition they must:

- a. Able to operate independently for up to 24 hours.
- b. Have a suitable vehicle.
- c. Remain behind at the end of the exercise until released by the TSO.

1.529. **RANGE INTERCEPTORS must be utilised for all refuelling and maintenance. A full list of locations can be found at Annex N to Chapter 1 of this document.**

RULES FOR CADETS, NON-SERVICE PERSONNEL AND CIVILIANS

1.530. **Cadets.** Cadets can use the training area for training providing they adhere by the rules contained within this document, for visits during live firing or major exercises the following rules apply:

- a. Cadets are subject to normal civilian safety criteria. Visits to OPs and other locations near the impact area must be booked at least 10 weeks in advance to enable the required safety planning to be carried out.
- b. Cadets must be accompanied by an adult instructor.
- c. Cadets must have sufficient insurance for the activities they will be involved in.
- d. Must conform to the current live firing regulations.

1.531. **Live Firing by Police, Civilian Clubs and other users.** See Annex H to Chapter 3.

1.532. **Media.** All units are to inform TSO of any planned media coverage at the booking conference.

RISK ASSESSMENTS

1.533. The General and Site Specific Risk Assessments in accordance with LFSO 1405 are contained in Range Standing Orders. They are to be read by all units planning or conducting training. These OTA Risk Assessments are not substitutes; Training Commander's MUST carry out risk assessments for their particular training activities.

SECTION 6 – RESPONSIBILITY FOR AUTHORISING ACCESS TO OTA

GENERAL

1.600. Where the STSO cannot adequately control risk and the MTF is necessary to meet the training requirements of the unit. The commanding officer is to ensure:

- a. The Military trainee has written approval from a 1* officer for the activity.
- b. The Military trainee has written approval from a 2* officer to deviate from the Service instruction regulations.

1.601. **Classification.** Those permitted access to OTA are divided into 3 classifications:

- a. Trainees.
- b. Controlled Personnel.
- c. The General Public.

1.602. **Trainees.** Personnel undergoing hazardous training and those conducting it (Instructors, Supervisors and Range staff), including regular, reserves, cadets, police and foreign

forces, who may generate a different level of risk depending on their training standards, weapon systems, ammunition types and the country or environment they are training in. The STSO OTA requires that trainees be briefed on the hazards through their own commanders either during a central brief or individually. This is especially true of cadets and unattested personnel who require greater care than adult trainees.

1.603. **Controlled Personnel.** These include all persons who enter the training area or ranges under the control of the STSO OTA. All controlled personnel are to be briefed on the potential training area hazards and sign that they have been warned annually or on the occasion of the visit, the signed acknowledgment is to be retained by RAU.

1.605. **General Public.** The General Public are assessed as uncontrolled, but consideration must be given to the worst case of a trespasser who deliberately disregards the Warning Signs or is unable to interpret Warning Signs through age, lack of knowledge or not being able to read notices or understand signs.

BRIEFINGS AND AUTHORISATION

1.606. **Trainees.** All those who train at OTA are to be briefed by their own Commanders who are to read the OTA Training Risk Assessments (Vol III).

1.607. **Controlled Personnel**

- a. **Category 1.** Civilian employees in this category are to be trained to be aware of hazards present on the ranges at which they work and to comply with the necessary resultant controls, e.g. Range Standing Orders as they affect their deployment and operation. A record of specific information, instruction, training and supervision provided and confirmation of competence together with a signed acknowledgement of receipt of the information, instruction and training is to be retained in the employees' personal file.
- b. **Category 2.** This category has limited, controlled access authorised by the STSO of the facility who will specify the terms and conditions under which access will be permitted. A record of the briefing, its content and a signed acknowledgement by the recipient is to be retained within the RAU/facility. Any necessary information, instruction, training and supervision given to civilians in this category is also to be recorded together with a signed acknowledgement by the recipient. All contractors must conform to LSS Code of Practice.
- c. **Category 3.** This category should usually be escorted and the briefing should be restricted to the hazards and controls which affect their immediate safety. A record of the briefing together with a signed acknowledgement of this briefing should be retained for the period of the visit. Where any in this group require either unescorted or more regular visits consideration should be given to changing their status to Category 2.

1.608. **General Public.** The General Public are assessed as 'uncontrolled' persons but all possible and reasonable steps should be taken to ensure that members of the public are made aware of the extent of the danger area and the hazards likely to be encountered. These steps include:

- a. Byelaws.
- b. Public Warning Notices.
- c. Flags, barriers, signs and Byelaw notices placed at likely access points.
- d. Public Access Guides.
- e. Briefings and guided tours.
- f. Vigilance by tenants, shepherds, range staff and range users.

SECTION 7 – POLLUTION

GENERAL

1.700. These orders apply to all the OTA areas including the licensed training areas.

1.701. **Pollution Control Officer.** OTA Pollution Control Officer is the G4 Site Rep, assisted by LSS SHEQ Coordinator.

1.702. It is the duty of all Commanders training or planning training to consider the pollution risks of their training and to issue detailed instructions for prevention and correction.

1.703. **Environmental Protection.** The discharge of pollutants (as listed in JSP 418) into controlled waters is forbidden. Controlled waters are defined as water in burns, streams, rivers or other watercourse that would finally empty into the sea. Pollutants include ground fuels, AVTUR Oils, Detergents etc.

PREVENTION

1.704. The preventative measures to be taken are:

a. **Sanitation**

- 1) Units training are to use Green Latrines. For site list see Sect 3 to this chapter.
- 2) When major concentrations of troops are planned the controlling HQ should hire and pre-position, through LSS Otterburn.

b. **Spillage**

- 1) Unit Support Tanker (UST) vehicles are to park on the Central Maintenance Facility when on camp. When deployed, parking and delivery of fuel is to be carried out on the airfield and interceptors contained at Annex H to Chapter 2.
- 2) Oil and major assembly changes are to be done within the Central Maintenance Facility and the AS90/MLRS pack lifting sites contained at Annex I to Chapter 2.

c. **Discharges**

- 1) Units are not to discharge effluent from field laundry units, field shower units etc into the burns, waterways or other drainage systems.

ACTIONS IN THE EVENT OF A SPILLAGE

1.705. When any incident involving spillage takes place on the Training Area the unit concerned is to:

- a. Take immediate action to prevent further spillage and the spillage spreading.
- b. Report to Range Control by the fastest means:
 - 1) Place (Location grid of the spillage).
 - 2) Nature of spillage.
 - 3) Action being taken.

1.706. Range Control will immediately advise the G4 Site Rep/LSS SHEQ Coordinator who will attend the incident to decide which agency to task to assist, and to whom any incident requires to be reported.

WASTE

1.707. **CLEANLINESS AND HYGIENE.** When planning exercises, care must be taken to ensure that targets are so positioned that no damage can occur to young trees and the fences that surround them.

- a. Units identified as having left rubbish on the training area will be required to send back a party to clear their refuse. Units finding rubbish or damage on deployment are to report it to Range Control giving an eight-figure grid reference of the location.
- b. Units are to ensure that **ALL** areas, woods and plantations are checked immediately after use by a SNCO.

1.708. **Rubbish Disposal.** Rubbish may be disposed of in the Waste Management Area located at Otterburn Camp, or through unit arrangements. On no account is rubbish to be buried or ground dumped on the training area. Contaminated or hazardous waste including ammunition must be not be disposed of in the skips. Advice will be given on the disposal of such waste by the G4 Site Rep. All rubbish must be placed in a clear plastic bag and have an **FFE certificate inside.**

1.709. **Portable Toilets.** In addition to the green latrines units may obtain additional portable toilets for large static locations. They can be obtained through LSS on their Bid proforma. Arrangements must be made with LSS for the daily emptying of the toilets. It is a unit responsibility to provide contractors with an escort if they are to enter a flagged area. The location of the toilets must be cleared with LSS Ext 4206.

SECTION 8 – FIRE FIGHTING AND PREVENTION

GENERAL

1.800. **Takeover.** When a unit takes over accommodation from the TAFM, they will sign for a set of Camp Fire Orders. It is the responsibility of the unit to carry out the following:

- a. Camps:
 - 1) Read and comply with the Camp Fire Orders.
 - 2) Carry out a Fire practice within 24hrs.
- b. Stone Tents:
 - 1) Read and comply with the Fire Orders.
 - 2) Maintain an alert watch at all times. (This is a non-sleeping duty).
 - 3) Keep all Exits, corridors and stairs clear and free from equipment.

RANGE FIRES

1.801. **General.** OTA is mostly open moorland comprising of heather, white grass and small forestry blocks. The main soil structure is peat; all of which burns easily when dry.

1.802. **Mandatory Rules.** Otterburn training area Fire Fighting Strategy can be found at Annex M and is to be adhered to and in conjunction with the rules listed below:

- a. No Fire fighting inside the Danger Area unless directed by Range Control.
- b. When a unit causes a fire, it is responsible for mounting a Fire Watch or tackling the fire until they have been given permission to stand down by Range Control. Orders for the Fire Watch are detailed in Annex L to this chapter.
- c. Fire fighting will take priority over ALL training.
- d. Units must comply with requests for assistance from Range Control to fight fires when requested.

FIRE RISK CLASSIFICATION AND ACTION

1.803. Open fires are strictly prohibited on all areas of Otterburn Training Area unless prior permission has been granted by the TSO. The fire risks and the actions on each risk are as follows:

- a. **LOW Risk.** No special precautions - Report all fires to Range Control. Deal with the fire as directed.
- b. **MODERATE Risk.** Unit Commander to brief troops on fire safety - Report all fires to Range Control. All cooking **must** be supervised by local commanders. Deal with all fires immediately.
- c. **HIGH Risk.** As for moderate. Troops are prohibited to carry out the following tasks when the risk is high:
 - 1) Tracer, pyrotechnics and illuminating munitions. Permission maybe given by the TSO.
 - 2) Anti – tank munitions.
 - 3) Field cooking, hexamine cookers must take place on hard core tracks or areas.
- d. **EXTREME Risk.** Troops are prohibited to carry out the following tasks when the risk is extreme:

- 1) The use of **all** tracer, pyrotechnics, illuminating munitions.
- 2) Field cooking including hexamine.
- 3) Smoking.
- 4) RAF air to ground exercises.

EQUIPMENT

1.804. **Fire Beaters.** Fire beaters are grouped at key points, such as observation sheds, range huts and forestry blocks. There is a quantity held in the range store for use by units as required.

SECTION 9 – AIR ACTIVITY

GENERAL

1.900. Authority for aircraft to overfly and land at OTA is given by the TSO. Before tasking aircraft, units are first to obtain airspace clearance from the TSO. This may be done by telephone:

- a. Otterburn (Military) Ext. 4201/4227/4303
- b. Newcastle (Civil) 0191 239 4201/4227/4303

1.901. **Airspace (and NOTAM Action).** Air danger heights are dependent upon the weapon systems and ammunition being used in any one area. Notification of the daily air danger height can be obtained from Range Control. List any NOTAM action that may be required to extend the Danger Area on an 'As required' basis.

1.902. Units arranging FGA, helicopter support and para drops are to inform the TSO, preferably no later than the bookings conference.

1.903. **Permitted Activities.** Ranges are only permitted to conduct approved activities within an Air Danger Area. These can be found in the CAA Air Information Publication CAA AIP ENR 5.1

1.904. On arrival at the training area RSOs/FACs and DZ officers are to report in person to the TSO for a safety briefing.

1.905. Live weapons, including lasers, may not be used without a range detail showing type of aircraft, weapons, targets and attack headings.

1.906. **Danger Area Infringements.** Flying units will have their training severely curtailed if aircraft infringe the danger areas. This is a dangerous practice and puts pilots, aircraft and ground troops at risk.

1.907. **Meteorological Information.** Forecasts can be obtained through Range Control.

1.908. **Airspace Restrictions.** The following are aircraft sensitive areas, pilots are to be warned to stay clear of these areas at all times:

- a. Otterburn Village GR 8993
- b. Elsdon GR 9393
- c. Rochester GR 8398
- d. Harbottle GR 9304
- e. Holystone GR 9502
- f. Otterburn School GR 874937
- g. Soppit Farm Riding Stables GR 9293
- h. Girsonfield Stables GR 8993
- i. Ammo Compound GR 8897

1.909. **Low Level Night Reconnaissance.** All low level night reconnaissance must follow the following rules:

- a. Photo flares and flashes may be released into the area bounded by the following grids; 820090 – 850090 – 880040 – 820050 – 820090.
 - b. IR and electronic flash may be used over any part of the training area subject to arrangement with the TSO.
- 1.910. **Fighter Ground Attack (FGA).** Offensive support by aircraft is permitted:
- a. In conjunction with Battalion / Regimental and Formation exercises.
 - b. During major NATO Air Exercise or FAC / RSO training.
 - c. Must be in accordance with Air Command Air Weapons and Electronic Warfare Range Orders (ACAWEWRO) or planned by an Air Weapons Safety Officer and agreed by the TSO.
- 1.910. **Lasers.** Lasers are not to be used without prior authority from the TSO.
- 1.911. **Pyrotechnic Hazards.** All Air units are to be aware of other Range users and the hazard presented by pyrotechnics.
- 1.912. **Ground Weapon Ranges.** All Air units are to be aware of Live Range users and the hazards presented by burst munitions, small arms and their air danger heights.

HELICOPTERS

- 1.913. 5 x Helicopter landing pads are located at Otterburn Camp (Gr 893961) there are also sites at the Airfield (Gr 870993). Temporary landing sites within the training area boundary may be used by arrangement with the TSO. Detailed information can be found in Flight Info Publication HLS – United Kingdom.
- 1.914. **Communications.** Pilots of helicopters are to contact Range Control on **UHF frequency 279.0 Mhz** when they are approximately 20 miles from Otterburn Camp. Once aircraft are within **1.5Nm and below 1000ft** AGL they are to contact Range Control on **UHF frequency 279.0Mhz**. Pilots will then land at Otterburn Camp and be briefed by the TSO / DTSSO before flying within the training area boundary. All aircraft operating within 1.5Nm and below 1000ft of the Otterburn camp HLS but not using the HLS are to monitor communications on UHF frequency 279.0 Mhz whilst on the training area.
- 1.915. **Temporary Refuelling Site.** A temporary refuelling site / HLS may be set up in the area of the Airfield (Gr 873992 and Gr 870993) and within Stewartshields Battery Echelon Area (Gr 856100452). It is the Units responsibility to ensure that access is restricted to these sites when in use by aircraft.

AVIATION BRIEFING

- 1.916. All exercising aviation commanders are to ensure liaison is conducted daily with Range Control military staff prior to any activities.

LOADED WITH MISSILES

- 1.917. For missiles, rockets and guns, all AC arming and disarming activities (including application of power) should be carried out with the AC positioned so that the weapon systems are directed towards safe headings that are endorsed by the relevant IE. Where suitable safe headings are not possible, consideration is to be given to HAS operations or barriers. Guidance on available and suitable barriers is to be sought from the relevant IE.

SECTION 10 – AMMUNITION

GENERAL

- 1.1000. **Ammunition and Pyrotechnics.** The normal procedure is for visiting units to request their ammunition for delivery to Otterburn Range Head Store. Where a unit requires to bring their own ammunition/pyrotechnics they are to ensure before deployment onto the training area that they hand in to Range Control a copy of the AFG8227 (Ammunition Issue/Receipt) as issued by the unit QM(T) Department. This must list the Lot/BKI numbers of all natures of ammunition/pyrotechnics to be used.
- 1.1001. **LUMATS.** Instructions regarding ammunition limitations are contained in Limitations in the Use of Missiles and Ammunition for Training (LUMATS), Volume 1 and 2.

1.1002. **Care and Preservation.** The attention of all Range Conducting Officers (RCOs) is drawn to Ammunition and Explosives Regulations (Land Service), Pamphlet 2, Unit Storage and Handling.

1.1003. **Blinds/Misfires other than Artillery and Mortars.** The RCO is responsible for ensuring that all blind/misfired rockets or grenades are located and destroyed in accordance with current disposal instructions and regulations. Disposal must be completed before the '**END OF PRACTICE**' time given in the Daily Range Summary or Range Detail. No personnel are permitted to enter the danger area to locate or destroy blinds without prior permission from Range Control. If a blind has not been located by the '**END OF PRACTICE**', the RCO will notify Range Control and further instruction will be issued by the TSO. The destruction of dysfunctional GW missiles will only be carried out by an ATO under the direction of the RCO.

1.1004. **Air to Ground Weapon Destruction.** The responsibility for the location and destruction of air to ground weapon blinds is that of the practicing unit.

1.1005. **Range Clearance Certificate.** At the conclusion of training, on the final day of the practice, the RCO is to submit the Range Clearance Certificate to the TSO stating that all blinds/misfires have been destroyed or reported (Annex E to Chapter 1).

ARTILLERY AND MORTARS

1.1006. **Blinds.** All observed blinds must be reported to Range Control and annotated in the AF 906 with grids.

1.1007. **Delay.** Not to be used, refer to LUMATS.

1.1008. **Smoke.** Ammunition with white phosphorus content is not to be used on OTA.

BLANK PYROTECHNICS AND BATTLE SIMULATION

1.1009. Blank ammunition, very flares, 16mm mini flares (**NOT RED**), noise simulators, smoke candles, smoke grenades, trip flares, 1.5" para illum flares etc may be used anywhere on the training area with the following exceptions:

- a. On the STREET HEAD and EAST NOOK outlying gun areas.
- b. Within 100 metres of any public highway or within 250 metres of any farm building and the Barracker Sike Range Head Store.
- c. Trip flares are not to be set with the wire across any training area road, Public Rights of Way or bridleways except with the authority of the TSO.
- d. All pyrotechnic debris is to be removed at the conclusion of the exercise. This includes blank spent cases, trip flare components, flare tubes and components etc.

1.1010. The OIC of the exercise must ensure all troops are briefed regarding pyrotechnic safety in accordance with current regulations.

1.1011. **BATSIMS.** Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house.

SCAVENGED SMALL ARMS AMMUNITION

1.1012. **Small Arms Ammunition.** Any small arms ammunition (empty cases live or blank) found on the training area should be:

- a. Handed in to the Range Control Store during the normal working day. During out of hours put into the Amnesty Box..

SECURITY OF AMMUNITION

1.1013. Ammunition is not to be left unattended anywhere on the training area. Units bringing ammunition to the training area are to make arrangements with the Ammunition Supervisor for the safe custody of ammunition whilst they are in camp. Ammunition live or blank and Explosives are not to be stored in camp.

1.1014. **Ammunition Salvage.** Empty cases are to be collected immediately on the conclusion of firing, this includes night firing. The collection of cases is not to be left until the next morning.

1.1015. **Disposal of Surplus Charges.** Surplus artillery charge bags and surplus mortar augmenting charges are only to be burned at GR 811 018 Bellshiel Demolition range No burning may take place on the gun positions or mortar lines.

1.1016. **Ammunition Incidents.** All ammunition incidents, no matter how minor they may seem, **must** be reported in accordance with the procedure laid down in ANNEX A to Chapter 1 of these orders. If units are in any doubt they should contact Range Control immediately for further guidance.

SECTION 11 - SAFETY PRECAUTIONS

GENERAL

1.1100. **Safe Distances.** No live round may be aimed to fall outside the impact areas as detailed in these orders or on any Range Detail. Pyrotechnic safety distances from the edge of the training area must comply with these orders.

1.1101. **Road Barriers.** Certain sections of road may from time to time, be closed by a barrier when firing is taking place. The opening and closing of these barriers is the responsibility of OTA staff.

1.1102. Barriers are marked:



Note: Signage and Background are marked in RED and Lettering is displayed in WHITE

1.1103. **Unauthorised Access.** In order to allow access for the emergency services none of the barriers are locked. No one is to open or pass around a closed barrier, unless authorised by Range Control.

1.1104. **Authorised Access.** When a unit has been authorised to pass through a closed barrier it is the responsibility of that unit to ensure the barrier is closed immediately afterwards even if firing is finished for the day.

1.1105. **Daily Range Summary.** The closure of roads and barriers will be notified on the Daily Range Summary.

1.1106. **Reporting Barriers.** If any personnel notice a barrier in a condition other than stated on the Daily Range Summary they are to report it to Range Control Immediately.

1.1107. **Marking.** All barriers have a lettered designation. This designation is marked on the range map overlay.

RED FLAGS/ LAMPS

1.1108. A red flag (or red light by night) will be displayed at the control point or firing point on each fixed range or BSA when firing is in progress into that impact area or range. It is the responsibility of the RCO to ensure the range facility flags are raised.

1.1109. The flag (lamp) and barrier report is to be completed and sent to the duty officer via range control one hour prior to the authorised time stated on the DRS.

DIVISION OF RESPONSIBILITY FOR SAFETY

1.1110. **The Exercise Director / OIC Practice.** The Exercise Director /OIC Practice are to be qualified and experienced for the training to be conducted. The unit or sub unit commanders who are about to participate in training are responsible for the following:

- a. He will appoint a qualified unit representative to check the Daily Range Summary in Range Control each morning prior to the commencement of firing.
- b. He is to ensure firing does not commence until "RANGE CLEAR" has been received from Range Control.
- c. He is responsible for safe practice and safe place once the 906 has been signed.
- d. He is to ensure all troops involved with any part of the practice/exercise, have achieved the standard of training necessary for the type of training proposed and the staff are qualified in order that the practice/exercise can be conducted safely.
- e. He is to ensure that in the event of a training accident, ammunition incident or unsafe round (blank or live), action is taken in accordance with ANNEX A to this Chapter of these orders without delay.

1.1111. **SPO/RCO.** The Exercise Director is to appoint a suitably qualified and experienced person in accordance with current publications. The Conducting Officer is responsible for the following:

- a. To receive the range and be fully familiar with all aspects of that range facility.
- b. That all live firing is conducted in accordance with current safety instructions and regulations.
- c. The Safety of all personnel taking part in the practice.
- d. That all dry training exercises are conducted in accordance with current safety instructions and regulations.
- e. To ensure that post exercise procedure is carried out in accordance with Range Standing Orders and current regulations.

SECTION 12 – MEDICAL ARRANGEMENTS

GENERAL

1.1200. **Medical Staff.** The medical arrangements for OTA.

- a. Units are to provide their own medical cover suitable to cover the level of trg to be conducted for all exercises at OTA.

1.1201. **Organisation.** OTA has a Medical building located in A Camp Otterburn. This is available for visiting units who must provide their own staff and equipment.

1.1202. **Medical Certificate.** On arrival; each unit must complete a medical staff proforma (Annex H to this Chapter) which details the unit's qualified medical staff. This is available from Range Control.

1.1203. **Reporting of Medical Injuries.** All medical injuries are to be reported to the Defence Accident Investigation Board (DAIB), in accordance with instructions at Annex A to Chapter 1, in addition a copy 510 paperwork is to be completed and handed into Range Control.

1.1204. **Medical Emergencies / Major Injuries.** Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. **On no account must units contact the civilian emergency services directly.**

a. **IMMEDIATE ACTION TO BE TAKEN IN EVENT OF SERIOUS CASUALTY**

(1) **STOP FIRING/CALL "STOP, STOP, STOP"** – Stop all fire and movement and await instructions from the Safety Staff.

(2) **ADMINISTER FIRST AID** - Implement the medical emergency plan.

(3) **TELEPHONE RANGE CONTROL ON EXTENSION 4222 (CIVILIAN 0191 2394222) STATING:**

- **NUMBER OF CASUALTIES**
- **TYPE OF INJURIES**
- **LOCATION OF CASUALTIES**
- **RV FOR AMBULANCE – RANGE CONTROL STAFF WILL ADVISE**

(4) **SEND GUIDE TO RV POINT ALLOCATED BY RANGE CONTROL**

1.1206. **Hospitalisation.** It is the responsibility of the Officer in Charge of visiting troops to ensure that Range Control OTA is informed about any soldier who is admitted to a civilian hospital. Range control will require the following information:

- a. Personal details of casualty (No, Rank, Name).
- b. Next of Kin details (whether or not they are aware).
- c. Hospital to which admitted and ward number if known.
- d. Copy of the 510 paperwork.

1.1207. **Medical Cover for Training.** Commanding Officers of troops training at OTA are responsible for providing sufficient medical cover for the level of trg being conducted. The level of medical cover required for all types of training with ammunition and pyrotechnics is mandated by the Army Medical Directorate (AMD) who have directed that personnel who are Military Annual Training Test (MATT) 3 Level 3 (Battlefield Casualty Drills) trained represent the minimum level of medical cover. In order for such training to be conducted the appropriate medical cover is to be in place, see Pam 21 Chap 2 Sec 2 para 240 for a guidance.

1.1208. **Employment of Medical Personnel.** Medical personnel or nominated first aiders for a training activity are not to be employed in any other role that might result in them becoming exercise casualties or prevent them from discharging their duties in the event of an accident.

1.1209. **Medical Risk Assessment.** The level of medical cover to be provided is to be determined following a medical risk assessment conducted by the planning officer. The result of the medical risk assessment is to be recorded in the coordinating instructions.

1.1210. **Dental Sick.** All dental sick parades are carried out at Albemarle Barracks Dental Centre. Personnel requiring to report dental sick should contact the Dental Centre on 94723 3351.

1.1211. **Medical Re-supply.** Visiting Units must provide adequate medical supplies for the duration of their exercise. Repeat prescriptions will not be issued from the medical centre within Albermarle Bks.. Personnel on medication must bring their own supply to cover the duration of the exercise.

SECTION 13 – LOST PERSONNEL PROCEDURE

GENERAL

1.1300. It is important for Units, live or dry training, to inform Range Control immediately if personnel are unaccounted for. Range Control will then initiate a 'CHECK FIRE' until the personnel are located and the danger area is confirmed clear.

- 1.1301. If personnel are unaccounted for / discovered lost the unit responsible is to:
- a. Inform Range Control there is a potential incident. A 'CHECK FIRING' may be imposed if the person(s) may have strayed into the Danger Area.
 - b. Carry out own SOPs to locate the lost person(s).
 - c. The Unit Commander is to ensure a log is kept of the incident.
 - d. The Unit Commander may request assistance from the Duty Officer (DO) if he considers his resources are becoming exhausted. The DO may authorise use of OTA resources or task other visiting units to assist. The Unit Commander should give the following information:
 - 1) **How many lost.** Male, female, age group.
 - 2) **Where last seen.** Grid, description, time, day and date.
 - 3) **Where heading from/to.** Grid start – finish, route details.
 - 4) **How equipped.** Dress, tent/sleeping bag, food, communications.
 - 5) **Unit IA drills for lost person.**
 - 6) **Has a search control been nominated and ICP set up.**
 - 7) **Are there any other groups searching or on their way.**
 - e. If the situation deteriorates and the Unit Commander assesses that further assistance is required they are to task the DO at RC to **REQUEST POLICE SEARCH AND RESCUE ASSISTANCE.** It must be remembered that CIVPOL may require up to 2 hours to arrive on the scene.
 - f. The Unit Commander is responsible for establishing an Incident Control Point (ICP) and identifying an RV for emergency services. **CONTROL OF THE INCIDENT BECOMES A CIVPOL MATTER ONCE THEY HAVE BEEN BRIEFED AT THE ICP.** The CIVPOL Commander will be known as '**SILVER COMMANDER.**'
 - g. The Unit Commander is to ensure the relevant incident report(s) have been completed and passed up the chain of command.
 - h. The Unit Commander, in consultation with his parent unit, is responsible for agreeing with the Silver Commander who is responsible for PR/P Info and for informing NOK. He is to inform the DO of relevant telephone numbers.
 - i. The Unit Commander is to ensure that the DO at Range Control is kept informed of all developments by means of regular SITREPs.
 - j. At the conclusion of the incident the Unit Commander is to liaise with the Silver Commander in accounting for all personnel involved in the incident and report to Range Control that the '**AREA IS CLEAR.**'

SECTION 14 – REPORTING INCIDENTS

GENERAL

- 1.1400. **Death or Serious Injury.** All incidents/accidents where death or serious Injury has occurred must be reported to Range Control (a flow diagram can be found at Annex K to Chapter 1). The TSO/DO will then inform the STSO and the relevant authorities.
- 1.1401. **Incidents and Matters of Public Interest.** Any incident, which may arouse Public interest or criticism, must be reported by the unit without delay in accordance with LFSO 3202. Units are to report any incident or accident to Range Control, then DAIB.
- 1.1402. **Reporting of Ammunition Incidents / Unsafe Rounds.** See Annex A and B of Chapter 1.
- 1.1403. **Incidents and Accidents involving vehicles and equipment.** When vehicles and equipment have been involved in an incident or accident on the training area unit's **must** ensure

that they are isolated until DAIB has been consulted and given its approval for the site to be cleared. DAIB contact details can be found on the DRS.

1.1404. **Reporting Accidents Involving Sheep.** If an accident occurs which results in an injury to a sheep or lamb, the following action should be taken:

- a. Inform Range Control immediately.
- b. Under no circumstances are units to remove the animal from the scene.

SECTION 15 – EMERGENCY RENDEZVOUS POINTS (ERV)

GENERAL

1.1500. If the Emergency Services are required to attend an incident on the ranges, they will be directed to the ERV nearest to the incident. A unit representative will then escort the Emergency Services to the incident.

- a. The ERV's Points are located as follows:
 - 1) 'A' Hopefoot Car Park GR 888948
 - 2) 'B' Bennetts Field Junction GR 856961
 - 3) 'C' Redesdale Junction GR 821989
 - 4) 'D' Quickening Cote Entrance GR 890065
 - 5) 'E' Holystone Flag/Entrance GR 932017
 - 6) 'F' Laingshill Entrance GR 938954

SECTION 16 – COMMUNICATIONS

GENERAL

1.1600. **General.** Range Control is the communications hub of the training area. It provides a primary means of safety communications via an underground cable with tapping in points situated around the area. These tapping in points are situated on metal or concrete posts, the locations are marked on the 1:25,000 overlay training area maps. Priority of communications at OTA are as follows:

- a. Tapping in point.
- b. Airwaves.
- c. Phone line communications.

1.1601. **Airwaves Communications.** Issue of the radios to large formation exercises will only be permitted in exceptional circumstances by the TSO. Internal Safety for exercising troops during a live firing exercise is the responsibility of the RCO/OIC.

1.1602. **Live Firing and Dry Training.** The Airwaves may be used as an alternative means of communications from areas that are not served by a tapping in point with the permission of the TSO.

1.1603. **Loss of Communications.** If communications are lost to Range Control the RCO will call an immediate CHECK FIRE. The CHECKFIRE will only be lifted once communications have been re-established.

RESPONSIBILITIES FOR SAFETY COMMUNICATIONS

- 1.1604. All exercising units must adhere to the following rules regarding communications:
- a. **SAFETY ORDERS TAKE PRIORITY OVER ALL OTHER MESSAGES.**
 - b. All range users are responsible for the manning of fix range communications.
 - c. **Live Firing.** Live firing units are to complete communications check via land line to range control every 30 min. It is a units responsibility of those who are

manning the communications to be briefed on actions of the receipt of CHECK FIRING.

- d. On connecting telephones to the tapping in points, the safety signallers are to notify Range Control of their unit, grid reference of the firing point and the number of the tapping in point to which they are connected. Before moving locations the signallers are to obtain permission to close down from Range Control.
- e. Correct voice procedure is to be used on all safety communications networks.
- f. RANGE CLEAR will not be given until communications have been established with RC.
- g. All wires must be removed from tapping in points when telephones are disconnected. FAILURE TO DO THIS MAY RESULT IN A SHORT CIRCUIT ON THE SAFETY COMMUNICATION SYSTEM.
- h. Any suspected faults with the phone communications are to be reported to the Helpdesk. Contact details can be found on the DRS.
- i. Dry Training. Units must carry out a communications check twice daily at the following times:
 - 1) Morning between 0730 hrs to 0830 hrs.
 - 2) Evening between 1745 hrs to 1815 hrs.

1.1605. **Mobile Telephones.** Although there is not comprehensive cover of the whole training area, mobile telephones do work in some locations. Dry Training Units may check into Range Control using this means on 0191 239 4261. **Mobile telephones must not be used to directly call the emergency services in the event of an accident.** Units must call Range Control who, in turn, will "CHECKFIRE" the required range.

**PROCEDURE FOR REPORTING OF TRAINING INCIDENTS/ACCIDENTS &
AMMUNITION INCIDENTS****GENERAL**

1. **All** incidents, accidents and ammunition incidents and near misses are to be reported in accordance with the appropriate publications. The following are defined as incidents which must be reported:
 - a. **All** fatalities on training estate, including DIO SD Trg military and civilian staff, troops under training, contractor's staff, and all other visitors or users of the estate including trespassers.
 - b. Incidents with major or immediate safety and training implications including serious casualties or disasters.
 - c. Significant incidents involving weapons, ammunition, pyrotechnics or explosives including theft and loss, illegal disposal or malfunction.
 - d. Major damage to DIO SD Trg facilities including training and barrack facilities and designated sites.
 - e. Major pollution and incidents with an environmental impact.
 - f. Incidents involving the public that may result in serious adverse publicity.
 - g. **Premature is classified as follows:**
 - 1) Conventional Ammunition:
 - a) Bore Premature – in the bore.
 - b) Muzzle Premature – within 100 metres of muzzle in flight.
 - c) Flight Premature – beyond 100 metres of muzzle.
 - 2) Guided Missiles.
 - a) Launch Premature – premature function between first initiation and intended moment of launch.
 - b) Flight Premature – premature function after launch.
 - h. **Errors of Drill.**

PROCEDURE FOR THE REPORTING OF UNSAFE ROUNDS

1. If at any time a round is seen to fall outside the restricted impact area, the person observing is to inform Range Control immediately, giving the following information:

- a. Observers Location
- b. Point of impact (8 Fig Grid, how many rounds unsafe)
- c. Any injuries
- d. Request for emergency assistance
- e. Damage to livestock or property
- f. Type of round (if known)
- g. Unit responsible (if known)
- h. Cause (if known)

Note: This report must not be delayed to investigate serials f to g.

2. The Range Control Operator is to inform the TSO or Duty Officer (silent hours), who will order '**Check Firing**' as appropriate until the general cause of the incident is established and the TSO is satisfied that the investigation is closed and it is safe to continue.

From: 15/12/15	To: 21/12/15	Serial Number: 08/12/2015 0900
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1. This document is the authority for those units listed on the Daily Range Summary (DRS) to train on OTA. If your unit is not shown on the DRS contact Range Control immediately. All personnel must be in possession of a DRS and OTA map before entering the training area. In convoy the lead vehicle must be in possession of a DRS and map. Users must report to Range Control daily (or by phone on: 94722 4261/0191 2394261) by 0800hrs to check for DRS updates.

OUT OF BOUNDS AREAS

2. The following areas are out of bounds:
- The Danger Areas and Facilities not allocated to a unit on this Daily Range Summary.
 - The road from Otterburn village to Hopefoot Cottages (888948) is out of bounds to all Range users.
 - All hashed areas less for transiting.
 - All Woods that fall within the danger area, unless specifically allocated by Range Control.

SPECIAL INSTRUCTIONS

3. **Standing Orders.** All Range Detail fixed arc Ranges can be found in Chapters 2 & 3 to OTA RANGE STANDING ORDERS dated *** 20**.
4. **Arrival & Departure Paperwork.** Units must complete all arrival paperwork within 6 hours of arrival at OTA. Departure paperwork must be completed and handed into Range Control before departure.
5. **Range Conduct.** Range Safety/Conducting Officers are to ensure that NO round is directed or falls outside the arcs of fire/target area designated in OTA SOs or any specific Unit Range Detail and that **RANGE CLEAR** has been received from Range Control before firing starts. Note that **RANGE CLEAR** will not be given unless Range Control is in possession of all arrival paperwork.
6. **Safety Comms.** Safety communications with Range Control are to be controlled by the OIC Practice. Safety communications are to be MANNED AT ALL TIMES. Units must check in with range control at 30 minute intervals when live firing. Firing is to be stopped immediately in the event of lost comms with Range Exchange. Units conducting dry training must contact range control twice daily.
7. **IBA.** Must be worn by all personnel when conducting live firing activities IAW pam 21.
8. **Blinds.** Blinds are to be dealt with in accordance with OTA SOs Vol I, para 1.1003 – 1.1005 and for aircraft in accordance with AP 2608A.
9. **Recce.** Units on recce must ensure they have completed a unit recce slip and handed it into Range Control before entering the training area. Units must inform Range Control once they have departed the training area.
10. **Digging.** Digging must only be conducted in authorised digging areas, as per the OTA map. Further advice can be sought from Range Control.

11. **Amendments.** Units must notify Range Control of all facilities booked but no longer required. These facilities can be re-allocated. For additional ranges to be allocated a minimum of 72 hours' notice is required. Seek further advice from Range control.

12. **OME.** Failure to conduct the Control and Management of OME in accordance with current legislation will result in a formal investigation being initiated. Findings will be reported to HQ DIO SD Trg. All salvage and rubbish is to be removed from the area in clear plastic bags. Each bag must contain a signed FFE. Ammunition is not to be brought into camp at any time less for use on the Otterburn 25m range.

13. **Pyrotechnics.** Consider where you are placing your trip flares, using illum or throwing grenades etc during the dry weather and especially near or in woods and forests.

14. **Target Engagement.** No fire is to be directed towards any range infrastructure. This includes walls, fences and wooded areas. Targets sited by units must not be placed in a location likely to cause damage to any range infrastructure.

15. **Speed Limits.** In camp 20mph. On the training area 30mph. Offenders will have training terminated and ordered to leave the training area.

16. **Barriers.** Barriers are used to prevent unsafe entry into the range danger area. All personnel must be briefed that they are not to pass through a closed barrier unless authorised to do so. The DRS lists the barriers to be closed each day. **Barriers XX & YY** are to be locked whenever closed. At varying times **Barriers K, KK, L & LL** will be closed and manned by the unit.

17. **Air Danger.** **D512** is active at all times and vertex heights are published accordingly. Occasionally the Artillery in the GDA's fire live ammunition into the impact areas and these are shown on the DRS. Aviation units must liaise direct with Range Control to discuss flight lanes and times during these periods. **D512A** is active when Artillery is firing from the outside gun areas and further de-confliction is required.

18. **Additional Information.** OTA RSOs provide a complete information source for training at OTA. If you require any further information contact Range Control on: 94722 4201 or 0191 239 4201 / 4261.

19. **Reporting Incidents:**

- a. Defence Accident Investigation Branch (Defence AIB) See Live DRS.
- b. Defence Accident Investigation Branch (Air/Mar) See Live DRS.
- c. Explosive Ordnance Disposal (EOD) (See Live DRS).
- d. National Service Centre (See Live DRS).

Daily Range & Facility Summary

For the Period: 03/03/2015 to 09/03/2015

Site: All Sites

Data last refreshed: 24/03/2015 05:08:21

APR 2016

Page: 1 out of 7

Viewing: Tuesday 03/03/2015

Barriers

Day or Night	A	B	C	CC	DD	D	EE	FF	J	K	KK	L	LL	M	MM	N	Q	R	T	W	X	X	Y	YY	Z
Day	X	X	X	X	X	X			X	X	X	X	X	X		X						X	X	X	X
Night	X	X	X	X	X	X			X	X	X	X	X	X		X						X	X	X	X

Daily Range Summary

Date	Site	Area	Time From	Time To	Bid No	Unit	Live/Dry (LD)	Weapon	Danger Impact Area	Firing Authority
03/03/2015	OTA	East Nook	0900	1700	14920	HQ 3 (UK) DIV	L	Light Gun (L118)	A	
	OTA	Impact Area C	0900	1700	14920	HQ 3 (UK) DIV	L	AS90/L118	CE	ARTY/SS/001
	OTA	Impact Area B	0900	1700	14920	HQ 3 (UK) DIV	L	AS90/L118/MLRS	BCE	ARTY/SS/002
	OTA	East Nook	2000	0200	14920	HQ 3 (UK) DIV	L	Light Gun (L118)	A	
	OTA	Corsenside	0900	0200	14920	HQ 3 (UK) DIV	D	HVM		
	OTA	OP 1,2,3,4,5,11,12	0900	0200	14920	HQ 3 (UK) DIV	D	Artillery Lasers		
	PRR	Pont-B Range	1000	1630	15770	3 RIFLES	L	Rifle 5.56mm (L85 SA80 SUSAT)		

Daily Facility Summary

Date	Site	Time from	Time to	Unit Name	Camp Facility	Dry Training
03/03/2015	OTA	0001	2359	1 RHA		Airfield, Yatesfield BEA
	OTA	0001	2359	HQ 3 (UK) DIV	DCCT,HLS 1 CMF	Airfield, Carshope Ho, Carshope Pt, Davyshiel BEA, Dunns, Featherwood Ho, Featherwood Pt, Headshope Ho, Herdlaw Ho, Leighton, Q, Redesdale BEA, S, T, U, V, Yardhope Pt, Yatesfield BEA, Z, Hollins
	OTA	0001	2359	INITIAL OFFR TRG RAF COLLEGE		Q, T, U, V

UNIT ARRIVAL CERTIFICATE



Unit:..... UIN:..... Bid Number:.....

1. This Arrival Certificate is to be completed by all units who arrive to train, are accommodated and fed at OTA. A Unit representative is to obtain a signature for each department listed. This form is to be handed into Range Control OTA within 6 hrs of arrival.

Department	Subject	Dept Rep's		Comments / Observations
		(Print Name)	(Signature)	
Range Control	Book in, Hand in Trg Certs, Med Form & Safety Certs			Safety Certs only required for Arty & Mortar live firing
Mil Staff in RC	Arrange Safety Brief - If Required			
	Confirm Facilities, Amdts, RASPs & EASPs			Ensure facilities not required are removed from booking
	Confirm Communications Plan			Units must have guaranteed comms with RC at all times. Either Air Waves, Landline, Sat Phone or Green Comms
	Hand in 8227 for all ammunition brought by unit - If required			
Training Safety Marshal	Collect Airwaves - If Required			
	Collect Bunker Keys - If Required			
	Salvage / Waste & OME Briefing			Must hand in an authorisation certificate for key access
Range Manager	Confirm Target Requirements - If required			
Catering Office	Confirm Numbers and Feeding Plan			
	Confirm meal timings and unit requirements			
Range Head Store	Arrange ammunition management timings			Confirm ammunition authorisation certificate is completed
	I have read and understand DTE J7 SOI No6 - OME Disposal			This SOI is displayed on the notice board in RC.
Training Unit Rep	I have checked the current ammo bans and constraints folder			Signature confirms unit ammo is safe to use
	I have checked the range safety notification folder			Signature confirms unit is conducting safe practice

Dates of Training: From:...../...../..... To:...../...../..... ACTUAL NUMBERS:.....

Unit Rep Details: Rank:..... Name:..... Signature:.....

Contact Details:.....

UNIT CLEARANCE CERTIFICATE



Defence
Infrastructure
Organisation

Unit: UJN: Bid Number:

1. This clearance Certificate is to be completed by all units who arrive to train, are accommodated and fed at OTA. A unit representative is to obtain a signature from each department listed. This form is to be handed into Range Control OTA before departure.
2. Issues not resolved before the unit's departure will be forwarded to the unit's Commanding Officer for further action.

