

# CMM PROC 28:2012

## Approval of small arms shooting ranges

Controlled by:	S.F. Odendaal QA Specialist	Signature:	
Approved by:	C.M. Ndlovu Acting Executive Manager: NPP	Signature:	
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This is the first edition.			

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## 1 Scope

This document sets out the procedures that CMM shall use for the approval of small arms shooting ranges.

This document applies to the following:

- a) All personnel of CMM involved in the approval of SRs;
- b) All SRs as covered by the scope of VC9088:2004.

This document covers the following:

- a) General requirements for the approval of SRs;
- b) Application for the approval of SRs;
- c) Type-examination of SRs;
- d) Approval of SRs.

## 2 Normative references

This document incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text. For dated references, subsequent amendments to or revisions of any of these publications apply to this document only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies.

Compulsory Specification for small arms shooting ranges (herein referred to as VC9088:2004) as published by Government Notice No. R. 643 (Government Gazette No. 26375) of 28 May 2004.

Divisional Procedure No. 5337 E006: '*Surveillance inspections*'

National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008)

## 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

### **approval**

is a confirmation by the NRCS that a small arms shooting range has satisfied the requirements of VC9088:2004.

### **inspector**

is a staff member of CMM responsible for the inspection of SRs.

## 4 Symbols and abbreviated terms

### **CMM**

NRCS Chemicals, Mechanical and Materials Division

### **SR**

small arms shooting range

## 5 General requirements

### 5.1 Control of inspection records

5.1.1 The AZC Numbers book shall be kept in room C349.

#### 5.1.2 SR files

5.1.2.1 SR files shall be kept in room C349 in designated filing cabinets.

5.1.2.2 The Principal Inspector: Firearms & Associated Industries shall be responsible for the maintenance of the SR files.

5.1.2.3 All records pertaining to an application for the approval of a shooting range shall be kept in the applicable SR file. Records shall be kept for all documentation generated and received during the execution of the procedures in this document.

#### 5.1.3 Register for posting — Shooting range

5.1.3.1 The *Register for posting — Shooting range* shall be completed when the original of a NRCS APPROVAL CERTIFICATE for SRs is mailed to an applicant.

5.1.3.2 The *Register for posting — Shooting range* shall be kept in room C347.

### 5.2 Data

5.2.1 *Assessment Database — Shooting ranges* is stored on the NRCS computer network and shall be maintained by the Manager: Approvals.

5.2.2 *Certification Database Shooting ranges* is stored on the NRCS computer network and shall be maintained by the Manager: Approvals.

## 6 Application for approval

6.1 The applicant shall apply for the approval of a SR by means of one of the following forms:

- a) NRCS form No. CMM FM 9088-1 for indoor SRs;
- b) NRCS form No. CMM FM 9088-2 for outdoor SRs.

## 6.2 Preliminary examination of application

6.2.1 Upon receipt of the application by an inspector, the inspector shall do a preliminary examination of the application in order to determine whether the applicant has included the following items:

- a) Completed and signed NRCS application form;
- b) Drawing of the SR;
- c) Aerial photographs of the SR;
- d) Photographs of the SR.

### 6.2.2 Incomplete application

When it is determined that the applicant has excluded one or more of the items as listed in paragraph 6.2.1, the inspector shall inform the applicant of the following:

- a) The item/s that was/were excluded from the application;
- b) The Division will proceed with the processing of the application, but the examination of the application can only be finalised once all outstanding items have been submitted.

## 6.3 Registration of application

The inspector shall ensure the following on receipt of an application for the approval of a SR:

6.3.1 The application shall be registered in the AZC Numbers book (see paragraph 5.1.1). The first two digit groupings of the AZC number shall consist of the letters **AZC** and the **year date** in which the application is registered. The last digit grouping of the AZC number shall be a **sequential number**.

EXAMPLE                      AZC 2012/021.

6.3.2 The application shall be registered in the *Assessment Database — Shooting ranges*.

6.3.3 A SR file shall be opened. The SR file and all relevant application documents shall be marked with the AZC number (see paragraph 5.1.2).

## 6.4 Application fee

6.4.1 The inspector shall request the NRCS Finance Division to invoice the applicant for the payment of the non-refundable application fee for the approval of the SR as published in the Government Gazette in terms of section 14(3)(b) of Act No. 5 of 2008. A copy of the invoice shall be filed in the SR file.

6.4.2 Once the applicant has paid the non-refundable application fee, the inspector shall request the NRCS Finance Division to invoice the applicant for the received payment. The inspector shall file a copy of the invoice indicating full payment of the application fee in the relevant SR file.

## **7 Type-examination**

### **7.1 Outdoor ranges**

- 7.1.1** The inspector shall examine the application to establish whether the applicant has submitted the items as communicated to him by means of NRCS form No. CMM FM 9088-2.
- 7.1.2** The inspector shall examine the application for completeness and correctness.
- 7.1.3** The inspector shall examine the SR for compliance with all the relevant requirements of VC9088:2004. The inspection shall be conducted in accordance with the requirements of paragraphs 4.1, 4.5, 4.6, 5, 6.1, 6.2, 6.3, 6.6, 6.7, 6.8 and 6.9 of Divisional Procedure No. 5337 E006.
- 7.1.4** The inspector shall file a copy of the NRCS Inspection Record that was completed and issued in accordance with the requirements of paragraph 6 of Divisional Procedure No. 5337 E006, in the relevant SR file.

