

I am the Range Technical Team Advisor (RTTA) assigned to your range case, and I am very much looking forward to visiting your facility and providing you with the assistance you requested.

What are your available dates/times for this on-site evaluation?

When I visit your range, I will be meeting with the Point of Contact (POC) to discuss the review of the range. The walkthrough will take approximately 4–6 hours. The POC must be present throughout the evaluation as per the One-Point-Of-Contact Policy, and the RTTA prefers that only the POC attend. However, we allow no more than two additional people to observe if necessary.

The primary purpose of the RTTA's onsite visit is to collect data for the Range Case, not to provide definitive solutions to existing issues. All resolutions will be provided in the final report.

It is helpful if you can send me, or have ready for me when I arrive:

- What exactly are you expecting from this range evaluation?
- What specific concerns do you have?
- Aerial maps / topographical maps / property boundaries
- By-laws
- Standard Operating Procedures
- Range Safety Rules
- Lead Management Plan / Environmental Management Plan
- Newsletter
- Who owns the property and how is it zoned?
- How is the club incorporated?
- Orientation materials or protocol used for information about the club and use of the ranges for new members
- Training materials and procedures for training Range Officers
- Administrative Rules
- Safety Plan

Any other pertinent documents you think may be helpful. Note: Not all ranges have a need for all the documents listed, but they help me have a better understanding of your range and how it is used.

Thank you,