Canada Border Services Agency | Agence des services frontaliers du Canada

# CBSA Standards on Firing Ranges

Last Updated: July 30, 2018


PROTECTION • SERVICE • INTEGRITY

Canada

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## 1. Effective Date

**1.1** These standards were updated in July 30, 2018.

## 2. Application

**2.1** These standards apply to the Canada Border Services Agency (CBSA) and to any indoor and outdoor firing ranges that are used by the CBSA for the training and recertification of its officers.

## 3. Context

**3.1** In 2006, the Government of Canada took the decision to arm CBSA officers with duty firearms to enhance border security and improve officer effectiveness by providing them with a broader range of options when responding to dangerous situations and pursuing enforcement activities. The CBSA adopted the training practices, including practical pistol course of fire and the use of a 25 meter firing range, consistent with the practices of other law enforcement organizations, for core training and recertification of officers. Firing ranges of lesser size are permitted for practice purposes with the use of reduced targets.

**3.2** The CBSA Standards on Firing Ranges have been developed to assist the regions in determining whether a firing range, being considered for annual qualifications, mandatory practice or off duty practice, meets health and safety standards as well as our training and recertification needs with respect to the Practical Pistol Course of Fire (PPC).

## 4. Definitions

**Backstop** - a device constructed to stop or redirect bullets or projectiles fired on a firing range. It is located at the end of the firing range behind the target stands.

**Baffles** - vertical or sloping barriers designed to prevent a projectile from travelling into an undesired area or direction. Overhead baffles are suspended above the firing range floor and are designed to capture unintentional high elevation shots and ricochets. Side safety baffles are designed to keep projectiles (bullets) within the active firing range area. Baffles also reduce, redirect or suppress sound waves.

**Barricade** - a structure that serves as a barrier to bullet penetration. Barricades represent cover in the CBSA course of fire and can be permanent or portable, and are usually made of metal or wood.

**Basic Firearm Instructor (BFI)** - An instructor trained in the instruction of firearm handling, maintenance and marksmanship.

**Border Services Instructor (BSI)** - a person employed by the CBSA to deliver border services training programs.

**Berm** - a significant raised mound of earth associated to a firing range that is intended to prevent the movement of people/animals onto the active firing range area; separate adjacent firing ranges to protect people and buildings. Berms are found only in outdoor firing ranges.

**Bullet Perforation** - the complete penetration (and exit) of an impact plate or baffle by a bullet.

**Bullet Trap** - a device designed to trap or capture the entire bullet and fragments.

**Firing Distance** - the distance between the firing line and the target line.

**Firing Line** - a line parallel to the targets from where firearms are discharged.

**Firing Points (positions)** - the specific locations from which individual shooters engage their targets. They are intended to control the location from which shooters fire and help direct their firing.

**Indoor Firing Range** - a fully enclosed building designed to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, a ventilation system and a bullet trap.

**Industrial Hygiene** - the art and science dedicated to the anticipation, recognition, evaluation, communication and control of environmental stressors in, or arising from, the work place that may result in injury, illness, impairment, or affect the well-being of workers.

**Line Officer (LO)** - a firearm qualified BSI that provides guidance and coaching assistance for defensive tactics-related training.

**Low Ricochet Materials** - material such as plastic or wood that have a low probability of ricochet and backsplash if struck by a projectile.

**Outdoor Firing Range** - an outdoor facility that is designated and properly marked to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, and a backstop. Outdoor firing ranges may be covered at the firing line, over the entire firing range or at the back stop and may have baffles or walls.

**Potable water** - water that is suitable or safe for human consumption.

**Practical Pistol Course of Fire (PPC)** - the standard for firearms proficiency evaluation for the CBSA. Shooters must achieve a minimum passing score of 200/250 and a minimum of 66% for each stage of the PPC.

**Projectile** - an object propelled by the force of rapidly burning gases or other means

**Range Officer (RO)** - a BSI qualified in firearms instruction who when acting as RO is in direct control of all operations related to the firing range, supervises all shooting and delivers range commands. The RO is responsible for the conduct and safety of all persons present on the firing range. Non CBSA ranges may require their own RO to be present during the shooting session.