Department	Subject	Dept Rep (Print Name)	Dept Rep's (Signature)	Departmental Comments / Observations
MGS	Any keys issued signed back in Issued passes returned			
Catering Site Office	AF 7764's complete Daily Nominal roll's received			
Range Head Store	Salvage Removed, clean & secured Unused ammo removed			If not removed then arrangements in place
Range Manager	Range clearance CMF clear of salvage			
Training Safety Marshal	Airwaves handed back - If applicable Bunker keys returned - If applicable			
Mil Staff at RC	Training area damage reported			
Range Control	Customer Satisfaction Survey handed in (Form B)			
	Actual usage details proforma handed in			
	Keys returned - If applicable Clearance Certificate completed & handed in			

Unit: Dates of Training: From: / / To: / /
 Unit Rep Details: Rank: Name: Signature:
 Contact Details:

CERTIFICATE OF COMPETENCE (CBRN TRAINING)

Unit: _____

Address: _____

This is to certify that from: _____ to _____ (dates) the following are Competent Persons:

They have qualified within the last three years and are fully conversant with CBRN Pamphlets 3, 5, 8.

Type of Training: _____

I certify that I have read and understand Range Standing Orders for DIO OTA CHAPTER 5 and Will ensure that those under my command comply with them.

Signature of Commanding Officer: _____

Completed Certificate is to be in possession of the Range Control, OTA before CBRN training is allowed to take place.

BATSIM REQUEST

UNIT..... (Sub unit).....Bid
No.....

This Unit request approval to use BATSIM (PE) at the following grids (8 figure) during the specific date and times stated below:

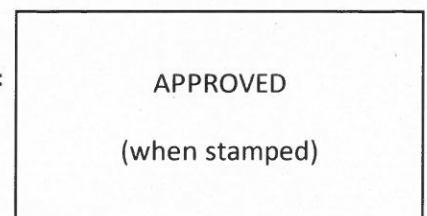
- 1 Grid:
(DTG)...../
- 2 Grid:
(DTG)...../
- 3 Grid:
(DTG)...../
- 4 Grid:
(DTG)...../
- 5 Grid:
(DTG)...../
- 6 Grid:
(DTG)...../
- 7 Grid:
(DTG)...../
- 8 Grid:
(DTG)...../
- 9 Grid:
(DTG)...../
- 10 Grid:
(DTG)...../

- a. Full sandbags are used.
- b. Liaison with all other units using this area has taken place.
- c. The area will be clearly marked and visible from all approaches, with mine tape or lightweight mine marker kit.
- d. The area will be overlooked by sentries to prevent incursion by unauthorised personnel.
- e. The area will be completely cleared of all PE and debris after use.
- f. I have read and understood RSO and all troop involved have been briefed.

Rank..... Name Signature.....Contact Tel
No.....

Note: BATSIM use will NOT be permitted until this request has been approved by the TSO.
This request is to be submitted at least 3 days in advance.

Rank..... Name Signature.....Stamp:



MEDICAL PERSONNEL

Unit: _____

Dates: From _____ To _____

MEDICAL PERSONNEL

(To be handed in to Range Control on arrival)

Please complete and return the proforma below with the details of trained medical cover in attendance with your unit during your forthcoming training at OTA.

It is important you fill in all the boxes.

RANK	NAME	QUALIFICATIONS

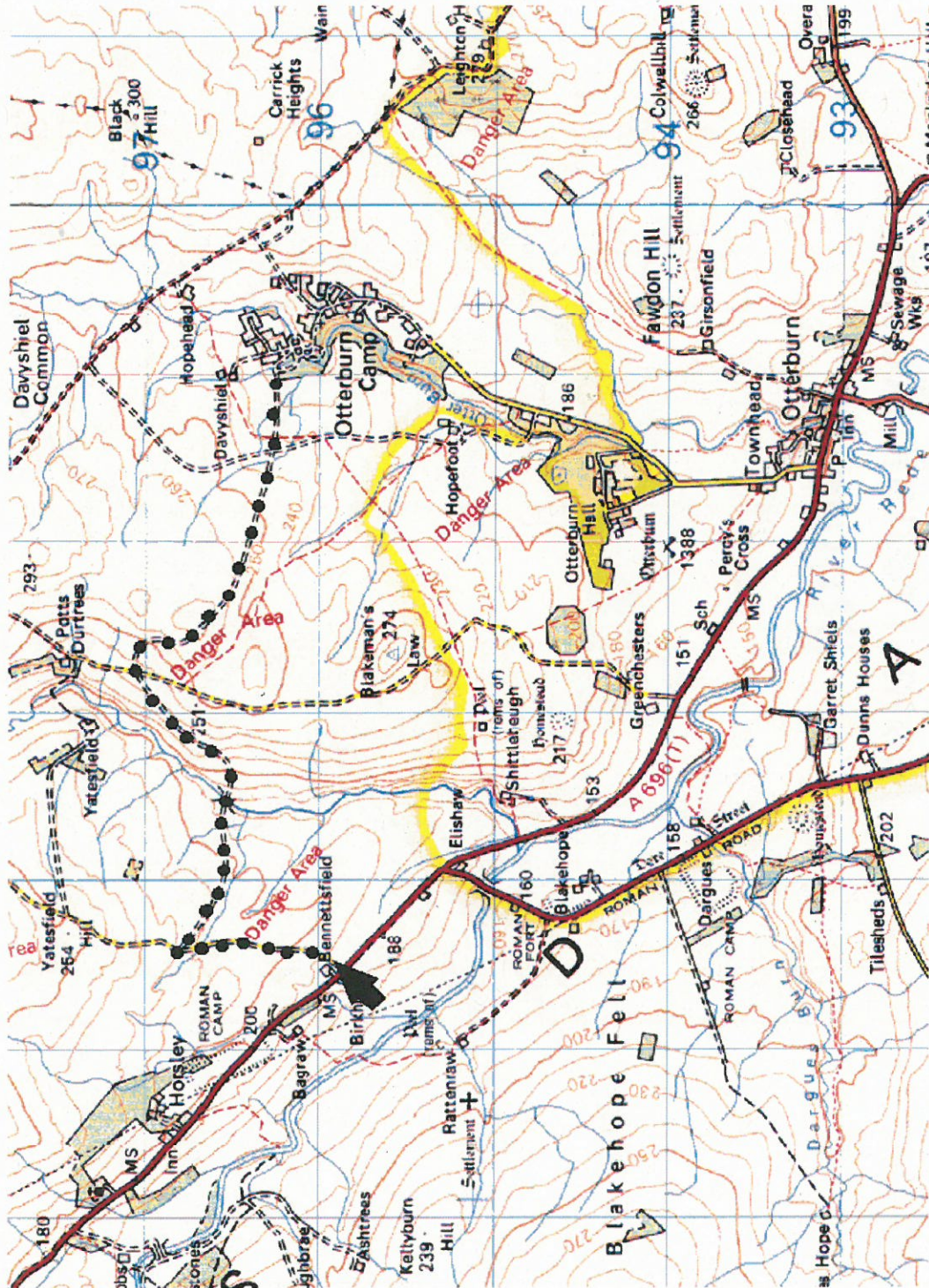
Signed: _____

Rank/Name: _____

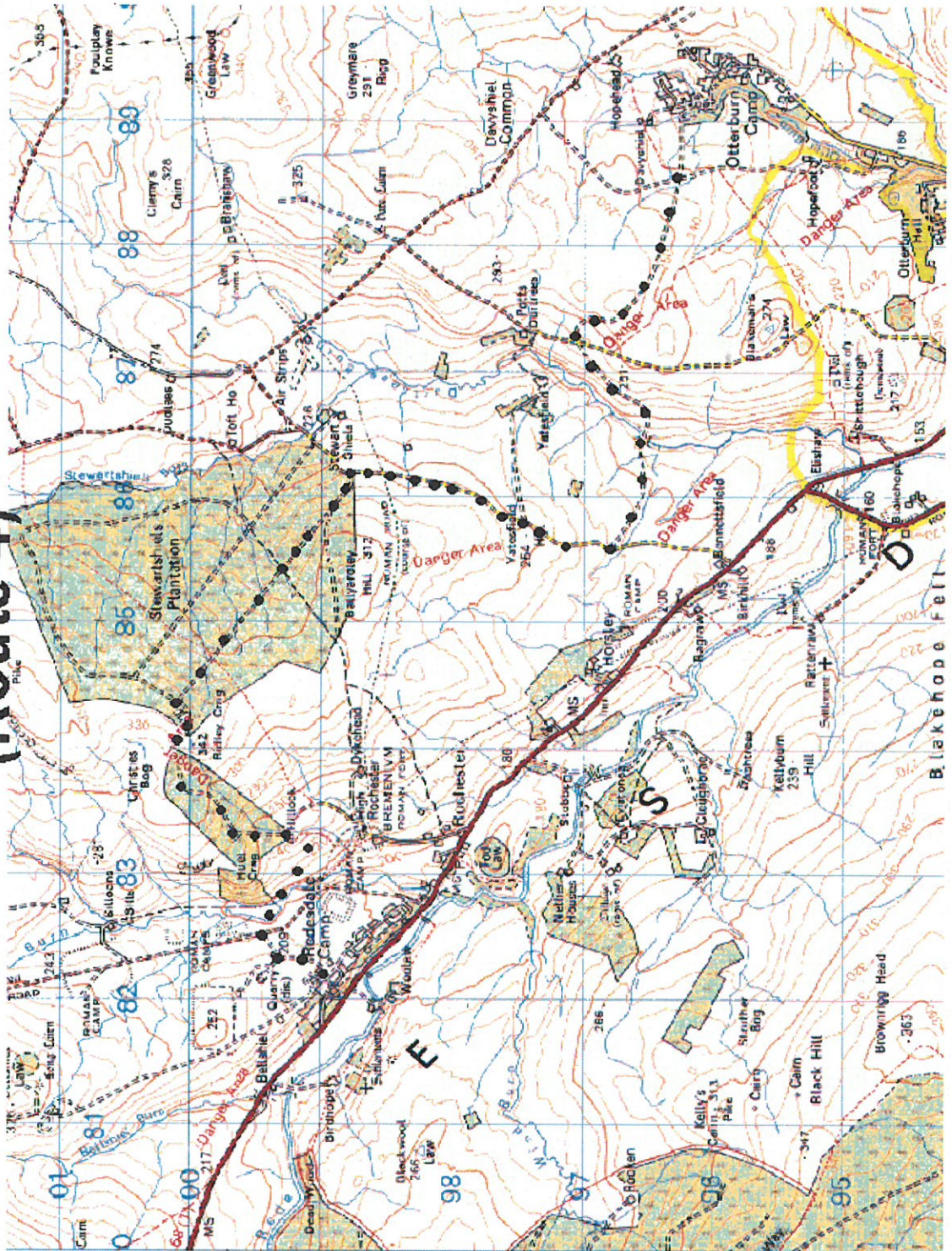
Date: _____

ROUTES TO CAMP

Main Entry and Exit Route to Otterburn Camp for Convoys
and Military vehicles over 1 Tonne



Main Transit Route (Route 4)



USAGE PROFORMA

Bid Details Summary for Bid Number 7083 from 2 SQN RAF REGT

Bid Number: 7083	From: Wed 29 Mar 2006	To: Fri 07 Apr 2006	UIN: LR0002
Unit Details: 2 SQN RAF REGT, RAF HONNINGTON, BURY ST EDMUNDS, SUFFOLK, IP31 1EE			
Point Of Contact: FG OFF ANTONIOU	Military Tel.:		Civil Tel.:

Actual Overall Numbers

Actual Number who were Training:	*	Actual Total Number Accommodated:	*
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Number of Key Equipment Used

Wheeled Vehicles	Qty	Tracked Vehicles	Qty	Aircraft	Qty

Number of Personnel Using Training Facilities

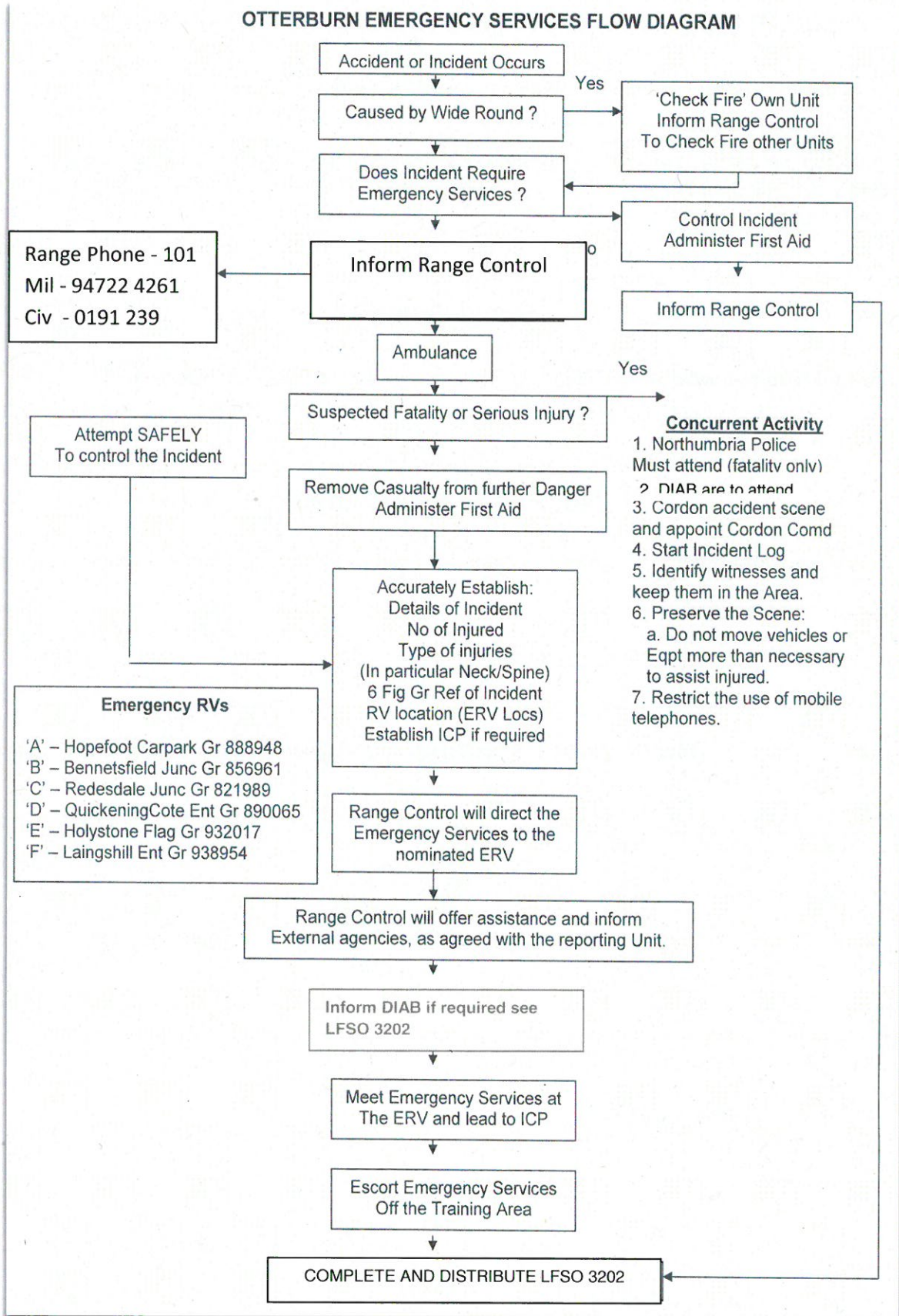
OTA

Training Facility	Date From	Start Time	Date To	End Time	Actual Number of Personnel
Quickening Cote BSA	Wed 05 Apr 2006	09:00	Wed 05 Apr 2006	17:00	*
Quickening Cote BSA	Thu 06 Apr 2006	09:00	Thu 06 Apr 2006	17:00	*

* Fill in the actual number

EMERGENCY SERVICES FLOW DIAGRAM

OTTERBURN EMERGENCY SERVICES FLOW DIAGRAM



ORDERS FOR UNIT FIRE WATCH

1. The nominated Unit is to provide a Fire Watch of at least a JNCO plus one, equipped with:
 - a. Landover/suitable vehicle.
 - b. Field Telephone / Airwaves Radio (held in Range Control).
 - c. Binoculars.
 - d. Training area map.
 - e. Paper and pencil.
2. Communications are to be maintained with Range Control by either means at all times. The Fire Watch is to:
 - a. Be in a position to observe the leading edge of the fire.
 - b. Keep Range Control up dated every 30 mins or as deemed necessary.
 - c. Take the following action if the fire moves out of the impact area.
 - (1) Inform Range Control.
 - (2) Attempt to put out the fire using fire beaters. (Fire beaters can be found at all Range Control Points (RCP's), Hides, Stone Tents and echelon areas).
 - (3) If the fire moves to within **500m** of any range building or the Danger area red Boundary, the fire watch is to inform RC.
 - d. The Fire Watch NCO is to log all reports made and actions taken.
3. In the event of the original Fire Watch being relieved, a handover must be given to the relief watch and an initialled confirmatory entry made in the Fire Watch log to this effect.
4. At no time should any attempt be made to put out the fire whilst it remains in the impact area.
5. If the fire appears to go out, the Fire Watch are to continue to observe until they are satisfied that the fire will not restart and may then request permission from Range Control to stand down. The fire Watch log is to be submitted to Range Control at the earliest opportunity.

DIO OTTERBURN – RANGE FIRE MANAGEMENT STRATEGY**Aim:**

The aim of this fire management strategy is to provide a cohesive action plan able to deal with all range fire events at DIO Otterburn. It incorporates authority staff and service provider responsibilities to ensure range fires are dealt with in a safe and efficient manner, thereby preventing damage to personnel, livestock, infrastructure, SSSIs or woodlands / forests (to be known as protected assets).

Procedure: **FIRE FIGHTING IS NOT TO TAKE PLACE DURING DARKNESS**

Range Fire Reported to Range Control (RC)

RC record location, size, wind direction and update map

States of Readiness

Fire Stage	Range Control	Authority Staff – Duty Officer (DO)	Unit Actions
Low	Inform Guard Room	Normal DO Duties	As directed by DO & RSOs
Moderate	Inform Guard Room	Normal DO Duties – Load ICP kit	As directed by DO & RSOs
High	Inform Guard Room	Normal DO Duties – Ensure all units briefed – Tracer & Illum ban?	As directed by DO & RSOs
Extreme	Inform Guard Room E Mail Fire Control Northumberland	Normal DO duties – On call to establish ICP if required	As directed by DO & RSOs

Fire Classifications:

For the purpose of this strategy the following fire classifications will be used:

Stage 0 Fire – Reported fire extinguished

Stage 1 Fire – Inside of RDA - No threat to protected assets

Stage 2 Fire – Inside of RDA - Threat to protected assets

Stage 3 Fire – Within 500m of the RDA perimeter & threat to protected assets

Fire Stage	Range Control	Authority Staff – Duty Offr (DO)	Service Provider (SP)	Unit Actions
1	Enter details in log book – Red Asterix Inform DO Update Incident Log and e-mail incident details to the DO account.	Visit site if required – During working hours DO / TSM will visit.		Unit must attempt to put fire out immediately if inside a BSA or a safe area shown on the fire fighting map No attempt is to be made to tackle fires inside of the Danger area shown on the fire fighting map.
1		Ensure unit understand and are complying with RSOs.		
0				Unit Reports Fire out
0	Record time and complete log book Inform DO Complete incident log	Confirm fire is out – authorise unit to stand down fire watch.		Stand down fire watch
0	Incident Closed			
2	Inform DO Inform Northumbria Fire Control Room 01670534699 Inform SP DO.	On site Check Fire – If required	SP DO to confirm availability of TQC2 personnel to offer support to the Emergency services.	Maintain Fire Watch Tackle Fire only if DO authorises
2	Manage reports & maintain log	Refer to Fire Fighting map to see if the fire can be tackled by the unit. Warn off other units of possible manpower assistance	Deploy personnel and equipment in support of emergency services.	Maintain Fire Watch Tackle Fire only if DO authorises
0	Incident Closed			
0	Record time and complete log book Inform DO. Update Incident Log and e-mail incident details to the DO account.	Confirm fire is out – authorise unit to stand down fire watch		Stand down fire watch
0	Incident Closed			
3	Manage reports & maintain log Inform Northumbria Fire Control Room 01670 627599 Inform SP DO. Circulate ICP grid to all troops on site & civilian fire agencies – Including Emergency RV to be used as directed by the DO.	DO on site @ ICP Establish ICP (crash out box) location – consult with civilian agencies. Coord troop assistance	SP DO to confirm availability of TQC2 personnel to offer support to the Emergency services.	The DO may call upon all military personnel on site to assist
3	Inform Main Gate of ICP grid. Main gate to inform all troops leaving camp of ICP grid.	Comd ICP Reactive planning Act as LO – Agencies and Mil personnel	Deploy personnel and equipment in support of emergency services.	Troops on site controlled by DO
0	Record time and complete log book Inform DO & SP Complete incident log	Confirm fire is out – authorise unit to stand down fire watch		Stand down fire watch
0	Incident Closed			

INTERCEPTOR LOCATIONS – MUST BE USED FOR REFUELLING AND MAINTENANCE

1. The refuelling of any vehicle on Otterburn Ranges at a location other than these areas listed below is strictly forbidden. Anyone caught refuelling in any other part of the training area could be subject to a substantial financial penalty.
2. There are large concrete interceptors for fuel catchment at each location, units are to ensure they are parked on these slabs.

Location	Grid	Size
Leighton Hide BEA	9061 9514	1,000ltrs
Davyshiel BEA	8868 9643	1,000ltrs
Yatesfield BEA	8609 9705	1,000ltrs
Redesdale BEA	8246 9862	1,000ltrs
Headshope	9362 9937	1,000ltrs
Airstrip	8736 9922	1,000ltrs
Airstrip	8695 9915	38,000ltrs
Stewartshiels	8560 0042	26,400ltrs
Stewartshiels	8469 0053	1,000ltrs
Stewartshiels	8486 0091	1,000ltrs
Stewartshiels	8514 0088	1,000ltrs

RAZOR WIRE REQUEST

UNIT..... (Sub unit).....Bid No.....

This Unit request approval to use Razor Wire at the following grids (8 figure) during the specific date and times stated below:

- 1. Grid: (DTG)...../
- 2. Grid: (DTG)...../
- 3. Grid: (DTG)...../
- 4. Grid: (DTG)...../
- 5. Grid: (DTG)...../
- 6. Grid: (DTG)...../
- 7. Grid: (DTG)...../
- 8. Grid: (DTG)...../
- 9. Grid: (DTG)...../
- 10. Grid: (DTG)...../

- a. Liaison with all other units using this area has taken place.
- b. The area will be clearly marked and visible from all approaches.
- c. The area will be overlooked by sentries to prevent incursion by unauthorised personnel.
- d. The area will be completely cleared of all razor wire and all components after use.
- e. I have read and understood RSOs and all troops involved have been briefed.

Rank..... Name Signature.....
Contact Tel No.....

Note: RAZOR WIRE use will NOT be permitted until this request has been approved by the TSO.
This request is to submitted at least 3 days in advance.

Rank..... Name Signature.....Stamp:

<p>APPROVED (when stamped)</p>



MINISTRY OF DEFENCE

**DEFENCE
INFRASTRUCTURE
ORGANISATION**

OTTERBURN TRAINING AREA

STANDING ORDERS

VOLUME I

CHAPTER 3 – LIVE FIRING

APR 2016



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CHAPTER 3 – LIVE FIRING

SECTION 1 – GENERAL

THESE ORDERS ARE TO BE READ BY THE CONDUCTING OFFICER OF A RANGE BEFORE THE START OF PRACTICE

References:

- A. Infantry Training Volume Pamphlet 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Military Engineering Volume II, Pamphlet 4 Field Engineering – Demolitions.
- C. Army Aviation Helicopter Weapons – Planning Conduct and Supervision of Live Firing Pamphlet 103, 300 & 302.
- D. JSP 403 Handbook of Defence Land Range Safety.

GENERAL

3.100. This Chapter covers the orders necessary for units conducting live firing practices with small arms on the training area facilities. This Chapter must be read in conjunction with Chapter 1 to these orders, which cover the general rules for all training.

3.101. The Standing Details, including arcs, for all Battle Shooting Areas and other fixed facilities are detailed at Annex A to this Chapter.

3.102. All facilities are to be booked in accordance with JSP 907.

3.103. A facility may only be used when authorised in the Daily Range Summary.

QUALIFICATIONS

3.104. The Senior Planning Officer (SPO), RCO and all personnel are to be qualified in accordance with Reference A.

3.105. Police Constabulary RCOs must be in possession of a certificate issued by the Chief Instructor in charge of one of the National Firearms Training Centres, stating that he has successfully completed a course that qualifies him to conduct authorised firing practices on MOD ranges in accordance with Reference A. The Police Force on official marksmanship training and civilian clubs affiliated to the NRA or NRSA are permitted to use the range providing all the necessary conditions detailed in JSP 403, Vol 1, Chapter 3 are adhered to. The certificate at Annex F must be completed and handed in to Range Control prior to the commencement of any live firing on Otterburn Ranges.

3.106. Civilian Rifle Club RCOs must be nominated by the club to the NRA or NRSA and have successfully completed the appropriate RCOs course to conduct range practices on MOD Ranges.

3.107. The Range Action Safety Plan (RASP), with a sketch map detailing target triangulation must be submitted to Range Control in advance for each activity.

BATTLE INOCULATION AND BATSIMS

3.108. Battle Inoculation and noise simulation may take place on OTA in accordance with Reference A, B and RSOs.

TARGETS

3.109. All target requests are to be submitted to the Range Facilities Manager (RFM) and discussed during the booking conference.

3.110. Remote Controlled Targetry must not be engaged at ranges closer than 25m.

HANDOVER/TAKEOVER

3.111. The Range Operative will be present to hand over the range. He/she is not permitted onto the range at any time while weapons are loaded. The Operative will only be given authority to access the range from Range Control and not the training unit.

3.112. The user is to inform the Helpdesk of any damage caused or noticed during use (contact details DRS). The Range Operative will only receive or accept the range on completion of firing as per the DRS timing.

3.113. Any range user that has not completed arrival procedures within one hour of the range starting time will have their facility cancelled. Range Control must be notified if a unit is running late.

3.114. Once a unit has taken over the facility, it is responsible for the range until it has been properly handed back to the Range Operative.

SECTION 2 – SAFETY

BATTLE SHOOTING AREA SAFETY

3.200. **BSA's** provide units with a safe place to conduct practices which have been deconflicted with other users.

3.201. **Arcs.** BSAs have set movement boxes and arcs of fire.

3.202. **Access.** Units are to enter and exit the area by the recognised access barriers by requesting permission from RC.

3.203. **Fires.** Any fire on the range or impact area must be reported to Range Control immediately in accordance with OTA Fire Mangment Strategy. RC will then advise on any subsequent action to be taken. Units are to be conversant with the fire management procedures.

3.204. **Ear Protection, Issued Body Armour and Combat Helmets.** Ear defence must be worn by all personnel on the range (including visitors) during live firing. Issued Body Armour, Combat Helmets (no Para or Crew Helmets) must be worn during LFTT.

3.205. **Low Visibility.** Targets are not to be engaged beyond the limit of visibility.

ALTERNATIVE PLANNING

3.206. Units who wish to deviate from the standard BSA's, or engage targets classed as 'Hard', should seek advice from TSO/QMSI.

FREE BATTLE SHOOTING

3.207. LFTT is not confined to the BSA's and is possible anywhere within the Range Danger Area boundary in consultation with RC.

3.208. **Planning.** The Unit Planning Officer is to submit details of the exercise with a RASP inc Weapon Danger Area (WDA) trace if applicable as described in Reference A to RC minimum of 7 days prior to the exercise.

3.209. **UXO.** Exercising outside of BSAs has an increased level of risk from UXO. All personnel involved with the exercise must be fully briefed on the heightened risk.

3.210. **Clay Pidgeon.** Clay Pidgeon firing is permitted at Gd 9320 9940. Users must provide their own equipment. RCO's must be qualified accordingly and sign onto the Free Battle Shooting 906 located at range control. Firing is permitted between 4400mils - 5200mils grid.

3.211. **CQM.** CQM can be conducted on all BSAs.

SECTION 3 – RANGE COMMUNICATIONS

RANGE CONDUCTING OFFICER

3.300. **RCO's.** Must be contactable from Range Control at all times by airwave.

3.301. **Range Telephone.** There is a telephone at each Range Control Point which must be manned at all times. This telephone must not be used for administrative calls.

3.302. **Clearance to Fire and Check Firing.** There is to be no firing until “**RANGE CLEAR**” has been received from Range Control. If contact cannot be made with RC, or if communications with RC fail at any time during a live firing exercise **CHECK FIRING must be imposed immediately.** Firing is not to restart until communications have been re-established, and “**CANCEL CHECKFIRE**” has been obtained from Range Control.

SECTION 4 – PROCEDURE FOR ALL LFTT EXERCISES

GENERAL

3.400. The following is designed as an aide memoir for all RCOs or Training Officers when planning, conducting and carrying out post live firing exercise procedure on the range area at OTA.

- a. **Booking Conference.** Attendance is mandatory and units who fail to attend may lose the facilities requested.
- b. **RASPs.** Submitted to RC no later than 7 days prior to the exercise and must have a supporting sketch map. The RASP may be viewed by DAIB should an accident or incident occur. For training in the first 14 days of January supporting paperwork must be submitted NLT 14 December.
- c. **Arrival Procedure.** On arrival at Otterburn camp the Exercise Director/ Planning Officer/RCO should report to Range Control to complete arrivals procedures.
- d. **Additional Changes.** Minimum notice required is 72hrs.

ACCIDENT EMERGENCY PROCEDURES

3.401. If an incident, accident or near miss occurs on any range, the senior person present must carry out procedures as per flow diagram in Chapter 1.

FIXED SMALL ARMS FACILITIES**BSA, CQB, AND ZEROING RANGES**

1. **Boundaries.** All BSA boundaries are marked with 7ft posts at approximately 100m intervals painted as follows:

Each corner	ORANGE
Start Line	GREEN & WHITE
Right Flank Line	BLACK & WHITE
Left Flank Line	BLUE & WHITE
Limit of exploitation	RED & WHITE

2. **Firing.** All firing must be contained within marked area.

3. **Exercising Personnel.** All personnel involved with exercises on the BSAs are to remain within the boundaries which act as a safe area when the impact areas are active.

4. **Barriers.** Units conducting LF are to ensure range barriers are closed at all times at entry point to range.

5. **Arcs.** All bearings for Range Arcs of Fire are detailed in MILS GRID, and are summarised at Appendix 1 to this Annex.

HEELY DOD BSA

Location	Facilities	Targetry	Vehicles	Entry/ Exit	Arcs
Movement Box LOD GR 93329819 to 93269866 LOE GR 92679820 to 92609872	a. Up to platoon attack. b. Section in defence. c. Overhead fire tower 3.25m. d. Effects bunkers x 2. e. Moving target. f. Troop shelter and toilets.	SARTS EFS SAM Veh Hulk	To park on the car park opposite the troop shelter. Only authorised vehicles are to go forward to the Range Control Point.	Barrier B	LOA 4310mils ROA 5500mils 5.56/7.62 COF 60 FE(R) Ground

LONGTAE BSA/CQB/CQM

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Movement Box LOD GR 90820106 to 90540103 LOE GR 90700079 to 90500083	a. 2 Lane IBSR. b. Troop Shelter. c. CQM.	SAPU. EFS Stick in	Parking at Tap in 79 situated by road junction GR 903014.	Along track from parking area	LOA 2630mils ROA 4020mils 5.56/7.62 COF 60 FE(R) Ground

DAVYSHIELS BSA/IBSR

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Movement Box LOD GR 89069751 to 89389725 LOE GR 89399805 to 89779792	a. Up to platoon attack. b. Section in defence. c. Overhead fire platform. Only 2.5m. d. Moving target.	SARTS Veh Hulk MMT(R)	To park in front of the workshop inside barrier. Only authorised vehicles to go forward of vehicle park.	Barrier CC	LOA 6310mils ROA 1620mils 5.56/7.62 COF 60 FE(R) Ground
IBSR Grid LOD GR 89349732 to 89409730 LOE GR 89469764 to 89589760	a. 2 x lane IBSR. b. Toilets and troop shelter.	SARTS	Park by side of firing point.	Barrier CC	LOA 6220mils ROA 1580mils 5.56/7.62 COF 60 FE(R) Ground

WILKWOOD RANGE COMPLEX

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Movement Box LOD GR 88790246 to 89220272 LOE GR 88350297 to 88710308	a. Up to company attack. b. Platoon in defence. c. AT. d. Troop shelter/toilets.	SAPU SAM EFS SAAB AT mover Veh hulk formations	All vehicles are to be parked on ATGW FP1 or inside FOB.	Barriers R and T	LOA 4950mils ROA 0420mils 5.56/7.62 COF 60 FE(R) Ground
CQB GR 89250276	Individual CQB.	SAPU	As Above.	As Above	LOA 5780mils ROA 0650mils 5.56/7.62 COF 60 FE(R) Ground

SILLS BSA/IBSR/CQB

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Movement Box LOD GR 82730147 to 82920149 LOE GR 82830199 to 83230172	a. Up to section attack. b. Section in defence. c. Pairs IBSR. d. Overhead fire tower 3.25m. e. Effects bunkers. f. Toilets and troop shelter.	SARTS	Park at Barrier JJ.	Barrier J	LOA 0040mils ROA 1340mils 5.56/7.62 COF 60 FE(R) Ground
CQB GR 83000094	a. CQB. b. Grenades and batsims can not be used. c. Troop shelter & toilets.	SAPU EFS	Parked at Range Control Point.		LOA 0190mils ROA 1030mils 5.56/7.62 COF 60 FE(R) Ground

PITY ME CQB

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
GR 82200193	a. CQB. b. Tactical grenades at end of range only. c. Troop shelter with toilets and car park.	SAPU EFS	Park on hard standing at GR 819019.	Via track from troop shelter	LOA 0320mils ROA 1450mils 5.56/7.62 COF 60 FE(R) Ground

RIDLEESHOPE BSA

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Movement Box LOD GR 81750636 to 82060568 LOE GR 82410703 to 82910648	a. Up to company attack. b. Section in defence. c. Overhead fire platform 1.05m. d. Effects bunker. e. Troop shelter and toilets.	DIXI Veh Hulk SAPU EFS	Unit safety vehicle to be parked on hard standing at Range Control Point. Remaining vehicles to be parked GR 814064.	Via track from vehicle park	LOA 0210mils ROA 1720mils 5.56/7.62 COF 60 FE(R) Ground

QUICKENING COTE

1. Quickening Cote comprises of a split movement box and a CQB. There are further exercises that may be planned with additional box extensions governed by the rules at Chapter 3, Section 2 – Free Battle Shooting.

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
Box 1 Movement Box LOD GR 87970583 to 88110655 LOE GR 87060586 to 87190655	a. Up to company advance to contact. b. Section in defence. c. Effects bunkers. d. GPMG (SF)/Lt Mor Pit. e. Overhead fire from high ground. f. Troop shelter & toilets.	SAPU EFS	All vehicles are to be parked on the car park opposite the troop shelter.	Barrier Z	LOA 4030mils ROA 5220mils 5.56/7.62 COF 60 FE(R) Ground
Box 2 Movement Box LOD GR 87060586 to 87190655 LOE GR 86540587 to 86470676	a. Up to company attack (with Box 1). b. Section in defence. c. GPMG (SF)/ Lt Mor Pit. d. Effects bunkers. e. Overhead fire from high ground. f. Moving target.	SAPU EFS SAM Veh Hulk	As above	As Above	LOA 4020mils ROA 5500mils 5.56/7.62 COF 60 FE(R) Ground
CQB GR 87680640	a. CQB.	SAPU EFS	As above	As Above	LOA 3420mils ROA 5430mils 5.56/7.62 COF 60 FE(R) Ground

Notes:

1. Old Quickening Cote farmhouse, GR 872064, is not to be occupied at any time whilst live firing is conducted on the range. Firing must not be directed at the farmhouse.

ZEROING RANGE

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
GR 91159577	a. Balancing, Zeroing and Accuracy Testing. b. March and Shoot competitions. c. Falling plate 200m. d. Automatic Fire assesment and CQM if ETR is not in use. Using targets placed at the 200m point.	Stick-ins. Falling plate.	Car Park to rear of range.	Through gate around fence.	LOA 6020mils ROA 6380mils 5.56/7.62 COF 60 FE(R) Ground

ETR RANGE

Location	Facilities	Targetry	Vehicles	Entry/Exit	Arcs
GR 90909540	a. OSP Practices.	SARTS.	Car Park to right of the range.	Via main road at the 500m point.	LOA 6370mils ROA 0030mils 5.56/7.62 COF 60 FE(R) Ground

Notes for ETR and Zeroing:

1. The Range 906' and Range Flag is housed in the console of the ETR.
2. No vehicle is to move off the hard standing.
3. The ETR troop shelter is located at Leighton Hide grid: 908 954.
4. CQM and Automatic fire assesments are not permitted on ETR.
5. If ETR and Zeroing Range are in use concurrently, Zeroing Range firers can move to the 100m target point if ETR electronic targets are being engaged from the standard firing point. To move beyond the Zeroing 100m target area the ETR must be check fired. The ETR takes priority to the Zeroing range.
6. If the ETR firers move back from the standard firing point to engage targets at 400 metres or further then the Zeroing Range firers cannot move forward of the firing point.
7. SARTS targets are not to be engaged any further forward than the 56m point. This is the minimum LNV distance.

SILLOANS TLFTT

1. The Range consists of two firing lanes and grenade throwing bay either side of a safety bunker. A single grenade target for both bays must be placed in the central point of the protective stone.

Name of Position	Grid Ref of Point	Arcs of Fire (<i>mils grid</i>)		Impact Area	Special Instructions
		LOA	ROA		
SILLOANS TLFTT	81800251	0585	1680	E	
For rifle fire targets to be engaged must be placed beyond the stone to prevent ricochet.					

Notes:

- For exercises that require alternative arcs of fire, Range Control must be consulted and the arcs must be authorised on a separate Range Detail.
- All vehicles are to be parked on the hard standing provided at GR 819019 (the range shed for Pity Me CQB).
- Sentries.** Unit provided sentries are to be placed at the Pity Me troop shelter and grid 8177 0290.
- Waiting Details.** The waiting details are to be minimum of 200m from the throwing bays and should utilise the troop shelter for Pity Me.
- Destruction of Misfires/Blinds.** The destruction of blinds is to be conducted in accordance with pamphlet 21. No grenade to be thrown within 30 minutes of end of practice as per DRS.
- In liaison with RC anti-tank weapons may be fired from the grenade bays onto the hard targets forward of the throwing bays.

BARRACK RANGES**25M BARRACK RANGE.**

- The 25m Barrack range is situated inside Otterburn Camp. Units can sign on to the MOD form 906 and collect the keys from RC.
- This facility is booked in accordance with Chapter 1 to these orders.

25 METRE RANGE REDESDALE.

- The 25 Metre Range is situated at Redesdale at GR 821991. Units must sign on the MOD form 906 and collect the keys for the range from Range Control.
- This facility is booked in accordance with Chapter 1 to these orders.

ARCS OF FIRE 5.56/7.62 FE(R) COF 60

Note: All bearings are in Mils Grid.

RANGE	BSA		CQB/IBSR		
	Left of Arc	Right of Arc	Position	Left of Arc	Right of Arc
Heely Dod	4310	5500	-	-	-
Davyshiel	6310	1620	8935 9730	6220	1580
Longtae	2630	4020	-	-	-
Wilkwood	4950	0420	8925 0276	5780	0650
Sills	0040	1340	8300 0094	0190	1030
Ridleeshope	0210	1720	-	-	-
Quickening Cote 1	4030	5220	8768 0640	3420	5430
Quickening Cote 2	4020	5500	-	-	-
ETR	6370	0030	9086 9550		
Zeroing Range	-	-	912 959	6020	6380
Pity Me	-	-	8220 0193	0320	1450
TLFTT Gren			8180 0251	0585	1680
Clay Pidgeon	4400	5200	9320 9940	-	-

GPMG (SF) FIXED POSITIONS

Posn No.	Name of position	Grid Ref of Point	Arcs of Fire (<i>mils grid</i>)		Impact Area	Remarks
			LOA	ROA		
G1	Old Pits	92269669	5370	6300	A	
G2	Tod Law	91639649	5700	0190	A	
G3	Hare Cairn	88209870	0780	1730	A	
G4	Cooper Stones	88419832	0550	1385	A	
G5	TP108	88459808	0760	1110	A	
G6	Spare					
G7	Spare					
G8	OP11	81430646	0090	0500	C	
G9	TP157	80860690	0530	1190	C	
G10	OP12	80400734	0750	1500	C	

HMG/LRR 7.62/.338/12.7

Posn No.	Name of Position	Grid Ref	Arcs of Fire (<i>mils grid</i>)		Impact Area	Remarks
			LOA	ROA		
HMG 1	Zeroing Range	91159580	6150	0090	A	Longtae BSA OOB
HMG 2 (Map not updated to reflect new location)	G10	80410736	1120	1370	C	OP13 OOB (must be booked with bid)
HMG 3	Barrier W	81830536	1380	2430	B,C,E	Not to be booked without discussion with OTA RC
SNIPER PITS	Barrier FF	86540106	5960	0140	B E	.338
SNIPER PITS 7.62	Barrier FF	86540106	6000	0140	B E	7.62mm hard
RH.338	Ridleeshope BSA	As per BSA	0500	1400	C	OP13 OOB (must be booked with bid)
QC.338	Quickening Cote	As per BSA	4500	5200	B C	.338
WW.338	Wilkwood BSA	As per BSA	5000	5650	B	.338
DS.338	Davyshiel	89079750 89189742 89119758 89249752	0500	1100	A	.338
HD.338	Heely Dod	93319820 93289866 92659831 92609873	4860	5200	A	.338

HELICOPTER AIR TO GROUND LIVE FIRING

References:

A. Army Aviation Helicopter Weapons – Planning, Conduct and Supervision of Live Firing, Pam 103,300 & 302.

RCO

1. The RCO must ensure that:
 - a. If executing a “race track” pattern to re-engage the same target, it is permissible for the weapon to be “Made Safe” between serials provided that the aircraft does not leave its allocated range area. If the aircraft does leave the range area, the weapon is to be unloaded. A loaded weapon is not to be flown outside the Otterburn Range boundary. In the case of Integrated Weapons Systems, an aircraft is to be “Made Safe” until it is at the Arming Holding Area prior to firing. The aircraft is not to leave Otterburn Range Area until it has had a physical check that the aircraft systems indications are in agreement with the reality.
 - b. Communications with RC is maintained at all times. A communications failure between either the aircraft and RC, or the RCP and Range Control halt the practice immediately.

HEADINGS

2. Aircraft may not be flown on headings outside the safety area without:
 - a. Master and armament switches set to OFF.
 - b. Guns clear.

DUTIES OF THE RCO

3. The RCO must report to Range Control prior to and after using the Range. He is to ensure that:
 - a. Clearance for the practice is obtained from Range Control.
 - b. Communications are established between Range Control, the RCO and the aircraft by telephone, VHF/FM or UHF radio. If necessary he is to arrange for the provision of suitable radios for this purpose.
 - c. RCO must ensure the aircrew has positively identified the targets and arcs of fire.