### **7.2 Indoor ranges**

- 7.2.1** The inspector shall examine the application to establish whether the applicant has submitted the items as communicated to him by means of NRCS form No. CMM FM 9088-1.
- 7.2.2** The inspector shall examine the application for completeness and correctness.
- 7.2.3** The inspector shall examine the SR for compliance with all the relevant requirements of VC9088:2004. The inspection shall be conducted in accordance with the requirements of paragraphs 4.1, 4.5, 4.6, 5, 6.1, 6.2, 6.3, 6.6, 6.7, 6.8 and 6.9 of Divisional Procedure No. 5337 E006.
- 7.2.4** The inspector shall file a copy of the NRCS Inspection Record that was completed and issued in accordance with the requirements of paragraph 6 of Divisional Procedure No. 5337 E006, in the relevant SR file.

### **7.3 Non-conforming application documents**

The inspector shall take the following actions when the application documents did not satisfy the criteria as set out in paragraphs 7.1.1 and 7.1.2, or paragraphs 7.2.1 and 7.2.2:

- 7.3.1** The inspector shall notify the applicant of the non-conformances of the application documents, and shall request the applicant to resubmit corrected application documents.
- 7.3.2** The inspector shall file a copy of the notification in SR file.

### **7.4 Non-conforming SR**

- 7.4.1** The applicant shall correct the non-conformances identified during the inspection of the SR.
- 7.4.2** The inspector shall verify the corrective action taken by means of photographic evidence that was submitted by the applicant, or by means of a follow-up inspection.

## **8 Approval granted**

### **8.1 Approval certificate**

- 8.1.1** The inspector shall compile a NRCS APPROVAL CERTIFICATE as attached to this document.
- 8.1.2** The inspector shall complete the following information on the NRCS APPROVAL CERTIFICATE:
- a) AZC number;
  - b) Date of approval (the date when the certificate was completed);
  - c) Name of the applicant;
  - d) Details of the SR (distance in meters, and whether the SR is indoor or outdoor);
  - e) Type of firearms to be used on the SR (handgun, hand machine carbine, shotgun, and/or rifle);
  - f) When applicable, type of range (practical/tactical/outdoor shotgun range).
- 8.1.3** The inspector shall emboss the golden star on the certificate with the NRCS emblem embossment machine.
- 8.1.4** The inspector shall sign the prepared NRCS APPROVAL CERTIFICATE and include it in the SR file.
- 8.2** The inspector shall forward the SR file to the Manager: Approvals for review.
- 8.3** Once satisfied with the contents of the NRCS Inspection Record and NRCS APPROVAL CERTIFICATE, the Manager: Approvals shall sign the NRCS APPROVAL CERTIFICATE.
- 8.4** The inspector shall make a copy of the NRCS APPROVAL CERTIFICATE.
- 8.5** The inspector shall e-mail or fax a copy of the NRCS APPROVAL CERTIFICATE to the applicant.
- 8.6** The inspector shall file a confirmation of the e-mail message or fax in the SR file.
- 8.7** The inspector shall ensure that the original of the NRCS APPROVAL CERTIFICATE is mailed to the applicant (see paragraph 5.1.3).
- 8.8** The Administration Officer: Approvals shall update the information in the *Assessment Database — Shooting ranges*.
- 8.9** The Administration Officer: Approvals shall register the NRCS APPROVAL CERTIFICATE in the *Certification Database Shooting ranges* (see paragraph 5.2.2).

## 9 Forms

The following forms are available at the following network location:

<L:\REGULAT\Electro LOA correspondance\HEPS\Controlled documents\Forms>

CMM FM 9088-1: *'Application for the approval of a small arms shooting range — Indoor range'*

CMM FM 9088-2: *'Application for the approval of a small arms shooting range — Outdoor range'*

**Revision record**

<b>Page/Paragraph/ Annexure/Appendix/ Figure/Table</b>	<b>Nature of revision</b>
-	-

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Concerning: **APPROVAL GRANTED**

of a small arms shooting range pursuant to the Compulsory Specification for small arms shooting ranges as published by Government Notice No. R. 643 (Government Gazette No. 26375) of 28 May 2004.

Approval number: AZC/

Extension number: -

**1 Small arms shooting range information**

Name of small arms shooting range:  
Physical address:  
Details of small arms shooting range:

**2 Holder of the approval**

Name:  
Address:

**3 Terms and conditions of issue**

- 3.1 This Letter of Authority certificate is applicable only to the small arms shooting range as identified herein.
- 3.2 Every modification and/or addition to the small arms shooting range shall be formally notified accordingly to the NRCS prior to its implementation.
- 3.3 The approval for the small arms shooting range identified in this Letter of Authority certificate may be withdrawn at any time without prior notice if the requirements of the Compulsory Specification have not been maintained.

**4 Approval granted**

Place: Pretoria

Date: 18/10/2012

**Manager: Approvals  
NRCS CMM Division**

**NRCS CMM Division**



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