**Ricochet** - the deflection of a projectile (bullet) after impact.

**Target Holder** - a device used to hold the target in place.

**Threshold Limit Value/Time Weighted Average (TLV/TWA)** - defined as the time weighted average concentration for a conventional 8-hour workday and a 40-hour workweek, to which it is believed that nearly all workers may be repeatedly exposed, day after day, for a working lifetime without adverse effect. *(Reference from the American Conference of Governmental Industrial Hygienists' (ACGIH) 2010 Report on Threshold Limit Values and Biological Exposure Indices (BEI)).*

## *5. Requirements*

**5.1** Firing range visits must be conducted by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA PPC and firing range requirements. The Manager, Training and Learning and Regional or National Occupational Health and Safety (OHS) Advisor must also be consulted. The Director,

Defensive Tactics Program Division, will make the final determination on if the range meets CBSA standards and is approved for use.

**5.2** Firing ranges used by the CBSA must comply with all applicable rules and regulations, including the *Shooting Clubs and Shooting Ranges Regulations* which are outlined on the Department of Justice Canada website.

**5.3** Firing ranges used for CBSA duty firearm training shall meet the standards set forth herein.

## Distance

**5.4** Firing ranges used for the duty firearm course and recertification sessions must have a minimum length of 25 meters from the firing line to the target stand.

**5.5** Ranges less than 25 meters may be approved for mandatory practice or off duty practice sessions using reduced targets.

## Firing Range Area

**5.6** The firing range must have a system to warn persons they are entering a firing range and to inform them, when such is the case, that shooting activities are taking place at that time. Signage must be in place indicating the operation status of the firing range. A light or flag system and visible signs are appropriate (i.e. Red = Range in use; Green = Range not in use, all firearms holstered).

**5.7** Firing range safety rules and standard operating procedures shall be posted behind the firing line in a location clearly visible to all users.

**5.8** The firing line(s) shall be parallel to the bullet trap/backstop.

**5.9** The spacing of firing points must be large enough so that shooters do not interfere with each other during firing and allow the RO and/or LO to conduct their duties as needed.

**5.10** Each firing position shall be marked to coincide with the appropriate target holder.

**5.11** Each firing line shall be deep enough to accommodate the shooters, their equipment and provide space for the RO to function behind them without any impediments.

**5.12** Firing line depth distance is measured from the front edge of the firing line to the rear edge of the firing line. A distance of 2.5 meters is recommended to meet the requirements of the CBSA PPC.

**5.13** The firing range floor/ground should be as even as possible without exposed cracks or protruding objects that may cause ricochets. If protruding objects cannot be removed, they must be covered with sand bags or ballistic type protection. It is acceptable for the firing range floor/ground to slope downward towards the targets.

**5.14** Target stands and target holders shall be made of low ricochet materials. If target stands and target holders are constructed of metal, they should be angled to deflect ricochets into the bullet trap or into the firing range floor/ground.

**5.15** Barricades must be stable. Each firing point shall have the ability to use some type of barricade, whether it is a portable or permanent barricade. If ground bracket or sockets are used, they shall be flush with the ground to prevent tripping hazards.

**5.16** Baffle designs must be matched with the penetration capabilities of the 9mm ammunition used by the CBSA.

**5.17** Overhead baffles on the firing range should be positioned to have approximately 2.5 meters or more clearance between their underside and the surface of the firing range floor.

**5.18** To meet the requirements of the CBSA's PPC, the bullet trap must be designed to sustain CBSA approved ammunition and shooting from all positions, including prone.

**5.19** Bullet traps must be in safe working condition without impact plate perforation, sagging, or other damage (e.g. pitting).

**5.20** For outdoor firing ranges the core of the backstop may be constructed from any solid material, including soils, roots, rock or asphalt. If the backstop core is composed of hard materials (e.g. rock rubble), then the forward face of the backstop shall have at least a 1.0 meter thick layer of soil covering it. The forward face of the backstop must be free of outcroppings of rock or other hard materials that may cause ricochet.

**5.21** The outdoor firing range backstop shall have a minimum height requirement of 4.0 meters and a thickness of at least 1.0 meter.

**5.22** Side berms or side walls shall run the length of the active area of the firing range. They shall begin at least 1.0 meter behind the most distant firing line. They shall be joined to the backstop.

**5.23** Side berms shall have a minimum height of 2.5 meters, measured from the ground or firing range floor and shall have a crest thickness of at least 1.5 meters.