ORDERS FOR THE BELLSHIEL DEMOLITION RANGE

References:

- A. Military Engineering Volume II, Field Engineering Pamphlet No. 4, Demolitions.
- B. Royal Navy Regulations BR 338 RN.
- C. Royal Air Force Regulations AP 110A-0104-1A General Regulations and Instructions for the Disposal of Explosives.
- D. Ammunition and Explosives Regulations (Land Service), Volume 2.

GENERAL

1. The Bellshiel Demolition Area is located at GR 81030195. The area has a central hard track which is sub divided into four areas A,B,C and D.
2. **Safety Bunker.** The safety bunker is located at GR 81270128 with telephone communications to Range Control. The bunker may be used as a stand off point for the safe initiation of explosives.
3. The Bellshiel Demolition Range is only to be used when authorised in the Daily Range Summary.

DRASP

4. A DRASP must be submitted to RC for authorisation prior to commencement of any training.

HANDOVER/TAKEOVER

5. Units are to takeover/handover the range from the Range Operative. The details are to be recorded in the Land Range Log MOD Form 906. These details are to include the total NEQ used.

GENERAL SAFETY POINTS

6. Before firing commences the DSO must ensure that the Barriers LL (GR815034), KK (GR813004), L (GR816033) and K (GR823005) and open after each series of demolitions.
7. The following restrictions apply:
 - a. The maximum Net Explosive Quantity (NEQ) must be inline with Explosive Distances for Demolition/Disposal of Ammunitions. Maximum burst danger area for Bellshiel is 1000m.
 - b. The maximum number of individual charges per series will be limited to six with a minimum of a 30 second time lapse between each individual charge.
 - c. A variety of natures of bombs and explosives are required to be fired periodically for bomb disposal, training and research. None of these natures may be fired if they exceed the maximum explosive content of the current approved limits detailed in References A, B, and C (approved charge limits and danger area).
 - d. Once prepared, charges are not to be left unattended.
8. The RCO is to plan the firing timings so that, in the event of a misfire or blind, it can be dealt with before the 'END OF PRACTICE' as detailed in the Daily Range Summary.

RANGE ORDERS FOR THE SENTRY'S AT BELLSHIEL

1. When conducting live firing activities at Bellshiel Range the following sentry order must be adhered to:
2. Sentries are to be located as follows:
 - a. Barrier L Gr 816033.
 - b. Barrier LL Gr 815034.
 - c. Barrier K Gr 823005.
 - d. Barrier KK Gr 813004.
3. The Sentry must be briefed and posted by the DSO or nominated range safety staff. The briefing must include the following:
 - a. Action on vehicle / person on foot arriving at the sentry post.
 - 1) Time it will take for the barrier to reopen.
 - 2) Alternative route to be taken.
 - b. What to do in the case of an emergency.
 - c. Other sentry locations.
 - d. Time at post.
 - e. Method of relief if necessary.
 - f. Communications.
4. On arrival at his/her post the sentry must establish communications with the DSO. The RCO is not to start any practice until communications have been checked.
5. The sentries must not:
 - a. Leave their post without permission.
 - b. Open the barrier unless directed by the DSO or nominated safety staff.
 - c. Leave any litter.
6. All sentries are also to act as Air Sentries, if they suspect an air infringement of the range area they must report to the DSO immediately, who will initiate Check Fire.

ANTI-TANK/STRUCTURE AND GUIDED WEAPONS LIVE FIRING

LIGHT ANTI-TANK WEAPONS

1. Light anti-tank/structure weapons may be fired providing a protective firing point is constructed or identified, discussed with RC and danger area is contained within BSA RDA.

ANTI ARMOUR WEAPONS

2. **Javelin.** Javelin may be fired at static targets from:
 - a. Wilkwood BSA (Range Detail to be produced)
 - b. Quickening Cote BSA (Range Detail to be produced)
 - c. Ridleeshope BSA (Range Detail to be produced)
 - d. Silloans Grenade Range (Range Detail to be produced)
3. **NLAW.** NLAW may be fired at static targets from:
 - a. Wilkwood BSA (Range Detail to be produced)
 - b. Quickening Cote BSA (Range Detail to be produced)
 - c. Ridleeshope BSA (Range Detail to be produced)
 - d. Silloans Grenade Range (Range Detail to be produced)

USE OF MOD RANGES BY POLICE FORCES AND CIVILIAN RIFLE CLUBS

GENERAL

1. Police Forces and Civilian Rifle Clubs are not permitted to fire on MOD and TAVR Ranges until the certificate below has been signed. It is to be signed on each occasion of use.
2. The Club Secretary or RCO is to ensure that no weapons or ammunition exceed the muzzle energy and velocity listed below:
 - a. **All ranges:**
 - 1) Muzzle Velocity: 1000m/s (3280 ft/sec)
 - 2) Muzzle Energy: 7000J (5166 ft/lbs)
3. Any weapon or ammunition exceeding these figures are not to be fired on any of the ranges or firing areas without prior permission from the TSO.
4. Civilians are not allowed to fire MOD weapons.

CERTIFICATE

5. I certify as Range Conducting Officer that I am qualified by a National Firearms Training Centre and that I have read and understand the safety orders in force on this range and will ensure that those under my command will comply with them. I have also checked that all personnel who are qualified and are in possession of their certificate of safety and competence, which has been signed by the chairman of the club of which they are a member of.

Signed: _____ Name: _____
(BLOCK CAPITALS)

Rank/Posn: _____

Civilian Club/Police Force

ORDERS FOR OTTERBURN 25M BARRACK RANGE

GENERAL

1. DLRSC Serial Number: 1895.
2. Location: DIO NORTH OTA, Grid Reference 892962.
3. The range is a standard NO DANGER AREA range construction.
4. The 25m Range is only to be used when authorised on the Daily Range Summary. Verbal authority will not be given by the TSO.

BOOKING

5. The 25m Range is to be booked in accordance with the procedures detailed in Chapter 1.

HANDOVER/TAKEOVER

6. The keys for the range are obtained from Range Control. The RCO is to sign on/off in the Land Range Log kept in Range Control, additionally an Airwaves radio handheld set is to be signed out.
7. Once the unit has taken over the range it is responsible for safe place until it has been properly handed back to Range Control and the Land Range Log has been signed.

RESTRICTIONS

8. RCO is to ensure that no firing occurs closer than 10 meters form the target. Metal is visible from this point.

WEAPONS

9. The types of weapons permitted for use and the distances which is permitted is detailed in the following table:

Ser	Weapon	25m	20/15/10 m	Night	Harmonisation	Bursts	Remarks
1	Rifle	6	6	6	-	-	
2	GPMG (Lt)	4	-	2	-	2 – 5 rds	No Tracer
3	GPMG (SF)	4	-	2	2	20 rds	No Tracer
4	LSW/LMG	4	-	2	-	2 – 5 rds	No Tracer
5	Pistol	6	6	6	-	-	
6	Cbt Shot Gun	4	-	4	-	-	Fig 11 Only

Notes:

1. To avoid tunneling of the sand whilst firing GPMG, the point of aim must be changed after each burst.
2. Under no circumstances are civilian clubs to fire automatic.
3. Antique weapons and weapons of large calibres whose ammunition is initiated by black powder charge may not be discharged on this range.

TARGETS

10. Only approved military or NRSA/NRA targets are to be used. Cadets and civilian clubs are not to fire on humanised targets.
11. Firing at moving targets is not permitted except in association with the swivel target mechanism for this range.
12. Metal plates or other hard objects are not to be used on this range.

RANGE SAFETY COMMUNICATIONS

13. There is a telephone point at the 25m range hut which is to be manned at all times.
14. The RCO is to contact Range Control before firing commences. No firing is to begin until 'Range Clear' has been given by Range Control. The line must be checked every 30 minutes.
15. The RCO is to maintain communications with Range Control during the firing period. If any breakdown in communications occurs, all firing must immediately cease and check firing will be enforced until communications have been re-established.

VEHICLES

16. All vehicles are to be parked on the hard standing behind the range area.

ORDERS FOR REDESDALE 25 METRE RANGE

GENERAL

1. DLRSC Serial Number: 1504.
2. Location: DIO NORTH OTA, Grid Reference 820992.
3. The range is a 1908 range construction.
4. The range is only to be used when authorised on the Daily Range Summary. Verbal authority will **not** be given by the TSO.

BOOKING

5. The range is to be booked in accordance with the procedures detailed in Chapter 1.

HANDOVER/TAKEOVER

6. The keys for the range are obtained from Range Control. The RCO is to sign on/off in the Land Range Log, additionally an Airwaves radio set is to be signed out.
7. It is forbidden to use the range until all the conditions set out in paras 3 and 4 have been satisfied.
8. Once the unit has taken over the range it is responsible for the safe place until it has been properly handed back to Range Control and the Land Range Log has been signed.

Weapons

9. The types of weapons permitted for use and the distances which is permitted is detailed in the following table:

Ser	Weapon	25m	20/15/10m	Night	Harmonisation	Bursts	Remarks
1	Rifle	4	-	4	-	-	No Auto Fire
2	GPMG (Lt)	4	-	2	-	2 – 5 rds	No Tracer
3	GPMG (SF)	4	-	2	2	20 rds	No Tracer
4	LSW/LM G	4	-	2	-	2 – 5 rds	No Tracer
5	Pistol	4	4	4	-	-	
6	Cbt Shot Gun	4	-	4	-	-	Fig 11 Only

10. To avoid tunneling the sand whilst firing GPMG (SF), the point of aim must be changed after each burst.
11. Civilian clubs are not to fire automatic.
12. Antique weapons and weapons of large calibres whose ammunition is initiated by black powder charge may not be discharged on this range.

TARGETS

13. Only approved military or NRSA/NRA targets are to be used. Cadets and civilian clubs are not to fire on humanised targets.
14. Firing at moving targets is not permitted except in association with the swivel target mechanism for this range.
15. Metal plates, other hard objects and CQM Targets are not to be used on this range.

RANGE SAFETY COMMUNICATIONS

16. There is a telephone point at the range hut which is to be manned at all times.
17. The RCO is to contact Range Control before firing commences. No firing is to begin until 'Range Clear' has been given by Range Control. The line must be checked every 30 minutes.
18. The RCO is to maintain communications with Range Control during the firing period. If any breakdown in communications occurs, all firing must immediately cease and a check fire enforced until communications have been re-established.

VEHICLES

19. All vehicles are to be parked on the hard standing behind the range area.

RANGE ORDERS FOR THE ETR SENTRIES

1. Sentries must be briefed and posted by the RCO or nominated range safety staff if firing beyond the road. The briefing must include the following:
 - a. Action on vehicle arriving at the sentry post (Make safe weapons at end of practice and allow through).
 - b. What to do in the case of an emergency.
 - c. Time at post.
 - d. Communications.
2. On arrival at his/her post the sentry must establish communications with the RCO. The RCO is not to start any practice until communications have been established.
3. The sentries must not:
 - a. Leave their post without permission.
 - b. Leave any litter.
4. All sentries are also to act as Air Sentries, if they suspect an air infringement they must report to the RCO immediately, initiate a Check Fire.



MINISTRY OF DEFENCE

**DEFENCE
INFRASTRUCTURE
ORGANISATION**

OTTERBURN TRAINING AREA

STANDING ORDERS

VOLUME I

CHAPTER 1 – GENERAL

May 18




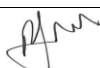
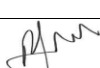
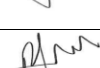


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Capt AE Lowes RA	Apr 16	<i>AL</i>
Capt AE Lowes RA	Oct 16	<i>AL</i>
Capt AE Lowes RA	Apr 17	<i>AL</i>
Capt MW Graham RA	Jul 17	<i>MW Graham</i>
Capt MW Graham RA	May 18	<i>MW Graham</i>

UK DEFENCE TRAINING ESTATE OTTERBURN TRAINING AREA

Otterburn Training Area is managed in accordance with the MOD Safe System of Training. Units must comply with Otterburn Range Standing Orders and the training manuals for the weapons, vehicles and equipment being used to provide:

- a. Safe Persons.
- b. Safe Equipment.
- c. Safe Practice.
- d. Safe Place (HQ DIO O), (User accepts responsibilities once 906A is signed).

Daily Range Summary (DRS)

Units deployed on Otterburn Training Area must have submitted a Trace/RASP/EASP 15 working days prior to arrival. On arrival units are to book in at Range Control and collect their arrival paper work, this will include the DRS.

Duty of Care

All personnel have a legal duty of care, both to themselves and to others, and may be liable to legal action if there is willful or reckless disregard of Health and Safety or Environmental requirements.

Public Access

Public access to OTA is strictly controlled by Byelaws through a series of Flags/lamps, Boundary signage, Safety barriers and Public notices. Commanders at all levels are to be alert to Public access to the range areas whether this be authorized or unauthorized access. All personnel training at OTA have a Duty of Care to react accordingly to any incursion by the public and ensure safety first in each case, please report any unauthorized incursion to Range Control immediately.

Commanders' Responsibilities

Commanders at all levels have personal responsibility for ensuring that activities are undertaken in as safe a manner as is reasonably practicable taking due regard to any risks. The mechanisms for discharging this duty may be delegated but legal responsibility remains with the chain of command.



M A Holden
Lieutenant Colonel
Commander and Principle Training Safety Officer

2 Jul 18

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DEFENCE INFRASTRUCTURE ORGANISATION

UK DEFENCE TRAINING ESTATE OTTERBURN TRAINING AREA

VOLUME 1

CHAPTER 1 – GENERAL

SECTION 1 - CONTROL AND ADMINISTRATION OF THE TRAINING AREA

ORGANISATION, CONTROL AND ADMINISTRATION

1.100. The Training Area is classified as Defence Infrastructure Organisation (DIO) UK Defence Training Estate (DTE), Otterburn Training Area.

1.101. **Location.** UK Defence Training Estate, OTA is located in Otterburn Camp (GSGS 6500, Edition 1).

Postal address:

UK Defence Training Estate
Otterburn Camp
Otterburn
Newcastle-upon-Tyne
NE19 1NX

1.102. UK Defence Training Estate OTA Fax No: 94 722 4309 Tel: ATN 94 722 4261

1.103. **Permanent Staff.** The permanent staff for the training area are based at Otterburn Camp and are responsible for the safe control and management of Otterburn Training Area.

DUTIES

1.104. **Senior Training Safety Officer (STSO).** The Senior Training Safety Officer is responsible to HQ DIO for the running of the training area. Orders are issued by him on behalf of UK Defence Training Estate. Other arms using the area for training are to comply with these orders/instructions even though they may differ from their own SOP's.

1.105. **Range Control - Training Safety Officer (TSO).** The Training Safety Officer has two Deputy Training Safety Officers (DTSO) and one Training Safety Marshal (TSM) on the permanent staff at Otterburn Training Area. The Training Safety Officer is responsible to the Senior Training Safety Officer for all range safety, range allocation and the co-ordination of all training facilities.

1.106. **Service Provider Area Delivery Manager.** The service provider Area Delivery Manager is responsible to the Senior Training Officer for the upkeep and maintenance of all range and training area facilities.

1.107. **Land Agent.** The Land Agent is responsible for the management of the agricultural land, trees, plantations and buildings on OTA. He is responsible for liaison between the MOD and tenant farmers and for assessing claims for compensation from civilian personnel who may have suffered loss or damage to property because of military training.

1.108. **Service Provider.** In accordance with JSP 403 Vol 1 Ch 3 Para 0304. The service provider Assignment Instructions (AI) are to be approved and signed by the STSO and are to be reviewed annually in conjunction with RSOs.

SECTION 2 – TRAINING AREAS

GENERAL

1.200. The training area is shown on the following maps:

- a. 1:25,000 Defence Infrastructure Organisation North Otterburn, GSGS 6500, Edition 1.
- b. 1:50,000 Defence Infrastructure Organisation North Otterburn, GSGS 6500, Edition 1.
- c. 1:50,000 KIELDER and adjoining forests GSGS 5295 shows the licensed training areas of Kielder forest and Kielder water.

1.201. **Description.** OTA consists of 23,085 hectares with additional areas of Forestry Commission woodland. It includes a major artillery live firing area and has several small arms ranges including all anti-tank weapon live firing facilities. It has extensive field firing areas with fixed facilities up to company level or free battle shooting exercises up to battalion plus level. The area contains many sites of archaeological importance which are clearly marked. There are numerous Sites of Special Scientific Interest. All these areas are protected by law and therefore must not be damaged or destroyed.

1.202. The MOD freehold training area is divided as follows:

- a. OTTERBURN, comprising live firing area OTTERBURN and dry training areas Q, R, S, T and U.
- b. REDESDALE, comprising of live firing area REDESDALE, BELLSHIEL and dry training areas P, V and W.
- c. The CHEVIOT dry training area comprising areas X, Y and Z.

1.203. OTTERBURN and REDESDALE have fixed live firing complexes and field firing for a variety of weapons including artillery, guided weapons and mortars. Details and orders for the use of these live firing facilities are given in Chapters 2 and 3.

1.204. PONTELAND RIFLE RANGE is located 3 miles North West of Newcastle Airport. It is the responsibility of OTA for bookings, allocation, operation, safety and maintenance. Details and orders for these Ranges are contained in Chapter 3.

ACCOMMODATION

1.205. Otterburn contains approximately 1310 beds. In addition, there are a number of bivouac sites and stone tents (converted farmhouses) which can be used for accommodation on the dry training areas.

SECTION 3 – FACILITIES

AVAILABLE FOR LIVE FIRING

1.300. The following facilities are available for live firing. For details of specific ranges, reference should be made to the relevant chapter in these Standing Orders.

- a. Live Firing Tactical Training Area (LFTTA)/Battle Shooting Areas (BSA) – stage 4 and 5 exercises.
- b. Close Quarter Battle Ranges (CQBR) – stage 4 and 5 exercises.
- c. ETR (SARTS).
- d. Zeroing Range (for calibres up to 0.338 and 0.50).
- e. 25m Barrack Range (Otterburn Camp).
- f. 25m Range (Redesdale).
- g. Anti-Tank/Direct Fire Ranges for:
 - (1) MILAN (Foreign forces).
 - (2) ILAW/NLAW.
 - (3) 66mm LAW HEAT.
 - (4) RARDEN 30mm.
 - (5) 105mm Field Artillery.
 - (6) 155mm Field Artillery.
 - (7) CRV-7 Rocket.
 - (8) Javelin.
- h. Support Weapons Ranges for:
 - (1) GPMG Sustained Fire (SF).
 - (2) HMG/GMG.
 - (3) Mortars.
 - (4) MLRS (RRPR).
- i. All Arms Air Defence Range GPMG.
- j. Fighter Ground Attack and Bombing.
- k. Demolition Range.
- l. Converted Gallery Range, Gallery Range (Ponteland).

FACILITIES AVAILABLE FOR DRY TRAINING

1.301. **Areas.** Areas P, Q, R, S, T, U, V, W, X, Y, Z and Danger Area D (around COTTONSHOPE) are available for dry training. These areas vary in the type of ground and therefore the types of exercise that can be conducted on them. Unit Commanders should ensure that a thorough reconnaissance is completed prior to booking these areas in order to decide the suitability for the particular type of exercise to be run. **Area R has the following restrictions:**

- a. Only to be used for the training of cadets.
- b. No military vehicles south of Grasslees Burn.
- c. Landrover type vehicles can be used in this area but only in the case of emergency and for essential operational reasons.
- d. No digging.
- e. No felling of trees.

- f. No burning of vegetation.
- g. Camping is restricted to the area between Grasslees Burn and the B6341 road.

1.302. Much of the dry training area consists of high hills and exposed moorland where troops may be dependent upon themselves and are remote from immediate help. Weather conditions at OTA are unpredictable and can deteriorate rapidly, to include strong winds, flash flooding, snow and heavy mist. Units engaged on arduous training are responsible for ensuring that adequate safety precautions are taken, including the provision of suitable clothing and rescue procedures.

1.303. The CHEVIOT dry training area consists of all the ground within the training area boundary which lies North of the River Coquet. This is steep hilly upland country and, therefore, unsuitable for general training. It is, however, suitable for mountain warfare, evasion exercises, leadership and most kinds of arduous training. It is sub-divided into dry training areas X, Y, and Z. The following restrictions apply:

- a. No training from 15 April to 21 May inclusive.
- b. No training in August.
- c. No training from 15 December to 15 January.
- d. All other bank holidays not included in the above dates.

1.304. As part of the AS90/MLRS conditions and undertakings the MOD will endeavour to minimise its activity in sensitive areas during the bird-breeding season. Units will be informed of any restrictions imposed on the confirmation of booking proforma.

1.305. The other dry training areas P, Q, S, T, U, V, W and impact area D are to the south, east and west of the danger areas. These are for training without live ammunition, all range users are to be aware that Artillery/Mortars can and do live fire from these dry training areas into the impact areas.

1.306. **Obstacle Courses.** A type B and Non-synopsis assault course is available within the training area and is situated in Otterburn camp. The orders for the use of this facility are at Annex E/F to Chapter 4.

1.307. **Dismounted Close Combat Trainer (DCCT).** A 10 lane back to back DCCT is in Otterburn Camp in building 12. The orders for the use of this facility are at Annex G to Chapter 4.

1.308. **Parachute Dropping Zones.** There are two recognised parachute dropping zones (DZs) situated at:

- a. BELLYARDLEY HILL (GR 856983) suitable for a drop of platoon size, including pathfinders.
- b. CORBY PIKE (GR 860020) suitable for a Battalion size drop. This is split into three smaller DZs, Crowstone, Bluestone and Shortfall.
- c. The use of DZs is contained within Chapter 4, Section 4.

1.309. **Bivouac Sites and Green Latrines.**

BIVOUC SITES

Name	Facility	Capacity	Remarks
PENCHFORD GR 940976	Latrine structures Hard standing Shelter Parking	12 vehicles	Requires Burners Requires Lighting
FIDDLERS WOOD GR 881989	Shelter Latrine structures Hard standing	15 vehicles, 10 x LR, 5x4 ton	
AIRFIELD GR 868 992	Latrine structures Shelter	Regimental Assembly Area	

STONE TENTS

Name	Facility	Capacity	Remarks
FEATHERWOOD GR 816039 Currently OOB until further notice	Farmhouse Cooking area Running water (cold) Range telephone Parking	6 beds 1 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated RESTRICTED PARKING
COTTONSHOPE GR 802064	Farmhouse Outside latrine Cooking area Running water (cold) Range telephone Parking	17 beds 1 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
MAKENDON GR 804094	Farmhouse Cooking area Running water (cold) Range telephone Parking	25 beds 2 x SV, 2 x LR	Requires Lighting Requires Cooking facilities Water untreated (winter months only)
CARSHOPE HOUSE GR 846113	Farmhouse and Outbuilding Cooking area Running water (cold) Range telephone Parking	35 beds 4 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
SHILLMOOR GR 887077	Farmhouse and outbuilding Cooking area Running water (cold) Range telephone Parking	25 beds 4 x SV, 2 x LR	Requires Lighting Requires Cooking Facilities Water untreated
HEADSHOPE GR 932995	Farmhouse Outside Latrine Range telephone Parking	20 beds 6 x TCV, 6 x LR	Water required Cooking facilities required Lighting required
HERDLAW GR 945985	Farmhouse and outbuildings Cooking range Running water (hot and cold) Toilets/WBs Lighting Range telephone	30 beds 6 x SV, 6 x LR	Gas supplied Water untreated Mains power

	Parking		
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Note: G1098 required on all sites. Portaloos are required for some sites and are to be ordered in accordance with JSP 907.

GREEN LATRINES

1.310. **Green Latrines.** Green latrines locations:

Serial	Station / Building		Number and Description	
	Otterburn areas and ranges	Grid Ref	Pit	Traps per pit
1	Quickening Cote troop shelter	883063	1	3
2	Airfield	873992	1	3
3		871991	1	3
4	Quickening Cote farm	871064	1	3
5	Fiddlers Wood	881987	1	3
6		882988	2	3
7	Cottonshope Head troop shelter	801063	1	3
8	Sills BSA	827015	1	3
9	Silloans range hut	828009	1	3
10	Pity Me, Dere street	819019	1	3
11	Davyshiel range	893975	1	3
12	Davyshiel BSA	888964	2	3
13	Heely Dod range	935984	1	3
14	Headshope troop shelter	932994	1	3
15	Leighton Hill wood	906952	2	3
16		908952	1	3
17		905954	1	3
18	Featherwood	812037	1	3
19		809039	1	3
20		809041	1	3
21	Hollin Burn hide	781032	1	3
22		779036	1	3
23		780037	1	3
24	Dunns wood	933975	1	3
25		932977	1	3
26	Headshope cottages	936994	1	3
27	ATGW firing point 3	870033	1	3
28	East Wilkwood	893027	1	3
29	Wilkwood	890026	1	3
30	Yardshope Patrol area	924016	1	3
31	Ridleeshope	823060	1	3
32	Bell Pit wood (Stewartshiel)	862995	1	3
33	Stewartshiel	856002	1	3
34	Penchford	940976	3	3
35	Herdlaw	945984	1	3
36	Bygate	853086	1	3
37	Carshope Stone Tent	846112	1	3
38	Yatesfield BEA	861971	1	3
39	Redesdale 25m	822992	1	3
		Total	44	

1.311. Chemical toilets, rubbish food waste, litter and ammunition **MUST** not to be put/emptied into the Green latrines.

1.312. Other sites with no special facilities (toilet or cooking) are allocated by the Booking Cell. Deep trench latrines are not allowed in these areas. Portable toilets must be used in these areas. Refer to Chapter 1, Section 7.

1.313. Units allocated bivouac areas are responsible for the cleanliness of the site and for the removal of swill.

DIGGING AND EXPLOSIVE DIGGING

1.314. **Digging and Explosive Digging.** The digging and blowing of pits is only permitted when authorised by Range Control and then only in allocated digging areas. Digging areas are as follows:

Cycle/ Year	A	B	C	D	E	F
1 19/22	GR 8614 N ½ GR 8613 West of road	GR 7909 N ½ GR 7908 North of road	GR 8011	E ½ GR 7900 GR 8000 W ½ GR 8100 West of road	E ½ GR 9195 S ½ GR 9195	N ¼ GR 9598
2 22/25	GR 7704 GR 7804 West of road	E ½ GR 8212 W ½ GR 8312	GR 8111	GR 7910	GR 7807	GR 8798 West of road
3 16/19	GR 7805 GR 7806 West of track	GR 7911	GR 8010	GR 7907	GR 8910	E ½ GR 8003 GR 8103 West of road

To allow for ground re-generation digging areas rotate on a 3 yearly cycle Apr to Apr. These areas are clearly marked and detailed on the range map. No digging may take place in the Impact Area without permission from the TSO and requires EOC clearance.

- a. Other digging areas can only be authorised by special arrangement with the TSO.
- b. All holes are to be filled in and the turfs replaced by the training unit by the end of the exercise. Before a unit leaves the training area, all holes dug by the unit have been properly filled in and confirmed by the unit on clearance from OTA (ANNEX E to this chapter).

1.315. **CBRN Chamber.** The CBRN Chamber is situated in Otterburn Camp. The CBRN facilities are not available to ACF and CCF units. NATO armies may train with CS gas by arrangement with the TSO, orders are at Chapter 4. A Certificate of Competence is required before training takes place in this facility; this certificate can be found at Annex F to this chapter.

TRAINING ON LICENSED LAND

1.316. Several agreements exist between the Forest Enterprise, Northumbria Water, The Duke of Northumberland Estates and OTA which permit dry training in the Kielder forest and Kielder water. Orders for these facilities are contained within Chapter 4.

1.317. **Standing Orders.** Separate Standing Orders exist for the use of each of the areas and will be issued on the receipt of the unit bid.

SECTION 4 – BOOKING AND PLANNING PROCEDURES

BOOKING RANGE, TRAINING AREAS AND FACILITIES

1.400. **Booking Procedure and Priorities.** The method of booking ranges and dry training areas on OTA is laid down in JSP 907. The priority of use is dictated by HQ DIO and promulgated in Annex C to JSP 907.

1.401. **Initial Enquiries.** Training bids can be discussed by telephone with the DTSOs' OTA, Otterburn Mil Ext 4303 or 4227. This will enable units to establish if their training plans can be facilitated by OTA. Bids will not be accepted until Appendix 1 to Annex C to JSP 907 is received. The outcome of these enquiries does not constitute any commitment and must be followed by the formal bid.

1.402. **Formal Bids.** Formal Bids are to be submitted to the Central Booking Cell, Defence Infrastructure Organisation, Operations Training Westdown Camp, by Email or fax. The bidding form must be fully completed to allow the Booking Cell to allocate sufficient resources or to contact the unit should any query arise. Bids with insufficient information will be rejected.

1.403. **Licensed Training Area Bids.** Bids for the use of Licensed Training Areas, Kielder should be made in accordance with the relevant chapter to these RSO.

1.404. **Provisional Allocation.** All bookings are to be classed as provisional until receipt of booking confirmation from Wathgil booking centre.

1.405. **Facility Suitability.** Unit Commanders wishing to use OTA should ensure that a reconnaissance of the training facility to be used is carried out at least two weeks prior to the monthly bookings conference in order to ensure suitability and to finalise details with the TSO. Any reconnaissance must be booked through the Booking Cell 14 days in advance to ensure safety and to avoid impairing the training of exercising units. Reconnaissance personnel must book in and out through Range Control and be in possession of the Daily Range Summary.

BOOKINGS CONFERENCE

1.406. At 1030hrs on the second Wednesday of each month a bookings conference will be held in the Briefing Room (building 33) in Otterburn Camp 2 months prior to the unit training.

1.407. Units making provisional bids to Central Bookings (Westdown Camp) will be notified of the bookings conference on the acknowledgement letter. A representative, briefed as to the unit's requirements, is required to attend. Each unit representative will be issued with an agenda which will be used as the basis for arbitration with the TSO and other range users. Units failing to send a representative will have the lowest priority and, in the event of a clash, may lose training facilities provisionally booked.

1.408. Briefings of the training area both administrative and safety will be brief as part of the booking conference and must be cascaded down. After the military part of the booking conference there will be time for all training units to de-conflict individual exercises. The dry training areas may be allocated to more than one individual unit.

1.409. **Cancellations.** Units must notify cancellations as soon as possible in order that facilities can be re-allocated, do not wait until the bookings conference. Units who fail to use booked training facilities may lose their future priority. It is particularly important to notify cancellations of live firing as it can involve overtime of Range Staff. Cancellations of bids and/or facilities are to be sent to Central Bookings without delay.

1.410. **Late Amendments to Firing Programme.** The following factors require to be included in deliberation when considering late amendments to firing programmes:

- a. Range Safety issues.
- b. The existing programme, including other unit needs.
- c. The needs of tenant farmers.
- d. The priority status of the requestor for change.
- e. LSS staffing issues.

1.411. **Changes to Live Facilities.** Units **must** give a minimum of 72 hours' notice when requesting changes or additions to live fire facilities.

- a. The TSO may only consider requests for additions under 72 hours if the unit has been accorded Priority 1 status by HQ Land. No additions are to be made in less than 24 hours before the day of firing.

SECTION 5 – RESTRICTIONS

GENERAL

- 1.500. **Closed Periods.** The training area is closed for all training 15 April to 15 May inclusive for lambing and maintenance.
- 1.501. **Firing Times/ Night Firing.** The normal firing times are as follows:
- a. **Summer Timings 01 Mar – 31 Oct:**
 - 1) Day firing 0900hrs – 1700hrs
 - 2) Night Firing 2000hrs – 2359hrs
 - b. **Winter Timings 01 Nov – 28/29 Feb:**
 - 1) Day firing 1000hrs – 1600hrs
 - 2) Night firing 1800hrs – 2200hrs
- 1.502. There will be no live firing on Bank Holidays and NON- FIRING weekends, of which there are a number throughout the year.
- 1.503. Night firing is restricted to Tuesdays and Thursdays, with Saturday night firing allocated by the TSO. Units may request for additional night firing activities via the TSO but these will not always be granted.
- 1.504. **DOGS.** Dogs are not permitted onto the training estate under any circumstances. Dogs are only allowed in camp with permission from the STSO but are not permitted inside any office building or accommodation.

PUBLIC ACCESS

- 1.505. OTA is governed by Bylaws for public access when military training is not taking place. Public access is confined to Public Rights of Way (PROW) and tarmac roads. There is strictly no public access outside of the controlled access areas. Land to the north of the river Coquet is classed as an open access area, where the public have right of access throughout the year.
- 1.506. OTA adheres to Byelaws using a system of barriers, flags and lamps to indicate to the public that Byelaws are in force. PROW are not accessible during that period. The byelaws aid safe military training and may be used to prosecute those who breach them.
- 1.507. Public Information relating to access at OTA is available from local tourist information centres as well as many interpretation boards placed around the training area. The following web-site also provides information; www.northumberlandnationalpark.org.uk.
- 1.508. Units should be aware that in dry training areas the public may be present and should avoid any confrontation and/or intensification of activity on, or close to a PROW.
- 1.509. Units who consider public access to be of concern to their training programme or are not clear where byelaws are applicable must inform Range Control who will advise accordingly.
- 1.510. Unit are to be aware that over bank holidays/non-firing days and weekends, Rallies, Bike rides and hunts are carried out on the training area throughout the year, these activity's will be published on the DRS.

ANCIENT MONUMENTS AND ARCHAEOLOGICAL SITES

- 1.511. Otterburn Training Area has a significant number of legally protected archaeological sites (Scheduled Ancient Monuments) ranging from Roman fortifications to Medieval deserted villages. These are often located within wide areas of historic landscape containing other non-scheduled but important archaeological sites. An Archaeological Management Plan with maps identifying protected areas is held by the STSO. The boundaries of these sites are also marked on the ground by a diamond shaped "Archaeological Area" sign. Within such areas a number of activities are forbidden

including digging and off-road vehicle movement. Units using the OTA should ensure that Range Control has clearly indicated the presence of such areas and associated conditions of use, relevant to the exercise taking place.

Care should be taken to avoid damage to any historic site, where damage occurs to scheduled sites this must be reported to the National Service Centre (Helpdesk) immediately and noted on the Range/Training Area Clearance Certificate to be completed by all units completing activity at OTA.

SITES OF SPECIAL SCIENTIFIC INTEREST

1.512. OTA supports a number of legally protected wildlife habitats and species, many of which are of national and international importance. These include thirteen Sites of Special Scientific Interest (SSSI's) and three Candidate Special Areas of Conservation (CSAC). Care should be taken to avoid damage to these sites and best endeavours should be made to avoid disturbance to species of note, particularly breeding birds in the nesting season. Where damage to designated sites occur this must be reported to Range Control immediately and noted on the Range/Training Area Clearance Certificate to be filled in by all units on completion of training activity on OTA (Annex E to Chapter 1).

OUT OF BOUNDS AREAS

1.513. The following areas are out of bounds to troops training:

- a. All areas marked in brown hatching on the overprint maps except for transit on roads or tracks.
- b. Farm houses, farm buildings, farmyards and gardens.
- c. Sheep pens, (Dry stone sheepfolds may be entered but great care must be taken to avoid damage).
- d. Buildings at BILLSMOOR FOOT (GR 944971).
- e. Hay sheds.
- f. Any other areas marked by an OUT OF BOUNDS sign.
- g. The private houses at GR 888948 – 887946 and the roads adjoining.
- h. Physical training, jogging and marching is forbidden along the main A68/A696 roads.
- i. Vehicles of 4 ton or over (including coaches) are not to use the Coquet Valley road without special permission from the TSO. These vehicles are not permitted off the road onto tracks except to park in bivouac areas or converted farms when allocated on the Daily Range Summary.
- j. Troops are not to halt, camp, bivouac, set up a cookhouse, HQ or Command Post within 300m of any farmhouse.
- k. The road from Otterburn Village to Hopefoot Cottages (888948) is **Out of Bounds to all Range users.**

FORBIDDEN TARGETS

1.512. The following are **never** to be engaged as targets:

- a. Range infrastructure buildings.
- b. Livestock.
- c. Farms and Buildings (included those that are disused or in ruins).
- d. Woods with exception of DYKEHAMS EDGE (GR 875050).
- e. Areas within 100 metres of roads.
- f. LINSHIELS LAKE (GR 8904) and the vicinity of the dam (GR 891043).

- g. Walls and fences.
- h. Sheepfolds and sheep pens.
- i. Grouse butts.
- j. Ancient monuments (marked with the white Star of David).
- k. No mechanical targetry is to be engaged by Indirect Fire Weapons unless authorised.
- l. Artillery and mortars (including hand held mortars) are not to engage targets within the LFTTA/BSA's).
- m. When planning exercises on the LFTTA/BSA's care must be taken to ensure that targets are so positioned that no damage can occur to young trees and the fences that surround them.

DRIVING ON THE TRAINING AREA

1.513. Owing to the nature of roads and the ground, extreme care is to be taken by drivers with extra consideration for adverse weather. Winter driving, all units are to take into consideration the conditions and ensure commanders and drivers are briefed and act accordingly. Under no circumstances is off road driving to be conducted in any of the impact areas unless authorised by the TSO. B vehicle off road driving is only authorised in dry training areas for planned training events. Vehicle commanders are to ensure the correct use of passing places, avoiding unnecessary damage to the road verges. Speed limits on the training area are:

- a. All vehicles less tracked 30 mph.
- b. Tracked vehicles 20 mph.

1.514. Military vehicle speed is limited in the following local villages:

- c. Holystone 15 mph.
- d. Harbottle 25 mph.
- e. Alwinton 15 mph.
- f. Elsdon 25 mph.

1.515. **Tracked Vehicles.** OTA is unsuitable for general movement by tracked vehicles; however, the AS90/MLRS upgraded deployment areas are suitable with the following caveats:

- a. The area is not to be used by Main Battle Tanks.
- b. AFV and CVR (T) series vehicles are to be confined to roads and to certain deployment areas as detailed by the TSO.
- c. Units transported by low loaders are to offload at the Central Maintenance Facility, within Otterburn Camp or Air Strip GD 870 992.
- d. The maximum speed limit for all tracked vehicles in the Central Maintenance Facility is 5 mph.
- e. A 1: 50 000 trace detailing tracked vehicle limitations is available at Range Control.

1.516. **BV 206.** All variants of BV 206 are suitable for use on OTA. They are not subject to the off-road restrictions placed upon tracked vehicles and can be used on and off road throughout the training area. Units equipped with BV 206 wishing to train on OTA should contact the TSO for a detailed usage briefing.

1.517. **Vehicle Lights.** All vehicles are to use side, tail and headlights when moving on roads within the training area. Driving without lights can be permitted on certain routes if authorised by the TSO.

1.518. **Incidents and Accidents involving vehicles and equipment.** When vehicles and equipment have been involved in an incident or accident on the training area unit's **must** ensure that they are isolated until DAIB has been consulted and given its approval for the site to be cleared. See DRS for DAIB contact details.

TRAINING EQUIPMENT AND DEBRIS

1.519. **Wire.** The use of barbed wire (**razor wire is to be agreed with the TSO and the wire guarded at all times**), telephone cable/line and trip wire etc is allowed on the training area except in the OUT OF BOUNDS areas given in para 1.511. All wire/line will be removed before leaving the area and guarded whilst erected, see Annex O.

DANGER AREAS

1.520. The areas inside the bold red line marked on the OTA maps are live firing danger areas. Units are only to enter Danger Areas that are allocated on the DRS.

1.521. **Impact Area Dangers.** Officers Commanding Units authorised to train in the impact area are to ensure that all personnel have been fully briefed on the following:

- a. Objects seen in the impact area must not be handled, driven over or tampered with.
- b. Digging is not permitted under any circumstances.
- c. If practical, the grids of large unexploded ordnance are to be reported.
- d. Timings published in the Daily Range Summary and Range Detail must be strictly adhered to.
- e. Access to the impact areas at the end of a firing period is not permitted until clearance has been given by Range Control.
- f. Units are to be clear of the impact areas as instructed by the DRS and Range Detail. The exercise controller is to report all troops clear to Range Control. Failure to do this will prevent firing commencing until the report is made.
- g. Low flying aircraft are to be made aware of the danger of missile wires looped across valleys.
- h. No off-road driving of any vehicle type without prior authorisation from the TSO.

1.522. **Unexploded Ordnance.** UXO may be found anywhere on the training area. It is dangerous to touch blinds and unidentified objects. Troops must be warned of the danger and all finds are to be marked and reported to Range Control.

DEER MANAGEMENT AND GAME SHOOTING/VERMIN CONTROL

1.523. **Game Shooting.** The shooting rights on OTA are held by recognised shoots or by tenant farmers. No other person is permitted to shoot game, rabbits or pigeons and civil action may be taken against any person caught poaching within the training area. Shot guns and sporting rifles, including air guns, are not permitted on the training area unless they are in support of training.

1.524. **Defence Deer Management (DDM).** Only authorised members of the Service Branch of the British Deer Society (BDS) may cull deer on the training area, when the following conditions are in place:

- a. STSO permission.
- b. Training area safety brief.
- c. Firearms licence (checked in date and correct weapons).

- d. Insurance (for activity).
- e. Shooting test in date.
- f. Correct DDM grade for activity.
- g. Activity and location on the DRS.

1.525. **Vermin Control.** Only authorised individuals can conduct vermin control when the following conditions are in place:

- a. STSO permission.
- b. Training area Safety Briefing.
- c. Firearms licence (Checked in date and correct weapons) copy held by Landmarc or Farmer.
- d. Insurance (for activity) copy held by Landmarc or Farmer.
- e. Email TSM with location, time and date of activity for DRS.
- f. All DDM and Vermin controllers must book on and off the training area with Range Control. Failure to comply will result in the individuals' permission been withdrawn.

RADIATION PROTECTION

1.526. Units bringing radioactive materials to OTA are to nominate their own Radioactive Protection Supervisor (RPS) and liaise with the OTA RPS on ext. 4218 with regards to safe use and storage of items. Units are to be conversant with OTA Radiation Standing Orders currently contained within SHEP Standing Orders.

1.527. If units find items classified or suspected as containing radioactive materials they are to mark the position and report it to Range Control without delay.

DAMCON

1.528. **Battalion/Regimental or Armoured Units.** Commanders are to provide a damage control party; the party must be commanded by a SNCO and have comms with RC in addition they must:

- a. Able to operate independently for up to 24 hours.
- b. Have a suitable vehicle.
- c. Remain behind at the end of the exercise until released by the TSO.

1.529. **RANGE INTERCEPTORS.** Must be utilised for all refuelling and maintenance. A full list of locations can be found at Annex N to Chapter 1 of this document.

RULES FOR CADETS, NON-SERVICE PERSONNEL AND CIVILIANS

1.530. **Cadets.** Cadets can use the training area for training providing they adhere by the rules contained within this document, for visits during live firing or major exercises the following rules apply:

- a. Cadets are subject to normal civilian safety criteria. Visits to OPs and other locations near the impact area must be booked at least 10 weeks in advance to enable the required safety planning to be carried out.
- b. Cadets must be accompanied by an adult instructor.
- c. Cadets must have sufficient insurance for the activities they will be involved in.
- d. Must conform to the current live firing regulations.

1.531. **Live Firing by Police, Civilian Clubs and other users.** See Chapter 3.

1.532. **Media.** All units are to inform TSO of any planned media coverage at the booking conference.

RISK ASSESSMENTS

1.533. The General OTA Assessments in accordance with LFSO 1405 are contained in Range Standing Orders Vol III. They are to be read by all units planning or conducting training. These OTA Risk Assessments are not substitutes; Training Commander's MUST carry out risk assessments for their particular training activities.

