



DOSR/RN/2024-07 - Update to Use of MOD Ranges by Civilian Gun Clubs

Date: 29 Nov 24

References:

- A. DSA 03.OME Part 3 Volume 1 Part 2 (Defence Code of Practice for Ranges).
- B. DSA 03.OME Part 3 Volume 2 (Defence Code of Practice for Ranges).

Purpose

1. The purpose of this DRN is to circulate an early update to the regulations, requirements, and guidance to Reference A.

Background

2. Following a review by DOSR, it has been identified that when Civilian shooting clubs fire on purpose-built ranges, there may be instances when the ammunition being used could fall outside the approved WDA template and could therefore also fall outside of the RDA. It has also been agreed, to align with current MOD policy, when users of ranges submit a Safe Activity Assurance Form (SAAF) MOD Form 1930 and MOD Form 1930T, Civilian Clubs shall submit MOD Form 1931 (Civilian Safe Activity Assurance Form) - see Enclosure 1.

Ammunition Restrictions

3. The following update to paragraph 51 of Reference A is to be implemented with immediate effect:
 - a. 51. **Ammunition Restrictions.** All Civilian clubs that use hand loaded ammunition are to obtain confirmation, and be prepared to demonstrate, that it falls within the parameters for use on MOD Ranges. **It is the responsibility of the Chair of the club to ensure that civilian shooting clubs shall only fire on purpose-built ranges within the limitations of the MOD Form 905 Range Licence.**

Club Agreement and Order Form

4. A revised Club Agreement and Order Form is at Annex A, this is to be implemented with immediate effect.

MOD Form 1931 Civilian Safe Activity Assurance Form

5. A new MOD Form 1931 - Civilian Safe Activity Assurance Form (CSAAF) has been introduced as a means for Range Administering Unit (RAU) to conduct assurance of proposed activity on MOD ranges. This check provides the RAU with assurance that the activity fits the licence and the parameters of the facility being allocated to the user. Once a recce has been completed, confirming the scope of the activity and, where it is taking place, the Civilian Gun Club shall complete a CSAAF and submit to the RAU at least 15 working days prior to any activity taking place. Providing key appointments are known, early submission of the CSAAF will be advantageous to the activity owner for use of the facility to be authorised promptly by the RAU.



Timing

6. From January 2025, all activities conducted on MOD Ranges requires a CSAAF to be submitted to the RAU. Other User safety documentation is no longer required to be submitted.

Training

7. There is no specific training required to complete an MOD Form 1931 CSAAF, completion guidance can be found at Annexes A and B of this DRN.

Summary

8. Introduction of the MOD Form 1931 CSAAF provides both the User and RAU a more efficient and focused mechanism of assurance interaction during the planning and execution of an activity. A copy of MOD Form 1931 can be found on the [DOSR forms, notices and regulations](#) defnet page.

Aim

9. This DRN is aimed at all service and civilian personnel involved with the management and conduct of MOD ranges.

Implementation

10. 1 January 25.

Queries

11. Any observations or requests for further guidance on the content of this DRN should be submitted by email to brendan.ocallaghan155@mod.gov.uk.

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Chapter 2 Annex B

Club Agreement and Order Form

The agreement below is valid for 12 months from date of signing. The agreement, and any subordinate document originating from its terms, remains valid notwithstanding a change of Club Chairman provided that the Club has retained Home Office Approval (if applicable) and NGB affiliation throughout the period of validity.

Club Name
Club affiliation (NGB number)
Club Agreement for the use of MOD Ranges:
<p>As Chair of the club named above, I agree that:</p> <p>The club will follow the NGB Safe Shooting System.</p> <p>I will certify all members who request to be certified and who I judge to be safe and competent.</p> <p>I accept responsibility for ensuring that NGB RCOs acting for the club are qualified, competent and experienced to do so.</p> <p>The club will ensure that anyone shooting with the Club holds a valid certificate of competence from a club affiliated to the NGB except for Probationary members and guests within the meaning of the Criteria for Home Office Approval.</p> <p>Any new members to the club will complete an NGB-approved probationary training course (either run by the NGB or by ourselves) or produce evidence that they have previously completed such a course or been exempted from the requirement to do so within the constraints of the Home Office Approval scheme for rifle clubs.</p> <p>The club will maintain adequate records of our training and certification systems for audit by the NGB or MOD.</p> <p>The club will obtain confirmation that hand loaded ammunition used under the Club's supervision on MOD Ranges falls within the limits for the range.</p> <p>The club will take part in any investigation conducted jointly by the NGB and the MOD following an incident on a MOD Range and will require our members to assist fully in any such investigation, including surrender of firearms and ammunition for evidential purposes if required.</p> <p>The Club shall complete MOD Form 1931 CSAAF and submit to the RAU at least 15 working days prior to any activity taking place.</p> <p>Chair of the club shall ensure that civilian shooting clubs shall only fire on purpose-built ranges within the limitations of the MOD Form 905 Range Licence.</p>
Signature:
Name:
Date:



Guidance for completing an MOD Form 1931 - Civilian Safe Activity Assurance Form (CSAAF)

1. The CSAAF must be downloaded, and for full functionality, opened in Adobe Acrobat Reader.
2. The following is a guide to completing the MOD Form 1931:

When. Both boxes are free text to enable multiple dates and times if the same location is being used - see footnote 1 & 2.

Where. Enter the Range you will be using - see direction in footnote 3.

Who. **Unit** - lead unit delivering the activity.

Activity owner - The name of the person directing the activity – routinely the Club Chair or Nominated Responsible Person.

Select either **Club Chair** or **Nominated Responsible Person (NRP)** and enter their name in the box to the right.

Conducting Officer - Name of the person / persons conducting the activity.

What Activity. A pithy description of what your activity is.

What Equipment. **Firearms.** List firearms being used including calibre and type, for example:

- Iron-sighted rifles: 7.62x51; .303"; 7.92mm Mauser
- Scope sighted rifles: .223"; .270"; 6mmBR; .308" Win
- Muzzle-loading rifles: various up to .577"

Ammunition - Enter ammunition natures be used during the activity, e.g.

- solid lead or jacketed lead core ball ammunition in calibres to match firearms, including handloaded ammunition

Club Contact Details. All boxes are to be completed. Ideally the Conducting Officer.

Chair / NRP Declaration. This is to be digitally signed by only the Club Chair or NRP. If there is a change of Conducting Officer, it is the Clubs responsibility to provide the RAU with a new CSAAF before the activity is conducted. RAUs will not except any CSAAF that has not been signed by the correct individual.