## Ventilation

**5.24** Ventilation for indoor firing ranges shall meet the minimum requirements set forth in the Canada Labour Code Part II (CLC), Canada Occupational Health and Safety Regulations, Part X, Hazardous Substances. http://laws-lois.justice.gc.ca/eng/regulations

**5.25** Supply air systems must distribute air evenly (laminar flow) across the area of the firing line at an average rate of 50-75 feet per minute (FPM) (0.381m/s to 0.25 m/s), and shall be introduced behind the firing line.

**5.26** The supply air must be exhausted at or behind the bullet trap.

**5.27** Exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

**5.28** The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.

**5.29** The ventilation system must be operating at all times when the firing range is in use and during clean up.

**5.30** The ventilation system that serves the firing range area must be completely separated from any ventilation for the rest of the building.

**5.31** Re-circulated air must be cleaned by 99.9% High Efficiency Particulate Air (HEPA) filters for maximum lead removal.

**5.32** When re-circulated air is being used, carbon monoxide and carbon dioxide sensors and monitoring controls must be in place.

### Noise Control

**5.33** All requirements of the CBSA Hearing Conservation Program shall apply.

**5.34** Employees shall wear dual hearing protection, both earmuffs and earplugs that reduce noise levels below 87 decibels during live firing range sessions. Hearing protection must meet the following Canadian Association Standards (CSA) criteria:

**Candidates:** CSA Class B/Grade 2 earmuff in combination with CSA Class A/Grade 3 earplug

**Instructors:** Same requirements as the candidates, and where practicable and approved by the Manager, Training and Learning,1-way (listen only) or 2-way communication headset
Approximate NRR equivalents: CSA/Class B/Grade 2 = 17 – 24 earmuffs
CSA Class A/Grade 3 = ≥ 24 earplug

**5.35** Firing range commands must be heard verbally or from speakers and/or whistles.

### Lighting (Indoor Firing Ranges)

**5.36** The firing range must be equipped with a lighting system that provides uniform intensity and shall be free of glare without shadows.

**5.37** There shall be an emergency lighting system configured so that the active firing range area will be illuminated in the event of a power failure.

### Amenities

**5.38** Potable water must be available at the firing range.

**5.39** Restroom facilities and washrooms with individual basins must be supplied with cold and hot water where reasonably practicable.

**5.40** An area away from firing line should be available for clean-up.

## *6. Inspection and Testing*

**6.1** Firing range initial inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Final approval will be decided by the Director, Defensive Tactics Program Division.

**6.2** Firing range annual inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Continuing approval will be decided by the Manager, Defensive Equipment Management.

**6.3** Where available, ventilation system records, including air testing and maintenance schedules, shall be reviewed to ensure the range is being operated and maintained to meet the requirements of the Canadian Labour Code *(CLC) Part II, Canada Occupational Health and safety (COHC) Regulations, Part X* .

**6.4** Where there are no previous air testing reports available, air velocity testing must be completed by an industrial/occupational hygienist in accordance with the Firing Range Air Velocity and Air Movement Testing Criteria (Appendix B). The Regional or National Occupational Health and Safety (OHS) Advisor should be contacted for assistance in sampling criteria and interpretation of results.

**6.5** If a concern arises in an indoor firing range for which previous air flow velocity tests were submitted, and it is believed that the range may no longer meet the CBSA standards, a risk assessment should be completed in consultation with a Regional or National OHS Advisor. If warranted, either the Firing Range Air Velocity and Air Movement Testing Criteria (Appendix B) should be repeated or an air sampling test should be completed by an industrial /occupational hygienist in accordance with the Firing Range Lead and Metal Sampling Criteria (Appendix A). The Regional or National OHS Advisor should assist in sampling criteria and interpretation of result.

**6.6** The CBSA must notify the Customs and Immigration Union (CIU) when air quality tests are being initiated/ performed at an indoor firing range, and provide a summary of the test results.