SECTION 6 – RESPONSIBILITY FOR AUTHORISING ACCESS TO OTA

GENERAL

1.600. Where the STSO cannot adequately control risk and the MTF is necessary to meet the training requirements of the unit. The commanding officer is to ensure:

- a. The Military trainee has written approval from a 1* officer for the activity.
- b. The Military trainee has written approval from a 2* officer to deviate from the Service instruction regulations.

1.601. **Classification.** Those permitted access to OTA are divided into 3 classifications:

- a. Trainees.
- b. Controlled Personnel.
- c. The General Public.

1.602. **Trainees.** Personnel undergoing hazardous training and those conducting it (Instructors, Supervisors and Range staff), including regular, reserves, cadets, police and foreign forces, who may generate a different level of risk depending on their training standards, weapon systems, ammunition types and the country or environment they are training in. The STSO OTA requires that trainees be briefed on the hazards through their own commanders either during a central brief or individually. This is especially true of cadets and unattested personnel who require greater care than adult trainees.

1.603. **Controlled Personnel.** These include all persons who enter the training area or ranges under the control of the STSO OTA. All controlled personnel are to be briefed on the potential training area hazards and sign that they have been warned annually or on the occasion of the visit, the signed acknowledged is to be retained by RAU.

1.605. **General Public.** The General Public are assessed as uncontrolled, but consideration must be given to the worst case of a trespasser who deliberately disregards the Warning Signs or is unable to interpret Warning Signs through age, lack of knowledge or not being able to read notices or understand signs.

BRIEFINGS AND AUTHORISATION

1.606. **Trainees.** All those who train at OTA are to be briefed by their own Commanders who are to read the OTA Training Risk Assessments (Vol III).

1.607. **Controlled Personnel**

- a. **Category 1.** Civilian employees in this category are to be trained to be aware of hazards present on the ranges at which they work and to comply with the necessary resultant controls, e.g. Range Standing Orders as they affect their deployment and operation. A record of specific information, instruction, training and supervision provided and confirmation of competence together with a signed acknowledgement of receipt of the information, instruction and training is to be retained in the employees' personal file.
- b. **Category 2.** This category has limited, controlled access authorised by the STSO of the facility who will specify the terms and conditions under which access will be permitted. A record of the briefing, its content and a signed acknowledgement by the recipient is to be retained within the RAU/facility. Any necessary information, instruction, training and supervision given to civilians in this category is also to be

recorded together with a signed acknowledgement by the recipient. All contractors must conform to LSS Code of Practice.

c. **Category 3.** This category should usually be escorted and the briefing should be restricted to the hazards and controls which affect their immediate safety. A record of the briefing together with a signed acknowledgement of this briefing should be retained for the period of the visit. Where any in this group require either unescorted or more regular visits consideration should be given to changing their status to Category 2.

1.608. **General Public.** The General Public are assessed as 'uncontrolled' persons but all possible and reasonable steps should be taken to ensure that members of the public are made aware of the extent of the danger area and the hazards likely to be encountered. These steps include:

- a. Byelaws.
- b. Public Warning Notices.
- c. Flags, barriers, signs and Byelaw notices placed at likely access points.
- d. Public Access Guides.
- e. Briefings and guided tours.
- f. Vigilance by tenants, shepherds, range staff and range users.

SECTION 7 – POLLUTION

GENERAL

1.700. These orders apply to all the OTA areas including the licensed training areas.

1.701. **Pollution Control Officer.** OTA Pollution Control Officer is the G4 Site Rep, assisted by LSS SHEQ Coordinator.

1.702. It is the duty of all Commanders training or planning training to consider the pollution risks of their training and to issue detailed instructions for prevention and correction.

1.703. **Environmental Protection.** The discharge of pollutants (as listed in JSP 418) into controlled waters is forbidden. Controlled waters are defined as water in burns, streams, rivers or other watercourse that would finally empty into the sea. Pollutants include ground fuels, AVTUR oils, detergents etc.

PREVENTION

1.704. The preventative measures to be taken are:

a. **Sanitation**

1) Units training are to use Green Latrines. For site list see Sect 3 Para 1310.

2) When major concentrations of troops are planned the controlling HQ should hire and pre-position portaloos through LCO Otterburn at a ratio of 1-25 pax.

b. **Spillage**

1) Unit Support Tanker (UST) vehicles are to park on the Central Maintenance Facility when on camp. When deployed, parking and delivery of fuel is to be carried out on the airfield and interceptors contained at Annex A to Chapter 2.

2) Oil and major assembly changes are to be done within the Central Maintenance Facility and the AS90/MLRS pack lifting sites contained at Annex A to Chapter 2.

c. **Discharges**

- 1) Units are not to discharge effluent from field laundry units, field shower units etc into the burns, waterways or other drainage systems.

ACTIONS IN THE EVENT OF A SPILLAGE

1.705. When any incident involving spillage takes place on the Training Area the unit concerned is to:

- a. Take immediate action to prevent further spillage and the spillage spreading.
- b. Report to Range Control by the fastest means:
 - 1) Place (Location grid of the spillage).
 - 2) Nature of spillage.
 - 3) Action being taken.

1.706. Range Control will immediately advise the G4 Site Rep/LSS SHEQ Coordinator who will attend the incident to decide which agency to task to assist, and to whom any incident requires to be reported.

WASTE

1.707. **CLEANLINESS AND HYGIENE.** When planning exercises, care must be taken to ensure that targets are so positioned that no damage can occur to young trees and the fences that surround them.

- a. Units identified as having left rubbish on the training area will be required to send back a party to clear their refuse. Units finding rubbish or damage on deployment are to report it to Range Control giving an eight-figure grid reference of the location.
- b. Units are to ensure that **ALL** areas, woods and plantations are checked immediately after use by a SNCO.

1.708. **Rubbish Disposal.** Rubbish may be disposed of in the Waste Management Area located at Otterburn Camp, or through unit arrangements. On no account is rubbish to be buried or ground dumped on the training area. Contaminated or hazardous waste including ammunition must not be disposed of in the skips. Advice will be given on the disposal of such waste by the G4 Site Rep. All rubbish must be placed in a clear plastic bag and have an **FFE certificate inside**.

1.709. **Portable Toilets.** In addition to the green latrines units may obtain additional portable toilets for large static locations. They can be obtained through LCO on their Bid proforma. Arrangements must be made with LCO for the emptying of the toilets. It is a unit responsibility to provide contractors with an escort if they are to enter a flagged area. The location of the toilets must be cleared with LCO Ext 4218.

SECTION 8 – FIRE FIGHTING AND PREVENTION

GENERAL

1.800. **Takeover.** When a unit takes over accommodation from the TAFM, they will sign for a set of Camp Fire Orders. It is the responsibility of the unit to carry out the following:

- a. Camps:
 - 1) Read and comply with the Camp Fire Orders.
 - 2) Carry out a Fire practice within 24hrs.
- b. Stone Tents:
 - 1) Read and comply with the Fire Orders.
 - 2) Maintain an alert watch at all times. (This is a non-sleeping duty).

- 3) Keep all Exits, corridors and stairs clear and free from equipment.

RANGE FIRES

1.801. **General.** OTA is mostly open moorland comprising of heather, white grass and small forestry blocks. The main soil structure is peat; all of which burns easily when dry.

1.802. **Mandatory Rules.** Otterburn training area Fire Fighting Strategy can be found at Annex M and is to be adhered to and in conjunction with the rules listed below:

- a. No Fire fighting inside the Danger Area unless directed by Range Control.
- b. When a unit causes a fire, it is responsible for mounting a Fire Watch or tackling the fire until they have been given permission to stand down by Range Control. Orders for the Fire Watch are detailed in Annex L to this chapter.
- c. Fire fighting will take priority over ALL training.
- d. Units must comply with requests for assistance from Range Control to fight fires when requested.

FIRE RISK CLASSIFICATION AND ACTION

1.803. Open fires are strictly prohibited on all areas of Otterburn Training Area unless prior permission has been granted by the TSO. The fire risks and the actions on each risk are as follows:

- a. **LOW Risk.** No special precautions - Report all fires to Range Control. Deal with the fire as directed.
- b. **MODERATE Risk.** Unit Commander to brief troops on fire safety - Report all fires to Range Control. All cooking **must** be supervised by local commanders. Deal with all fires immediately.
- c. **HIGH Risk.** As for moderate. Troops are prohibited to carry out the following tasks when the risk is high:
 - 1) Tracer, pyrotechnics and illuminating munitions. Permission maybe given by the TSO.
 - 2) Anti – tank munitions.
 - 3) Field cooking, hexamine cookers must take place on hard core tracks or areas.
- d. **EXTREME Risk.** Troops are prohibited to carry out the following tasks when the risk is extreme:
 - 1) The use of **all** tracer, pyrotechnics, illuminating munitions.
 - 2) Field cooking including hexamine.
 - 3) Smoking.
 - 4) RAF air to ground exercises.

EQUIPMENT

1.804. **Fire Beaters.** Fire beaters are grouped at key points, such as observation sheds, range huts and forestry blocks. There is a quantity held in the range store for use by units as required.

SECTION 9 – AIR ACTIVITY

GENERAL

1.900. Authority for aircraft to overfly and land at OTA is given by the TSO. Before tasking aircraft, units are first to obtain airspace clearance from the TSO. This may be done by telephone:

- a. Otterburn (Military) Ext. 4201/4227/4303
- b. Newcastle (Civil) 0191 239 4201/4227/4303

1.901. **Airspace (and NOTAM Action).** Air danger heights are dependent upon the weapon systems and ammunition being used in any one area. Notification of the daily air danger height can be obtained from Range Control. Extension request can be done to D512 and D512A, info can be obtained from Range Control.

1.902. Units arranging FGA, helicopter support and para drops are to inform the TSO, preferably no later than the bookings conference.

1.903. **Permitted Activities.** Ranges are only permitted to conduct approved activities within an Air Danger Area. These can be found in the CAA Air Information Publication CAA AIP ENR 5.1

1.904. On arrival at the training area RSOs/FACs/JTACS/OCTACP and DZ officers are to report in person to the TSO for a safety briefing.

1.905. Live weapons, including lasers, may not be used without a range detail showing type of aircraft, weapons, targets and attack headings.

1.906. **Danger Area Infringements.** Flying units will have their training severely curtailed if aircraft infringe the danger areas. This is a dangerous practice and puts pilots, aircraft and ground troops at risk.

1.907. **Meteorological Information.** Forecasts can be obtained through Range Control.

1.908. **Airspace Restrictions.** The following are aircraft sensitive areas; pilots are to be warned to stay clear of these areas at all times:

- a. Otterburn Village GR 8993
- b. Elsdon GR 9393
- c. Rochester GR 8398
- d. Harbottle GR 9304
- e. Holystone GR 9502
- f. Otterburn School GR 874937
- g. Soppit Farm Riding Stables GR 9293
- h. Girsonfield Stables GR 8993
- i. Ammo Compound GR 8897

1.909. **Low Level Night Reconnaissance.** All low-level night reconnaissance must follow the following rules:

- a. Photo flares and flashes may be released into the area bounded by the following grids; 820090 – 850090 – 880040 – 820050 – 820090.
- b. IR and electronic flash may be used over any part of the training area subject to arrangement with the TSO.

1.910. **Fighter Ground Attack (FGA).** Offensive support by aircraft is permitted:

- a. In conjunction with Battalion / Regimental and Formation exercises.
- b. During major NATO Air Exercise or FAC / RSO training.
- c. Must be in accordance with Air Command Air Weapons and Electronic Warfare Range Orders (ACAWEWRO) or planned by an Air Weapons Safety Officer and agreed by the TSO.

1.910. **Lasers.** Lasers are not to be used without prior authority from the TSO.

1.911. **Pyrotechnic Hazards.** All Air units are to be aware of other Range users and the hazard presented by pyrotechnics.

1.912. **Ground Weapon Ranges.** All Air units are to be aware of Live Range users and the hazards presented by burst munitions, small arms and their air danger heights.

HELICOPTERS

1.913. 5 x Helicopter landing pads are located at Otterburn Camp (Gr 893961) there are also sites at the Airfield (Gr 870993). Temporary landing sites within the training area boundary may be used by arrangement with the TSO. Detailed information can be found in Flight Info Publication HLS – United Kingdom.

1.914. **Communications.** Pilots of helicopters are to contact Range Control on **UHF frequency 279.0 Mhz** when they are approximately 20 miles from Otterburn Camp. Once aircraft are within **1.5Nm and below 1000ft** AGL they are to contact Range Control on **UHF frequency 279.0Mhz**. Pilots will then land at Otterburn Camp and be briefed by the TSO / DTSO before flying within the training area boundary. All aircraft operating within 1.5Nm and below 1000ft of the Otterburn camp HLS but not using the HLS are to monitor communications on UHF frequency 279.0 Mhz whilst on the training area.

1.915. **Temporary Refuelling Site.** A temporary refuelling site / HLS may be set up in the area of the Airfield (Gr 873992 and Gr 870993) and within Stewartshiel Battery Echelon Area (Gr 856100452). It is the Units responsibility to ensure that access is restricted to these sites when in use by aircraft.

AVIATION BRIEFING

1.916. All exercising aviation commanders are to ensure liaison is conducted daily with Range Control military staff prior to any activities.

LOADED WITH MISSILES

1.917. For missiles, rockets and guns, all AC arming and disarming activities (including application of power) should be carried out with the AC positioned so that the weapon systems are directed towards safe headings that are endorsed by the relevant IE. Where suitable safe headings are not possible, consideration is to be given to HAS operations or barriers. Guidance on available and suitable barriers is to be sought from the relevant IE.

USE OF DRONES/UAS/RPAS

1.918. **Use of DRONES/UAS/RPAS on Otterburn Training Estate.** Users are to comply with J7 No 16 – Use of Commercial Remotely Piloted Air Systems (RPAS) on the DIO Training Estate, which clearly states that they must be registered with and accredited by the Military Aviation Authority (MAA) prior to use. Also, see Regulatory Article (RA) 1600. Commercial Off The Shelf (COTS) Unmanned Aircraft Systems (UAS) must also be registered on Defence Assurance Risk Tool (DART). COTS UAS which do not have either:

- a. Accreditation from DAIS.
- b. Been subject to the MAA categorisation process.
- c. Don not have an approved Risk Balance Case.

Must NOT be used either on the Defence Estate, within Operational Environments, or for any other Defence purposes. Full accreditation will take 2-3 weeks at present. Urgent requirements for use by commercial operations of systems in lieu of accreditation/categorization MUST submit a Risk Balance Case to DIAS in accordance with the guidance found in the DART User Guide.

SECTION 10 – AMMUNITION

GENERAL

1.1000. **Ammunition and Pyrotechnics.** The normal procedure is for visiting units to request their ammunition for delivery to Otterburn Range Head Store. Where a unit requires to bring their own ammunition/pyrotechnics they are to ensure before deployment onto the training area that they hand in to Range Control a copy of the AFG8227

(Ammunition Issue/Receipt) as issued by the unit QM(T) Department. This must list the Lot/BKI numbers of all natures of ammunition/pyrotechnics to be used.

1.1001. **Dry Weather Restrictions.** During prolonged periods of dry hot weather, pyro and tracer restrictions may be placed on units. Units must be prepared for this and plan accordingly. Eg. Ordering linked ammunition without tracer.

1.1002. **Authorised Rep/Ammo Storeman.** DIO Policy for units training at Otterburn, MOD explosives regulations require individuals afforded responsibility for the management of OME stocks within an explosive licensed facility are qualified to do so. Allowing access to personnel not suitably qualified is in breach of the conditions of the license and could result in its removal. Units are to make themselves aware of SOI J7 No.36 before training in OTA to ensure the correct qualified personnel are in attendance.

1.1003. **LUMATS.** Instructions regarding ammunition limitations are contained in Limitations in the Use of Missiles and Ammunition for Training (LUMATS).

1.1004. **Care and Preservation.** The attention of all Range Conducting Officers (RCOs) is drawn to Ammunition and Explosives Regulations (Land Service), Pamphlet 2, Unit Storage and Handling.

1.1005. **Blinds/Misfires other than Artillery and Mortars.** The RCO is responsible for ensuring that all blind/misfired rockets or grenades are located and destroyed in accordance with current disposal instructions and regulations. Disposal must be completed before the **'END OF PRACTICE'** time given in the Daily Range Summary or Range Detail. No personnel are permitted to enter the danger area to locate or destroy blinds without prior permission from Range Control. If a blind has not been located by the **'END OF PRACTICE'**, the RCO will notify Range Control and further instruction will be issued by the TSO. The destruction of dysfunctional GW missiles will only be carried out by an ATO under the direction of the RCO.

1.1006. **Air to Ground Weapon Destruction.** The responsibility for the location and destruction of air to ground weapon blinds is that of the practicing unit.

1.1007. **Range Clearance Certificate.** At the conclusion of training, on the final day of the practice, the RCO is to submit the Range Clearance Certificate to the TSO stating that all blinds/misfires have been destroyed or reported (Annex E to Chapter 1).

ARTILLERY AND MORTARS

1.1008. **Blinds.** All observed blinds must be reported to Range Control and annotated in the AF 906 with grids.

1.1009. **Delay.** HE fuzed Delay is NOT authorised for firing in OTA. Any questions regarding its use should be addressed to the TSO.

1.1010. **Smoke.** Ammunition with white phosphorus content is not to be used on OTA.

BLANK PYROTECHNICS AND BATTLE SIMULATION

1.1011. Blank ammunition, very flares, 16mm mini flares (**NOT RED**), noise simulators, smoke candles, smoke grenades, trip flares, 1.5" Para illum flares etc. may be used anywhere on the training area with the following exceptions:

- a. On the STREET HEAD and EAST NOOK outlying gun areas.
- b. Within 100 metres of any public highway or within 300 metres of any farm building and the Range Head Store.
- c. Trip flares are not to be set with the wire across any training area road, Public Rights of Way or bridleways except with the authority of the TSO.
- d. All pyrotechnic debris is to be removed at the conclusion of the exercise. This includes blank spent cases, trip flare components, flare tubes and components etc.

1.1012. The OIC of the exercise must ensure all troops are briefed regarding pyrotechnic safety in accordance with current regulations, there is risk to life if a pyrotechnic

is fired into the flight path of an aviation platform, therefore it is imperative that users of pyrotechnic stores are aware of the Danger Heights and the CoC to control the firing of illuminance. Range users must inform RC of the location when firing PARAILLUM to confirm air space clear.

1.1013. **BATSIMS.** Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. BATSIM request are in Ch 1 at Annex G.

SCAVENGED SMALL ARMS AMMUNITION

1.1014. **Small Arms Ammunition.** Any small arms ammunition (empty cases live or blank) found on the training area should be:

- a. Handed in to the Range Control Store during the normal working day. During out of hours put into the Amnesty Box.

SECURITY OF AMMUNITION

1.1015. Ammunition is not to be left unattended anywhere on the training area. Units bringing ammunition to the training area are to make arrangements with the Ammunition Supervisor for the safe custody of ammunition whilst they are in camp. No ammunition or explosives are to be brought into camp.

1.1016. **Ammunition Salvage.** Empty cases are to be collected immediately on the conclusion of firing, this includes night firing. The collection of cases is not to be left until the next morning.

1.1017. **Disposal of Surplus Charges.** Surplus artillery charge bags and surplus mortar augmenting charges are only to be burned at GR 811 018 Bellshiel Demolition range. No burning may take place on the gun positions or mortar lines.

1.1018. **Ammunition Incidents.** All ammunition incidents, no matter how minor they may seem, **must** be reported in accordance with the procedure laid down in Annex A to Chapter 1 of these orders. If units are in any doubt they should contact Range Control immediately for further guidance.

SECTION 11 - SAFETY PRECAUTIONS

GENERAL

1.1100. **Safe Distances.** No live round may be aimed to fall outside the impact areas as detailed in these orders or on any Range Detail. Pyrotechnic safety distances from the edge of the training area must comply with these orders.

1.1101. **Road Barriers.** Certain sections of road may from time to time, be closed by a barrier when firing is taking place. The opening and closing of these barriers is the responsibility of OTA staff.

1.1102. Barriers are marked:



Note: Signage and Background are marked in RED and Lettering is displayed in WHITE

1.1103. **Unauthorised Access.** In order to allow access for the emergency services none of the barriers are locked. No one is to open or pass around a closed barrier, unless authorised by Range Control.

1.1104. **Burma Road.** When certain weapon systems are in use the barriers on Burma road may be padlocked. Units must use an alternative safe route.

1.1105. **Authorised Access.** When a unit has been authorised to pass through a closed barrier it is the responsibility of that unit to ensure the barrier is closed immediately afterwards even if firing is finished for the day.

1.1106. **Daily Range Summary.** The closure of roads and barriers will be notified on the Daily Range Summary.

1.1107. **Reporting Barriers.** If any personnel notice a barrier in a condition other than stated on the Daily Range Summary they are to report it to Range Control immediately.

1.1108. **Marking.** All barriers have a lettered designation. This designation is marked on the range map overlay.

RED FLAGS/ LAMPS

1.1109. A red flag (or red light by night) will be displayed at the control point or firing point on each fixed range or LFTTA/BSA when firing is in progress into that impact area or range. It is the responsibility of the RCO to ensure the range facility flags are raised.

1.1110. The flag (lamp) and barrier report is to be completed and sent to the Duty Officer via range control one hour prior to the authorised time stated on the DRS.

DIVISION OF RESPONSIBILITY FOR SAFETY

1.1111. **The Exercise Director / OIC Practice.** The Exercise Director /OIC Practice are to be qualified and experienced for the training to be conducted. The unit or sub unit commanders who are about to participate in training are responsible for the following:

- a. Will appoint a qualified unit representative to check the Daily Range Summary in Range Control each morning prior to the commencement of firing.
- b. To ensure firing does not commence until "RANGE CLEAR" has been received from Range Control.
- c. responsible for Safe Practice and Safe Place once the 906 has been signed.
- d. To ensure all troops involved with any part of the practice/exercise, have achieved the standard of training necessary for the type of training proposed and the staff are qualified in order that the practice/exercise can be conducted safely.
- e. To ensure that in the event of a training accident, ammunition incident or unsafe round (blank or live), action is taken in accordance with Annex A to this Chapter of these orders without delay.
- f. To ensure all troops involved in the Exercise move around the training area safely. All personnel are to stay out of the impact areas and follow a safe route where required. All vehicle commanders are to have a map and copy of the Daily Range Summary. If in doubt speak to Range Control.

1.1112. **SPO/RCO.** The Exercise Director is to appoint a suitably qualified and experienced person in accordance with current publications. The Conducting Officer is responsible for the following:

- a. To recce the range and be fully familiar with all aspects of that range facility.

- b. That all live firing is conducted in accordance with current safety instructions and regulations.
- c. The Safety of all personnel taking part in the practice.
- d. That all dry training exercises are conducted in accordance with current safety instructions and regulations.
- e. To ensure that post exercise procedure is carried out in accordance with Range Standing Orders and current regulations.

SECTION 12 – MEDICAL ARRANGEMENTS

GENERAL

1.1200. **Medical Staff.** The medical arrangements for OTA.

- a. Units are to provide their own medical cover suitable to cover the level of Trg to be conducted for all exercises at OTA.

1.1201. **Organisation.** OTA has a Medical building located in A Camp Otterburn. This is available for visiting units who must provide their own staff and equipment.

1.1202. **Medical Certificate.** On arrival; each unit must complete a medical staff proforma (Annex H to this Chapter) which details the unit's qualified medical staff. This is available from Range Control.

1.1203. **Reporting of Medical Injuries.** All medical injuries are to be reported to the Defence Accident Investigation Board (DAIB) and Army Incident Notification Cell (AINC) in accordance with instructions at Annex A to this Chapter, in addition a copy 510 paperwork is to be completed and handed into Range Control.

1.1204. **Medical Emergencies / Major Injuries.** Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. **On no account must units contact the civilian emergency services directly.**

- a. **IMMEDIATE ACTION TO BE TAKEN IN EVENT OF SERIOUS CASUALTY**

(1) **STOP FIRING/CALL“STOP, STOP, STOP”** – Stop all fire and movement and await instructions from the Safety Staff.

(2) **ADMINISTER FIRST AID** - Implement the medical emergency plan.

(3) **TELEPHONE RANGE CONTROL ON EXTENSION 4222 (CIVILIAN 0191 2394222) STATING:**

- **NUMBER OF CASUALTIES**
- **TYPE OF INJURIES**
- **LOCATION OF CASUALTIES**
- **RV FOR AMBULANCE – RANGE CONTROL STAFF WILL ADVISE**

(4) **SEND GUIDE TO RV POINT ALLOCATED BY RANGE CONTROL**

1.1206. **Hospitalisation.** It is the responsibility of the Officer in Charge of visiting troops to ensure that Range Control OTA is informed about any soldier who is admitted to a civilian hospital. Range control will require the following information:

- a. Personal details of casualty (No, Rank, Name).
- b. Next of Kin details (whether or not they are aware).
- c. Hospital to which admitted and ward number if known.
- d. Copy of the 510 paperwork.

1.1207. **Medical Cover for Training.** Commanding Officers of troops training at OTA are responsible for providing sufficient medical cover for the level of trg being conducted. The level of medical cover required for all types of training with ammunition and pyrotechnics is mandated by the Army Medical Directorate (AMD) who have directed that personnel who are Military Annual Training Test (MATT) 3 Level 3 (Battlefield Casualty Drills) trained represent the minimum level of medical cover. In order for such training to be conducted the appropriate medical cover is to be in place, see Pam 21 Chap 2 Sec 2 para 240 for guidance.

1.1208. **Employment of Medical Personnel.** Medical personnel or nominated first aiders for a training activity are not to be employed in any other role that might result in them becoming exercise casualties or prevent them from discharging their duties in the event of an accident.

1.1209. **Medical Risk Assessment.** The level of medical cover to be provided is to be determined following a medical risk assessment conducted by the planning officer. The result of the medical risk assessment is to be recorded in the coordinating instructions.

1.1210. **Wet Bulb Globe Temperature (WBGT).** It is a requirement for unit commanders to ensure that WBGT monitors are utilised whilst conducting training at Otterburn. This should be in accordance with their own risk assessments and JSP 539.

1.1211. **Dental Sick.** All dental sick parades are carried out at Albemarle Barracks Dental Centre. Personnel requiring reporting dental sick should contact the Dental Centre on 94723 3351.

1.1212. **Medical Re-supply.** Visiting Units must provide adequate medical supplies for the duration of their exercise. Repeat prescriptions will not be issued from the medical centre within Albermarle Bks. Personnel on medication must bring their own supply to cover the duration of the exercise.

SECTION 13 – LOST PERSONNEL PROCEDURE

GENERAL

1.1300. It is important for Units, live or dry training, to inform Range Control immediately if personnel are unaccounted for. Range Control will then initiate a 'CHECK FIRE' until the personnel are located and the danger area is confirmed clear.

1.1301. If personnel are unaccounted for / discovered lost the unit responsible is to:

- a. Inform Range Control there is a potential incident. A 'CHECK FIRING' may be imposed if the person(s) may have strayed into the Danger Area.
- b. Carry out own SOPs to locate the lost person(s).
- c. The Unit Commander is to ensure a log is kept of the incident.
- d. The Unit Commander may request assistance from the Duty Officer (DO) if he considers his resources are becoming exhausted. The DO may authorise use of OTA resources or task other visiting units to assist. The Unit Commander should give the following information:

- 1) **How many lost.** Male, female, age group.
- 2) **Where last seen.** Grid, description, time, day and date.
- 3) **Where heading from/to.** Grid start – finish, route details.
- 4) **How equipped.** Dress, tent/sleeping bag, food, communications.
- 5) **Unit IA drills for lost person.**
- 6) **Has a search control been nominated and ICP set up.**
- 7) **Are there any other groups searching or on their way.**

- e. If the situation deteriorates and the Unit Commander assesses that further assistance is required they are to task the DO at RC to **REQUEST POLICE SEARCH AND RESCUE ASSISTANCE**. It must be remembered that CIVPOL may require up to 2 hours to arrive on the scene.
- f. The Unit Commander is responsible for establishing an Incident Control Point (ICP) and identifying an RV for emergency services. **CONTROL OF THE INCIDENT BECOMES A CIVPOL MATTER ONCE THEY HAVE BEEN BRIEFED AT THE ICP**. The CIVPOL Commander will be known as **'SILVER COMMANDER.'**
- g. The Unit Commander is to ensure the relevant incident report(s) have been completed and passed up the chain of command.
- h. The Unit Commander, in consultation with his parent unit, is responsible for agreeing with the Silver Commander who is responsible for PR/P Info and for informing NOK. He is to inform the DO of relevant telephone numbers.
- i. The Unit Commander is to ensure that the DO at Range Control is kept informed of all developments by means of regular SITREPs.
- j. At the conclusion of the incident the Unit Commander is to liaise with the Silver Commander in accounting for all personnel involved in the incident and report to Range Control that the **'AREA IS CLEAR.'**

SECTION 14 – REPORTING INCIDENTS

GENERAL

1.1400. **Death or Serious Injury.** All incidents/accidents where death or serious Injury has occurred must be reported to Range Control (a flow diagram can be found at Annex K to Chapter 1). The TSO/DO will then inform the STSO and the relevant authorities.

1.1401. **Incidents and Matters of Public Interest.** Any incident, which may arouse Public interest or criticism, must be reported by the unit without delay in accordance with LFSO 3202. Units are to report any incident or accident to Range Control, then DAIB.

1.1402. **Reporting of Ammunition Incidents / Unsafe Rounds.** See Annex A and B of Chapter 1.

1.1403. **Incidents and Accidents involving vehicles and equipment.** When vehicles and equipment have been involved in an incident or accident on the training area unit's **must** ensure that they are isolated until DAIB has been consulted and given its approval for the site to be cleared. DAIB contact details can be found on the DRS.

1.1404. **Reporting Accidents Involving Sheep.** If an accident occurs which results in an injury to a sheep or lamb, the following action should be taken:

- a. Inform Range Control immediately.
- b. Under no circumstances are units to remove the animal from the scene.

SECTION 15 – EMERGENCY RENDEZVOUS POINTS (ERV)

GENERAL

1.1500. If the Emergency Services are required to attend an incident on the ranges, they will be directed to the ERV nearest to the incident. A unit representative will then escort the Emergency Services to the incident.

- a. The ERV's Points are located as follows:

- 1) **'A'** Hopefoot Car Park GR 888948
- 2) **'B'** Bennetts Field Junction GR 856961

- 3) 'C' Redesdale Junction GR 821989
- 4) 'D' Quickening Cote Entrance GR 890065
- 5) 'E' Holystone Flag/Entrance GR 932017
- 6) 'F' Laingshill Entrance GR 938954

SECTION 16 – COMMUNICATIONS

GENERAL

1.1600. **General.** Range Control is the communications hub of the training area. It provides a primary means of safety communications via an underground cable with tapping in points situated around the area. These tapping in points are situated on metal or concrete posts, the locations are marked on the 1:25,000 overlay training area maps. Priority of communications at OTA are as follows:

- a. Tapping in point.
- b. DMR.
- c. Phone line communications.

1.1601. **DMR Communications.** Issue of the radios to large formation exercises will only be permitted in exceptional circumstances by the TSO. Internal Safety for exercising troops during a live firing exercise is the responsibility of the RCO/OIC.

1.1602. **Live Firing and Dry Training.** The DMR may be used as an alternative means of communications from areas that are not served by a tapping in point with the permission of the TSO.

1.1603. **Loss of Communications.** If communications are lost to Range Control the RCO will call an immediate CHECK FIRE. The CHECKFIRE will only be lifted once communications have been re-established.

RESPONSIBILITIES FOR SAFETY COMMUNICATIONS

1.1604. All exercising units must adhere to the following rules regarding communications:

- a. **SAFETY ORDERS TAKE PRIORITY OVER ALL OTHER MESSAGES.**
- b. All range users are responsible for the manning of fix range communications.
- c. **Live Firing.** Live firing units are to complete communications check via land line to range control every 30 min. It is a unit's responsibility of those who are manning the communications to be briefed on actions of the receipt of CHECK FIRING.
- d. On connecting telephones to the tapping in points, the safety signallers are to notify Range Control of their unit, grid reference of the firing point and the number of the tapping in point to which they are connected. Before moving locations the signallers are to obtain permission to close down from Range Control.
- e. Correct voice procedure is to be used on all safety communications networks.
- f. RANGE CLEAR will not be given unit communications have been established with RC.
- g. All wires must be removed from tapping in points when telephones are disconnected. **FAILURE TO DO THIS MAY RESULT IN A SHORT CIRCUIT ON THE SAFETY COMMUNICATION SYSTEM.**
- h. Any suspected faults with the phone communications are to be reported to the Helpdesk. Contact details can be found on the DRS.
- i. Dry Training. Units must carry out a communications check twice daily at the following times:
 - 1) Morning between 0730 hrs to 0830 hrs.

2) Evening between 1745 hrs to 1815 hrs.

1.1605. **Mobile Telephones.** Although there is not comprehensive cover of the whole training area, mobile telephones do work in some locations. Dry Training Units may check into Range Control using this means on 0191 239 4261. **Mobile telephones must not be used to directly call the emergency services in the event of an accident.** Units must call Range Control who, in turn, will "CHECKFIRE" the required range.

**PROCEDURE FOR REPORTING OF TRAINING INCIDENTS/ACCIDENTS &
AMMUNITION INCIDENTS**

GENERAL

1. **All** incidents, accidents and ammunition incidents and near misses are to be reported in accordance with the appropriate publications. The following are defined as incidents which must be reported:

- a. **All** fatalities on training estate, including DIO DTE military and civilian staff, troops under training, contractor's staff, and all other visitors or users of the estate including trespassers.
- b. Incidents with major or immediate safety and training implications including serious casualties or disasters.
- c. Significant incidents involving weapons, ammunition, pyrotechnics or explosives including theft and loss, illegal disposal or malfunction.
- d. Major damage to DIO DTE facilities including training and barrack facilities and designated sites.
- e. Major pollution and incidents with an environmental impact.
- f. Incidents involving the public that may result in serious adverse publicity.
- g. **Premature is classified as follows:**
 - 1) Conventional Ammunition:
 - a) Bore Premature – in the bore.
 - b) Muzzle Premature – within 100 metres of muzzle in flight.
 - c) Flight Premature – beyond 100 metres of muzzle.
 - 2) Guided Missiles.
 - a) Launch Premature – premature function between first initiation and intended moment of launch.
 - b) Flight Premature – premature function after launch.
- h. **Errors of Drill.**

PROCEDURE FOR THE REPORTING OF UNSAFE ROUNDS

1. If at any time a round is seen to fall outside the restricted impact area, the person observing is to inform Range Control immediately, giving the following information:

- a. Observers Location
- b. Point of impact (8 Fig Grid, how many rounds unsafe)
- c. Any injuries
- d. Request for emergency assistance
- e. Damage to livestock or property
- f. Type of round (if known)
- g. Unit responsible (if known)
- h. Cause (if known)

Note: This report must not be delayed investigating serials f to g.

2. The Range Control Operator is to inform the TSO or Duty Officer (silent hours), who will order '**Check Firing**' as appropriate until the general cause of the incident is established and the TSO is satisfied that the investigation is closed and it is safe to continue.

From: 15/12/15	To: 21/12/15	Serial Number: 08/12/2015 0900
-----------------------	---------------------	---------------------------------------

1. This document is the authority for those units listed on the Daily Range Summary (DRS) to train on OTA. If your unit is not shown on the DRS contact Range Control immediately. All personnel must be in possession of a DRS and OTA map before entering the training area. In convoy the lead vehicle must be in possession of a DRS and map. Users must report to Range Control daily (or by phone on: 94722 4261/0191 2394261) by 0800hrs to check for DRS updates.

OUT OF BOUNDS AREAS

2. The following areas are out of bounds:
- The Danger Areas and Facilities not allocated to a unit on this Daily Range Summary.
 - The road from Otterburn village to Hopefoot Cottages (888948) is out of bounds to all Range users.
 - All hashed areas less for transiting.
 - All Woods that fall within the danger area, unless specifically allocated by Range Control.

SPECIAL INSTRUCTIONS

3. **Standing Orders.** All Range Detail fixed arc Ranges can be found in Chapters 2 & 3 to OTA RANGE STANDING ORDERS dated *** 20**.
4. **Arrival & Departure Paperwork.** Units must complete all arrival paperwork within 6 hours of arrival at OTA. Departure paperwork must be completed and handed into Range Control before departure.
5. **Range Conduct.** Range Safety/Conducting Officers are to ensure that NO round is directed or falls outside the arcs of fire/target area designated in OTA SOs or any specific Unit Range Detail and that **RANGE CLEAR** has been received from Range Control before firing starts. Note that **RANGE CLEAR** will not be given unless Range Control is in possession of all arrival paperwork.
6. **Safety Comms.** Safety communications with Range Control are to be controlled by the OIC Practice. Safety communications are to be MANNED AT ALL TIMES. Units must check in with range control at 30-minute intervals when live firing. Firing is to be stopped immediately in the event of lost comms with Range Exchange. Units conducting dry training must contact range control twice daily.
7. **IBA.** Must be worn by all personnel when conducting live firing activities IAW pam 21.
8. **Blinds.** Blinds are to be dealt with in accordance with OTA SOs Vol I, Para 1.1003 – 1.1005 and for aircraft in accordance with AP 2608A.
9. **Recce.** Units on recce must ensure they have completed a unit recce slip and handed it into Range Control before entering the training area. Units must inform Range Control once they have departed the training area.
10. **Digging.** Digging must only be conducted in authorised digging areas, as per the OTA map. Further advice can be sought from Range Control.

11. **Amendments.** Units must notify Range Control of all facilities booked but no longer required. These facilities can be re-allocated. For additional ranges to be allocated a minimum of 72 hours' notice is required. Seek further advice from Range control.
12. **OME.** Failure to conduct the Control and Management of OME in accordance with current legislation will result in a formal investigation being initiated. Findings will be reported to HQ DIO SD Trg. All salvage and rubbish is to be removed from the area in clear plastic bags. Each bag must contain a signed FFE. Ammunition is not to be brought into camp at any time less for use on the Otterburn 25m range.
13. **Pyrotechnics.** Consider where you are placing your trip flares, using illum or throwing grenades etc. during the dry weather and especially near or in woods and forests.
14. **Target Engagement.** No fire is to be directed towards any range infrastructure. This includes walls, fences and wooded areas. Targets sited by units must not be placed in a location likely to cause damage to any range infrastructure.
15. **Speed Limits.** In camp 20mph. On the training area 30mph. Offenders will have training terminated and ordered to leave the training area.
16. **Barriers.** Barriers are used to prevent unsafe entry into the range danger area. All personnel must be briefed that they are not to pass through a closed barrier unless authorised to do so. The DRS lists the barriers to be closed each day. **Barriers XX & YY** are to be locked whenever closed. At varying times **Barriers K, KK, L & LL** will be closed and manned by the unit.
17. **Air Danger.** **D512** is active at all times and vertex heights are published accordingly. Occasionally the Artillery in the GDA's fire live ammunition into the impact areas and these are shown on the DRS. Aviation units must liaise direct with Range Control to discuss flight lanes and times during these periods. **D512A** is active when Artillery is firing from the outside gun areas and further de-confliction is required.
18. **Additional Information.** OTA RSOs provide a complete information source for training at OTA. If you require any further information contact Range Control on: 94722 4201 or 0191 239 4201 / 4261.
19. **Reporting Incidents:**
 - a. Defence Accident Investigation Branch (Defence AIB) See Live DRS.
 - b. Defence Accident Investigation Branch (Air/Mar) See Live DRS.
 - c. Explosive Ordnance Disposal (EOD) (See Live DRS).
 - d. National Service Centre (See Live DRS).

Daily Range & Facility Summary

For the Period: 03/03/2015 to 09/03/2015

Site: All Sites

Data last refreshed: 24/02/2015 05:08:21

Page: 1 out of 7

Viewing: Tuesday 03/03/2015

Barriers

Day or Night	A	B	C	CC	DD	D	EE	FF	J	K	KK	L	LL	M	MM	N	Q	R	T	W	X	XX	Y	YY	Z
Day	X	X	X	X	X	X			X	X	X	X	X	X		X				X		X	X	X	X
Night	X	X	X	X	X	X			X	X	X	X	X	X		X				X		X	X	X	X

Daily Range Summary

Date	Site	Area	Time From	Time To	Bid No	Unit	Live/Dry (L D)	Weapon	Danger Impact Area	Firing Authority
03/03/2015	OTA	East Nook	0900	1700	14920	HQ 3 (UK) DIV	L	Light Gun (L118)	A	
	OTA	Impact Area C	0900	1700	14920	HQ 3 (UK) DIV	L	AS90/L118	CE	ARTY/SS/001
	OTA	Impact Area B	0900	1700	14920	HQ 3 (UK) DIV	L	AS90/L118/MLRS	BCE	ARTY/SS/002
	OTA	East Nook	2000	0200	14920	HQ 3 (UK) DIV	L	Light Gun (L118)	A	
	OTA	Corsenside	0900	0200	14920	HQ 3 (UK) DIV	D	HVM		
	OTA	OP 1,2,3,4,5,11,12	0900	0200	14920	HQ 3 (UK) DIV	D	Artillery Lasers		
	PRR	Pont-B Range	1000	1630	15770	3 RIFLES	L	Rifle 5.56mm (L85 SA80 SUSAT)		

Daily Facility Summary

Date	Site	Time from	Time to	Unit Name	Camp Facility	Dry Training
03/03/2015	OTA	0001	2359	1 RHA		Airfield, Yatesfield BEA
	OTA	0001	2359	HQ 3 (UK) DIV	DCCT, HLS 1 CMF	Airfield, Carshope Ho, Carshope Plt, Davyshiel BEA, Dunns, Featherwood Ho, Featherwood Plt, Headshope Ho, Herdlaw Ho, Leighton, Q, Redesdale BEA, S, T, U, V, Yardhope Ptl, Yatesfield BEA, Z, Hollins
	OTA	0001	2359	INITIAL OFFR TRG RAF COLLEGE		Q, T, U, V

UNIT ARRIVAL CERTIFICATE



Unit:..... UIN:..... Bid Number:.....

1. This Arrival Certificate is to be completed by all units who arrive to train, are accommodated and fed at OTA. A Unit representative is to obtain a signature for each department listed. This form is to be handed into Range Control OTA within 6 hrs of arrival.

Department	Subject	Dept Rep	Dept Rep's	Comments / Observations
		(Print Name)	(Signature)	
Range Control	Book in, Hand in Trg Certs, Med Form & Safety Certs			Safety Certs only required for Arty & Mortar live firing
Mil Staff in RC	Arrange Safety Brief - If Required			
	Confirm Facilities, Amdts, RASPs & EASPs			Ensure facilities not required are removed from booking
	Confirm Communications Plan			Units must have gauranteed comms with RC at all times. Either Air Waves, Landline, Sat Phone or Green Comms
	Hand in 8227 for all ammuntion brought by unit - If required			
Traning Safety Marshal	Collect DMR If Required			
	Collect Bunker Keys - If Required			Must hand in an authorisation certificate for key access
	Salvage / Waste & OME Briefing			
Range Manager	Confirm Target Requirements - If required			
Catering Office	Confirm Numbers and Feeding Plan			
	Confirm meal timings and unit requirements			
Range Head Store	Arrange ammuntion management timings			Confirm ammuntion authorisation certificate is completed
Training Unit Rep	I have read und understand DTE J7 SOI No6 - OME Disposal			This SOI is displayed on the notice board in RC.
	I have checked the current ammo bans and contstraints folder			Signature confirms unit ammo is safe to use
	I have checked the range safety notification folder			Signature confirms unit is conducting safe practice

Dates of Training: From...../...../..... To...../...../..... ACTUAL NUMBERS:.....

