FIELD NOTES FORM
REVISED September 19, 2014 - DESTROY ALL PREVIOUS FORMS

NATIONAL RIFLE ASSOCIATION OF AMERICA
Range Services Department
11250 Waples Mill Road
Fairfax, VA 22030
Telephone: 1(703) 267-1279/1276

This document is used to gather information about the facility for your report. “Take pictures! Remember to destroy this document after you are through with your final report.

NAME OF RTTA:
RANGE CASE NUMBER:
DATE ASSIGNED THIS CASE:
SUPERVISOR ASSIGNED:
DATE CASE OPENED:
DATE RANGE EVALUATION CONDUCTED:
PRESENT STATUS:
ACTUAL NAME AND MAILING ADDRESS OF RANGE:
NAME OF THE POINT OF CONTACT (POC):
ADDRESS OF THE POC:

WHO OWNS FIRING RANGE:
(Self owned, leased, duration if leased, special provisions of lease - Provide name(s) of principals if possible)

BRIEFLY DESCRIBE LAYOUT OF THE OUTDOOR FIRING RANGE BEING EVALUATED:
(Multi-purpose, High Power, Small Bore, Handgun, Shotgun, Police, Security, Combat, Special Purpose, etc. Distance in Yards / Meters / Feet from firing line to target line)

BRIEFLY DESCRIBE LAYOUT OF THE INDOOR FIRING RANGE BEING EVALUATED:
(Multi-purpose, High Power, Small Bore, Handgun, Shotgun, Police, Security, Combat, Special Purpose, etc. Distance in Yards / Meters / Feet from firing line to target line)
BRIEF HISTORY OF THE RANGE:
(Date established / any prior complaints / any and all improvements / newly established shooting disciplines)

RELATIONS WITH SURROUNDING THE COMMUNITY:
(Not applicable - Bad - Good - Excellent)
Rtta’s ensure to discuss community relation aspects with the poc(s) and the assistance that can be provided through the nra offered programs?

SIZE OF RANGE:
(Number of firing points, distance, classrooms, retail area, etc.)

NAME, ADDRESS, PHONE NUMBER, & EMAIL OF REPRESENTING ATTORNEY IF POINT OF CONTACT ONLY:

RANGE EVALUATION:
Who uses the range? (Number of club members)

How often is the range used?

Is range manned or un-manned and how is the range accessed.

Any new Projectile escapement concerns?

Any Additional Comments?

If the firing range is not engineered or designed to accommodate the course(s) of fire described above, what recommendations do you have for any improvements?
DESCRIBE EDUCATION AND TRAINING PROGRAMS FOR ALL RANGE USERS:

Is there any written documentation or verbal presentation that is used to educate or train all users regarding the range rules or procedures:

Key points that is associated with health? (Over exposure to airborne particulate lead and/or noise):

Key points that is associated with formal type training where a syllabus is on record and a certificate awarded:

Key points that is associated with On-The-Job Training (OJT) and where progress is measurable on record or not:

Did you obtain a copy of range rules:

Any Additional Comments?
BRIEFLY ANALYZE THE RANGE SAFETY RULES - As example does the specific sections pertain to

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>A HEADING SHOWING THE CLUB’s NAME, ADDRESS, PHONE NUMBER</td>
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<td>A DATE THE RULES WERE APPROVED</td>
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<td>A PREAMBLE SHOWING WHY THE RULES WERE ESTABLISHED</td>
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<td>PRIORITY OF - FIREARM USE RULES</td>
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<td>PRIORITY OF - RANGE OPERATIONS RULES</td>
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<td>PRIORITY OF - RANGE ADMIN RULES</td>
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<td>METHOD(S) OF DISSEMINATION OF RULES TO MEMBERS</td>
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<td>POSTING OF RULES IN AREAS THAT ARE ALWAYS VISIBLE</td>
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<td>HOW A MEMBER RECEIVES THE RULES</td>
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<tr>
<td>DOCUMENT MEMBER ACCEPTS CONSEQUENCES OF NON-COMPLIANCE</td>
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<tr>
<td>THE AUTHORITY FOR RULES HAVING BEEN ESTABLISHED</td>
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<td>A REGULARLY SCHEDULED REVIEW DATE FOR RULES</td>
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Add any additional comments regarding range rules.

**DESCRIBE THE PHYSICAL FEATURES ON THE RANGE:**

Walls - Steel, cinderblock, wood, etc.