## *7. Roles and Responsibilities*

**7.1 The CBSA BFI or BSI who will visit the range is required to:**

- Be knowledgeable of the CBSA PPC and firing range requirements.
- Confirm with the Chief Firearm Officer of the province that the range is an approved range registered with the province.
- Arrange time and date to visit the firing range.
- Use the CBSA Standards on Firing Ranges and Checklist (Appendix C) for initial inspections or the Approved Firing Range – Status Update Form (Appendix D) for annual inspections to assist and document the visit. It is recommended to make additional notes of observations about the firing range in order to prepare a final report.
- Take photos of the firing range to include in the final report.
- Obtain and include any firing range maintenance schedules, air velocity and/ or quality and/or sound level test records/results that are provided by the firing range owner/ operator with the final report. If none are available or if there are concerns that the firing range's air quality does not meet CBSA standards refer to section six, Inspection and Testing.
- Prepare a firing range final report, (Annex C for initial inspections) signed with recommendation for approval, and submit to the Manager, Defensive Tactics Training.
- Conduct an annual inspection of approved ranges, document the results using the Approved Firing Range – Status Update Form (Appendix D) and submit to the Manager, Defensive Tactics Training.

**7.2 The Regional or National OHS Advisor is required to:**

- Work with the CBSA official to determine if any health and safety issues exist for the firing range and if testing, further action or additional information is required.
- Assist in the interpretation of ventilation and/or air sampling reports.
- Sign the completed Appendix C - CBSA Standards on Firing Ranges Checklist or the Appendix D – Approved Firing Range – Status Update Form, as applicable, with recommendation on approval.

**7.3 The CBSA Manager, Defensive Tactics Training or the CBSA Defensive Tactics Coordinator is required to:**

- Review firing range final report including the completed Appendix C - CBSA Standards on Firing Ranges Checklist, pictures and recommendations submitted for ranges being proposed for CBSA use.
- Ensure the firing range meets CBSA Standards on Firing Ranges.
- Determine if additional measures could be taken in order for the firing ranges to meet the CBSA Standards on Firing Ranges.

- Send the completed firing range report, including the CBSA Standards on Firing Ranges Checklist, pictures and any supporting documentation with final recommendations to the Director, Defensive Tactics Program Divisionvia email to the Defensive Tactics / Tactiques de défense (CBSA/ASFC). If additional measures are required in order to approve a range for use, ensure the necessary actions are outlined in the recommendations.
- Maintain a list of approved ranges and ensure that each is inspected annually as close as possible to the anniversary date of its approval. Send the completed Appendix D – Approved Firing Range – Status Update Form and any attached documentation with final recommendations to the Director, Defensive Tactics Program Division via email to the Defensive Tactics / Tactiques de défense (CBSA/ASFC). If additional measures are required in order for a firing range to remain in good standing, ensure the necessary actions are outlined in the recommendations.
- Notify the CIU when air quality tests are being initiated / performed at an indoor firing range, and provide a summary of the test results.

**7.4 The Director, Defensive Tactics Program Division, Training and Development Directorate is required to:**

- Make the final determination on ranges proposed for use by the regions and/or provide direction on additional measures to be taken before a range can be approved for use.

**7.5 The Defensive Equipment Management Unit is required to:**

- Update the list of approved firing ranges for use by the CBSA.
- Ensure approved firing ranges continue to meet the CBSA Standards on Firing Ranges through verification of the Approved Firing Range – Status Update Form which will be completed annually.

## *8. References and Legislation*

- *Canada Labour Code Part II, Canada Occupational Health & Safety Regulations*
- National Joint Council, Occupational Health and Safety Directive
- NIOSH, Preventing Occupational Exposures to Lead and Noise at Indoor Firing Ranges
- Shooting Clubs and Shooting Ranges Regulations - *Firearms Act*

## *9. Enquiries*

**9.1** Enquiries regarding these standards are to be directed to:

Director, Defensive Tactics Program Division
Human Resources Branch
Training and Development Directorate
100 Metcalfe Street
17th floor,
Ottawa, ON K1A 0L8

## *10. Amendments*

**10.1** Amendments to these standards shall be approved by the Director General, Training and Development Directorate, Human Resources Branch.

## *Appendix A - Firing Range Lead and Metal Sampling Criteria*

When a Firing Range Air Velocity and Air Movement Test has been completed and the results are acceptable, there is no need to conduct the Firing Range Lead and Metal Sampling test to approve a range for CBSA use. However, where a range has passed initial inspection, which included a successful Air Velocity and Air Movement Test, but over time an issue or concern arises, i.e. dirty floor or excessive dust accumulating on table surfaces etc., a Firing Range Lead and Metal Sampling Test can be conducted as described in the following paragraphs.