Unit Rep Details: Rank:..... Name:..... Signature:.....

Contact Details:.....

UNIT CLEARANCE CERTIFICATE



Unit:..... UIN:..... Bid Number:.....

1. This clearance Certificate is to be completed by all units who arrive to train, are accommodated and fed at OTA.
 A unit representative is to obtain a signature from each department listed. This form is to be handed into Range Control OTA before departure.
 2. Issues not resolved before the unit's departure will be forwarded to the unit's Commanding Officer for further action.

Department	Subject	Dept Rep (Print Name)	Dept Rep's (Signature)	Departmental Comments / Observations
MGS	Any keys issued signed back in			
	Issued passes returned			
Catering Site Office	AF 7764's complete			
	Daily Nominal roll's received			
Range Head Store	Salvage Removed, clean & secured			
	Unused ammo removed			If not removed then arrangements in place
Range Manager	Range clearance			
	CMF clear of salvage			
Training Safety Marshal	DMR handed back - If applicable			
	Bunker keys returned - If applicable			
Mil Staff at RC	Training area damage reported			
Range Control	Customer Satisfaction Survey handed in (Form B)			
	Actual usage details proforma handed in			
	Keys returned - If applicable			
	Clearance Certificate completed & handed in			

Unit:..... Dates of Training: From...../...../..... To...../...../.....

Unit Rep Details: Rank:..... Name:..... Signature:.....

Contact Details:.....

CERTIFICATE OF COMPETENCE (CBRN TRAINING)

Unit: _____

Address: _____

This is to certify that from: _____ to _____ (dates) the following are Competent Persons:

They have qualified within the last three years and are fully conversant with CBRN Pamphlets 3, 5, 8.

Type of Training: _____

I certify that I have read and understood Range Standing Orders and will ensure that those under my command comply with them.

Signature of Commanding Officer: _____

Completed Certificate is to be in possession of the Range Control, OTA before CBRN training is allowed to take place.

BATSIM REQUEST

UNIT..... (Sub unit).....Bid
No.....

This Unit request approval to use BATSIM (PE) at the following grids (8 figure) during the specific date and times stated below:

- 1 Grid:
(DTG)...../
- 2 Grid:
(DTG)...../
- 3 Grid:
(DTG)...../
- 4 Grid:
(DTG)...../
- 5 Grid:
(DTG)...../
- 6 Grid:
(DTG)...../
- 7 Grid:
(DTG)...../
- 8 Grid:
(DTG)...../
- 9 Grid:
(DTG)...../
- 10 Grid:
(DTG)...../

- a. Full sandbags are used.
- b. Liaison with all other units using this area has taken place.
- c. The area will be clearly marked and visible from all approaches, with mine tape or lightweight mine marker kit.
- d. The area will be overlooked by sentries to prevent incursion by unauthorised personnel.
- e. The area will be completely cleared of all PE and debris after use.
- f. I have read and understood RSO and all troop involved have been briefed.

Rank..... Name Signature.....Contact Tel
No.....

Note: BATSIM use will NOT be permitted until this request has been approved by the TSO. This request is to be submitted at least 3 days in advance.

Rank..... Name Signature.....Stamp:

APPROVED (when stamped)

MEDICAL PERSONNEL

Unit: _____

Dates: From _____ **To** _____

MEDICAL PERSONNEL

(To be handed in to Range Control on arrival)

Please complete and return the proforma below with the details of trained medical cover in attendance with your unit during your forthcoming training at OTA.

It is important you fill in all the boxes.

RANK	NAME	QUALIFICATIONS

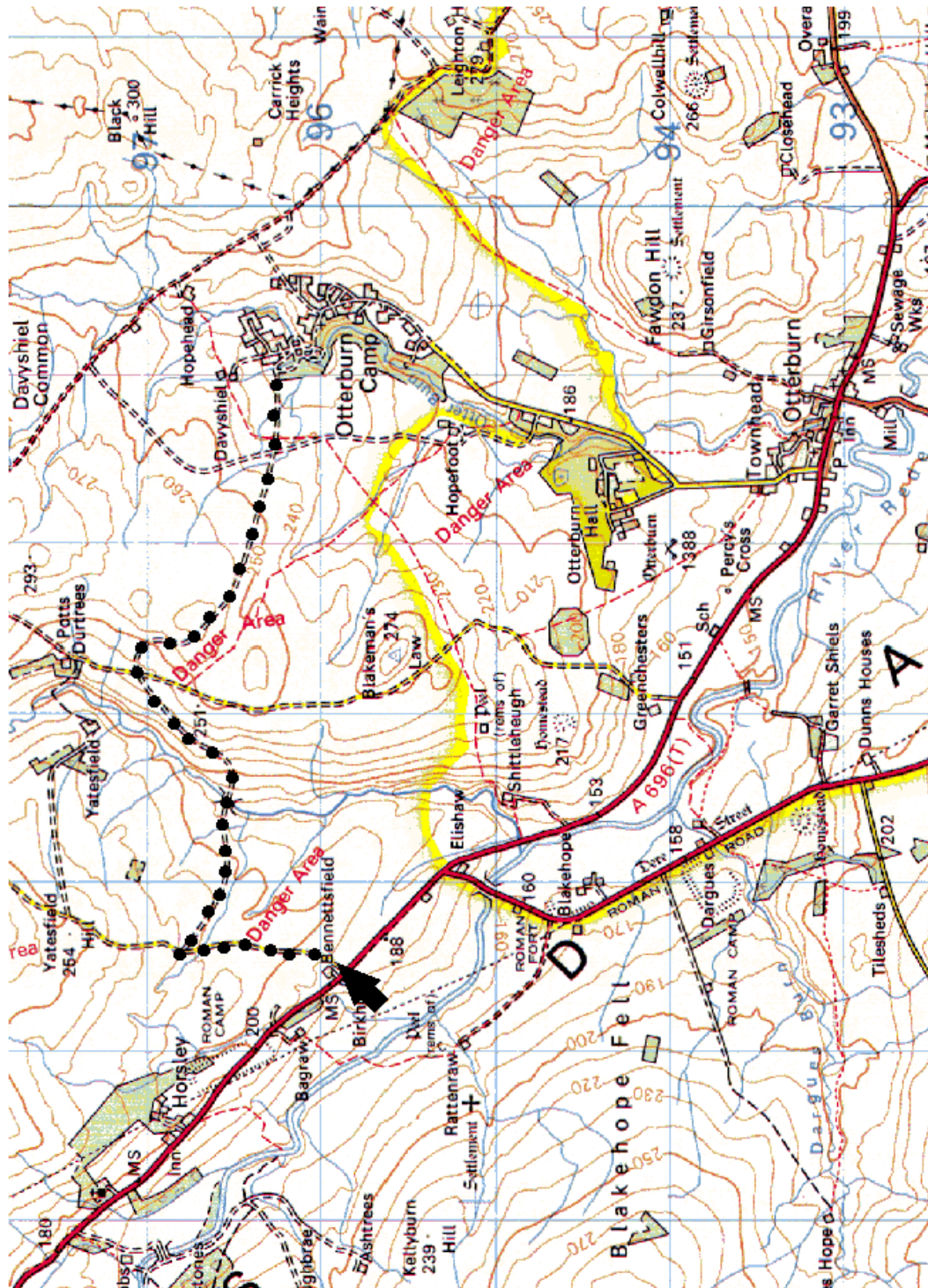
Signed: _____

Rank/Name: _____

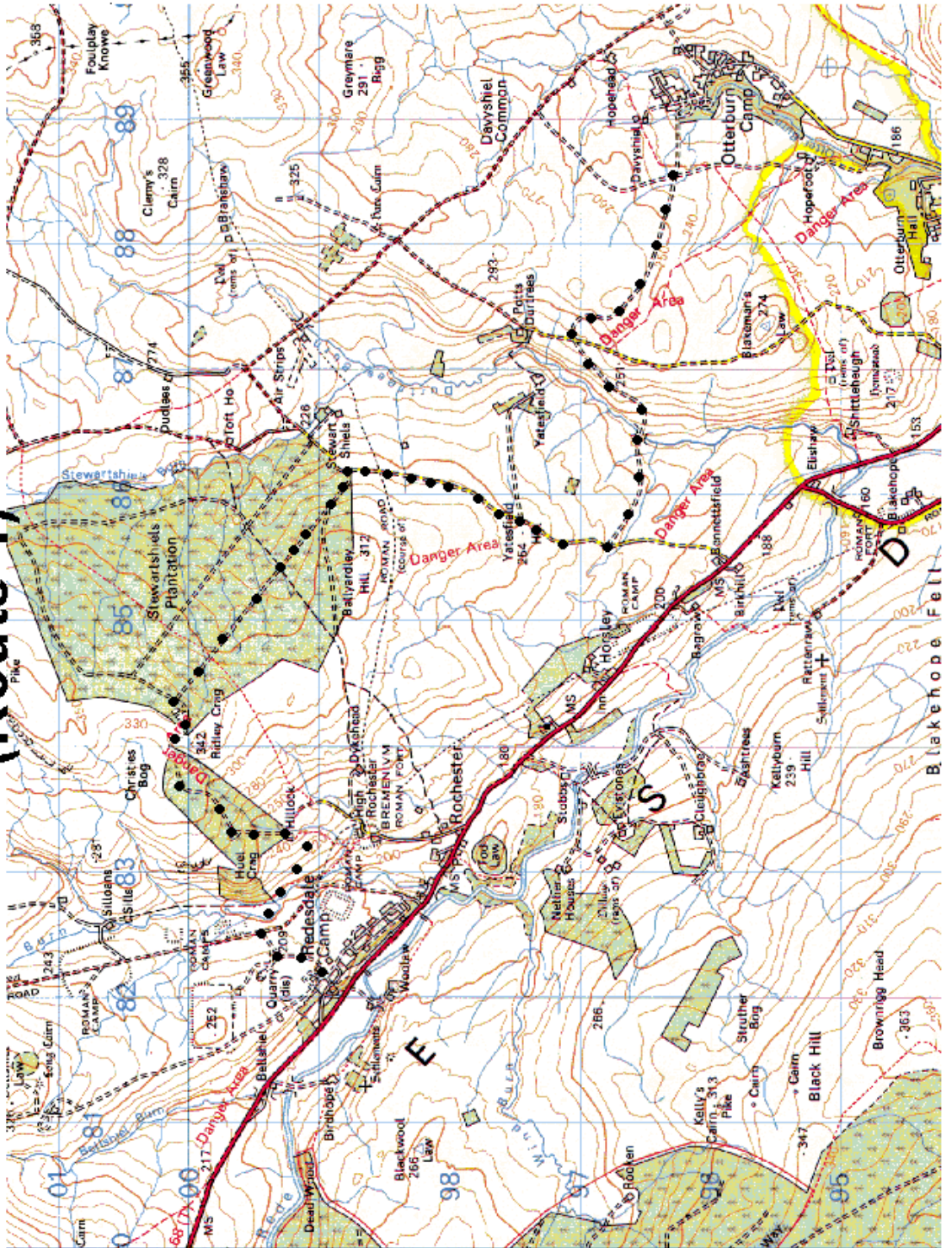
Date: _____

ROUTES TO CAMP

**Main Entry and Exit Route to Otterburn Camp for Convoys
and Military vehicles over 1 Tonne**



Main Transit Route (Route 4)



USAGE PROFORMA

Bid Details Summary for Bid Number 7083 from 2 SQN RAF REGT

Bid Number: 7083	From: Wed 29 Mar 2006	To: Fri 07 Apr 2006	UIN: LR0002
Unit Details: 2 SQN RAF REGT, RAF HONNINGTON, BURY ST EDMUNDS, SUFFOLK, IP31 1EE			
Point Of Contact: FG OFF ANTONIOU	Military Tel.:	Civil Tel.:	

Actual Overall Numbers

Actual Number who were Training:	*	Actual Total Number Accommodated:	*
---	---	--	---

Number of Key Equipment Used

Wheeled Vehicles	Qty	Tracked Vehicles	Qty	Aircraft	Qty

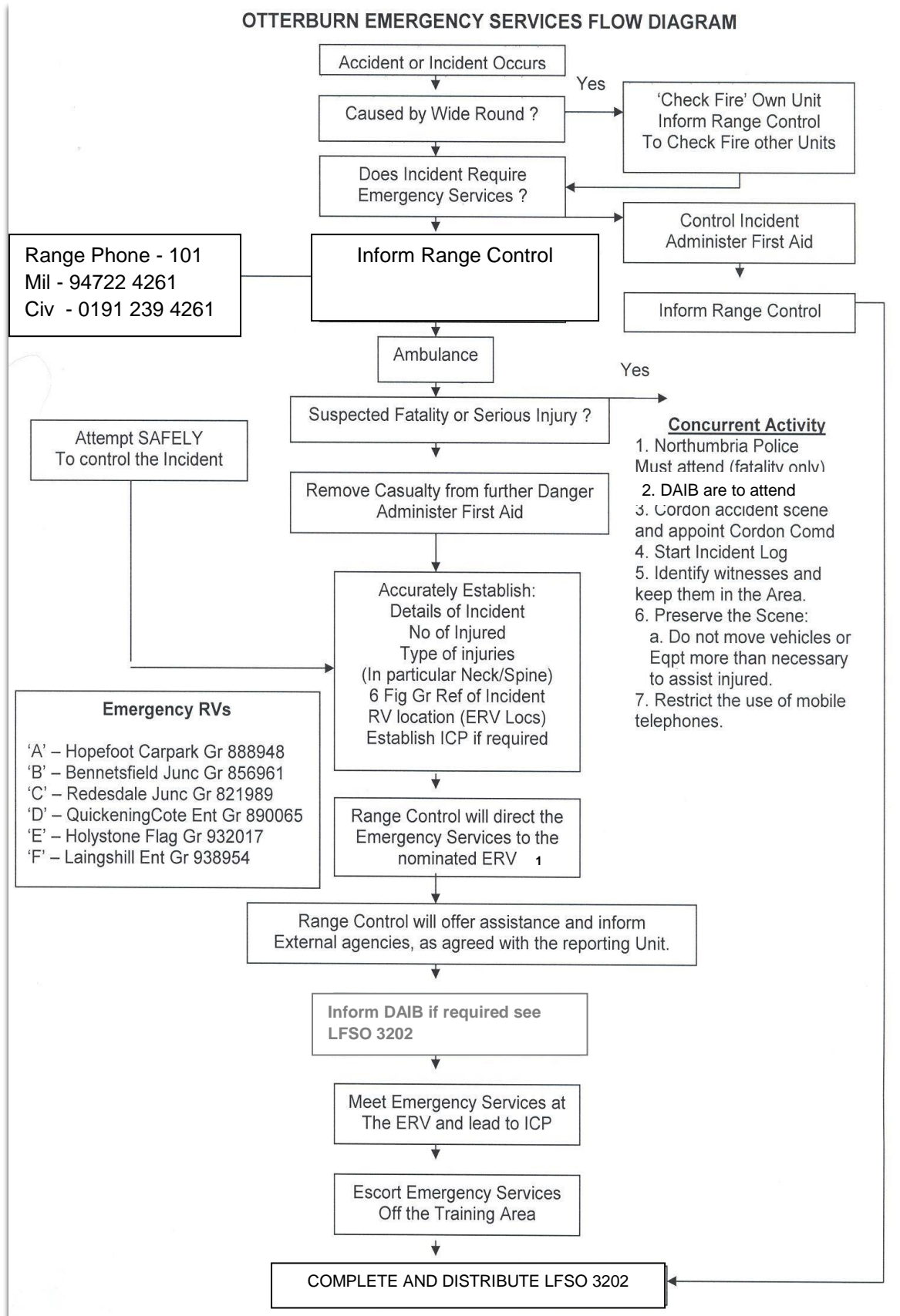
Number of Personnel Using Training Facilities

OTA

Training Facility	Date From	Start Time	Date To	End Time	Actual Number of Personnel
Quickening Cote BSA	Wed 05 Apr 2006	09:00	Wed 05 Apr 2006	17:00	*
Quickening Cote BSA	Thu 06 Apr 2006	09:00	Thu 06 Apr 2006	17:00	*

* Fill in the actual number

EMERGENCY SERVICES FLOW DIAGRAM



1. Units are to be aware that if an air ambulance is required, which a first responder will decide on, an HLS setup maybe required. Also, to note that the air ambulance will not fly at night.

ORDERS FOR UNIT FIRE WATCH

1. The nominated Unit is to provide a Fire Watch of at least a JNCO plus one, equipped with:
 - a. Landover/suitable vehicle.
 - b. Field Telephone / DMR Radio (held in Range Control).
 - c. Binoculars.
 - d. Training area map.
 - e. Paper and pencil.
2. Communications are to be maintained with Range Control at all times. The Fire Watch is to:
 - a. Be in a position to observe the leading edge of the fire.
 - b. Keep Range Control up dated every 30 mins or as deemed necessary.
 - c. Take the following action if the fire moves out of the impact area.
 - (1) Inform Range Control.
 - (2) Attempt to put out the fire using fire beaters. (Fire beaters can be found at all Range Control Points (RCP's), Hides, Stone Tents and echelon areas).
 - (3) If the fire moves to within **500m** of any range building or the Danger area red Boundary, the fire watch is to inform RC.
 - d. The fire watch NCO is to log all reports made and actions taken.
3. In the event of the original Fire Watch being relieved, a handover must be given to the relief watch and an initialled confirmatory entry made in the Fire Watch log to this effect.
4. At no time should any attempt be made to put out the fire whilst it remains in the impact area.
5. If the fire appears to go out, the Fire Watch are to continue to observe until they are satisfied that the fire will not restart and may then request permission from Range Control to stand down. The fire Watch log is to be submitted to Range Control at the earliest opportunity.

DIO OTTERBURN – RANGE FIRE MANAGEMENT STRATEGY

Aim:

The aim of this fire management strategy is to provide a cohesive action plan able to deal with all range fire events at DIO Otterburn. It incorporates authority staff and service provider responsibilities to ensure range fires are dealt with in a safe and efficient manner, thereby preventing damage to personnel, livestock, infrastructure, SSSIs or woodlands / forests (to be known as protected assets).

Procedure: **FIRE FIGHTING IS NOT TO TAKE PLACE DURING DARKNESS**

<p>Range Fire Reported to Range Control (RC)</p> <p>RC record location, size, wind direction and update map</p>

States of Readiness

Fire Stage	Range Control	Authority Staff – Duty Officer (DO)	Unit Actions
Low	Inform Guard Room	Normal DO Duties	As directed by DO & RSOs
Moderate	Inform Guard Room	Normal DO Duties – Load ICP kit	As directed by DO & RSOs
High	Inform Guard Room	Normal DO Duties – Ensure all units briefed – Tracer & Illum ban?	As directed by DO & RSOs
Extreme	Inform Guard Room E Mail Fire Control Northumberland	Normal DO duties – On call to establish ICP if required	As directed by DO & RSOs

Fire Classifications:

For the purpose of this strategy the following fire classifications will be used:

Stage 0 Fire – Reported fire extinguished

Stage 1 Fire – Inside of RDA - No threat to protected assets

Stage 2 Fire – Inside of RDA - Threat to protected assets

Stage 3 Fire – Within 500m of the RDA perimeter & threat to protected assets

Fire Stage	Range Control	Authority Staff – Duty Offr (DO)	Service Provider (SP)	Unit Actions
1	Enter details in log book – Red Asterix Inform DO Update Incident Log and e-mail incident details to the DO account.	Visit site if required – During working hours DO / TSM will visit.		Unit must attempt to put fire out immediately if inside a BSA or a safe area shown on the fire fighting map No attempt is to be made to tackle fires inside of the Danger area shown on the fire fighting map.
1		Ensure unit understand and are complying with RSOs.		
0				Unit Reports Fire out
0	Record time and complete log book Inform DO Complete incident log	Confirm fire is out – authorise unit to stand down fire watch.		Stand down fire watch
0	Incident Closed			
2	Inform DO Inform Northumbria Fire Control Room 01670534699 Inform SP DO.	On site Check Fire – If required	SP DO to confirm availability of TQC2 personnel to offer support to the Emergency services.	Maintain Fire Watch Tackle Fire only if DO authorises
2	Manage reports & maintain log	Refer to Fire Fighting map to see if the fire can be tackled by the unit. Warn off other units of possible manpower assistance	Deploy personnel and equipment in support of emergency services.	Maintain Fire Watch Tackle Fire only if DO authorises
0	Incident Closed			Unit Reports Fire out
0	Record time and complete log book Inform DO. Update Incident Log and e-mail incident details to the DO account.	Confirm fire is out – authorise unit to stand down fire watch		Stand down fire watch
0	Incident Closed			
3	Manage reports & maintain log Inform Northumbria Fire Control Room 01670 627599 Inform SP DO. Circulate ICP grid to all troops on site & civilian fire agencies – Including Emergency RV to be used as directed by the DO.	DO on site @ ICP Establish ICP (crash out box) location – consult with civilian agencies. Coord troop assistance	SP DO to confirm availability of TQC2 personnel to offer support to the Emergency services.	The DO may call upon all military personnel on site to assist
3	Inform Main Gate of ICP grid. Main gate to inform all troops leaving camp of ICP grid.	Comd ICP Reactive planning Act as LO – Agencies and Mil personnel	Deploy personnel and equipment in support of emergency services.	Troops on site controlled by DO
0	Record time and complete log book Inform DO & SP Complete incident log	Confirm fire is out – authorise unit to stand down fire watch		Stand down fire watch
0	Incident Closed			

INTERCEPTOR LOCATIONS – MUST BE USED FOR REFUELLING AND MAINTENANCE

1. The refuelling of any vehicle on Otterburn Ranges at a location other than these areas listed below is strictly forbidden. Anyone caught refuelling in any other part of the training area could be subject to a substantial financial penalty.
2. There are large concrete interceptors for fuel catchment at each location, units are to ensure they are parked on these slabs.

Location	Grid	Size
Leighton Hide BEA	9061 9514	1,000ltrs
Davyshiel BEA	8868 9643	1,000ltrs
Yatesfield BEA	8609 9705	1,000ltrs
Redesdale BEA	8246 9862	1,000ltrs
Headshope	9362 9937	1,000ltrs
Airstrip	8736 9922	1,000ltrs
Airstrip	8695 9915	38,000ltrs
Stewartshiels	8560 0042	26,400ltrs
Stewartshiels	8469 0053	1,000ltrs
Stewartshiels	8486 0091	1,000ltrs
Stewartshiels	8514 0088	1,000ltrs

RAZOR WIRE REQUEST

UNIT..... (Sub unit).....Bid No.....

This Unit request approval to use Razor Wire at the following grids (8 figure) during the specific date and times stated below:

- 1. Grid: (DTG)...../
- 2. Grid: (DTG)...../
- 3. Grid: (DTG)...../
- 4. Grid: (DTG)...../
- 5. Grid: (DTG)...../
- 6. Grid: (DTG)...../
- 7. Grid: (DTG)...../
- 8. Grid: (DTG)...../
- 9. Grid: (DTG)...../
- 10. Grid: (DTG)...../

- a. Liaison with all other units using this area has taken place.
- b. The area will be clearly marked and visible from all approaches.
- c. The area will be overlooked by sentries to prevent incursion by unauthorised personnel.
- d. The area will be completely cleared of all razor wire and all components after use.
- e. I have read and understood RSOs and all troops involved have been briefed.

Rank..... Name Signature.....
Contact Tel No.....

Note: RAZOR WIRE use will NOT be permitted until this request has been approved by the TSO.
This request is to submitted at least 3 days in advance.

Rank..... Name Signature.....Stamp:

APPROVED
(when stamped)



MINISTRY OF DEFENCE

**DEFENCE
INFRASTRUCTURE
ORGANISATION**

OTTERBURN TRAINING AREA

STANDING ORDERS

VOLUME I

CHAPTER 3 – LIVE FIRING

NOV 18



Published under Queen's Regulations for the Army, 1975

(Army Code No 13206)

(This edition supersedes all previous editions)

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CHAPTER 3 LIVE FIRING

THESE ORDERS ARE TO BE READ BY THE CONDUCTING OFFICER OF A RANGE BEFORE THE START OF PRACTICE

References:

- A. Infantry Training Volume Pamphlet 21 Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Military Engineering Volume II, Pamphlet 4 Field Engineering – Demolitions.
- C. Army Aviation Helicopter Weapons – Planning Conduct and Supervision of Live Firing Pamphlet 103, 300 & 302.
- D. JSP 403 Handbook of Defence Land Range Safety.

INTRODUCTION

3.100. This Chapter covers the orders necessary for units to Plan, Conduct and Supervise live firing practices with small arms on the training area Ranges and facilities. This Chapter must be read in conjunction with Chapter 1 to these orders, which cover the general rules for all training.

3.101. All facilities are to be booked in accordance with JSP 907.

3.102. A facility may only be used when authorised in the Daily Range Summary.

QUALIFICATIONS

3.103. Police Constabulary RCOs must be in possession of a certificate issued by the Chief Instructor in charge of one of the National Firearms Training Centres, stating that he has successfully completed a course that qualifies him to conduct authorised firing practices on MOD ranges in accordance with Reference A. The Police Force on official marksmanship training and civilian clubs affiliated to the NRA or NRSA are permitted to use the range providing all the necessary conditions detailed in JSP 403, Vol 1 and 2 are adhered to.

3.104. Civilian Rifle Club RCOs must be nominated by the club to the NRA or NRSA and have successfully completed the appropriate RCOs course to conduct range practices on MOD Ranges. Civilian Gun Clubs and Police Firearms Units are not permitted to fire on OTA Ranges until the Certificate at Annex T has been signed. It must be signed on each occasion of use.

3.105. The Range Action Safety Plan (RASAP), must be submitted to Range Control 15 working days in advance for each activity.

HANDOVER/TAKEOVER

3.106. The Training Area Operative will be present to hand over the range. He/she is not permitted onto the range at any time while weapons are loaded. The Operative will only be given authority to access the range from Range Control (RC) and not the training unit.

3.107. The user is to inform the Helpdesk of any damage caused or noticed during use (contact details DRS). The Training Area Operative will only receive or accept the range on completion of firing as per the DRS timing.

3.108. Any range user that has not completed arrival procedures within one hour of the range starting time may have their facility cancelled. Range Control must be notified if a unit is running late.

3.109. Once a unit has taken over the facility, it is responsible for the range until it has been properly handed back to the Range Operative.

LIVE FIRING TACTICAL TRAINING AREA SAFETY

3.110. **LFTTA's** provide units with a safe place to conduct practices which have been deconflicted with other users.

3.111. **Access.** Units are to enter and exit the area by the recognised access barriers by requesting permission from RC.

3.112. **Fires.** Any fire on the range or impact area must be reported to Range Control immediately in accordance with OTA Fire Management Strategy. RC will then advise on any subsequent action to be taken. Units are to be conversant with the fire management procedures.

3.113. **Ear Protection, Issued Body Armour and Combat Helmets.** Ear defence must be worn by all personnel on the range (including visitors) during live firing. Issued Body Armour and Combat Helmets (no Para or Crew Helmets) must be worn during LFTT unless authorised by an Officer of OF4 Rank.

3.114. **Boundaries.** All BSA boundaries are marked with 7ft posts at approximately 100m intervals painted as follows:

- Each corner ORANGE (CQB Ranges only orange posts at corners)
- Start Line GREEN & WHITE
- Right Flank Line BLACK & WHITE
- Left Flank Line BLUE & WHITE
- Limit of exploitation RED & WHITE

3.115. **Firing.** All firing must be contained within marked area.

3.116. **Exercising Personnel.** All personnel involved with exercises on the BSAs are to remain within the boundaries which act as a safe area when the impact areas are active.

ALTERNATIVE PLANNING

3.117. Units who wish to deviate from the standard LFTTA's, or engage targets classed as 'Hard', should seek advice from TSO/QMSI.

FREE BATTLE SHOOTING

3.118. LFTT is not confined to the BSA's and is possible anywhere within the Range Danger Area boundary in consultation with RC.

3.119. **Planning.** The Unit Planning Officer is to submit details of the exercise with a RASP inc Weapon Danger Area (WDA) trace if applicable as described in Reference A to RC minimum of 15 days prior to the exercise.

3.120. **UXO.** Exercising outside of LFTTA's has an increased level of risk from UXO. All personnel involved with the exercise must be fully briefed on the heightened risk.

3.121. **Clay Pigeon.** Clay Pigeon firing is permitted at Gd 9320 9940. Users must provide their own equipment. RCO's must be qualified accordingly and sign onto the Free Battle Shooting 906 located at range control. Firing is permitted between 4400mils - 5200mils grid.

3.122. **CQM.** CQM can be conducted on all BSAs.

MEDICAL

3.123. All units must be aware that the First Responder from the Civilian Emergency Services is the **ONLY** person that can request the Air Ambulance to the scene of the incident. The Northumbria Air Ambulance has no night time flying capability. All units must conduct a full rehearsal of their Accident/Incident procedures before they conduct any Live Firing. Chapter 1 (General) has a complete rundown of all medical procedures that must be followed

CHAPTER 3 ANNEX A – DAVYSHIEL RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Davyshiel Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Davyshiel Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1499
3.	Description	<p>Davyshiel Range is an LFTTA suitable for up to Platoon level training, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8906 9751 to Gr 8938 9725 (2) LOE Gr 8935 9796 to Gr 8974 9782 b. There is an Overhead Fire Tower at Gr 8918 9751 c. There are two pre-dug defensive position located at the following grids <ul style="list-style-type: none"> (1) Gr 8920 9753 to Gr 8918 9753 (2) Gr 8912 9751 to Gr 8908 9753 d. There is a two lane IBSR within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8934 9732 to Gr 8940 9730 (2) LOE Gr 8946 9764 to Gr 8958 9760

		e. Arcs for this IBSR are: (1) LOA 6220mils Gr (2) ROA 1580mils Gr
4.	Location	The Range Control Point (RCP) for the BSA is located at Gr 8905 9752 The RCP for the IBSR is located at Gr 8938 9729
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	Heat Ammunition (NLAW, Javelin)	Not be fired on this range
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located in RSO Ch. 1 Annex G.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU tgts is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11 tgts can be engaged up to 3m during CQM practices.
24.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	The BSA and the IBSR cannot be run concurrently.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place. The BSA and IBSR can't be run concurrently.
28.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
29.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
30.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 6310mils Gr ROA1620mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
31.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. ERV A

		The nearest hospital is located in Hexham, the distance is 27.5 miles and the average travelling time is 43 mins (as listed in AA Auto Route) by day and 48 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
32.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
33.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Publications	The RCO must be in possession of a copy of his RASP, RDA Trace, Range Orders, Daily Range Summary and Pamphlet No 21.
35.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
36.	Accident/Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SARTS targets are only to be placed inside the purpose-built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SARTS target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Template Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS unless a TAO is running the system.
41.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
42.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
43.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.

44.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
45.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
46.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
47.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
48.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
49.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
50.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
51.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
52.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
53.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
55.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas.

		Failure to comply with this rule will result in the unit being brought back to clear the area.
56.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
57.	Effects Bunkers	All effects bunkers and other range structures are to be refurbished ready for the next unit.
58.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
59.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
60.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
61.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
62.	Red lamps	The range in use flag is to be replaced by a red lamp.
63.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
64.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
65.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
66.	Ground damage	Charges are to be placed on full sandbags.
67.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
68.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
69.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
70.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
71.	Rates of fire	The rates of fire stated in Reference A, must be complied with.

72.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
73.	Trace	This form of battle INOCULATION must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
74.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
75.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
76.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
77.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
78.	HEAT Munitions	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the BSA RDA.
79.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
80.	Blinds/Misfires	All Blinds/Misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
81.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
82.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
83.	Action to be taken following an Ammunition Accident /Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
84.		Cease firing.
85.		Administer first aid.
86.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
87.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
88.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.

89.	The ERVs are:	<p>a. The ERV's Points are located as follows:</p> <p>1) 'A' Hopefoot Car Park GR 888948</p> <p>2) 'B' Bennetts Field Junction GR 856 961</p>
90.		The range staffs are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
91.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).
92.		Do not tamper with the weapon/evidence.
93.		Ensure the accident is recorded in the MOD Form 906A (Range Log).
94.	Accident /Incident reporting	<p>In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with, including near misses</p> <p>Ensure the accident is recorded in the MOD Form 906.</p> <p>Inform the following;</p> <p>a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661</p> <p>b. Defence AIB Land Civ:03067986587 Mil: 96798 6587</p> <p>c. Range Control Otterburn Civ: 0191 239 4261 Mil: 94 722 4261/4222</p> <p>The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.</p>

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
95.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
96.	Equipment required to conduct a recce	<p>An up to date OTA map, 1:25,000.</p> <p>Daily Range Summary. (Ensure amendments are taken from the master in Range Control).</p> <p>A fully amended copy of References A & C.</p> <p>A calibrated prismatic compass.</p> <p>The Weapon Danger Area templates for the weapons you will be using.</p>

		Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
97.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION														
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
98.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
99.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
100	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.												
101	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
102	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.												
103	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
104	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
105	Firing Times	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Fri 0900 – 1700</td> <td>Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200	Fri 0900 – 1700	Fri 1000 – 1600
Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)													
Mon 0900 – 1700	Mon 1000 – 1600													
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Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200													
Fri 0900 – 1700	Fri 1000 – 1600													
106		Live firing weekends only												
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108	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must be a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.												
109	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.												
110	Targets	All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:												

120.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
121.	General Maintenance	<p>The routine maintenance of the range is the responsibility of:</p> <p>The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX</p> <p>This includes vermin control.</p>

CHAPTER 3 ANNEX B – HEELY DOD RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Heely Dod Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Heely Dod Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1500
3.	Description	<p>Heely Dod Range is an LFTTA suitable for up to Platoon level training, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 9332 9819 to Gr 9326 9866 (2) LOE Gr 9267 9820 to Gr 9260 9872 b. Effects bunkers are located in the following areas: <ul style="list-style-type: none"> (1) Gr 9311 9841 (2) Gr 9299 9851 c. There is an Overhead Fire Tower at Gr 9328 9848 d. There is a pre-dug defensive position located between the following grids: <ul style="list-style-type: none"> (1) Gr 9327 9844 (2) Gr 9326 9842
4.	Location	The Range Control Point (RCP) is located at Gr 9332 9841.

5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	Heat Ammunition (NLAW, Javelin)	Not to be fired on this range.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Vehicle mounted weapons	Subject to approval from the TSO.
19.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
20.	All in service ammunition may be fired.	
21.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
22.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
23.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.

24.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU tgts is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11tgts can be engaged up to 3m during CQM practices.
25.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
26.	Digging	No digging is permitted on the range without the permission of the TSO.
27.	Restrictions for Concurrent Activity	No restrictions

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
28.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
30.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
31.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 4310mils Gr ROA 5500mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
32.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. ERV F The nearest hospital is located in Hexham, the distance is 32 miles and the average travelling time is 50.5 mins (as listed in AA Auto Route) by day and 56 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.

33.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
34.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
35.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
36.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
37.	Accident/Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
38.	Barriers	Ensure that the range barriers are closed.
39.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
40.	Livestock/Sheep	Ensure that any livestock/sheep are driven from the range and inform Range Control.
41.	Effects bunker	Only to be used after consultation with Range Control. Prior to use, the RCO is to ensure these bunkers are inspected for serviceability. Particular attention is to be paid to the rear of the bunkers. If there is any doubt as to the serviceability of a bunker/structure, it is not to be used, the fault is to be reported to the National Service Centre and an observation made in the MOD Form 906A (Range log).
42.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SARTS target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Target Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS unless a TAO is running the system.
43.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
44.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
45.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.

46.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
47.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
48.	Sentry/ Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
49.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
50.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
51.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
52.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
53.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
54.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
55.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
56.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
57.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas.

		Failure to comply with this rule will result in the unit being brought back to clear the area.
58.	Mechanical Targets (inc. SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
59.	Effects Bunker	All effects bunkers and other range structures are to be refurbished ready for the next unit.
60.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
61.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
62.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
63.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
64.	Red lamps	The range in use flag is to be replaced by a red lamp.
65.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
66.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
67.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
68.	Ground damage	Charges are to be placed on full sandbags.
69.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
70.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
71.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
72.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.

73.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
74.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
75.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
76.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
77.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
78.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
79.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
80.	Firing HEAT ammo	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the BSA RDA.
81.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
82.	Effects bunkers	Effects bunkers are not to be placed in a targets line of fire. They're only to be used after consultation with Range Control.
83.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
84.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
85.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
86.	Action to be taken following an Ammunition Accident /Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
87.		Cease firing.
88.		Administer first aid.
89.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
90.	In the event of a civilian	Number of casualties

	ambulance being required, the following information is needed:	Type of injuries Location of casualty
91.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
92.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'E' Holystone Flag/Entrance GR 932017 2) 'F' Laingshill Entrance GR 938954
93.		The range staffs are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
94.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).
95.		Do not tamper with the weapon/evidence.
96.		Ensure the accident is recorded in the MOD Form 906A (Range Log).
97.	Accident /Incident reporting	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with, including near misses Ensure the accident is recorded in the MOD Form 906. Inform the following; a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661 b. Defence AIB Land Civ:03067986587 Mil: 96798 6587 c. Range Control Otterburn Civ: 0191 239 4261 Mil: 94 722 4261/4222 The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
98.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
99.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C.

		<p>A calibrated prismatic compass.</p> <p>The Weapon Danger Area templates for the weapons you will be using.</p> <p>Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.</p>
100.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION														
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
101.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
102.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
103.	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.												
104.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
105.	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.												
106.	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
107.	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
108.	Firing Times	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%; text-align: center;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Fri 0900 – 1700</td> <td>Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200	Fri 0900 – 1700	Fri 1000 – 1600
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111.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must be a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.												

112.	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.
113.	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Pull up targets. c. Stick in targets. d. Enemy Fire Simulators (EFS). <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>
114.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.
115.	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.
116.	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.
117.	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.
118.	Smoking	There is to be no smoking in any of the range complex buildings.

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
119.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
120.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
121.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG)

		TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
122.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
123.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
124.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX C – LONGTAE RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Longtae Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Longtae Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1501
3.	Description	<p>Longtae Range is an LFTTA suitable for up to Pairs F & M, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 9082 0106 to Gr 9054 0103 (2) LOE Gr 9070 0079 to Gr 9050 0083 b. There is an IBSR at Gr 9061 0094 c. Arcs for this Range are: <ul style="list-style-type: none"> (1) LOA 2630mils Gr (2) ROA 4020mils Gr
4.	Location	The Range Control Point (RCP) is located at Gr 9060 0106.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
9.	GPMG (SF)	Bursts of up to 20 rounds only.
10.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
11.	Pistols	All in service variants.
12.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
13.	40mm UGL	Prac Only.
14.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
15.	Heat Ammunition (NLAW, Javelin)	Not to be fired on this range
16.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
17.	Vehicle mounted weapons	Subject to approval from the TSO.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU tgts is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig11 tgts can be engaged up to 3m during CQM practices.
24.	Firing from vehicles	There is no firing from vehicles on this range.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	The BSA and the IBSR cannot be run concurrently.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
28.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
29.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
30.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 2630mils Gr ROA 4020mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
31.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. ERV E The nearest hospital is located in Hexham, the distance is 34.4 miles and the average travelling time is 53.5 mins (as listed in AA Auto Route) by day and 59 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
32.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
33.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.

35.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
36.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SARTS target equipment is to be by qualified personnel only. Steel tgts can be engaged provided a Hard Template Trace has been produced and are to be used IAW Pam21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS unless a TAO is running the system.
41.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
42.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
43.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
44.	Briefings	Ensure that all personnel are fully briefed on safety and conduct of the range.
45.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
46.	Sentry/ Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
47.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
48.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
49.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
50.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
51.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.

52.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
53.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
55.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
56.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
57.	Effects Bunkers	All effects bunkers and other range structures are to be refurbished ready for the next unit.
58.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
59.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
60.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
61.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
62.	Red lamps	The range in use flag is to be replaced by a red lamp.
63.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
64.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.
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BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
65.	Maximum charge	Explosive charges up to a maximum NEQ of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
66.	Ground damage	Charges are to be placed on full sandbags.
67.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
68.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
69.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
70.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
71.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
72.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
73.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
74.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
75.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
76.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
77.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
78.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose-built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
79.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
80.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
81.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
82.	Action to be taken following an Ammunition Accident/ Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
83.		Cease firing.
84.		Administer first aid.
85.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
86.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
87.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
88.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'E' Holystone Flag/Entrance GR 932017 2) 'F' Laingshill Entrance GR 938954
89.		The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
90.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).
91.		Do not tamper with the weapon/evidence.
92.		Ensure the accident is recorded in the MOD Form 906A (Range Log).
93.	Accident /Incident reporting	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with, including near misses Ensure the accident is recorded in the MOD Form 906. Inform the following; a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661 b. Defence AIB Land Civ:03067986587 Mil: 96798 6587

		c. Range Control Otterburn Civ: 0191 239 4261 Mil: 94 722 4261/4222
The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.		

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
94.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
95.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
96.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
97.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.
98.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.
99.	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.
100	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.
101	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.
102	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.
103	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.

104	Firing Times	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
105		Live firing weekends only	
106		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
107	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
108	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
109	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets. <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
110	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
111	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
112	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
113	Vehicles and Parking	There are no vehicles permitted on the range. All vehicles are to be parked in the designated parking areas for this particular range (Gun Spur beside TP79).	
114	Smoking	There is to be no smoking in any of the range complex buildings.	

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
115.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.

116.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
117.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
118.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
119.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
120.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX D – ETR RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. ETR Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Leighton ETR
2.	DRSC Serial Number	1608
3.	Description	Leighton ETR is a 12 Lane electric target range fitted with SARTS (Small Arms Range Target Systems) target mechanisms. For the operation of all targets speak to the Training Area Operative (TAO). It has a standard 300m firing point but can facilitate firing up to 600m.
4.	Location	The range is located at GR 90909540 of Map Series GSGS 6500, Otterburn (ENG 25), Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point (Console) facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants (Bursts of 2-3 rounds only. Max distance 100m).
8.	GPMG (Lt)/LSW	Bursts of 3-5 rounds only.
9.	LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	NOT TO BE FIRED ON THIS RANGE.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended, only).
12.	Pistols	NOT TO BE FIRED ON THIS RANGE
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE.
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		
16.	All in service small arms ammunition of 9mm calibre or less may be fired. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity(MV) is within the following maximums:	

17.		RIFLE- ME - 7000 J RIFLE-MV-1000m/sec	
18.		PISTOL- ME - 7000 J PISTOL-MV-1000m/sec	

RANGE SAFETY LIMITATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
19.	Minimum engagement distance	Minimum engagement distance is 50m to prevent backsplash and infrastructure damage to the target pits.	
20.	Maximum movement distance	The Range Conducting Officer (RCO) must ensure that the maximum movement distance is 25m past the 100m target line, enabling firers to engage the 200m targets from 75m. Firing from this position, 125m in front of the main firing point, is the limit of advance permitted.	
21.	Range Template Controller (RTC)	If a single range is to be used by more than one civilian club then each club must appoint a RCO to control the activities and movement for their club. The clubs must also appoint a Range Template Controller (RTC). The RTC is responsible for controlling the movement of all personnel on the range to prevent individuals encroaching into other firer's danger areas. The RTC is not responsible for dealing with accidents/incidents other than for their own club; this remains the responsibility of the individual club RCO. The RTC is to be identified to all RCO's on the range. If an agreement on the appointment of a RTC cannot be reached between clubs then no firing can take place.	
22.	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.	
23.	Cross lane firing	No cross-lane firing is permitted on this range.	
24.	CQM shoots	No CQM is permitted on this range.	
25.	Vehicles	No firing is permitted from vehicles on this range.	
26.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.	
27.	Firers per lane	Only one firer per lane	
28.	GPMG Balancing	No balancing or zeroing is to take place on this range.	