Ceilings – Type of materials used?

Floor - Monolithic, cracks, drain, gutters?

Carpeting - Any or evidence of being there at one time?

Green-powder build-up on floor surface, cracks, drains, where the floor meets the wall, etc.?

Entry / Exit – Marked or Un-Marked?

Exposed motors, sprinklers, or lights, etc.?

Sound Mitigation Issues?
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HVAC system meeting OSHA Standards

OSHA Lead Standards (Employer - Employee Relationship (Only not to include volunteers)

Ensure the range owner or operator is familiar with the 29 CFR 1910.1025, the Lead Standard For General Industry or the Lead Standard in his/her state if it is a State Plan State?

Additional comments:

**BACKSTOP DESCRIPTION:**

Type - sand trap, water, escalator, venetian blind, snail, etc.

Commercial built or built privately / Name of Commercial Designer

Material(s) description.

Describe evidence of debris, erosion, metal fatigue, cratering, lead build-up, etc.

Evidence of projectile escapement from the range or backstop.

**GENERAL RANGE INFORMATION:**

Describe general maintenance of the range.

Briefly describe what is accessible beyond and directly behind the backstop and whether there is evidence of damage behind the backstop.

Any evidence or signs of back splatter, in terms of projectiles, or jacketing coming back towards the firing line.

Is the back splatter caused by backstop in any way?

Any additional comments?

**DIRECTION OF FIRE:**

Is there evidence of poor target placement or improper design of the range in relation to the course of fire; are the shots fired in an incorrect or unsafe direction or unsafe angled direction of fire?
ZONING OF THE RANGE PROPERTY:
(Commercial, agricultural, farming, residential, industrial, other)

Briefly describe the doors, storage, entry or exit between the firing line and the backstop affecting any live firing activities either on or off the range.

BRIEF DESCRIPTION OF ROAD ACCESS TO FIRING RANGE FACILITY:
(Paved, dirt, gravel, number of lanes, ownership, easement, right-of-way, etc.)

BRIEF DESCRIPTION OF PARKING FACILITIES:
Ownership.
Public or private.
Adjacent or non-adjacent to range.
Distance from range.
Number of spaces.
Paved or unpaved.
Is Entry and/or Exit safe?
Additional comments.

BRIEF DESCRIPTION OF REST ACCOMMODATIONS FOR RANGE SUPERVISORS, SHOOTERS, SPECTATORS:
(Clubroom, restaurant, classroom, assembly area, etc. If “None,” so state)
DESCRIBE GENERAL PREVAILING CLIMATE / TEMPERATURE CONDITIONS:
(Region of country, desert, 4 seasons, rainy, snowy, generally hot all year round, generally cold all year round, number of months of per calendar year of range use not affected by temperature / weather)

SIGNAGE:
Are the signs legible and properly worded?
Are signs maintained?
Is management aware of the same obligations regarding original posting, maintaining and/or removing when signs are no longer needed?
Have they sought counsel of an attorney regarding wording, posting and maintenance?

BRIEFLY DESCRIBE WARNINGS TO INDICATE LIVE FIRING IS IN PROGRESS ON THE SHOOTING RANGE:

ARE NUMBER BOARDS OR OTHER SUCH DEVICES USED TO DESIGNATE TARGETS?
Location or placement
Material
Numbered and/or color coded to correspond with the firing line
Condition
Additional comments:
TARGET CARRIER SYSTEM:
Material(s) wood, steel, aluminum, combination, etc.
Turning, stationery, moveable, etc.
Electronic, pneumatic, manual, etc.
Additional comments:

FIRING LINE:
Moving firing points.
Ready line designated and painted.
Firing points color coded to correspond with targets.
Benches fixed or moveable
Barriers to protect from ejected brass.
Covered or uncovered.
Baffles
Is “No blue sky” concept in place?
Loud speaker or other communication system(s)
Supervised - Actively controlled by a Range Officer
Additional comments:

OTHER FACILITIES AND/OR CONTROLLED AREAS
Restroom facilities
Eating area
Storage facilities for targets, carriers, etc.
Storage area for firearms
Maintenance closet (s) or area(s)
Gun cleaning and/or repair area.

Additional comments:

**PHOTOGRAPHS**

(Were photos taken? Is each photo identified using range identification, range photos labeled for report, showing each observations)