In order to determine potential employee exposure to airborne lead and metals in firing ranges, a hazard investigation shall be completed by an industrial/occupational hygienist in accordance with the *Canada Labour Code, Part II*, *Canada Occupational Health and Safety Regulations*, Part X, Hazardous Substances, Section10.4.

Samples must be collected under normal use conditions. Personal dosimetry samples should be collected in the breathing zone of a representative number of both instructors and candidates for a full day shift or representative portion thereof in order to obtain a time weighted 8-hour average.

The samples should be collected and analyzed under National Institute of Occupational Health and Safety (*NIOSH) Manual of Analytical Methods Method 7300* or with a method that collects and analyses a representative sample of the chemical agent with accuracy and with detection levels at least equal to those in the above-mentioned standards.

Samples must be analyzed by an accredited laboratory that is recognized in a proficiency analytical testing program for the analyte(s) used, if available, such as the Canadian Association for Laboratory Accreditation (CALA), the American Industrial Hygiene Association Laboratory Accreditation program, or the American Proficiency Analytical Testing (PAT) program.

Results should be compared to the ACGIH Threshold Limit Value-Time-Weighted Averages (*CLC Part II, Canada Occupational Health and Safety Regulations*, Part X, Hazardous Substances, Section 10.19, Control of Hazards).

## *Appendix B - Firing Range Air Velocity and Air Movement Testing Criteria*

Firing line air velocity tests and air movement tests should be taken when the range is unoccupied but operational to verify that air is moving uniformly across the firing line and away from the instructors and candidates breathing zones. If there are any problems with the direction of air flow or eddies and currents, they should be identified.

The testing should be completed by an industrial/occupational hygienist or engineer using a calibrated air velocity meter and smoke tube. Measurements of air velocity should be taken at the firing line and should register between 50 and 75 feet per minute (fpm) per lane as recommended by the National Institute of Occupational Health and Safety (NIOSH).

The supply air must be exhausted at or behind the bullet trap.

The exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.

The following are recommended:

- A smoke test at the firing line to ensure that smoke moves uniformly away from the shooter's position in the prone, kneeling and standing positions.
- Smoke tests down the range towards the bullet trap to ensure adequate exhaust of smoke.
- Smoke test to verify that the room is under negative pressure.
- Air velocity measurements at the firing line in each lane at 1 foot height (prone), 3 foot height (kneeling) and 5 foot height (standing). These measurements should be taken with the ventilation system operating at normal and doors closed. The ventilation system should be operating for at least 30 minutes prior to testing.

## *Appendix C - CBSA Standards on Firing Ranges Checklist*

The CBSA Standards on Firing Ranges Checklist is to be completed by a CBSA Basic Firearms Instructor (BFI) or Border Services Instructor (BSI) who has knowledge of the CBSA course of fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet/Internet site.

| **CBSA Firing Range Checklist** | | | |
|---|---|---|---|
| **INDOOR** ☐ | | **OUTDOOR** ☐ | |
| **Firing Range General Information** | | | |
| Business Name: | | | |
| Business Telephone & Fax: | | | |
| Business Address: | | | |
| Firing Range Physical Address (if different than above): | | | |
| | | | |
| Range approved by the Chief Firearms Officer: | YES ☐ | NO ☐ | |
| Consent obtained to post information on Atlas: | YES ☐ | NO ☐ | |
| Contact Name: | | | |
| Contact Telephone number: | | | |
| Email Address: | | | |
| Website: | | | |
| Billing Information: | | | |
| Emergency Contact Name and Telephone Number: | | | |
| 911 Information: | | | |
| Name, Address and Distance to Closest Hospital: | | | |

| Firing Range is Owned/ Operated by: | **YES** | **NO** | **Remarks** |
|---|---|---|---|
| Law Enforcement:_____ | | | |
| Federal Agency:_____ | | | |
| For Canadian Federal Agencies Only: | | | |
| Secure Firearm, Ammunition & Target Storage is Available on Site | | | |
| Private: | | | |
| Non-Profit: | | | |
| Security Screening Completed for CBSA or OGD: | | | |
| Firing Range Availability: | | | |
| Days: | | | |
| Afternoons: | | | |
| Evenings: | | | |
| Seasonal: | | | |

| **Costs** | | |
|---|---|---|
| Rental Costs to the Agency: | | |
| | Daily | |
| | Half-day | |
| | Hourly | |
| Rental Costs to Individuals: | | |
| | Daily | |
| | Half-day | |