POLICY			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
29.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex A1. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.	
30.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.	
31.	SARTS	The range is fitted with SARTS. The operation of the SARTS target equipment is to be by qualified personnel only. Electrical devices, other than those that are part of the system, are not to be fitted/connected to the system. This includes USB sticks, discs or cables. Units are not to tamper with or reconfigure any part of the system. If using the printer units are to supply their own paper. Civilian gun clubs are not to use SARTS unless a TAO is running the system.	

32.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control. RASPs need to be submitted to Range Control 15 days prior to firing.
33.	Cadets/ Young Firers	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.
34.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
35.	Authorised Live Firing Practices	Only shoots contained within the authorised shooting publications are to be fired. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines
36.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
37.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
38.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. ERV F The nearest hospital is located in Hexham, the distance is 33 miles and the average travelling time is 51 mins (as listed in AA Auto Route) by day and 56 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
39.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
40.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Procedure Before Firing		
41.	On arrival at the range	Make contact with the TAO, in person, they will hand-over the range to you. If using the electric targets, the TAO will check the correct functioning before allowing users into the console building.
42.	Publications	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21.

43.	MOD Form 906/A (Land Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with. If the RCO has to leave the range during firing they are to sign off in the MOD Form 906/906A and the replacement RCO is to sign on prior to the continuation of firing. The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing.
44.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
45.	Restriction	If the ETR firers move back from the standard firing point to engage targets at 400 metres or further, then the Zeroing Range can't be used or manned. Deconfliction can take place between units. If ETR and Zeroing are in use concurrently, Zeroing Range firers can move to the 100m target point if ETR electronic targets are being engaged from the standard firing point. To move beyond the Zeroing 100m target area the ETR must check fire. The ETR takes priority to the Zeroing range.
46.	Parking	No vehicle is to go beyond the hard standing at B13.
47.	Tasks	If necessary, confirm the electric target mechanisms are functioning correctly.
48.	Firing points	Check the firing points and trenches are in good repair.
49.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
50.	Flags/Lights	Confirm the TAO has raised the red range in use flags (Red light at night).
51.	Range clearance	Ensure that all personnel are clear of the range before firing begins.
52.		Ensure that the range is clear of any livestock before firing.
53.	Sentries/ Firing Beyond 300m	A sentry must man B13 (ETR carpark) stopping any personnel moving down the footpath and approaching the ETR Consul from the Zeroing range, when firing is taking place from beyond the 300m firing point.
54.	Sentries/Firing beyond 500m	The road is to be closed with barriers; they are to be placed at the following grids Gr 9052 9563, Gr 9119 9567 and Gr 9085 9520. A sentry with communications to the RCO is to be posted. Only the RCO can give permission to move forward of the barrier.
55.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, The RCO will be asked to confirm chosen ERV.
56.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
57.	Sentry/Telephone operator	The range telephone, located in the console, is to be manned, by the unit, throughout the time the unit is on the range, 30 Minute line checks to Range Control are compulsory or check fire WILL be enforced on the unit.
58.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are safe.
59.	Waiting details	Waiting details are to be located either in the Leighton Hide troop shelter or behind the firing point in use and are not to be in possession of ammunition.
60.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by

		personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
61.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
62.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
63.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

64.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
65.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.
66.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
67.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
68.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.

NIGHT FIRING

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

69.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore, the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
70.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
71.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
72.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

USE OF THE CONSOLE

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
73.	Personnel in console	For reasons of safety, entry into the console building is restricted to those personnel directly involved with the running of the console and has been appointed to do so by the RCO. The RCO may also nominate a console assistant who will work under direct supervision of the qualified/authorised console operator.
74.	Repairing Targets	When the TAO is carrying out any repairs to the target mechanisms, the console building is to be cleared of all personnel and locked. The TAO is to keep the key in his possession until the repair is complete. The only exception to this rule is if the TAO specifically requests the assistance of a console operator in which case, the console operator is to work under the direct instructions of the TAO.
75.	Conduct	The RCO is not to conduct practices from inside the console.
76.	Weapons	No weapons are to be taken inside the console.
77.	Ammunition	No ammunition is to be taken inside the console.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
78.	Guidelines: Ops Room/Range Control	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
79.		Cease firing.
80.		Administer first aid.
81.		Inform Range Control (Immediately) on 4222. Using the phone in the consul. The contact telephone number is consul Ext 5601.
82.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
83.		The RCO is then to send a guide to his nominated ERV to meet the ambulance and guide it to the location of the casualty.
84.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'A' Hopefoot Car Park GR 888948 2) 'F' Laingshill Entrance GR 938954
85.	RCO Incident Control Point	The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
86.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area)
87.		Do not tamper with the weapon/evidence.
88.		Ensure the accident is recorded in the MOD Form 906.
89.	Reporting chain	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with. Inform the following;

	<p>a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661</p> <p>b. Defence AIB Land Civ:03067986587 Mil: 96798 6587</p> <p>c. Range Control Otterburn Civ; 0191 239 4261 Mil: 94 722 4261/4222</p> <p>The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be followed at all times.</p>
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RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
90.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate. If intending to stay overnight and feed you must submit a 907 with central bookings.
91.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). Otterburn Training Area – Range Standing Orders.
92.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ORDERS FOR THE ETR SENTRIES		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
93.	B13 (ETR Carpark)	The sentry must stop any personnel from approaching the ETR Consul via the footpath that runs from the carpark to the ETR Consul. He must position himself at the entrance to the hard standing from the main range road.
94.	Check of danger area	Those sentries who are posted at the road barriers, on arrival at your sentry position, are to check the Danger Area for personnel, vehicles and animals. They are to know the correct route vehicles must take to move around the area safely.
95.	Inform the RCO	When you are satisfied that the area is clear, inform the RCO.
96.	Vehicle wants to pass	Reroute the vehicle round the safe route.
97.	Danger area incursions	If any personnel are seen to enter the Danger Area, you are to immediately inform the RCO to stop firing due to an incursion into the Danger Area.
98.	Maintain Communications	The RCO is to maintain communications with the sentries at all times. If at any time the communications fails, then firing is to cease. A communications check is to be carried out every 30 minutes.
99.	Remain in location	Throughout your tour of duty as the range sentry, you are to stay at the sentry post, remain alert and maintain a careful watch over the Danger Area for incursions. You are not to leave your post until properly relieved by another sentry.

ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
100.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday

		of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.	
101.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.	
102.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP.	
		A copy of the training certificate in the arrival pack is to be completed and submitted to Range Control.	
103.		On completion of a period of training, complete the online LSS User Satisfaction Survey form.	
104.	Firing Times	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
105.		Live firing weekends only	
106.		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
107.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs (There must a strong case for the extension of the timings). Any variation to these timings will need to be justified through an impact statement to the TSO.	
108.	Targets	The Fixed Electric Targets and stick-in targets available from the TAO conform to the specifications laid down in Reference F. No targets other than those that are provided are to be used on the range. No form of hard target is to be used on this range.	
109.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
110.	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.	
111.	Use of Range by Foreign Forces	All foreign forces using Otterburn Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
112.	Vehicles and Parking	All in allocated car park.	

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
113.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
114.	Communication	Telephones with outside lines for emergencies are located in the console and in the RCP building. The Range telephone must be manned at all times when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
115.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222

		STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
116.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
117.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
118.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 APPENDIX 1 TO ANNEX D – ETR SENTRY ORDERS

1. Sentries need to be deployed by the RCO on the ETR range when firing from the 400 – 600m points. A Sentry is required to prevent access to the RCP when firing from 400-600m. Two additional sentries are required to block the road when firing from the 600m point. The Sentries must be posted at the following locations:
 - a. Knife rest Gr 9117 9568 (West of the G+Z range restricting access).
 - b. Knife rest Gr 9083 9522 (Eastern entrance to Leighton hide restricting movement to 600m firing point).
 - c. Knife rest Gr 9060 9560 (Western entrance to Leighton Hide restricting movement to 600m firing point).
2. The Knife rests are stored at sentry locations by the side of the road (they are painted bright orange), when set up they must have the following:
 - a. Day time – Red Flag attached to the rest.
 - b. Night time – Red Lamp attached to the rest.
3. The Sentry must be posted by the RCO and briefed on the following:
 - a. Action on vehicle/person arriving at the sentry post.
 - 1) Time, it will take for barrier to open.
 - 2) Route, alternative to take.
 - b. What to do in case of emergency.
 - c. Other Sentry locations.
 - d. Time at post.
 - e. Method of relief if required.
 - f. Communications to RCO, RCP and other Sentries. Lost communications drill.
 - g. Dress.
4. On arrival at post the Sentry must establish communications with the RCO. The RCO is not to start the practise until all Sentry communications have been checked.
5. The sentries must not:

- a. Leave the post without permission.
 - b. Open the knife rest unless directed by the RCO.
6. Leave any litter around the knife rest or surrounding area.
 7. All sentries must also additionally act as air sentries. If they suspect/see possible air infringement in the range area. They must inform RCO as soon as possible. The RCO is to enforce "Check Firing" and inform Range Control.

CHAPTER 3 ANNEX E – ZEROING RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. Zeroing Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Zeroing Range
2.	DRSC Serial Number	1496
3.	Description	The Zeroing Range is a ten lane range where targets can be placed at either 100m or 200m. CQM can be conducted on this range using targets on the 200m point but only after consultation with Range Control.
4.	Location	The Range is located at GR 9115 9577 of Map Series GSGS 6500, Otterburn (ENG 25) Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the ETR Range Control Point (Console) facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants. (Bursts of 2-3 rounds only).
8.	GPMG (Lt)/LSW	Bursts of 3-5 rounds only.
9.	LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts up to a maximum of 20 rounds.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended, only).
12.	Pistols	In service. Maximum range 25m.
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE WITHOUT CONSULTATION WITH RANGE CONTROL
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		

16.	All in service small arms ammunition of 9mm calibre or less may be fired. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity(MV) is within the following maximums:	
17.		RIFLE- ME - 7000 J RIFLE-MV-1000m/sec
18.		PISTOL- ME - 7000 J PISTOL-MV-1000m/sec
RANGE SAFETY LIMITATIONS YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
19.	Minimum engagement distance	Minimum engagement distance is 3m(Fig 11) at the 200m target line when CQM is being conducted.
20.	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.
21.	Cross lane firing	No cross lane firing is permitted on this range.
22.	CQM shoots	CQM can be conducted on this range using targets on the 200m point but only after consultation with Range Control.
23.	Air Sentry	All RCO's are to ensure that they report any suspect air infringements to the Otterburn Range Control. Check fire is to be imposed immediately by the RCO if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.
24.	Vehicles	No firing is permitted from vehicles on this range.
25.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
26.	Firers per lane	Only one firer per lane
27.	GPMG Balancing/Zeroing	Balancing, zeroing and OHF accuracy testing can be conducted from the main firing point.

POLICY YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
28.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex A1. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.
30.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control. RASPs need to be submitted to Range Control 15 days prior to firing.
31.	Cadets/Young Firers	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.
32.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are

		<p>to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services.</p> <p>Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.</p>
33.	Authorised Live Firing Practices	Only shoots contained within the authorised shooting publications are to be fired. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines
34.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
35.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
36.	Medical	<p>Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer.</p> <p>ERV F</p> <p>The nearest hospital is located in Hexham, the distance is 32 miles and the average travelling time is 51 mins (as listed in AA Auto Route) by day and 56 mins by night. There is no night air ambulance in this region.</p> <p>Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.</p>
37.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
38.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

<p>DUTIES OF THE RCO</p> <p>YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON</p>		
<p>Procedure Before Firing</p>		
39.	On arrival at the range	Make contact with the TAO, in person, they will hand-over the range to you. If using the electric targets, the TAO will check the correct functioning before allowing users into the console building.
40.	Publications	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21.
41.	MOD Form 906/A (Land Range Log)	<p>The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with. If the RCO has to leave the range during firing they are to sign off in the MOD Form 906/906A and the replacement RCO is to sign on prior to the continuation of firing.</p> <p>The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing.</p>
42.	Accident /Incident Aide Memoire	<p>Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail.</p> <p>A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.</p>
43.	Restriction	If the ETR firers move back from the standard firing point to engage targets at 400 metres or further, then the Zeroing Range can't be used or manned. Deconfliction can take place between units.

		If ETR and Zeroing are in use concurrently, Zeroing Range firers can move to the 100m target point if ETR electronic targets are being engaged from the standard firing point. To move beyond the Zeroing 100m target area the ETR must check fire. The ETR takes priority to the Zeroing range.
44.		No vehicle is to leave the hard standing at B13.
45.	Firing points	Check the firing points and trenches are in good repair.
46.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
47.	Flags/Lights	Confirm the TAO has raised the red range in use flags (Red light at night).
48.	Range clearance	Ensure that all personnel are clear of the range before firing begins.
49.		Ensure that the range is clear of any livestock before firing.
50.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your ERV.
51.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
52.	Sentry /Telephone operator	The range telephone is to be manned, by the unit, throughout the time the unit is on the range, 30 Minute line checks to Range Control are compulsory or check fire WILL be enforced on the unit.
53.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are safe.
54.	Waiting details	Waiting details are to be located on B13 Gun spur or behind the firing point in use and are not to be in possession of ammunition.
55.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
56.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
57.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing continues. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
58.	Fire on the range	SO Ch. 1 Sect 8 & Ch. 1 Annex L & M

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
59.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
60.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.
61.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
62.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.

63.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.
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NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
64.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
65.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
66.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
67.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
68.	Guidelines: Ops Room/Range Control	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
69.		Cease firing.
70.		Administer first aid.
71.		Inform Range Control (Immediately) on 4222.
72.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
73.		The RCO is then to send a guide to his nominated ERV to meet the ambulance and guide it to the location of the casualty.
74.	The ERVs are:	a. The ERV Points are located as follows: 1) 'A' Hopefoot Car Park GR 888948 2) 'F' Laingshill Entrance GR 938954
75.	RCO Incident Control Point	The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
76.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area)
77.		Do not tamper with the weapon/evidence.
78.		Ensure the accident is recorded in the MOD Form 906.
79.	Reporting chain	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with.

	<p>Inform the following;</p> <p>a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661</p> <p>b. Defence AIB Land Civ:03067986587 Mil: 96798 6587</p> <p>c. Range Control Otterburn Civ; 0191 239 4261 Mil: 94 722 4261/4222</p> <p>The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be followed at all times.</p>
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RANGE RECCE

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

80.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate. If intending to stay overnight and feed you must submit a 907 with central bookings.
81.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). Otterburn Training Area – Range Standing Orders.
82.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

83.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.	
84.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.	
85.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP. A copy of the training certificate in the arrival pack is to be completed and submitted to Range Control.	
86.		On completion of a period of training, complete the online LSS User Satisfaction Survey form.	
87.	Firing Times	<p>Summer (1 Mar – 31 Oct)</p> <p>Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700</p>	<p>Winter (1 Nov – 28/29 Feb)</p> <p>Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600</p>
88.		Live firing weekends only	
89.		Sat 0900 – 1700 Night Firing through TSO	Sat 1000 – 1600 Night Firing through TSO

		Sun 0900 – 1700	Sun 1000 – 1600
90.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs (There must a strong case for the extension of the timings). Any variation to these timings will need to be justified through an impact statement to the TSO.	
91.	Targets	The targets available from the TAO conform to the specifications laid down in Reference F. No targets other than those that are provided are to be used on the range. No form of hard target is to be used on this range.	
92.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
93.	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.	
94.	Use of Range by Foreign Forces	All foreign forces using Otterburn Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
95.	Vehicles and Parking	All in allocated car park (B13).	

COMMAND AND COMMUNICATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
96.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.	
97.	Communication	Telephones with outside lines for emergencies are located in the console and in the RCP building. The Range telephone must be manned at all times when the range is occupied.	
98.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999	
99.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.	
100.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.	
101.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.	

CHAPTER 3 ANNEX F – WILKWOOD RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Wilkwood Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Wilkwood Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1620
3.	Description	<p>Wilkwood Range is an LFTTA suitable for up to Platoon level training, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8879 0246 to Gr 8922 0271 (2) LOE Gr 8840 0293 to Gr 8877 0304 b. There is a pre-dug defensive position located at the following grid: <ul style="list-style-type: none"> (1) Gr 8897 0260 c. There is a CQB Lane at Gr 8925 0276 d. There is a FOB located at Gr 8919 0255
4.	Location	The Range Control Point (RCP) is located at Gr 8898 0252.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	Heat Ammunition (NLAJ, Javelin)	Light Anti-Tank weapons may be fired providing a protective firing point is constructed or identified, discussed with RC and the danger area is contained within the LFTTA RDA.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11 tgts can be engaged up to 3m during CQM practices.
24.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	The BSA and the CQB cannot be run concurrently. All firing from the FOB must be cleared through OTA RC (QMSI).

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
28.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
29.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
30.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 4950 mils Gr ROA 0420 mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
31.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 36 miles and the average travelling time is 58 mins (as listed in AA Auto Route) by day and 1hr 3 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
32.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
33.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
35.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.

36.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Effects bunker	Only to be used after consultation with Range Control. Prior to use, the RCO is to ensure these bunkers are inspected for serviceability. Particular attention is to be paid to the rear of the bunkers. If there is any doubt as to the serviceability of a bunker/structure, it is not to be used, the fault is to be reported to the National Service Centre and an observation made in the MOD Form 906A (Range log).
41.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SARTS/SAPU targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SARTS/SAPU target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Template Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS/SAPU unless a TAO is running the system.
42.	Range Clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
43.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
44.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
45.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
46.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
47.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
48.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
49.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
50.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
51.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by

		personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
52.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
53.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
54.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
55.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
56.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
57.	Mechanical Targets (including SARTS/SAPU)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
58.	Effects Bunkers	All effects bunkers and other range structures are to be refurbished ready for the next unit.
59.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
60.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
61.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
62.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are

		required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
63.	Red lamps	The range in use flag is to be replaced by a red lamp.
64.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
65.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
66.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
67.	Ground damage	Charges are to be placed on full sandbags.
68.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
69.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
70.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
71.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
72.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
73.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
74.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
75.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
76.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
77.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
78.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
79.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
80.	Effects bunkers	Effects bunkers are not to be placed in a targets line of fire. They're only to be used after consultation with Range Control.

		c. Range Control Otterburn Civ: 0191 239 4261 Mil: 94 722 4261/4222
The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.		

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
96.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
97.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. <u>Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.</u>
	Targets	When planning your range you should speak to the Training Areas Facilities Manager to confirm your target requirements.

ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
98.	Bookings/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.
99.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.
100	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.
101	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.
102	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.
103	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.

104	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.	
105	Firing Times	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
106		Live firing weekends only	
107		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
108	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
109	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
110	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets. <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
111	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
112	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
113	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
114	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.	
115	Smoking	There is to be no smoking in any of the range complex buildings.	

CHAPTER 3 ANNEX G – QUICKENING COTE RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Quickening Cote Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Quickening Cote Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1503
3.	Description	<p>Quickening Cote Range is an LFTTA suitable for up to Company level training. It is split into two boxes with the following range structures provided:</p> <ul style="list-style-type: none"> a. The first Movement Box is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8797 0583 to Gr 8811 0655 (2) LOE Gr 8706 0586 to Gr 8719 0655 b. The second Movement Box is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8706 0586 to Gr 8719 0655 (2) LOE Gr 8654 0587 to Gr 8647 0676 c. There is a CQB Range at the following Grid: Gr 8768 0649 d. Effects bunkers are located in the following areas: <ul style="list-style-type: none"> (1) Gr 8750 0631 (2) Gr 8722 0621 (3) Gr 8675 0628 e. There are two pre-dug defensive position centred on the following grids: <ul style="list-style-type: none"> (1) Gr 8806 0631 (2) Gr 8701 0639
4.	Location	The Range Control Point (RCP) is located at Gr 8808 0629.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.

6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.
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WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	Heat Ammunition (NLA/Javelin)	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the LFTTA RDA.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Vehicle mounted weapons	Subject to approval from the TSO.
19.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
20.	All in service ammunition may be fired.	
21.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
22.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
23.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
24.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11 tgts can be engaged up to 3m during CQM practices.
25.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
26.	Digging	No digging is permitted on the range without the permission of the TSO.

27.	Restrictions for Concurrent Activity	There are no restrictions.
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POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
28.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
30.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
31.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: Box 1 LOA 4030mils Gr ROA 5220mils Gr Box 2 LOA 4020mils Gr ROA 5500mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
32.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 44 miles and the average travelling time is 1 hr 15 mins (as listed in AA Auto Route) by day and 1hr 20 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
33.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
34.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO

Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
35.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
36.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
37.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Effects bunker	Only to be used after consultation with Range Control. Prior to use, the RCO is to ensure these bunkers are inspected for serviceability. Particular attention is to be paid to the rear of the bunkers. If there is any doubt as to the serviceability of a bunker/structure, it is not to be used, the fault is to be reported to the National Service Centre and an observation made in the MOD Form 906A (Range log).
41.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SAPU/ SARTS target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Target Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SAPU/SARTS unless a TAO is running the system.
42.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins. Old Quickening Cote farmhouse, Gr 872 064, is not to be occupied at any time whilst live firing is conducted on the range. Firing must not be directed at the farmhouse.
43.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
44.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
45.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range
46.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
47.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).

48.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
49.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
50.	Waiting details	Waiting details are to be clear of the live firing exercise area and outside the planned arcs of fire.
51.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
52.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
53.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
54.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
55.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
56.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
57.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
58.	Effects Bunkers	All effects bunkers and other range structures are to be refurbished ready for the next unit.
59.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
60.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
61.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
62.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
63.	Red lamps	The range in use flag is to be replaced by a red lamp.
64.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
65.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
66.	Maximum charge	Explosive charges up to a maximum NEQ of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
67.	Ground damage	Charges are to be placed on full sandbags.
68.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
69.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
70.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
71.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
72.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
73.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
74.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
75.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
76.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
77.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
78.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.

79.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
80.	Effects bunkers	Effects bunkers are not to be placed in a targets line of fire. They're only to be used after consultation with Range Control.
81.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
82.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
83.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
84.	Action to be taken following an Ammunition Accident/ Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
85.		Cease firing.
86.		Administer first aid.
87.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
88.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
89.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
90.	The ERVs are:	a. The ERV Points are located as follows: 1) 'D' Quickening Cote Entrance GR 890065
91.		The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
92.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).
93.		Do not tamper with the weapon/evidence.
94.		Ensure the accident is recorded in the MOD Form 906A (Range Log).
95.	Accident/ Incident reporting	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with, including near misses Ensure the accident is recorded in the MOD Form 906. Inform the following; a. Army Incident Notification Cell (AINC) Civ: 03067703661

		Mil: 96770 3661
	b. Defence AIB Land	Civ:03067986587 Mil: 96798 6587
	c. Range Control Otterburn	Civ: 0191 239 4261 Mil: 94 722 4261/4222
The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.		

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
96.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
97.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
98.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
99.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.
100	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.
101	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.
102	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.
103	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.
104	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will

		be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.	
105	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.	
106	Firing Times	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
107		Live firing weekends only	
108		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
109	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
110	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
111	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
112	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
113	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
114	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
115	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.	
116	Smoking	There is to be no smoking in any of the range complex buildings.	

COMMAND AND COMMUNICATIONS

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

117.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
118.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
119.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
121.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
122.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
123.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX H – RIDLEESHOPE RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Ridleeshope Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Ridleeshope Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1505
3.	Description	<p>Ridleeshope Range is an LFTTA suitable for up to Company level, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8175 0636 to Gr 8206 0568 (2) LOE Gr 8241 0703 to Gr 8291 0648 b. Effects bunkers are located in the following areas: <ul style="list-style-type: none"> (1) Gr 8193 0644 c. There is an Overhead Fire Tower at Gr 8177 0633 d. There are two pre-dug defensive position centred on the following grids: <ul style="list-style-type: none"> (1) Gr 8180 0626 (2) Gr 8178 0630
4.	Location	The Range Control Point (RCP) is located at Gr 8180 0629 .
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	HEAT Ammunition NLAW/Javelin	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the LFTTA RDA.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Vehicle mounted weapons	Subject to approval from the TSO.
19.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
20.	All in service ammunition may be fired.	
21.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
22.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
23.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
24.	Minimum engagement distance	Minimum engagement distance for SARTS/SAPU is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11 tgts can be engaged up to 3m during CQM practices.
25.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
26.	Digging	No digging is permitted on the range without the permission of the TSO.
27.	Restrictions for Concurrent Activity	There are no restrictions.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
28.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
30.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
31.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 0210mils Gr ROA1720mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
32.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 34 miles and the average travelling time is 50 mins (as listed in AA Auto Route) by day and 55 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
33.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
34.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
35.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
36.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.

37.	Accident/Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Effects bunker	Only to be used after consultation with Range Control. Prior to use, the RCO is to ensure these bunkers are inspected for serviceability. Particular attention is to be paid to the rear of the bunkers. If there is any doubt as to the serviceability of a bunker/structure, it is not to be used, the fault is to be reported to the National Service Centre and an observation made in the MOD Form 906A (Range log).
41.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SAPU/SARTS target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Target Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS unless a TAO is running the system.
42.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
43.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
44.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm Trace Number and your ERV.
45.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.
46.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
47.	Sentry/ Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
48.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
49.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
50.	Waiting details	Waiting details are to be clear of the live firing exercise area and outside the planned arcs of fire.
51.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one

		enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
52.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
53.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
54.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
55.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
56.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
57.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
58.	Effects Bunker	All effects bunkers and other range structures are to be refurbished ready for the next unit.
59.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
60.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
61.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
62.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
63.	Red lamps	The range in use flag is to be replaced by a red lamp.
64.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.

65.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
66.	Maximum charge	Explosive charges up to a maximum NEQ of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
67.	Ground damage	Charges are to be placed on full sandbags.
68.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
69.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
70.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
71.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
72.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
73.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
74.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
75.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
76.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
77.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
78.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
79.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
80.	Effects bunkers	Effects bunkers are not to be placed in a targets line of fire. They're only to be used after consultation with Range Control.
81.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.

		The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.
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RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
96.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
97.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
98.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
99.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.
100	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.
101	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.
102	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.
103	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.
104	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.
105	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.
106	Firing Times	Summer (1 Mar – 31 Oct) Winter (1 Nov – 28/29 Feb)

		Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
107		Live firing weekends only	
108		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
109	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
110	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
111	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ol style="list-style-type: none"> SARTS or SAPU remote controlled targets. Stick in targets. Enemy Fire Simulators (EFS). Pull up targets <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
112	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
113	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
114	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
115	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.	
116	Smoking	There is to be no smoking in any of the range complex buildings.	

COMMAND AND COMMUNICATIONS

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

117.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
118.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
119.	Useful telephone numbers	<p>Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222</p> <p>STSO 4200</p> <p>TSO 4201</p> <p>DTSO 1 4303 (QMSI)</p> <p>DTSO 2 4227 (SMIG)</p> <p>TSM 4311</p> <p>TAFM 4383</p> <p>LSS National Service Centre Mil 94325 4999</p>
121.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
122.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
123.	General Maintenance	<p>The routine maintenance of the range is the responsibility of:</p> <p>The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX</p> <p>This includes vermin control.</p>

CHAPTER 3 ANNEX I – TLFTT GRENADE RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Silloans Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Grenade Close Quarter Battle Range (LFTTA).
2.	DRSC Serial Number	1295
3.	Description	<p>The TLFTT Grenade Range is an LFTTA suitable for up to Individual F & M level, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8186 0267 to Gr 8192 0256 (2) LOE Gr 8202 0271 to Gr 8205 0265 b. Grenade bunkers are located in the following areas: <ul style="list-style-type: none"> (1) Gr 8199 0262 (2) Gr 8198 0264
4.	Location	The Range Control Point (RCP) is located at TP 5.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Sills CQB Range Control Point.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.

8.	Rifle 8.6mm(.338)	NOT TO BE FIRED ON THIS RANGE
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	A single grenade target for both bays must be placed in the central point of the protective stone area. No WP or RP may be used without approval from the TSO.
16.	Heat Ammunition NLAW/Javelin	Can be fired on this range as long as the correct safety procedures and WDA Template are in use. Barriers K and L must be closed and manned when firing Heat ammunition.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backsplash and infrastructure damage to the target pits.
24.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	No restrictions.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
28.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.

29.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
30.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 0585mils Gr ROA1680mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
31.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is in Hexham, the distance is 32 miles and the average travelling time is 44 mins (as listed in AA Auto Route) by day and 49 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
32.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
33.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
35.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
36.	Accident/Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SAPU/SARTS target equipment is to be by qualified personnel only. Trip flares are not to

		be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SAPU/SARTS unless a TAO is running the system.
41.	Range clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
42.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
43.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
44.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.
45.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
46.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
47.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
48.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
49.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
50.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
51.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
52.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
53.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this

		time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.
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Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
55.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
56.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
57.	Grenade Bunkers	All Grenade bunkers and other range structures are to be refurbished ready for the next unit.
58.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
59.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
60.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
61.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
62.	Red lamps	The range in use flag is to be replaced by a red lamp.
63.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
64.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
65.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.

66.	Ground damage	Charges are to be placed on full sandbags.
67.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
68.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
69.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
70.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
71.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
72.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
73.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
74.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
75.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
76.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
77.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
78.	HEAT Munitions	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the BSA RDA.
79.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
80.	Grenade bunkers	Grenade bunkers are not to be placed in a targets line of fire.
81.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
82.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
83.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
96.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
97.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
98.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION														
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
99.	Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
100.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
101.	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.												
102.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
103.	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.												
104.	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
105.	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
106.	Firing Times	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%; text-align: center;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Mon 0900 – 1700</td> <td style="text-align: center;">Mon 1000 – 1600</td> </tr> <tr> <td style="text-align: center;">Tue 0900 – 1700, 2000 - 2359</td> <td style="text-align: center;">Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td style="text-align: center;">Wed 0900 – 1700</td> <td style="text-align: center;">Wed 1000 – 1600</td> </tr> <tr> <td style="text-align: center;">Thu 0900 – 1700, 2000 - 2359</td> <td style="text-align: center;">Thu 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td style="text-align: center;">Fri 0900 – 1700</td> <td style="text-align: center;">Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200	Fri 0900 – 1700	Fri 1000 – 1600
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Fri 0900 – 1700	Fri 1000 – 1600													
107.		Live firing weekends only												

108.		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
109.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
110.	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
111.	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ol style="list-style-type: none"> SARTS or SAPU remote controlled targets. Stick in targets. Enemy Fire Simulators (EFS). Pull up targets. <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required. No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
112.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
113.	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
114.	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
115.	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked on the hard standing provided at Gr 819 019(Pity Me troop shelter). Units are to minimise the amount of vehicles taken onto the range.	
116.	Smoking	There is to be no smoking in any of the range complex buildings.	

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
117.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
118.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
119.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG)

		TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
120.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
121.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
122.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX J – PITY ME CQB RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Pity Me Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Pity Me Close Quarter Battle Range (LFTTA).
2.	DRSC Serial Number	1502
3.	Description	<p>Pity Me CQB Range is an LFTTA suitable for up to Individual F & M, with the following range structures provided:</p> <p style="margin-left: 40px;">a. The LFTTA is within the following Grids:</p> <p style="margin-left: 80px;">(1) LD Gr 8220 0192 to Gr 8223 0188</p> <p style="margin-left: 80px;">(2) LOE Gr 8250 0215 to Gr 8250 0205</p> <p style="margin-left: 40px;">b. A tactical grenade bunker is located at the following area:</p> <p style="margin-left: 80px;">(1) Gr 8249 0213</p>
4.	Location	The Range Control Point (RCP) is located at Gr 8219 0188

5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Sills CQB Range Control Point.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	NOT TO BE FIRED ON THIS RANGE.
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	HEAT Ammunition	Not to be fired on this range.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backslash and infrastructure damage to the target pits.
24.	Firing from vehicles	Firing from vehicles is not permitted.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	There are no restrictions for concurrent activity.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
28.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
29.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
30.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 0320mils Gr ROA1450mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
31.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 31 miles and the average travelling time is 43 mins (as listed in AA Auto Route) by day and 48 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
32.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
33.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
35.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.

36.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
37.	Barriers	Ensure that the range barriers are closed.
38.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
39.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
40.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SAPU/SARTS targets are only to be placed inside the purpose-built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SAPU/SARTS target equipment is to be by qualified personnel only. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SAPU/SARTS unless a TAO is running the system.
41.	Range Clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
42.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
43.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
44.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.
45.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
46.	Sentry/ Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
47.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
48.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
49.	Waiting details	Waiting details are to be clear of the live firing movement box and outside the planned arcs of fire.
50.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
51.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
52.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the

		outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
53.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
55.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
56.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
57.	Grenade Bunkers	All grenade bunkers and other range structures are to be refurbished ready for the next unit.
58.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
59.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
60.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
61.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
62.	Red lamps	The range in use flag is to be replaced by a red lamp.
63.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
64.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
65.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
66.	Ground damage	Charges are to be placed on full sandbags.
67.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
68.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
69.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
70.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
71.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
72.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
73.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
74.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
75.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
76.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
77.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
78.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
79.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
80.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
81.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
82.	Action to be taken following an Ammunition	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate

	Accident/ Incident	emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
83.		Cease firing.
84.		Administer first aid.
85.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
86.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
87.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
88.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'C' Redesdale Junction GR 821 989
89.		The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
90.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).
91.		Do not tamper with the weapon/evidence.
92.		Ensure the accident is recorded in the MOD Form 906A (Range Log).
93.	Accident/ Incident reporting	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with, including near misses Ensure the accident is recorded in the MOD Form 906. Inform the following; a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661 b. Defence AIB Land Civ:03067986587 Mil: 96798 6587 c. Range Control Otterburn Civ: 0191 239 4261 Mil: 94 722 4261/4222 The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be carried and followed at all times.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
94.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.

95.	Equipment required to conduct a recce	<p>An up to date OTA map, 1:25,000.</p> <p>Daily Range Summary. (Ensure amendments are taken from the master in Range Control).</p> <p>A fully amended copy of References A & C.</p> <p>A calibrated prismatic compass.</p> <p>The Weapon Danger Area templates for the weapons you will be using.</p> <p>Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.</p>
96.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
97.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
98.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
99.	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.												
100	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
101	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.												
102	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
103	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
104	Firing Times	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Fri 0900 – 1700</td> <td>Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200	Fri 0900 – 1700	Fri 1000 – 1600
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107	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong												

		case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.
108	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.
109	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. . b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>
110	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.
111	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.
112	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.
113	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.
114	Smoking	There is to be no smoking in any of the range complex buildings.

COMMAND AND COMMUNICATIONS																
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON																
115.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.														
116.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.														
117.	Useful telephone numbers	<p>Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">STSO</td> <td style="width: 50%;">4200</td> </tr> <tr> <td>TSO</td> <td>4201</td> </tr> <tr> <td>DTSO 1</td> <td>4303 (QMSI)</td> </tr> <tr> <td>DTSO 2</td> <td>4227 (SMIG)</td> </tr> <tr> <td>TSM</td> <td>4311</td> </tr> <tr> <td>TAFM</td> <td>4383</td> </tr> <tr> <td>LSS National Service Centre</td> <td>Mil 94325 4999</td> </tr> </table>	STSO	4200	TSO	4201	DTSO 1	4303 (QMSI)	DTSO 2	4227 (SMIG)	TSM	4311	TAFM	4383	LSS National Service Centre	Mil 94325 4999
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118.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
119.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
120.	General Maintenance	<p>The routine maintenance of the range is the responsibility of:</p> <p>The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX</p> <p>This includes vermin control.</p>

CHAPTER 3 ANNEX K – SILLS BSA RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Sills BSA Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Sills Battle Shooting Area (LFTTA).
2.	DRSC Serial Number	1511
3.	Description	<p>Sills Range is an LFTTA suitable for up to Platoon level training, with the following range structures provided:</p> <ul style="list-style-type: none"> a. The LFTTA is within the following Grids: <ul style="list-style-type: none"> (1) LD Gr 8273 0147 to Gr 8292 0139 (2) LOE Gr 8283 0199 to Gr 8323 0172 b. Effects bunker is located in the following area: <ul style="list-style-type: none"> (1) Gr 8298 0155 c. There is an Overhead Fire Tower at Gr 8285 0141 d. There is an IBSR at Gr 8286 0142 e. There is a pre-dug defensive position located at the following grid: <ul style="list-style-type: none"> (1) Gr 8286 0155
4.	Location	The Range Control Point (RCP) is located at Gr 8284 0142
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	Only to be fired after consultation with Range Control
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.
13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	No WP or RP may be used subject to approval from the TSO.
16.	Heat Ammunition NLAW/Javelin	Light Anti-Tank/Structure weapons may be fired provided a protected firing point is constructed or identified, discussed with Range Control and the Danger Area is contained within the BSA RDA.
17.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
18.	Laser range finders and target markers	Subject to approval from the TSO.
Ammunition		
19.	All in service ammunition may be fired.	
20.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
21.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
22.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
23.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backslash and infrastructure damage to the target pits. Stick in Fig 11 tgts can be engaged up to 3m during CQM practices.
24.	Firing from vehicles	Firing from vehicles is only permitted from the metal roads, there is to be no off road driving.
25.	Digging	No digging is permitted on the range without the permission of the TSO.
26.	Restrictions for Concurrent Activity	The BSA and Sills CQB cannot be run concurrently.

POLICY

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
27.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
28.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
29.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Arcs for these clubs are: LOA 0040mils Gr ROA1340mils Gr Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
30.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 30 miles and the average travelling time is 42.5 mins (as listed in AA Auto Route) by day and 47.5 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
31.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
32.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
33.	Publications	The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.
34.	Making contact with the TAO	Contact the TAO, in person, they will hand-over the range to you.
35.	Accident/ Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail.

		A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
36.	Barriers	Ensure that the range barriers are closed.
37.	Flags	Confirm the TAO has raised the red range in use flags (Red light at night).
38.	Livestock/Sheep	Ensure that any Livestock sheep are driven from the range and inform Range Control.
39.	Effects bunker	Only to be used after consultation with Range Control. Prior to use, the RCO is to ensure these bunkers are inspected for serviceability. Particular attention is to be paid to the rear of the bunkers. If there is any doubt as to the serviceability of a bunker/structure, it is not to be used, the fault is to be reported to the National Service Centre and an observation made in the MOD Form 906A (Range log).
40.	Target mechanisms	If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SAPU/ SARTS target equipment is to be by qualified personnel only. Steel targets can be engaged provided a Hard Template Trace has been produced and are to be used IAW Pam 21. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SAPU/SARTS unless a TAO is running the system.
41.	Range Clearance	Ensure that all personnel are clear of the range forward of the firers, before firing begins.
42.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
43.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
44.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.
45.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
46.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
47.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
48.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
49.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
50.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by

		personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
51.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
52.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
53.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
55.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure to comply with this rule will result in the unit being brought back to clear the area.
56.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
57.	Effects Bunkers	All effects bunkers and other range structures are to be refurbished ready for the next unit.
58.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
59.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
60.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
61.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
62.	Red lamps	The range in use flag is to be replaced by a red lamp.
63.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.

64.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.
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BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
65.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
66.	Ground damage	Charges are to be placed on full sandbags.
67.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
68.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
69.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
70.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
71.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
72.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
73.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
74.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
75.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
76.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
77.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
78.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
79.	Effects bunkers	Effects bunkers are not to be placed in a targets line of fire. They're only to be used after consultation with Range Control.
80.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
81.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
95.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate.
96.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). A fully amended copy of References A & C. A calibrated prismatic compass. The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
97.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION												
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON												
98.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.										
99.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.										
100	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.										
101	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.										
102	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.										
103	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.										
104	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.										
105	Firing Times	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Summer (1 Mar – 31 Oct)</td> <td style="width: 50%;">Winter (1 Nov – 28/29 Feb)</td> </tr> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200
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		Fri 0900 – 1700	Fri 1000 – 1600
106		Live firing weekends only	
107		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
108	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
109	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
110	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets. <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
111	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
112	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	
113	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
114	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.	
115	Smoking	There is to be no smoking in any of the range complex buildings.	

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
116.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.

117.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
118.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
120.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
121.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
122.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 APPENDIX 1 TO ANNEX K – SILLS CQB RANGE ORDERS

References:

- A. Dismounted Close Combat Training Volume IV, Ranges, Pamphlet No 21, Training Regulations for Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Operational Shooting Policy.
- C. Otterburn Training Area Standing Orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- F. Sills CQB Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Sills Close Quarter Battle Range (LFTTA).
2.	DRSC Serial Number	1511
3.	Description	Sills CQB is an LFTTA suitable for up to Individual F & M. a. The LFTTA is within the following Grids: (1) LD Gr 8296 0095 to Gr 8302 0092 (2) LOE Gr 8307 0112 to Gr 8309 0111
4.	Location	The Range Control Point (RCP) is located at Gr 8275 0094
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
7.	Rifle	All in service variants. Bursts of 2-3 rounds only.
8.	Rifle 8.6mm(.338)	NOT TO BE FIRED ON THIS RANGE
9.	GPMG (Lt)/LSW/LMG	Bursts of 3-5 rounds only.
10.	GPMG (SF)	Bursts of up to 20 rounds only.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (The firing of bursts is forbidden).
12.	Pistols	All in service variants.

13.	Mortars	No Mortar rounds to land in the designated LFTTA. No White Phosphorus (WP) is to be fired on the training area.
14.	40mm UGL	Prac Only.
15.	Hand grenades	Only to be used after consultation with Range Control. The Grenade landing area must be refurbished at the end of each day and inspected by the RCO and TAO during the handback of the range. No WP or RP may be used subject to approval from the TSO.
16.	BATSIM	Explosive charges are limited to a maximum of 0.2kg in any one explosion. All charges must be placed on sand filled sandbags. Explosive charges are not to be used within 500 metres of a public road or civilian house. All units must complete a Batsim Request located at SO Ch. 1 Annex G.
17.	Laser range finders and target markers	Not to be used on this range.
Ammunition		
18.	All in service ammunition may be fired.	
19.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
20.	Bursts	Burst fire is permitted, however the burst fire must be executed under controlled conditions.
21.	Firing out of arc	The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.
22.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backsplash and infrastructure damage to the target pits.
23.	Firing from vehicles	There is no firing from vehicles on this range.
24.	Digging	No digging is permitted on the range without the permission of the TSO.
25.	Restrictions for Concurrent Activity	Sills CQB and Sills BSA cannot be run concurrently.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
26.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
27.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. They must also comply with Reference D. If there is any doubt, advice is to be sought from the RAU. All RCO's must have attended the MANDATORY OTA LFTT RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
28.	Range Action Safety Plan (RASP to include sketch map)/RDA Trace	It is mandatory for this to be prepared and handed into Range Control for all LFTTAs. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
29.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services.

		<p>Arcs for these clubs are: LOA 0190mils Gr ROA 1030mils Gr</p> <p>Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.</p>
30.	Medical	<p>Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer.</p> <p>The nearest hospital is located in Hexham, the distance is 29.5 miles and the average travelling time is 42 mins (as listed in AA Auto Route) by day and 47 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.</p>
31.	Targets	<p>Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.</p>
32.	WGBT equipment	<p>It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.</p>

DUTIES OF THE RCO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
33.	Publications	<p>The RCO must be in possession of a copy of his RASP, Range Orders, Daily Range Summary and Pamphlet No 21.</p>
34.	Making contact with the TAO	<p>Contact the TAO, in person, they will hand-over the range to you.</p>
35.	Accident/ Incident Aide Memoire	<p>Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail.</p> <p>A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.</p>
36.	Barriers	<p>Ensure that the range barriers are closed.</p>
37.	Flags	<p>Confirm the TAO has raised the red range in use flags (Red light at night).</p>
38.	Livestock/Sheep	<p>Ensure that any Livestock sheep are driven from the range and inform Range Control.</p>
39.	Target mechanisms	<p>If being used, check the target mechanisms are functioning correctly. Ensure that only targets that are to be engaged during the exercise are on the range, all old and spare targets or those to be used in other serials are to be stored well away from the exercise area. SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. The operation of the SARTS target equipment is to be by qualified personnel only. Trip flares are not to be placed within 10M of target mechanisms nor are they to be initiated by the target. Civilian gun clubs are not to use SARTS unless a TAO is running the system.</p>
40.	Range Clearance	<p>Ensure that all personnel are clear of the range forward of the firers, before firing begins.</p>
41.	MOD Form 906A (Range Log)	<p>The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.</p>

42.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your Trace Number and ERV.
43.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
44.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
45.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
46.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
47.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
48.	Waiting details	Waiting details are to be clear of the live firing movement box (es) and outside the planned arcs of fire.
49.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
50.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be pointing in a safe direction.
51.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise any changes before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event. All RCO's must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
52.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
53.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
54.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Special attention is to be given to gun positions and main firing areas. Failure

		to comply with this rule will result in the unit being brought back to clear the area.
55.	Mechanical Targets (including SARTS)	Confirm that the mechanical targets have not been damaged. Return all targets and stores to the TAO.
56.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
57.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
58.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
59.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not fired outside the limits of the range.
60.	Red lamps	The range in use flag is to be replaced by a red lamp.
61.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
62.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

BATTLE INOCULATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
BATTLE NOISE SIMULATION		
63.	Maximum charge	Explosive charges up to a maximum NEC of 0.2kg may be used and the safe distances laid down in Pamphlet No 21 are to be applied.
64.	Ground damage	Charges are to be placed on full sandbags.
65.	RF Hazard	Prior to electric detonators being removed from their approved transit containers, the RCO is to ensure all Bowman radios, whether from his own or any other unit that are within or could approach to within 60m, are switched off. Prior to removing the detonators the RCO is to check the area is clear and if not the RCO must approach the unit and ask them to move whilst the detonators are removed.
66.	Mobile phones	No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated weapon system or explosive store.
67.	Location	RCO must complete a Batsim Request located at SO Ch. 1 Annex G.
OVERHEAD FIRE/FLANKING FIRE		
68.	Planning	Overhead and Flanking fire guns are to be planned and operated in accordance with Reference A.
69.	Rates of fire	The rates of fire stated in Reference A, must be complied with.
70.	Firing at night	When firing at night, guns are to be ranged in, during daylight. Supervision of the weapon is required after this activity, to ensure the weapons have not been misaligned by any means.
71.	Trace	This form of battle inoculation must be indicated on the RDA trace, giving a firing point and a bearing.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
72.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
73.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
74.	Planning HE grenades	HE grenades are not to be used within 200m of the Range Control Point.
75.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.
76.	Target locations	Remote controlled targets may be deployed in properly prepared pits as directed by the TAO. SAPU/SARTS targets are only to be placed inside the purpose built pits. Any unit wishing to place them outside the pits must clear it through TSO OTA. Trip flares are not to be placed within 10m of any target mechanism.
77.	Blinds/Misfires	All blinds/misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any Blinds/Misfires.
78.	Firing time consideration	No demolition charge, grenade, mortar or anti-tank ammunition which may present a blind requiring destruction is to be fired within 30min of the published end of firing times.
79.	Track vehicles	No track vehicles are allowed on the range.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
80.	Action to be taken following an Ammunition Accident/ Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
81.		Cease firing.
82.		Administer first aid.
83.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
84.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
85.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
86.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'C' Redesdale Junction Gr 821 989
87.		The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
88.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area).

98.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.	
99.	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.	
100	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.	
101	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.	
102	Firing Times	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
103		Live firing weekends only	
104		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
105	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must a strong case for the extension of the timings) any variation to these timings will need to be justified through an impact statement to the TSO.	
106	No TAO	There may be occasions when TAO is not immediately available; therefore, users should contact Range Control to confirm the TAOs location.	
107	Targets	<p>All targets available from the TAO conform to the specifications laid down in Reference E. No targets other than those that are provided are to be used on the range without authority from the TSO. Generally, the following types of targets are available for use:</p> <ul style="list-style-type: none"> a. SARTS or SAPU remote controlled targets. b. Stick in targets. c. Enemy Fire Simulators (EFS). d. Pull up targets <p>Targets and EFS requirements are to be confirmed to the TAO a minimum of 4 working days before the day required.</p> <p>No form of hard target is to be used on this range unless the appropriate RDA trace has been submitted.</p>	
108	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
109	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.	

110	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.
111	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.
112	Smoking	There is to be no smoking in any of the range complex buildings.

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
113.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.
114.	Communication	Telephones with outside lines for emergencies are located in the RCP. The range telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
115.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
107.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
108.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
109.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX L – OTTERBURN 25m RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- F. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. Otterburn 25m Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Otterburn 25m Range
2.	DRSC Serial Number	1895
3.	Description	The 25m Range is a six lane No Danger Area range. CQM cannot be conducted on this range.
4.	Location	The Range is located at GR 892 962 of Map Series GSGS 6500, Otterburn (ENG 25), Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants. (Bursts not to be fired on this range). 6 Lanes.
8.	GPMG (Lt)	Bursts of 3-5 rounds only. To avoid tunnelling of the sand whilst firing GPMG, the point of aim must be changed after each burst. 4 Lanes.
9.	LMG/LSW	Bursts of 2-3 rounds only. 4 Lanes.
10.	GPMG (SF)	Bursts up to a maximum of 20 rounds. To avoid tunnelling of the sand whilst firing GPMG, the point of aim must be changed after each burst. 4 Lanes
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended, only). 6 Lanes.
12.	Pistols	In service. Maximum range 25m. 6 Lanes.
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE.
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		
16.	All in service small arms ammunition of 9mm calibre or less may be fired. No Tracer to be fired. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity(MV) is within the following maximums:	
17.		RIFLE- ME - 7000 J

		RIFLE-MV-1000m/sec	
18.		PISTOL- ME - 7000 J PISTOL-MV-1000m/sec	
RANGE SAFETY LIMITATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
19.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backsplash and infrastructure damage.	
20.	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.	
21.	Cross lane firing	No cross lane firing is permitted on this range.	
22.	CQM shoots	No CQM is permitted on this range.	
23.	Air Sentry	All RCO's are to ensure that they report any suspect air infringements to the Otterburn Range Control. Check fire is to be imposed immediately by the RCO if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.	
24.	Vehicles	No firing is permitted from vehicles on this range.	
25.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.	
26.	Firers per lane	Only one firer per lane	
27.	GPMG Balancing	No balancing or zeroing of the GMPG in the SF Role is to take place on this range.	

POLICY			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
28.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex Otterburn 25m Range. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.	
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.	
30.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control.	
31.	Cadets	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.	
32.	Civilian and Police Shooting	<p>Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services.</p> <p>Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police</p>	

		regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
33.	Firing Positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.
34.	Authorised Live Firing Practices	The only practices permitted on this range are those authorised in the Operational Shooting Policy and the relevant Cadet Training Publication. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines.
35.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
36.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
37.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 27 miles and the average travelling time is 40 mins (as listed in AA Auto Route) by day and 45 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
38.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
39.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Procedure Before Firing		
40.	Publications /Handover	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21. The keys for the range are obtained from Range Control. The RCO is to sign on/off in the Land Range Log(906a) kept in Range Control, additionally a Digital Mobile Radio handheld set is to be signed out. Once the Unit has taken over the range it is responsible for the Safe Place until it has been properly handed back to Range Control and the Land Range log has been signed.
41.	Accident /Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
42.	Restriction	The RCO is to ensure that no firing takes place closer than 10m from the target. Metal is visible from this point.
43.	Tasks	Check the firing points and trenches are in good repair. Check the back wall for strike marks prior to firing and after the completion of your last firing detail. Any new strike marks must be reported to Range Control and logged in the 906A.
44.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
45.	Check flags	Confirm the RCO has raised the red range in use flags (Red light at night).
46.	Range Clearance	Ensure that all personnel are clear of the range before firing begins.
47.	Livestock	Ensure that the range is clear of any livestock before firing.

48.	MOD Form 906, (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with. If the RCO has to leave the range during firing they are to sign off in the MOD Form 906/906A and the replacement RCO is to sign on prior to the continuation of firing. The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing.
49.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your ERV.
50.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted hearing protection when firing is in progress.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
51.	Sentry /Telephone operator	The range telephone, is to be manned, by the unit, throughout the time the unit is on the range, 30 Minute line checks to Range Control are compulsory or check fire WILL be enforced on the unit.
52.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are safe.
53.	Waiting details	Waiting details are to be behind the firing point in use and are not to be in possession of ammunition.
54.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
55.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
56.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
57.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. The unit must report the fire to Range Control immediately.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
58.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
59.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.
60.	Handover range	Hand the range back to Range Control ensuring they are made aware of any faults or damage to the range or targets that requires repair.
61.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
62.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
63.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
64.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
65.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
66.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
67.	Guidelines: Ops Room/Range Control	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
68.		Cease firing.
69.		Administer first aid.
70.		Inform Range Control (Immediately) on 4222.
71.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
72.		The RCO is then to send a guide to his nominated ERV to meet the ambulance and guide it to the location of the casualty.
73.	The ERVs are:	a. The ERV Points are located as follows: 1) 'A' Hopefoot Car Park GR 888948
74.	RCO Incident Control Point	The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
75.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area)
76.		Do not tamper with the weapon/evidence.
77.		Ensure the accident is recorded in the MOD Form 906.
78.	Reporting chain	In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with. Inform the following;

	a. Army Incident Notification Cell (AINC)	Civ: 03067703661 Mil: 96770 3661
	b. Defence AIB Land	Civ:03067986587 Mil: 96798 6587
	c. Range Control Otterburn	Civ; 0191 239 4261 Mil: 94 722 4261/4222
The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be followed at all times.		

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
79.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate. If intending to stay overnight and feed you must submit a 907 with central bookings.
80.	Equipment required to conduct a recce	An up to date OTA map, 1:25,000. Daily Range Summary. (Ensure amendments are taken from the master in Range Control). Otterburn Training Area – Range Standing Orders.
81.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION				
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON				
82.	Booking/Allocation	The range can be booked by submitting a Sect 9 to JSP 907 to the Landmarc Support Services booking cell. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of every month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.		
83.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.		
84.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP. A copy of the training certificate in the arrival pack is to be completed and submitted to Range Control.		
85.		On completion of a period of training, complete the online LSS User Satisfaction Survey form.		
86.	Firing Times	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700 </td> <td style="width: 50%; vertical-align: top;"> Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600 </td> </tr> </table>	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700, 2000 - 2359 Wed 0900 – 1700 Thu 0900 – 1700, 2000 - 2359 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600, 1800 - 2200 Wed 1000 – 1600 Thu 1000 – 1600, 1800 - 2200 Fri 1000 – 1600
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87.		Live firing weekends only		
		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Sat 0900 – 1700 Night Firing through TSO</td> <td style="width: 50%;">Sat 1000 – 1600 Night Firing through TSO</td> </tr> </table>	Sat 0900 – 1700 Night Firing through TSO	Sat 1000 – 1600 Night Firing through TSO
Sat 0900 – 1700 Night Firing through TSO	Sat 1000 – 1600 Night Firing through TSO			

		Sun 0900 – 1700	Sun 1000 – 1600
88.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs (There must a strong case for the extension of the timings). Any variation to these timings will need to be justified through an impact statement to the TSO.	
89.	Targets	The targets available from the TAO conform to the specifications laid down in Reference F. No targets other than those that are provided are to be used on the range. No form of hard target is to be used on this range.	
90.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
91.	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.	
92.	Use of Range by Foreign Forces	All foreign forces using Otterburn Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
93.	Vehicles and Parking	All in allocated car park.	

COMMAND AND COMMUNICATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
94.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.	
95.	Communication	Telephones with outside lines for emergencies are located in the in the RCP building. The Range telephone must be manned at all times when the range is occupied. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.	
96.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999	
97.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.	
98.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.	
99.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.	

CHAPTER 3 ANNEX M – REDESDALE 25m RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- F. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. Redesdale 25m Range Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Redesdale 25m Range
2.	DRSC Serial Number	1504
3.	Description	The 25m Range is a four lane 1908 Constructed range. CQM cannot be conducted on this range.
4.	Location	The Range is located at GR 821 992 of Map Series GSGS 6500, Otterburn (ENG 25), Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24 hour limit as published.
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants. (Bursts not to be fired on this range). 4 Lanes.
8.	GPMG (Lt)	Bursts of 3-5 rounds only. To avoid tunnelling of the sand whilst firing GPMG, the point of aim must be changed after each burst. 4 Lanes.
9.	LMG/LSW	Bursts of 2-3 rounds only. 4 Lanes.
10.	GPMG (SF)	Not to be fired on this range.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended only). 4 Lanes.
12.	Pistols	In service. Maximum range 25m. 4 Lanes.
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE.
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		
16.	All in service small arms ammunition of 9mm calibre or less may be fired. No Tracer to be fired. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity (MV) is within the following maximums:	
17.		RIFLE- ME - 7000 J

		RIFLE-MV-1000m/sec	
18.		PISTOL- ME - 7000 J PISTOL-MV-1000m/sec	

RANGE SAFETY LIMITATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
19.	Minimum engagement distance	Minimum engagement distance is 10m to prevent backslash and infrastructure damage.	
20.	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.	
21.	Cross lane firing	No cross lane firing is permitted on this range.	
22.	CQM shoots	No CQM is permitted on this range.	
23.	Air Sentry	All RCO's are to ensure that they report any suspect air infringements to the Otterburn Range Control. Check fire is to be imposed immediately by the RCO if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.	
24.	Vehicles	No firing is permitted from vehicles on this range.	
25.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.	
26.	Firers per lane	Only one firer per lane	
27.	GPMG Balancing	No balancing or zeroing of the GMPG in the SF Role is to take place on this range.	

POLICY			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
28.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex N Redesdale 25m Range. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.	
29.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.	
30.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control.	
31.	Cadets	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.	

32.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
33.	Authorised Live Firing Practices	The only practices permitted on this range are those authorised in the Operational Shooting Policy and the relevant Cadet Training Publication. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines.
34.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
35.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
36.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Hexham, the distance is 29 miles and the average travelling time is 39 mins (as listed in AA Auto Route) by day and 44 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance
37.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
38.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Procedure Before Firing		
39.	Publications /Handover	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21. The keys for the range are obtained from Range Control. The RCO is to sign on/off in the Land Range Log(906a) kept in the Range Control Point (RCP), additionally a Digital Mobile Radio handheld set is to be signed out. Once the Unit has taken over the range it is responsible for the Safe Place until it has been properly handed back to Range Control and the Land Range log has been signed.
40.	Accident /Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
41.	Restriction	The RCO is to ensure that no firing takes place closer than 10m from the target. Metal is visible from this point. The RCO must ensure there is no water covering the bottom of the mantlet.
42.	Tasks	Check the firing points and trenches are in good repair. Check the back wall for strike marks prior to firing and after the completion of your last firing detail. Any new strike marks must be reported to Range Control and logged in the 906A.

43.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
44.	Check flags	Confirm the RCO has raised the red range in use flags (Red light at night).
45.	Range Clearance	Ensure that all personnel are clear of the range before firing begins.
46.		Ensure that the range is clear of any livestock before firing.
47.	MOD Form 906, (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with. If the RCO has to leave the range during firing they are to sign off in the MOD Form 906/906A and the replacement RCO is to sign on prior to the continuation of firing. The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing.
48.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary, You will be asked to confirm your ERV.
49.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
50.	Sentry /Telephone operator	The range telephone, is to be manned, by the unit, throughout the time the unit is on the range, 30 Minute line checks to Range Control are compulsory or check fire WILL be enforced on the unit.
51.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are safe.
52.	Waiting details	Waiting details are to be behind the firing point in use and are not to be in possession of ammunition.
53.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
54.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
55.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The SPO is to be informed and authorise the change before firing can continue. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
56.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. The unit must report the fire to Range Control immediately.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
57.	Finished firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
58.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.

59.	Handover range	Hand the range back to Range Control ensuring they are made aware of any faults or damage to the range or targets that requires repair.
60.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
61.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
62.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
63.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
64.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
65.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
66.	Guidelines: Ops Room/Range Control	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. On no account must units contact the civilian emergency services directly.
67.		Cease firing.
68.		Administer first aid.
69.		Inform Range Control (Immediately) on 4222.
70.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
71.		The RCO is then to send a guide to his nominated ERV to meet the ambulance and guide it to the location of the casualty.
72.	The ERVs are:	a. The ERV Points are located as follows: 1) 'C' Redesdale Junction GR 821 989
73.	RCO Incident Control Point	The range staff are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure communications are maintained with Range Control throughout the incident.
74.		Do not attempt to unload, make safe, strip or clean any weapon involved in the accident, unless not doing so would further increase the risk to personnel, do not alter any bearing, range or elevation setting. (If necessary move all personnel to a safe area)

75.		Do not tamper with the weapon/evidence.
76.		Ensure the accident is recorded in the MOD Form 906.
77.	Reporting chain	<p>In the event of an accident/incident taking place the reporting chain within Reference A is to be complied with.</p> <p>Inform the following;</p> <p>a. Army Incident Notification Cell (AINC) Civ: 03067703661 Mil: 96770 3661</p> <p>b. Defence AIB Land Civ:03067986587 Mil: 96798 6587</p> <p>c. Range Control Otterburn Civ; 0191 239 4261 Mil: 94 722 4261/4222</p> <p>The Accident/Incident immediate action table contained in Pam 21, and modified for this range, is to be followed at all times.</p>

RANGE RECCE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
78.	Booking a recce	Any unit using OTA live firing ranges 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. On arrival at OTA and before going out onto the ranges, you are to report to Range Control for a briefing and complete a recce certificate. If intending to stay overnight and feed you must submit a 907 with central bookings.
79.	Equipment required to conduct a recce	<p>An up to date OTA map, 1:25,000.</p> <p>Daily Range Summary. (Ensure amendments are taken from the master in Range Control).</p> <p>Otterburn Training Area – Range Standing Orders.</p>
80.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION												
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON												
81.	Booking/Allocation	The range can be booked by submitting a Sect 9 to JSP 907 to the Landmarc Support Services booking cell. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of every month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.										
82.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.										
83.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP.										
		A copy of the training certificate in the arrival pack is to be completed and submitted to Range Control.										
84.		On completion of a period of training, complete the online LSS User Satisfaction Survey form.										
85.	Firing Times	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Summer (1 Mar – 31 Oct)</td> <td style="width: 50%;">Winter (1 Nov – 28/29 Feb)</td> </tr> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200
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Mon 0900 – 1700	Mon 1000 – 1600											
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Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200											

		Fri 0900 – 1700	Fri 1000 – 1600
86.		Live firing weekends only	
87.		Sat 0900 – 1700 Night Firing through TSO Sun 0900 – 1700	Sat 1000 – 1600 Night Firing through TSO Sun 1000 – 1600
88.	Live firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs (There must a strong case for the extension of the timings). Any variation to these timings will need to be justified through an impact statement to the TSO.	
89.	Targets	The targets available from the TAO conform to the specifications laid down in Reference F. No targets other than those that are provided are to be used on the range. No form of hard target is to be used on this range.	
90.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
91.	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.	
92.	Use of Range by Foreign Forces	All foreign forces using Otterburn Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
93.	Vehicles and Parking	All in allocated car park.	

COMMAND AND COMMUNICATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
94.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.	
95.	Communication	Telephones with outside lines for emergencies are located in the console and in the RCP building. The Range telephone must be manned at all times when the range is occupied.	
96.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999	
97.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.	
98.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.	
99.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX	

		This includes vermin control.
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CHAPTER 3 ANNEX N – PONTELAND A RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- F. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. Ponteland A Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Ponteland A
2.	DRSC Serial Number	1523
3.	Description	Ponteland A is a 12 Lane Gallery Range range fitted with hand operated target mechanisms. For the operation of all targets speak to the Training Area Operative (TAO). It has a standard 100yds,200yds and 300yds firing point. All distances markers under 100yds are metric.
4.	Location	The range is located at GR 175 749 of Map Series GSGS 6500,Sheet 88, Tyneside (ENG 25), Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area is Ponteland, Radius 1500m-AGL 500ft
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants. (Bursts of 2-3 rounds only. Max distance 100m.)
8.	GPMG (Lt)	Bursts of 3-5 rounds only.
9.	LMG/LSW	Bursts of 2-5 rounds only.
10.	GPMG (SF)	NOT TO BE FIRED ON THIS RANGE.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended, only).
12.	Pistols	NOT TO BE FIRED ON THIS RANGE.
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE.
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		
16.	All in service small arms ammunition of 9mm calibre or less may be fired. No 7.62mm tracer to be fired on this range. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity(MV) is within the following maximums:	
17.		RIFLE- ME - 7000

	RIFLE-MV-1000m/sec	
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RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
18	Minimum engagement distance	Minimum engagement distance is 50m at the main targets to prevent backsplash and infrastructure damage to the target pits.
19	Range Template Controller (RTC)	If a single range is to be used by more than one civilian club then each club must appoint a RCO to control the activities and movement for their club. The clubs must also appoint a Range Template Controller (RTC). The RTC is responsible for controlling the movement of all personnel on the range to prevent individuals encroaching into other firer's danger areas. The RTC is not responsible for dealing with accidents/incidents other than for their own club; this remains the responsibility of the individual club RCO. The RTC is to be identified to all RCO's on the range. If an agreement on the appointment of a RTC cannot be reached between clubs then no firing can take place.
20	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.
21	Cross lane firing	No cross-lane firing is permitted on this range.
22	CQM shoots	No CQM is permitted on this range.
23	Air Sentry	All RCO's are to ensure that sentries act as the AIR sentry due to the close proximity of Newcastle Airport. They are to report any suspect air infringements to the primary RCO. Check fire is to be imposed immediately by the RCO's if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.
24	Vehicles	No firing is permitted from vehicles on this range.
25	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
26	Firers per lane	Only one firer per lane

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex Ponteland Range Orders. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
28.	Range Closure	The Ponteland Ranges are restricted to 18 firing weekends per year. The ranges are closed Bank Holidays and Bank Holiday weekends.
29.	Security	It is the duty of all personnel on ranges to be conversant with the Security Orders of Ponteland Ranges. If a suspect object is found they are to inform Otterburn Range Control.
30.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.
31.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control.

32.	Cadets	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.
33.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
34.	Firing Positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.
35.	Authorised Live Firing Practices	The only practices permitted on this range are those authorised in Operational Shooting Policy and the relevant Cadet Training Publication. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines.
	CQM/LNV/Pistol	NOT PERMITTED.
36.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
37.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
38.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located at Cramlington, the distance is 7 miles and the average travelling time is 13 mins (as listed in AA Auto Route) by day and 20 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
39.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
40.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Procedure Before Firing		
41.	Publications	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21.
42.	On arrival at the range	Make contact with the TAO, in person, they will hand-over the range to you.
43.	Accident /Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.

44.	Restriction	Fire and movement is not permitted. 7.62mm tracer is not permitted to be fired on this range. No grenades may be thrown or projected from a weapon system on these ranges. Emergency vehicles only on range, no off road driving. Civilian Gun Clubs and Cadets cannot use humanised targets. White patches may only be used in central positions on targets or correctly placed on witness screens as per OSP direction. Rifle 5.56mm can be fired at the high Gallery and CGR targets from the standing position at the 75m and 50m firing points. CQM/LNV/Pistol shoots are not permitted. Ranges may be used simultaneously and independently.
45.	Civilian Rifle Club Restrictions	Civilian Rifle Clubs are restricted to firing the weapons authorised by their licence, and only use the range issued by the Range Authority. They are not permitted to: <ul style="list-style-type: none"> a. To fire automatic weapons. b. To fire any fire and movement practices. All firing is to take place from the range designated firing points. c. Use any targets for black powder weapons other than the targets provided for the range or authorised by the NRA.
46.	Tasks	If necessary, confirm the target mechanisms are functioning correctly.
47.		Check the firing points and trenches are in good repair.
48.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
49.		Ensure Sentries are fully briefed and understand their orders.
50.	Check flags	Confirm the TAO has raised the red range in use flags (Red light at night). All flags are raised and sentries posted half an hour before firing commences and lowered immediately after firing has ceased.
51.	Range Clearance	Ensure that all personnel are clear of the range before firing begins.
52.		Ensure that the range is clear of any livestock before firing.
53.	MOD Form 906, (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with. If the RCO has to leave the range during firing they are to sign off in the MOD Form 906/906A and the replacement RCO is to sign on prior to the continuation of firing. The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing
54.	Clearance to fire	The RCO will obtain clearance to fire through Otterburn Range Control. Communications must be established with Otterburn Range Control (94722 4261) before range clear can be given. Clearance to fire will only be given once the Bridal path sentries have been in position for 30 minutes and for the times authorised for the unit on the Daily Range Summary.
55.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
56.	Sentry/Telephone operator	The range telephone is in the RCP, it is to be manned by the unit, throughout the time the unit is on the range.
57.	Check firing	If at any time "Check Firing" is ordered by Otterburn Range Control, it must be implemented immediately and Range Control are to be informed when weapons are unloaded and cleared.

58.	Waiting details	Waiting details are to be located either in the troop shelter or behind the firing point in use and are not to be in possession of ammunition.
59.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
60.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
61.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The SPO must be informed and authorise the change before firing can continue. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
62.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.

Procedure After Firing

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

63.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Otterburn Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
64.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.
65.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
66.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
67.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.

NIGHT FIRING

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

68.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
69.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
70.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
71.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

RANGE RECCE

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

83.	Booking a recce	Any unit using Ponteland live firing ranges are to ensure they are familiar with the range facilities. Prior to firing, units should contact Otterburn Range Control to book a recce of the range. On arrival at Ponteland and before going out onto the ranges, you are to phone Otterburn Range Control for a briefing.
84.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ORDERS FOR THE SENTRIES

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

85.	Responsibilities and Orders for the Ponteland Rifle Range Office Sentry.	<p>On arrival at his/her post the sentry is to establish that the telephone is working by calling Range Control Otterburn (0191 239 4261) and confirming that telephone communications with both sentry locations are in working order.</p> <p>Bridle Pass Access. The public have right of way at all times, either on foot or horseback along the bridle pass. There is no right of way for motor vehicles, motor cycles or horse drawn vehicles without permission from Range Control Otterburn.</p> <p>Should you be informed that person(s) refuse to stop on the bridle path, you're to stop all firing immediately by contacting the RCO's. Once firing has stopped you are to inform both sentry locations.</p> <p>The sentries will control the movement of the person(s) along the bridle path ensuring they count all personnel at both ends of the bridle path then RCO's are to be informed that firing can commence.</p> <p>You are to ensure the sentries understand their responsibilities and tasks. They must be aware of the following:</p> <ul style="list-style-type: none">a. Disciplinary action will be taken against any individual found to be damaging/defacing the sentry post hut.b. The gates are to be closed at all times unless allowing person(s) to pass through the bridle pass, after which they are to be closed.c. Sentries must not leave their posts without the permission of the RCO. <p>In the event of an incident/accident then the emergency procedure at Annex A is to be followed.</p>
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86.	Responsibilities and Orders for the Bridle Path Sentry.	<p>The Bridle path sentries are located at the following positions. North Sentry Gr 18228 75166 South Sentry Gr 18430 74153 Both sentries must be dropped off at the North sentry position. The RCO and the South sentry then must head South and ensure the bridleway/ Range are clear before posting the South sentry in correct location. On arrival at his/her post the sentry is to establish communications with the Range Office Sentry. Confirmation that telephone communications are working is to be carried out every hour. Bridle Pass Access. The public have right of way at all times, either on foot or horseback along the bridle pass. There is no right of way for motor vehicles, motor cycles or horse drawn vehicles without permission from Range Control Otterburn. The sentry is to request any person(s) wishing to use the bridle path to stop and wait until he/she has contacted the RCO by telephone and requested cease fire. Should the person(s) refuse to stop when requested, the sentry is to telephone the RCO and request firing to stop immediately. When told by the RCO that firing has ceased, allow the person(s) to proceed along the bridle path. The sentry is to telephone the receiving sentry at the distance end informing them of how many person(s) are proceeding to his post. The sentry at the receiving end of the bridle path is to inform the RCO by telephone that all person(s) are safely through to his post and out of the danger area. The sentries are not:</p> <ol style="list-style-type: none"> a. To damage the hut provided as a shelter. Disciplinary action will be taken against any individual damaging the hut or writing graffiti on it. b. Leave open any gates on the bridle path. The gates are only to be opened for passing through and are then to be closed. c. Leave their posts without the permission of the RCO. d. To visit any civilian house or property except in an emergency. e. Drive down the bridle path in vehicles unless there is an emergency. f. Defecate around the sentry box or in the adjoining field. Lavatory facilities available at the main range complex. g. Leave any litter in the sentry box or the adjoining field. <p>Sentries are to conduct duties of air sentry and report any possible air infringements to the RCO immediately. Sentries are to remain alert at all times whilst at their posts.</p>
87.	Air Sentries	<p>All RCO's are to ensure that sentries act as the AIR sentry due to the close proximity of Newcastle Airport. They are to report any suspect air infringements to the primary RCO. Check fire is to be imposed immediately by the RCO's if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.</p>
88.	Provision of Sentries	<p>All range users are responsible for the provision of sentries and their communications. People under the age of 16 years of age are not to be used as sentries.</p>
89.	Danger area incursions	<p>If any personnel are seen to enter the Danger Area, you are to immediately inform the RCO to stop firing due to an incursion into the Danger Area.</p>
90.	Maintain Communications	<p>The RCO is to maintain communications with the sentries at all times. If at any time the communications fails, then firing is to cease. A communications check is to be carried out every 30 minutes.</p>

ADMINISTRATION

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

91.	Booking/Allocation	<p>The range can be booked by submitting a Sect 9 to JSP 907 to the Landmarc Support Services booking cell. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of every month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.</p>
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92.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.	
93.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP.	
		A copy of the training certificate in the arrival pack, which will be given to the RCO by the TAO, this is to be completed and faxed to Range Control.	
94.		On completion of a period of training, complete the online LSS User Satisfaction Survey form.	
95.	Firing Times	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)
		Mon 0900 – 1630	Mon 0900 – 1630
		Tue 0900 – 1630, 2000 - 2359	Tue 0900 – 1630, 1800 - 2200
		Wed 0900 – 1630	Wed 0900 – 1630
		Thu 0900 – 1630, 2000 - 2359	Thu 0900 – 1630, 1800 - 2200
		Fri 0900 – 1630	Fri 0900 – 1630
96.		Live firing weekends only	
97.		Sat 0900 – 1630	Sat 0900 – 1630
		Sun 0900 – 1630	Sun 0900 – 1630
98.		Half- day use on the weekends will be 0900-1230 and 1300-1630	
99.	Targets	Falling Plate practices are not permitted.	
100.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
101.	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.	
102.	Use of Range by Foreign Forces	All foreign forces using Ponteland Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.	
103.	Vehicles and Parking	All in allocated car park.	

COMMAND AND COMMUNICATIONS			
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON			
104.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate HQ North and the range is administered by the STSO Otterburn Training area on behalf of the Commander UK Defence Training Estate HQ North.	
105.	Communications	Telephones with outside lines for emergencies are located in the RCP building. The Range telephone must be manned at all times when the range is occupied.	
106.	Range Safety Field Telephones	Range Safety Field Telephones linking the active firing points to the bridle path sentries and the range office. These telephones are to be manned by the unit continually whilst firing is in progress and checked every 30 minutes. The RCO of the Primary Unit is responsible for maintaining and monitoring these phones.	
107.	B.T. Telephone	The telephone is to be manned by the user and is only to be used for contacting Otterburn Range Control and the emergency on 999.	
108.	Range Telephone Network	In addition to the field telephone from firing points to the butts of each range the following telephone system is available by direct dialling to the occupied ranges.	
		A Range butts Ext 2001	Brick Troop Ext 2003
			Shelter
		B Range butts Ext 2005	Range Office Ext 2000
		B Consul Ext 2005	Bridle Path Ext 2006
			Sentry North
		Stop Firing Bell Ext 2007	Bridle Path Ext 2004
			Sentry South

109.	Useful telephone numbers	Range Control Civ:0191 239 4261/4222(Emergency only) STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 0800 022 3334
110.	Safety	Range telephones are the primary means of communication between the range and Otterburn Range Control.
111.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.

112.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.
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CHAPTER 3 ANNEX O – PONTELAND B RANGE ORDERS

References:

- A. Infantry Training Volume IV, Pamphlet No 21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- B. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics.
- C. Operational Shooting Policy.
- D. Otterburn Training Area Standing Orders.
- E. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- F. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.
- G. Ponteland B Orders – Risk assessment

THE RANGE		
Ser	Subject	Details
1.	Name	Ponteland B
2.	DRSC Serial Number	1525
3.	Description	Ponteland B is a 12 Lane Converted Gallery Range/15 Lane Gallery Range fitted with SARTS and hand operated target mechanisms. For the operation of all targets speak to the Training Area Operative (TAO). It has a standard 100yds through 600yds firing point. All distance markers under 100 yds are metric.
4.	Location	The range is located at GR 175 749 of Map Series GSGS 6500, Sheet 88, Tyneside (ENG 25), Edition 1 GSGS.
5.	Air Danger Area Identification and Height	The Air Danger area is Ponteland, Radius 1500m-AGL 500ft
6.	MOD Form 905/904	The MOD Form 904 / 905 is in the Range Control Point facility.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Weapons		
7.	Rifle	All in service variants. (Bursts of 2-3 rounds only. Max distance 100m.)
8.	GPMG (Lt)	Bursts of 3-5 rounds only.
9.	LMG/LSW	Bursts of 2-5 rounds only.
10.	GPMG (SF)	NOT TO BE FIRED ON THIS RANGE.
11.	SMG	MP7 used by MDP. High velocity (HV) SMG includes HK53. Low velocity (LV) SMG includes MP5 (In the carbine mode, with butt extended, only).
12.	Pistols	NOT TO BE FIRED ON THIS RANGE.
13.	L115A3 Rifle	NOT TO BE FIRED ON THIS RANGE.
14.	Lt Mortar	NOT TO BE FIRED ON THIS RANGE.
15.	Combat Shotgun	NOT TO BE FIRED ON THIS RANGE.
Ammunition		
16.	All in service small arms ammunition of 9mm calibre or less may be fired. No 7.62mm tracer to be fired on this range. Civilian weapons and ammunition may be fired so long as the Muzzle Energy (ME)/Muzzle Velocity(MV) is within the following maximums:	
17.		RIFLE- ME - 7000 J RIFLE-MV-1000m/sec

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
18.	Minimum engagement distance	Minimum engagement distance is 50m at the main targets to prevent backslash and infrastructure damage to the target pits.
19.	Range Template Controller (RTC)	If a single range is to be used by more than one civilian club then each club must appoint a RCO to control the activities and movement for their club. The clubs must also appoint a Range Template Controller (RTC). The RTC is responsible for controlling the movement of all personnel on the range to prevent individuals encroaching into other firer's danger areas. The RTC is not responsible for dealing with accidents/incidents other than for their own club; this remains the responsibility of the individual club RCO. The RTC is to be identified to all RCO's on the range. If an agreement on the appointment of a RTC cannot be reached between clubs then no firing can take place.
20.	Fire positions	Firing from most recognised combat/battle positions is permitted on this range. The firing of any weapon, other than pistol, by sense of direction is forbidden as is the firing of Rifle, SMG, LSW, LMG or GPMG (Lt) from the hip or waist.
21.	Cross lane firing	No cross lane firing is permitted on this range.
22.	CQM shoots	No CQM is permitted on this range.
23.	Air Sentry	All RCO's are to ensure that sentries act as the AIR sentry due to the close proximity of Newcastle Airport. They are to report any suspect air infringements to the primary RCO. Check fire is to be imposed immediately by the RCO's if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.
24.	Vehicles	No firing is permitted from vehicles on this range.
25.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
26.	Firers per lane	Only one firer per lane
27.	GPMG Balancing	No balancing or zeroing is to take place on this range.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
28.	General	These range orders are to be used in conjunction with Chapter 1, 3 and Annex Ponteland Range Orders. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
29.	Range Closure	The Ponteland Ranges are restricted to 18 firing weekends per year. The ranges are closed Bank Holidays and Bank Holiday weekends.
30.	Security	It is the duty of all personnel on ranges to be conversant with the Security Orders of Ponteland Ranges. If a suspect object is found they are to inform Otterburn Range Control.
31.	RCO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with References A or B may conduct this range. Non-MOD personnel that hold the relevant qualifications may, at the discretion of the Range Administrative Unit (RAU) also use the range. If there is any doubt, advice is to be sought from the RAU.
32.	SARTS	The range is fitted with SARTS. The operation of the SARTS target equipment is to be by qualified personnel only. Electrical devices, other than those that are part of the system, are not to be fitted/connected to the system. This includes USB sticks, discs or cables. Units are not to tamper with or reconfigure any part of the system.

		If using the printer units are to supply their own paper. Civilian gun clubs are not to use SARTS unless a TAO is running the system.
33.	Range Action Safety Plan (RASP) Range Aide Memoire (RAM)	It is the responsibility of the Senior Planning Officer to decide whether a RASP or RAM is to be produced. RAM/RASPs for LFMT do not need to be submitted to Otterburn Range Control.
34.	Cadets	Cadet units may fire on this range as they fall within the Safe System of Training. RCOs of the ACF/ CCF/ ATC and all other similar cadet organisations must have attended a Cadet Range Qualification Course (CRQC) Long Range, run by a Cadet Training Team, and have their range qualification logbook in their possession.
35.	Civilian and Police Shooting	Civilian and Police Recreational Shooting Clubs affiliated to the National Rifle Association (NRA) may use this range. Only individuals who are qualified as Conducting Officers by the NRA/NRSA may conduct live firing on the range. A copy of the NRA/NRSA certificate is to be held by the RAU. Club secretaries are to supply a revised list of RCOs by the end of March each year to Otterburn Landmarc Support Services. Civilian Police Operational Firearms Teams may use this range for marksmanship training. All Police RCO's are to be range qualified within current police regulations and be listed on the role of qualified conducting officers issued by their respective Chief Constables annually. Use is conditional on compliance with Range Standing Orders and the specific requirement that such clubs submit a RASP to Otterburn Range Control on each and every occasion, and that the range is run in compliance with Reference A.
36.	Authorised Live Firing Practices CQM/LNV/Pistol	The only practices permitted on this range are those authorised in Operational Shooting Policy and the relevant Cadet Training Publication. Civilian police forces and shooting clubs may only fire practices in accordance with Home Office/NRA guidelines. NOT PERMITTED.
37.	Hearing protection	It is mandatory for all personnel to wear issued, serviceable and appropriate hearing protection.
38.	Accident/ Incident	It is a mandatory requirement that all accident/incidents are reported and the procedures from Ref A followed.
39.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and is the responsibility of the Planning Officer. The nearest hospital is located in Cramlington, the distance is 7 miles and the average travelling time is 13 mins (as listed in AA Auto Route) by day and 20 mins by night. There is no night air ambulance in this region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call in the Air Ambulance.
40.	Targets	Details of damage caused to target mechanisms as a direct result of grenade or small arms fire will be reported to the SO2 Targetry for investigation and will be charged against the Units UIN.
41.	WGBT equipment	It is the Unit Commanders responsibility to ensure they bring with them the WGBT monitors in accordance with their risk assessments.

DUTIES OF THE RCO		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
Procedure Before Firing		
42.	Publications	The RCO must be in possession of a copy of his RAM/RASP, Range Orders, Daily Range Summary and the relevant sections of Pamphlet No 21.

43.	On arrival at the range	Make contact with the TAO, in person, they will hand-over the range to you. If using the electric targets, the TAO will check the correct functioning before allowing users into the console building.
44.	Accident /Incident Aide Memoire	Physically locate the OTA Accident/Incident Aide Memoire in the RCP and ensure that you familiarise yourself and all other range staff with the detail. A copy of the accident and emergency procedure for this range and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO at all times.
45.	Restriction	Fire and movement is not permitted. 7.62mm tracer is not permitted to be fired on this range. No grenades may be thrown or projected from a weapon system on these ranges. Emergency vehicles only on range, no off road driving. Civilian Gun Clubs and Cadets cannot use humanised targets. White patches may only be used in central positions on targets or correctly placed on witness screens as per OSP direction. Rifle 5.56mm can be fired at the high Gallery and CGR targets from the standing position at the 75m and 50m firing points. CQM/LNV/Pistol shoots are not permitted. Ranges may be used simultaneously and independently.
46.	Civilian Rifle Club Restrictions	Civilian Rifle Clubs are restricted to firing the weapons authorised by their licence, and only use the range issued by the Range Authority. They are not permitted to: d. To fire automatic weapons. e. To fire any fire and movement practices. All firing is to take place from the range designated firing points. f. Use any targets for black powder weapons other than the targets provided for the range or authorised by the NRA.
47.	Tasks	If necessary, confirm the target mechanisms are functioning correctly.
48.		Check the firing points and trenches are in good repair.
49.		Check each lane from the firing points to the targets and behind the targets is clear of ricochet inducing material, which will make the range unsafe for use.
50.		Ensure Sentries are fully briefed and understand their orders.
51.	Check flags	Confirm the TAO has raised the red range in use flags (Red light at night). All flags are raised and sentries posted half an hour before firing commences and lowered immediately after firing has ceased.
52.	Clear range	Ensure that all personnel are clear of the range before firing begins.
53.		Ensure that the range is clear of any livestock before firing.
54.	MOD Form 906a, (Range Log)	Before carrying out any activity on the range, you are to complete the relevant parts and sign the MOD Form 906a, (Range Log) to confirm that you have read and understood Range Orders and are qualified in accordance with Pamphlet No 21. The Rank, name and contact number of the Senior Planning Officer (SPO) is to be annotated in the remarks column prior to firing.
55.	Clearance to fire	The RCO will obtain clearance to fire through Otterburn Range Control. Communications must be established with Otterburn Range Control (94722 4261) before range clear can be given. Clearance to fire will only be given once the Bridal path sentries have been in position for 30 minutes and for the times authorised for the unit on the Daily Range Summary.
56.	Briefings	Ensure that all personnel are fully briefed on safety, conduct of the range and the mandatory requirement to wear issued and correctly fitted ear defenders when firing is in progress.

Procedure During Firing

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

57.	Sentry/Telephone operator	The range telephone is located in the RCP, it is to be manned by the unit, throughout the time the unit is on the range.
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58.	Check firing	If at any time "Check Firing" is ordered by Otterburn Range Control, it must be implemented immediately and Range Control is to be informed when weapons are safe.
59.	Waiting details	Waiting details are to be located either in the troop shelter or behind the firing point in use and are not to be in possession of ammunition.
60.	RCOs location	The RCO must position himself in such a way that he can observe all firers, supervisors, coaches and spotters. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
61.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground, pointing in the direction of the target line.
62.	Change of appointment	If for any reason, there is a change of appointment of RCO; Range Control is to be informed. The SPO must be informed and authorise the change before firing can continue. The MOD Form 906A (Range Log) is to be closed down by the outgoing RCO and re-opened by the new RCO. The RASP/RAM is to be amended before firing can continue. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.
63.	Fire on the range	If the fire is on the range the unit can put out the fire with the fire beaters provided on the range. If the fire is in the RDA the unit must report the fire to Range Control and maintain an over watch. Firing may continue at this time. If at the end of the live firing the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on 4261. The fire will be left to burn out as long as it remains in the RDA.
64.	Personnel in console	For reasons of safety, entry into the console building is restricted to those personnel directly involved with the running of the console and has been appointed to do so by the RCO. The RCO may also nominate a console assistant who will work under direct supervision of the qualified/authorised console operator.
65.	Repairing Targets	When the TAO is carrying out any repairs to the target mechanisms, the console building is to be cleared of all personnel and locked. The TAO is to keep the key in his possession until the repair is complete. The only exception to this rule is if the TAO specifically requests the assistance of a console operator in which case, the console operator is to work under the direct instructions of the TAO.
66.	Conduct	The RCO is not to conduct practices from inside the console.
67.	Weapons	No weapons are to be taken inside the console.
68.	Ammunition	No ammunition is to be taken inside the console.

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
69.	Supervision	A high standard of supervision is necessary during night firing on this range; therefore the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firers. RCOs, together with safety supervisors, must ensure that weapons are not aligned outside the limits of the range.
70.	Red lamps	The 'range in use' flag is to be replaced by a red lamp.
71.	Torches	During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.
72.	Identify targets	Within the restrictions of the maximum number of firers, weapons may be fired without the use of optical night sights. The RCO must be sure that sufficient light is available 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.

Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
73.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Otterburn Range Control informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time.
74.	Clean range	Conduct a thorough sweep of the range ensuring that all military debris including ammunition, parts of ammunition and packaging is removed. Failure to comply will result in the unit being brought back to clear the area. Collect all empty cases.
75.	Handover range	Hand the range over to the TAO ensuring they are made aware of any faults or damage to the range or targets that requires repair.
76.	MOD Form 906, (Range Log)	Complete the remaining parts of the MOD Form 906, (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
77.	Survey Form	On completion of a period of training, complete the LSS User Satisfaction Survey form online.
ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		

ORDERS FOR THE SENTRIES

YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON

<p>91.</p>	<p>Responsibilities and Orders for the Ponteland Rifle Range Office Sentry.</p>	<p>On arrival at his/her post the sentry is to establish that the telephone is working by calling Range Control Otterburn (0191 239 4261) and confirming that telephone communications with both sentry locations are in working order.</p> <p>Bridle Pass Access. The public have right of way at all times, either on foot or horseback along the bridle pass. There is no right of way for motor vehicles, motor cycles or horse drawn vehicles without permission from Range Control Otterburn.</p> <p>Should you be informed that person(s) refuse to stop on the bridle path, you're to stop all firing immediately by contacting the RCO's. Once firing has stopped you are to inform both sentry locations.</p> <p>The sentries will control the movement of the person(s) along the bridle path ensuring they count all personnel at both ends of the bridle path then RCO's are to be informed that firing can commence.</p> <p>You are to ensure the sentries understand their responsibilities and tasks. They must be aware of the following:</p> <ul style="list-style-type: none"> d. Disciplinary action will be taken against any individual found to be damaging/defacing the sentry post hut. e. The gates are to be closed at all times unless allowing person(s) to pass through the bridle pass, after which they are to be closed. f. Sentries must not leave their posts without the permission of the RCO. <p>In the event of an incident/accident then the emergency procedure at Annex A is to be followed.</p>
<p>92.</p>	<p>Responsibilities and Orders for the Bridle Path Sentry.</p>	<p>The Bridle path sentries are located at the following positions. North Sentry Gr 18228 75166 South Sentry Gr 18430 74153</p> <p>Both sentries must be dropped off at the North sentry position. The RCO and the South sentry then must head South and ensure the bridleway/ Range are clear before posting the South sentry in correct location.</p> <p>On arrival at his/her post the sentry is to establish communications with the Range Office Sentry. Confirmation that telephone communications are working is to be carried out every hour.</p> <p>Bridle Pass Access. The public have right of way at all times, either on foot or horseback along the bridle pass. There is no right of way for motor vehicles, motor cycles or horse drawn vehicles without permission from Range Control Otterburn.</p> <p>The sentry is to request any person(s) wishing to use the bridle path to stop and wait until he/she has contacted the RCO by telephone and requested cease fire. Should the person(s) refuse to stop when requested, the sentry is to telephone the RCO and request firing to stop immediately.</p> <p>When told by the RCO that firing has ceased, allow the person(s) to proceed along the bridle path.</p> <p>The sentry is to telephone the receiving sentry at the distance end informing them of how many person(s) are proceeding to his post.</p> <p>The sentry at the receiving end of the bridle path is to inform the RCO by telephone that all person(s) are safely through to his post and out of the danger area.</p> <p>The sentries are not:</p> <ul style="list-style-type: none"> h. To damage the hut provided as a shelter. Disciplinary action will be taken against any individual damaging the hut or writing graffiti on it. i. Leave open any gates on the bridle path. The gates are only to be opened for passing through and are then to be closed. j. Leave their posts without the permission of the RCO. k. To visit any civilian house or property except in an emergency.

		<p>l. Drive down the bridle path in vehicles unless there is an emergency.</p> <p>m. Defecate around the sentry box or in the adjoining field. Lavatory facilities available at the main range complex.</p> <p>n. Leave any litter in the sentry box or the adjoining field.</p> <p>Sentries are to conduct duties of air sentry and report any possible air infringements to the RCO immediately.</p> <p>Sentries are to remain alert at all times whilst at their posts.</p>
93.	Air Sentries	All RCO's are to ensure that sentries act as the AIR sentry due to the close proximity of Newcastle Airport. They are to report any suspect air infringements to the primary RCO. Check fire is to be imposed immediately by the RCO's if any aircraft fly low over the range danger area. Check fire can only be lifted once the aircraft has left the range danger area and a report has been made to Otterburn Range Control.
94.	Provision of Sentries	All range users are responsible for the provision of sentries and their communications. People under the age of 16 years of age are not to be used as sentries.
95.	Danger area incursions	If any personnel are seen to enter the Danger Area, you are to immediately inform the RCO to stop firing due to an incursion into the Danger Area.
96.	Maintain Communications	The RCO is to maintain communications with the sentries at all times. If at any time the communications fails, then firing is to cease. A communications check is to be carried out every 30 minutes.

ADMINISTRATION														
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
97.	Booking/Allocation	The range can be booked by submitting a Sect 9 to JSP 907 to the Landmarc Support Services booking cell. Once allocated, units are to attend the range liaison conference, which takes place on the second Wednesday of every month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
98.	Cancellation	Units are to inform the North Bookings Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
99.	Documentation	The RCO is to be in possession of a hard copy of the RAM/RASP.												
		A copy of the training certificate in the arrival pack, which will be given to the RCO by the TAO, this is to be completed and faxed to Otterburn Range Control.												
100		On completion of a period of training, complete the online LSS User Satisfaction Survey form.												
101	Firing Times	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%; text-align: center;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1630</td> <td>Mon 0900 – 1630</td> </tr> <tr> <td>Tue 0900 – 1630, 2000 - 2359</td> <td>Tue 0900 – 1630, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1630</td> <td>Wed 0900 – 1630</td> </tr> <tr> <td>Thu 0900 – 1630, 2000 - 2359</td> <td>Thu 0900 – 1630, 1800 - 2200</td> </tr> <tr> <td>Fri 0900 – 1630</td> <td>Fri 0900 – 1630</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1630	Mon 0900 – 1630	Tue 0900 – 1630, 2000 - 2359	Tue 0900 – 1630, 1800 - 2200	Wed 0900 – 1630	Wed 0900 – 1630	Thu 0900 – 1630, 2000 - 2359	Thu 0900 – 1630, 1800 - 2200	Fri 0900 – 1630	Fri 0900 – 1630
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102		Live firing weekends only												
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104		Half- day use on the weekends will be 0900-1230 and 1300-1630												
105	Targets	Falling Plate practices are not permitted.												
106	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Marksmanship Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.												
107	Dress	Dress for all shooting training is to be as laid down in Reference A, B & C. The wearing of ear defenders is mandatory for all personnel on the range.												
108	Use of Range by Foreign Forces	All foreign forces using Ponteland Range and Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons												

GPMG (SF) FIXED POSITIONS

Posn No.	Name of position	Grid Ref of Point	Arcs of Fire (<i>mils grid</i>)		Impact Area	Remarks
			LOA	ROA		
G1	Old Pits	92269669	5370	6300	A	
G2	Tod Law	91639649	5700	0190	A	
G3	Hare Cairn	88209870	0780	1730	A	
G4	Cooper Stones	88419832	0550	1385	A	
G5	TP108	88459808	0760	1110	A	
G6	Spare					
G7	Spare					
G8	OP11	81430646	0090	0500	C	
G9	TP157	80860690	0530	1190	C	
G10	OP12	80400734	0750	1500	C	

HMG/LRR 7.62/.338/12.7

Posn No.	Name of Position	Grid Ref	Arcs of Fire (<i>mils grid</i>)		Impact Area	Remarks
			LOA	ROA		
HMG 1	Zeroing Range	91159580	6150	0090	A	Longtae BSA OOB
HMG 2 (Map not updated to reflect new location)	G10	80400734	1120	1370	C	OP13 OOB (must be booked with bid)
HMG 3	Barrier W	81830536	1380	2430	B,C,E	Not to be booked without discussion with OTA RC
SNIPER PITS	Barrier FF	86540106	5960	0140	B E	.338
SNIPER PITS 7.62	Barrier FF	86540106	6000	0140	B E	7.62mm hard

CHAPTER 3 ANNEX Q – HELICOPTER AIR TO GROUND LIVE FIRING

References:

- A. Army Aviation Helicopter Weapons – Planning, Conduct and supervision of Live Firing, Pam 103, 300 & 302.
- B. Infantry Training Volume IV, Pamphlet No.21, Regulations for Training with Armoured Fighting Vehicles, Infantry Weapon Systems and Pyrotechnics.
- C. Otterburn Training Area Range Standing orders.
- D. JSP 403 Vol 1, Handbook of Defence Ranges Safety.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.

THE RANGE		
Ser	Subject	Details
1.	Name	Range Information
2.	Description	Impact Areas A, B & C are areas within the Range Danger Boundary which are suitable for Helicopter Air to Ground HAtG live firing. Impact Area D in certain circumstances may also be used for ricochet planning purposes.
3.	Location	There are no specific Range Control Points for HAtG however where possible the RCO/ground controller should always be based at an Observation Post OP or tapping in point.
4.	Air Danger Area Identification and Height	The Air Danger Area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24-hour limit as published. The airspace is controlled by Range Control and vertex heights are published weekly. Otterburn also controls air space D512 under certain circumstances. Helicopters when entering Otterburn airspace must gain clearance from Range Control on the Air Safety Net UHF 279.000.
5.	MOD Form 904/905	The MOD forms 904 and 905 are held in Range Control.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
6.	GPMG	Bursts of 3-5 rounds only.
7.	Rifle 7.62mm/8.6mm	Sniper role only.
8.	12.7mm HMG	Bursts of 3-5 rounds only.
9.	30mm Cannon	Limit bursts to relevant weapon pamphlet.
10.	Rockets/Missiles	Subject to approval from TSO.
11.	Laser range finders and target markers	Subject to approval from TSO.

Ammunition	
12.	All in service ammunition may be fired. If in doubt Unit should raise concerns with TSO.
13.	Any other weapons or ammunition that have been cleared by DE&S and authorised by the RAU.

RANGE SAFETY LIMITATIONS	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON	
14.	Bursts Burst fire is permitted; however the burst fire must be executed under controlled conditions.
15.	Firing out of arc The Range Conducting Officer (RCO) must ensure that all live firing takes place within the planned arcs of fire.

POLICY	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON	
16.	General These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) is to be in possession of the relevant documents before firing takes place.
17.	RCO Qualification's Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. All RCO's must have attended the RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.
18.	Range Action Safety Plan (RASP)/RDA Trace It is mandatory for this to be prepared and handed into Range Control. The user is to submit a Range Action Safety Plan (RASP)/RDA Trace to OTA Range Control at least 15 working days before firing takes place.
19.	Medical Units are reminded that the Medical Plan is a Unit responsibility and specifically of Planning Officer. There are several ERVs located around the training area, Units are to recce all points and decide which ERV suits best. This information must then be passed onto Range Control. The nearest hospital is located in Hexham, the distance is 27.5 miles and the average travelling time is 43 mins (as listed in AA Auto Route) by day and 48 mins by night. There is no night air ambulance in the Otterburn region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call for the Air Ambulance.
20.	Targets There are numerous hard targets spread across the Impact areas. Accurate target grids are held in Range Control.
21.	WGBT equipment It is the Unit Commanders responsibility to ensure WGBT monitors are used in accordance JSP 539 and are part of their risk assessments.

DUTIES OF THE RCO	
Procedure Before Firing	
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON	
22.	Air Safety Brief RCOs, Pilots and aircraft ground controllers must receive air safety brief from the TSO before commencement of training. All are also to have read RSOs, Vol 1, Sect 9.

23.	Deconfliction	RCOs/Ground controllers are attend an air deconfliction meeting at Range Control on a daily basis before commencement of flying/live serials.
24.	Publications	The RCO must be in possession of a copy of his RASP, RDA Trace, Range Detail (if applicable), Range Orders, Daily Range Summary and Pamphlet No 21, relevant helicopter safety pamphlets.
25.	Handover of Range	There is no formal handover of the range but RCO/OIC must book on at Range Control and sign for radio/telephone.
26.	Accident/Incident Aide Memoire	A copy of the accident and emergency procedure for Otterburn and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO always.
27.	Barriers	If applicable ensure that the range barriers are closed.

28.	Flags	If applicable check the red range flags are flying (Red lamps at night).
29.	Livestock	Ensure that there are no livestock within arcs, if unit are unable to clear livestock report issue to Range Control.
30.	Range clearance	Ensure that all personnel are clear forward of the firing point, before firing begins.
31.	MOD Form 906A (Range Log)	The RCO must complete the MOD form 906 or 906A – Land Range Log (Held in Range Control). Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The RCO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
32.	Clearance to fire	The RCO will obtain clearance to fire through Range Control. Clearance will only be given for the times authorised for the unit in the Daily Range Summary/ Range Detail, RCO will be asked to confirm Unit Trace Number and ERV.
33.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
34.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
35.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
36.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established. Helicopters should also be ordered to land in safe place.
37.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared. Helicopters may receive orders to move to a safe place.
38.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters his arcs of fire. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.

39.	Control of weapons	During loading, unloading, stoppage and inspection drills, weapons are to point in a safe direction.
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		<p>Helicopters may only be armed at the Airstrip Gr 872 993.</p> <p>If executing a “race track” pattern to re-engage the same target, it is permissible for the weapon to be “made safe” between serials provided the aircraft does not leave its allocated range area.</p> <p>A loaded weapon is not to be flown outside the Otterburn Range boundary.</p> <p>In the case of integrated weapon systems, an aircraft is to be made safe until it is at the arming /holding area prior to firing. The aircraft is not allowed to leave Otterburn until physical check has been carried out and matches aircraft systems.</p>
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40.	Change of appointment	<p>If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed by the outgoing RCO and re-opened by the new RCO. The SPO must be informed and authorise the change before firing can continue. The RASP is to be amended accordingly and the copy held in Range Control amended as soon as the RCO returns to Otterburn Camp. The new RCO should be given sufficient information for them to conduct the range as if they had planned the event.</p> <p>All RCO’s must have attended the MANDATORY OTA RCO brief a record of which is maintained by Range Control. Any RCO not on the record will not be given clearance to fire.</p>
41.	Range Wild-fire	<p>If a wild-fire is accidentally started in the RDA the unit must report the fire to Range Control and maintain an over watch. Live firing may continue during this period. If at the end of the practice the fire is still burning the unit must leave 2 personnel on the range to maintain an over watch and report the state of the fire to Range Control every 30 minutes on Ext. 4261. The fire will be left to burn out if it remains within the RDA.</p>

<p>Procedure After Firing</p> <p>YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON</p>		
42.	Conclusion of firing	<p>At the time stated on the Daily Range Summary or on completion of firing if earlier, weapons are to be unloaded and cleared, and Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.</p>
43.	Clean range	<p>Conduct a thorough sweep of the firing point if accessible ensuring that all military debris including ammunition, parts of ammunition and packaging are removed. Failure to comply with this rule will result in the unit being brought back to clear the area.</p> <p>Airstrip and FARP also to be cleared.</p>
44.	MOD Form 906A (Range Log)	<p>Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.</p>
45.	Survey Form	<p>Complete the LSS User Satisfaction Survey form (Online).</p>

<p>NIGHT FIRING</p> <p>YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON</p>		
46.	Supervision	<p>A high standard of supervision is necessary during night firing; the RCO is to risk assess as to how many safety supervisors are required depending on the experience of the firer. RCOs/safety supervisors, must ensure that weapons are not fired outside the limits of the range.</p>
47.	Red lamps	<p>The range in use flags will also have red lamps.</p>
48.	Torches	<p>During weapon inspection, red filter torches are to be used to avoid continual interference with night vision.</p>

49.	Identify targets	RCOs must ensure firers clearly identify targets within arcs before commencing training serials.
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RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
50.	Movement box limitations	Ensure that you do not plan an exercise that leaves the confines of the range area allocated.
51.	Poor Visibility	In the event of poor visibility, the RCO is to cease firing until such times as the targets can be clearly seen.
52.	Trace restrictions	Your trace is not allowed to enter any range or training facility that is not allocated to you.

53.	Blinds/Misfires	All Blinds/Misfires are to be destroyed IAW Pamphlet No 21, within the allocated time as per the DRS. It is the responsibility of the unit to provide their own means of disposal for any blinds/misfires. All blinds/misfires must be reported to Range Control.
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ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
54.	Action to be taken following an Ammunition Accident /Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. Units must not contact the civilian emergency services directly.
55.		Cease firing.
56.		Administer first aid.
57.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 5675)
58.	In the event of a civilian ambulance being required, the following information is needed:	Number of casualties Type of injuries Location of casualty
59.		The RCO is then to send a guide to the nominated ERV to meet the ambulance and guide it to the location of the casualty.
60.	The ERVs are:	a. The ERV's Points are located as follows: 1) 'A' Hopefoot Car Park GR 888948 2) 'B' Bennetts Field Junction GR 856 961
61.		The range staffs are to cordon off the incident area and set up an ICP (Incident Control Point) and inform Range Control of its location. All agencies attending will be contacted by Range Control. All visitors to the incident are to be controlled by the ICP, this includes outside agencies such as the police and emergency services. Ensure

		are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.
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70.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
71.	Documentation	The RCO is to be in possession of a signed hard copy of the RASP/TRACE.												
72.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
73.	RDA trace	Range Danger Area Traces. Fully completed and signed original (photocopies are not acceptable) Range Danger Area Traces are to be submitted to Range Control at least 15 working days in advance of your live firing date. Failure to comply with this time frame may result in your range being automatically cancelled.												
74.	RASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
75.	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
76.	Firing Times (hrs)	<table border="1"> <thead> <tr> <th>Summer (1 Mar – 31 Oct)</th> <th>Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700, 2000 - 2359</td> <td>Tue 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700, 2000 - 2359</td> <td>Thu 1000 – 1600, 1800 - 2200</td> </tr> <tr> <td>Fri 0900 – 1700</td> <td>Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700, 2000 - 2359	Tue 1000 – 1600, 1800 - 2200	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700, 2000 - 2359	Thu 1000 – 1600, 1800 - 2200	Fri 0900 – 1700	Fri 1000 – 1600
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79.	Live Firing Extensions	During the Summer night firing timings may be extended to 0200hrs upon request and Winter may be extended to 2359hrs. (There must be operational reason) any variation to these timings will need to be justified through an impact statement to the TSO.												
80.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Firing Tactical Training being												

		carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.
81.	Dress	Dress for all shooting training is to be as laid down in Reference A. The wearing of ear defenders and ICBA is mandatory for all personnel on the range.

82.	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of weapons and ammunition they will be using. Further rules contained in Pam 21 are also to be complied with.
83.	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
84.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate North - Otterburn and the range is administered by the STSO Otterburn Training area on behalf of the Commander DIO Defence Training Estate North.
85.	Communication	Portable telephones can be signed from central stores to tap in at various points around the training area. This will give communications to Range Control and outside lines. The telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when "Range Clear" has been given. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
86.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
87.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
88.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
89.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 ANNEX R – BELLSHIEL DEMOLITION RANGE

References:

- A. Military Engineering Volume II, Field Engineering Pamphlet No.4, Demolitions.
- B. Royal Navy Regulations BR 338 RN.
- C. Royal Air Force Regulations AP 110A-0104-1A general Regulations and Instructions for Disposal of Explosives.
- D. Ammunition and Explosives Regulations (Land Service), Volume 2.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.

THE RANGE		
Ser	Subject	Details
1.	Name	Range Information
2.	Description	Bellshiel Demolition Area is a rocky flattened area located around centre point Gr 8103 0195. The area has a central hard track sub-divided into four areas A, B, C & D.
3.	Location	Bellshiel is located to the West of the training area and is also known as Impact area "F". There is a safety bunker located at Gr 8127 0128 with telephone communications to range Control.
4.	Air Danger Area Identification and Height	The Air Danger Area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24-hour limit as published. The airspace is controlled by Range Control and vertex heights are published weekly. Otterburn also controls air space D512A under certain circumstances. Vertex heights are produced by Range Control to ensure aircraft do not enter impact Area "F".
5.	MOD Form 904/905	The MOD forms 904 and 905 are held in Range Control.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
6.		N/A
Ammunition		
7.	All in service demolition explosives may be used within restrictions. If in doubt Unit should raise concerns with TSO.	
8.	All unused Artillery and Mortar increments are to be burnt at Bellshiel.	
9.	Any other ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
10.	Maximum NEQ	The maximum NEQ for Bellshields is 50lbs and must also be in line with explosive distances for demolitions/disposal of ammunitions. Maximum burst danger area for the range is 1000m.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
11.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) or equivalent is to be in possession of the relevant documents before firing takes place.
12.	DSO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. All DSO's must have attended the RCO brief a record of which is maintained by Range Control. Any DSO not on the record will not be given clearance to fire.
13.	Demolitions Range Action Safety Plan (DRASP)	It is mandatory for this to be prepared and handed into Range Control. The user is to submit a Demolitions Range Action Safety Plan (DRASP) to OTA Range Control at least 15 working days before firing takes place.
14.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and specifically of Planning Officer. Units are to use ERV "C" at Gr 822 990, safety vehicle drivers should conduct a recce from range to ERV. The nearest hospital is located in Hexham, the distance is 27.5 miles and the average travelling time is 43 mins (as listed in AA Auto Route) by day and 48 mins by night. There is no night air ambulance in the Otterburn region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call for the Air Ambulance.
15.	WGBT equipment	It is the Unit Commanders responsibility to ensure WGBT monitors are used in accordance JSP 539 and are part of the relevant risk assessment.

DUTIES OF THE DSO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
16.	Publications	The DSO must be in possession of a copy of DRASP, Range Detail (if applicable), Range Orders, Daily Range Summary and Pamphlet No's 4 & 21, relevant explosive safety pamphlets.
17.	Handover of Range	Units are to formally takeover the range from Landmarc range operative. Details are to be recorded in Land Range Log Form 906 locate at the range. RCOs should sign for field telephone and required DMR radios daily from Range Control.

18.	Accident/Incident Aide Memoire	A copy of the accident and emergency procedure for Otterburn and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO always.
19.	Barriers	Before firing commences the DSO must ensure Barriers LL (Gr 815 034), KK (Gr 813 004), L (Gr 816 033) and K (Gr 823 005) are closed. The DSO may open barriers between each series of demolitions.
20.	Flags	If applicable check the red range flags are flying.
21.	Livestock	Ensure that there are no livestock within the range perimeter, if unit are unable to clear report to Range Control.
22.	Range clearance	Ensure that all personnel are clear of the danger area, before practice begins.
23.	MOD Form 906A (Range Log)	The DSO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The DSO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
24.	Clearance to fire	The DSO must obtain clearance from Range Control to begin live practice. Clearance will only be given once the DSO has confirmed that the danger area is clear, barriers are closed and manned and Unit ERV.
25.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
26.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
27.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
28.	Communication failure	The RCO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
29.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
30.	RCOs location	The RCO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters the danger area. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
31.	Control of weapons	N/A
32.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed by the outgoing DSO and re-opened by the new DSO. The SPO must be informed and authorise the change before firing can continue. The DRASP is to be amended accordingly and the copy held in Range Control amended as soon as the DSO returns to Otterburn Camp. The new DSO should be given sufficient information for them to conduct the range as if they had planned the event. All DSO's must have attended the MANDATORY OTA DSO brief a record of which is maintained by Range Control. Any DSO not on the record will not be given clearance to fire.

33.	Range Wild-fire	If a wild-fire is accidentally started in the RDA the unit must report the fire to Range Control and attempt to put out the fire using issued fire-beaters. If the fire escalates out of control, range control are to inform Northumberland Fire Brigade.
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Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
34.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
35.	Clean range	Conduct a thorough sweep of the danger area if accessible ensuring that all military debris including ammunition, parts of ammunition and packaging are removed. Failure to comply with this rule will result in the unit being brought back to clear the area.
36.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
37.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
38.	Noise	Bellshiel is not to be used at night due to impact of noise to local population.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
39.	Timings	The DSO is to ensure firing times are planned that in the event of blind or misfire it can be dealt with before "End of practice"

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
40.	Action to be taken following an Ammunition Accident /Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. Units must not contact the civilian emergency services directly.
41.		Cease firing.
42.		Administer first aid.
43.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 4863/4)

44.	In the event of a civilian ambulance being required, the following information is needed:	<p>Number of casualties</p> <p>Type of injuries</p> <p>Location of casualty</p>
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		Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
54.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.

ADMINISTRATION														
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON														
55.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.												
56.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.												
57.	Documentation	The DSO is to be in possession of a signed hard copy of the DRASP/RD.												
58.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.												
59.	DRASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.												
60.	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.												
61.	Firing Times (hrs)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Summer (1 Mar – 31 Oct)</th> <th style="width: 50%;">Winter (1 Nov – 28/29 Feb)</th> </tr> </thead> <tbody> <tr> <td>Mon 0900 – 1700</td> <td>Mon 1000 – 1600</td> </tr> <tr> <td>Tue 0900 – 1700</td> <td>Tue 1000 – 1600</td> </tr> <tr> <td>Wed 0900 – 1700</td> <td>Wed 1000 – 1600</td> </tr> <tr> <td>Thu 0900 – 1700</td> <td>Thu 1000 – 1600</td> </tr> <tr> <td>Fri 0900 – 1700</td> <td>Fri 1000 – 1600</td> </tr> </tbody> </table>	Summer (1 Mar – 31 Oct)	Winter (1 Nov – 28/29 Feb)	Mon 0900 – 1700	Mon 1000 – 1600	Tue 0900 – 1700	Tue 1000 – 1600	Wed 0900 – 1700	Wed 1000 – 1600	Thu 0900 – 1700	Thu 1000 – 1600	Fri 0900 – 1700	Fri 1000 – 1600
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64.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.												
65.	Dress	The wearing of ear defenders is mandatory for all personnel on the range.												
66.	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of demolitions and ammunition they will be using.												
67.	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.												

COMMAND AND COMMUNICATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
68.	Range Administrative Unit (RAU)	The RAU is UK Defence Training Estate North - Otterburn and the range is administered by the STSO Otterburn Training area on behalf of the Commander DIO Defence Training Estate North.
69.	Communication	Portable telephones can be signed from central stores to tap in at various points around the training area. This will give communications to Range Control and outside lines. The telephone is to be manned at all times and thirty minute checks with Range Control are to be carried out when "Range Clear" has been given. Digital Mobile Radios (DMR) are to be signed out from Range Control and carried by the RCO as a secondary means of communication.
70.	Useful telephone numbers	Range Control Mil:94722 4261/4222(Emergency only) Civ:0191 239 4261/4222 STSO 4200 TSO 4201 DTSO 1 4303 (QMSI) DTSO 2 4227 (SMIG) TSM 4311 TAFM 4383 LSS National Service Centre Mil 94325 4999
71.	Safety	Range telephones are the primary means of communication between the range and Range Control. For reasons of safety, these telephones are not to be used for unit administration.
72.	Communication failure	In the event of a communications failure on the land line telephone system, firing is to cease immediately and is not to re-start until communications are restored on the landline.
73.	General Maintenance	The routine maintenance of the range is the responsibility of: The Training Area Facilities Manager (TAFM) Landmarc Support Services (LSS) Otterburn Camp NE19 1NX This includes vermin control.

CHAPTER 3 APPENDIX 1 TO ANNEX D – BELLSHIEL SENTRY ORDERS

1. Sentries are required when conducting demolition practices at Bellshiel.
2. Sentries must be located at the following barriers;
 - a. Barrier L Gr 816 033
 - b. Barrier LL Gr 815 043
 - c. Barrier K Gr 823 005
 - d. Barrier KK Gr 813 004
3. The Sentry must be posted by the RCO and briefed on the following:
 - a. Action on vehicle/person arriving at the sentry post.
 - 1) Time, it will take for barrier to open.
 - 2) Route, alternative to take.
 - b. What to do in case of emergency.
 - c. Other Sentry locations.
 - d. Time at post.
 - e. Method of relief if required.
 - f. Communications to RCO, RCP and other Sentries. Lost communications drill.
 - g. Dress.
4. On arrival at post the Sentry must establish communications with the RCO. The RCO is not to start the practise until all Sentry communications have been checked.
5. The sentries must not:
 - a. Leave the post without permission.
 - b. Open the barrier unless directed by the RCO.
6. Leave any litter around the knife rest or surrounding area.

7. All sentries must also additionally act as air sentries. If they suspect/see possible air infringement in the range area. They must inform RCO as soon as possible. The RCO is to enforce "Check Firing" and inform Range Control.

CHAPTER 3 ANNEX S – HINDBERRY CRAGS DEMOLITION RANGE

References:

- A. Military Engineering Volume II, Field Engineering Pamphlet No.4, Demolitions.
- B. Royal Navy Regulations BR 338 RN.
- C. Royal Air Force Regulations AP 110A-0104-1A general Regulations and Instructions for Disposal of Explosives.
- D. Ammunition and Explosives Regulations (Land Service), Volume 2.
- E. JSP 403 Vol 2, Design, Construction & Maintenance of Small Arms, Infantry Weapons and 40mm Weapon System Ranges.

THE RANGE		
Ser	Subject	Details
1.	Name	Range Information
2.	Description	Hindberry Craggs Demolition Area is a concrete area located around centre point Gr 868 034.
3.	Location	Hindberry Craggs is located in the centre of the training area in Impact area "B". There is a safety bunker located at Gr 8898 0252 with telephone communications to range Control.
4.	Air Danger Area Identification and Height	The Air Danger Area for Otterburn is shown in UK Mil Air P as EGD 512 with a 24-hour limit as published. The airspace is controlled by Range Control and vertex heights are published weekly. Otterburn also controls air space D512A under certain circumstances. Vertex heights are produced by Range Control to ensure aircraft do not enter impact Area "B".
5.	MOD Form 904/905	The MOD forms 904 and 905 are held in Range Control.

WEAPONS AND AMMUNITION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
WEAPONS		
6.		N/A
Ammunition		
7.	All in service demolition explosives may be used within restrictions. If in doubt Unit should raise concerns with TSO.	
8.	Any other ammunition that have been cleared by DE&S and authorised by the RAU.	

RANGE SAFETY LIMITATIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
9.	Maximum NEQ	The maximum NEQ for Hindberry Crags must be in line with explosive distances for demolitions/disposal of ammunitions. Maximum burst danger area for the range is 1500m.

POLICY		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
10.	General	These range orders are to be used in conjunction with Chapter 1 and 3. The Range Conducting Officer (RCO) or equivalent is to be in possession of the relevant documents before firing takes place.
11.	DSO Qualification's	Only those Officers, WOs, and NCOs who are course qualified in accordance with Reference A may conduct this range. All DSO's must have attended the RCO brief a record of which is maintained by Range Control. Any DSO not on the record will not be given clearance to fire.
12.	Demolitions Range Action Safety Plan (DRASP)	It is mandatory for this to be prepared and handed into Range Control. The user is to submit a Demolitions Range Action Safety Plan (DRASP) to OTA Range Control at least 15 working days before firing takes place.
13.	Medical	Units are reminded that the Medical Plan is a Unit responsibility and specifically of Planning Officer. Units are to use ERV "E" at Gr 932 018, safety vehicle drivers should conduct a recce from range to ERV. The nearest hospital is located at Hexham, the distance is 33 miles and the average travelling time is 50 mins (as listed in AA Auto Route) by day and 60 mins by night. There is no night air ambulance in the Otterburn region. Units are reminded that although there may be an air ambulance capability, there is no guarantee that an incident on your range will guarantee air evacuation. Only the First Responder can call for the Air Ambulance.
14.	WGBT equipment	It is the Unit Commanders responsibility to ensure WGBT monitors are used in accordance JSP 539 and are part of the relevant risk assessment.

DUTIES OF THE DSO		
Procedure Before Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
15.	Publications	The DSO must be in possession of a copy of DRASP, Range Detail (if applicable), Range Orders, Daily Range Summary and Pamphlet No's 4 & 21, relevant explosive safety pamphlets.
16.	Handover of Range	Units are to formally takeover the range from Landmarc range operative. Details are to be recorded in Land Range Log Form 906 locate at the range. RCOs should sign for field telephone and required DMR radios daily from Range Control.

17.	Accident/Incident Aide Memoire	A copy of the accident and emergency procedure for Otterburn and a copy of the accident/incident reporting aide memoire from Pam 21 are to be carried by the RCO always.
18.	Flags	If applicable check the red range flags are flying.
19.	Livestock	Ensure that there are no livestock within the range perimeter, if unit are unable to clear report to Range Control.
20.	Range clearance	Ensure that all personnel are clear of the danger area, before practice begins.
21.	MOD Form 906A (Range Log)	The DSO must complete the MOD form 906 or 906A – Land Range Log. Instructions on how to complete the Land Range Log are contained on the inside cover. Each entry logs; the user, the number of rounds and gives details of all incidents/accidents. The DSO certifies by signature, that they hold the correct qualification and that Range Standing Orders have been read, understood and will be complied with.
22.	Clearance to fire	The DSO must obtain clearance from Range Control to begin live practice. Clearance will only be given once the DSO has confirmed that the danger area is clear, Range detail if required and Unit ERV.
23.	Briefings	Ensure that all personnel are fully briefed on safety and the conduct of the range.
24.	Hearing Protection	It is mandatory for all personnel to wear issued, serviceable, appropriate hearing protection.

Procedure During Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
25.	Sentry/Telephone operator	The range telephone is to be manned throughout the time the unit is on the range including any period of non-firing such as lunch breaks. The person manning the telephone must be in communications with the RCO (This is a unit responsibility).
26.	Communication failure	The DSO is to stop all firing immediately should a break in communications occur. Firing is not to recommence until all safety communications are re-established.
27.	Check firing	If at any time "Check Firing" is ordered by Range Control, it must be implemented immediately and Range Control is to be informed when weapons are unloaded and cleared.
28.	DSOs location	The DSO must position himself in such a way that he can observe the relevant safety staff. The RCO is also to maintain a visual watch to ensure that no one enters the danger area. In the event of an infringement by personnel, vehicles or aircraft, firing must stop immediately and Range Control is to be informed.
29.	Control of weapons	N/A
30.	Change of appointment	If for any reason, there is a change of appointment of RCO Range Control are to be informed. The MOD Form 906A (Range Log) is to be closed by the outgoing DSO and re-opened by the new DSO. The SPO must be informed and authorise the change before firing can continue. The DRASP is to be amended accordingly and the copy held in Range Control amended as soon as the DSO returns to Otterburn Camp. The new DSO should be given sufficient information for them to conduct the range as if they had planned the event. All DSO's must have attended the MANDATORY OTA DSO brief a record of which is maintained by Range Control. Any DSO not on the record will not be given clearance to fire.

31.	Range Wild-fire	If a wild-fire is accidentally started in the RDA the unit must report the fire to Range Control and attempt to put out the fire using issued fire-beaters. If the fire escalates out of control, range control are to inform Northumberland Fire Brigade.
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Procedure After Firing		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
32.	Conclusion of firing	At the time stated on the Daily Range Summary or on completion of firing if earlier, Range Control are to be informed that live firing has finished. Under no circumstances is unauthorised firing to continue after the published firing time. This includes the destruction of blinds.
33.	Clean range	Conduct a thorough sweep of the danger area if accessible ensuring that all military debris including ammunition, parts of ammunition and packaging are removed. Failure to comply with this rule will result in the unit being brought back to clear the area.
34.	MOD Form 906A (Range Log)	Complete the remaining parts of the MOD Form 906A (Range Log) and sign off the range. Ensure you include any accidents/incidents or any damage to the range in the remarks column.
35.	Survey Form	Complete the LSS User Satisfaction Survey form (Online).

NIGHT FIRING		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
36.	Noise	Hindberry Crags is not to be used at night due to impact of noise to local population.

RESTRICTIONS		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
37.	Weather Conitions/MET	The local MET may greatly affect the noise of demolitions at Otterburn. If noise limits are reached, Units may be enforced to "Check Fire" by Range Control. If required DSOs are to discuss alternative plan with TSO.
38.	Timings	The DSO is to ensure firing times are planned that in the event of blind or misfire it can be dealt with before "End of practice"

ACCIDENT/INCIDENT PROCEDURE		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		
39.	Action to be taken following an Ammunition Accident /Incident	SO Ch. 1 Sect 12, Medical Emergencies / Major Injuries. SO Ch. 1 Annex K details procedures to be carried out by units. Before any casualty is evacuated, units are to contact Range Control (civil no 0191 239 4222), ATN 94722 4222 or Tapping in Point dial 101, which is permanently manned, who will initiate emergency procedures and act as a control point. Units must not contact the civilian emergency services directly.
40.		Cease firing.
41.		Administer first aid.
42.		Inform Range Control (Immediately) on 4222. From the troop shelter. Contact telephone number (Troop shelter ext. 4863/4)
43.	In the event of a civilian ambulance being required, the	Number of casualties Type of injuries

		The Weapon Danger Area templates for the weapons you will be using. Although not essential, a GPS is useful for accurate plotting of movement boxes, firing lines, firing points, target locations etc.
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53.	Targets	When planning your range you should speak to the Training Area Facilities Manager to confirm your target requirements.
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ADMINISTRATION		
YOU ARE RESPONSIBLE FOR SAFE PLACE, SAFE PRACTICE, SAFE EQUIPMENT AND SAFE PERSON		

54.	Booking/Allocation	The range can be booked by submitting a JSP 907 to the Landmarc Support Services booking cell at Central Bookings. Once allocated, units are to attend the Range Booking Conference, which takes place on the second Wednesday of each month, 2 months prior to use of the facilities. It is at this meeting that final confirmation of bids takes place. Units failing to send a representative may have their range cancelled.	
55.	Cancellation	Units are to inform the Booking Cell of any range cancellation as soon as possible to allow its reallocation to other units.	
56.	Documentation	The DSO is to be in possession of a signed hard copy of the DRASP/RD.	
57.	Training certificate	A copy of the training certificate which is part of the Arrival Form is to be completed and submitted to Range Control.	
58.	DRASP	A copy of the RASP is to be submitted to Range Control a minimum of 15 working days before the training takes place. Units will not be given authority to fire unless this document has been received. This document will be subjected to a gross error check by the RAU and will be retained in case of subsequent investigation.	
59.	User Satisfaction Survey	On completion of a period of training, complete the LSS User Satisfaction Survey form online.	
60.	Firing Times (hrs)	Summer (1 Mar – 31 Oct) Mon 0900 – 1700 Tue 0900 – 1700 Wed 0900 – 1700 Thu 0900 – 1700 Fri 0900 – 1700	Winter (1 Nov – 28/29 Feb) Mon 1000 – 1600 Tue 1000 – 1600 Wed 1000 – 1600 Thu 1000 – 1600 Fri 1000 – 1600
61.		Live firing weekends only	
62.		Sat 0900 – 1700 Sun 0900 – 1700	Sat 1000 – 1600 Sun 1000 – 1600
63.	Medical Cover	The Planning Officer is responsible for ensuring the level of medical cover is appropriate to the scale of the Live Training being carried out. The minimum level of medical cover required for any activity involving ammunition or pyrotechnics is covered in Pamphlet 21/RSO's.	
64.	Dress	The wearing of ear defenders is mandatory for all personnel on the range.	
65.	Use of Range by Foreign Forces	All foreign forces using Otterburn Training Area are to liaise with the TSO during their initial reconnaissance to confirm the types of demolitions and ammunition they will be using.	
66.	Vehicles and Parking	The only vehicle permitted on the range is the unit safety vehicle/ambulance. All other vehicles are to be parked in the designated parking areas for this particular range. Units are to minimise the amount of vehicles taken onto the range.	

USE OF MOD RANGES BY POLICE FORCES AND CIVILIAN RIFLE CLUBS

GENERAL

1. Police Forces and Civilian Rifle Clubs are not to be permitted to fire on OTA/Ponteland Ranges until the certificate below has been signed. It must be signed on each occasion of use.
2. The Club Secretary or RCO is to ensure that no weapons or ammunition exceed the muzzle energy and velocity listed below:
 - a. **All ranges:**
 - 1) Muzzle Velocity: 1000m/s (3280 ft/sec)
 - 2) Muzzle Energy: 7000J (5166 ft/lbs)
3. Any weapons or ammunition exceeding these figures are not to be fired on any of the ranges or firing areas without prior permission from the TSO.
4. Civilians are not allowed to fire MOD weapons.

CERTIFICATE

5. I certify as Range Conducting Officer that I am qualified by a National Firearms Training Centre and that I have read and understand the safety orders in force on this range and will ensure that those under my command will comply with them, I have also checked that all personnel qualified and in possession of their certificate of safety and competence, which has been signed by the chairman of the club of which they are a member of.

Signed: _____ Name: _____
(BLOCK CAPITALS)

Rank/Posn: _____

Civilian Club/Police Force