| | |
|---|---|
| Hourly | |
| Annual Membership | |

| Firing Range Safety Standards | YES | NO | Remarks |
|---|---|---|---|
| Firing range safety rules and standard operating procedures are posted behind the firing line in a location that is clearly visible to all users: | | | |
| Signs are visible to alert people that they are entering a firing range area: | | | |
| A light and/ or flag system in place indicating the operating status of the firing range (Red= Danger- Range in use; Green= Safe- Range not in use): | | | |
| CBSA approved ammunition may be used on the firing range: | | | |
| Prone shooting is permitted at 12.5 m (reduced target): | | | |
| Prone shooting is permitted at 25 m: | | | |
| Obligation to pick up spent ammunition: | | | |
| If yes to above, bags or buckets are provided: | | | |
| Reduced targets may be used (half size of regular target): | | | |
| Off duty CBSA officers may shoot at paper, human silhouette targets: | | | |
| Off duty CBSA officers may wear their issued duty holsters: | | | |
| Off duty CBSA officers may wear their issued soft body armour: | | | |
| Mandatory training conditions must be met prior to firing range use: | | | |

Please list specific courses: _____

_____

**Firing Range Area**

Length of firing range measured from the firing line to the furthest point at which target stands may be placed or a target retrieval system can be programmed to:

Total number of firing lanes/ positions:

Width of each firing lane/ position in meters:

Space available between the firing line and back wall in meters:

| | YES | NO | Remarks |
|---|---|---|---|
| Firing line(s) is/are parallel to the bullet trap: | | | |
| Firing lanes/ positions are marked to coincide with target holder: | | | |
| A minimum of 2.5 m clearance is available between the baffles and underside and firing range floor: | | | |
| Baffles are designed to sustain impact from 9mm full metal jacket, 9mm hollow point: | | | |
| Space is available for loading magazines away from the firing line: | | | |
| Target stands & holders are available: | | | |
| -If yes, what material are they made of: wood: | | | |
| round bar metal: | | | |
| other (please specify): | | | |

(Flat bar metal target holders normally angled to deflect projectiles into the floor and are not recommended due to CBSA PPC -3 m distance which could cause bullet ricochet at the officer)

| | | | | |
|---|---|---|---|---|
| Barricades are available: | | | | |
| -If yes, what material are they made of: | wood: | | | |
| | metal: | | | |
| | other (please specify): | | | |
| **Indoor Firing Ranges** | | **YES** | **NO** | **Remarks** |
| Target retrieval system is available: | | | | |
| The CBSA PPC can be programmed into the target retrieval system: | | | | |
| Targets can be fired upon 3 meters from the firing line: | | | | |
| Head shots can be fired at 5 meters from the firing line: | | | | |
| Firing range floor is as level as possible: | | | | |
| Firing range floor appears sealed with no exposed cracks: | | | | |
| Bullet trap appears clean and in safe working condition: | | | | |
| Bullet trap is rated to allow 9mm full metal jacket, 9mm hollow point: | | | | |
| If applicable, the bullet trap impact plates appear to be in safe working order without bullet perforation or other damage: | | | | |
| Maintenance schedule provided: | | | | |
| Firing range appears clean and free of debris: | | | | |
| Frequency of firing range cleaning / maintenance schedule available: | | | | |
| **Ventilation/ Noise Control / Lighting** | | | | |
| Air velocity and smoke testing has been completed at this facility: | | | | |
| Date of last test results: | | | | |
| A copy of the test results has been provided: | | | | |
| The supply air is introduced behind the firing line: | | | | |
| The air flow is not turbulent: | | | | |
| Firing range is operated at a negative pressure: | | | | |
| Air quality testing has been completed at this facility: | | | | |
| Date of last test results: | | | | |
| A copy of the test results has been provided: | | | | |
| Supply and exhaust ventilation systems are interlocked: | | | | |
| Firing range ventilation system is separate from the rest of the building: | | | | |
| Firing range uses 100% outside make-up air: | | | | |
| - If no to the above question, monitors and sensors are in place to ensure re-circulated air is filtered properly: | | | | |
| Sound level testing has been completed at this facility: | | | | |
| Date of last test results: | | | | |
| A copy of the test results has been provided: | | | | |
| The firing range area is uniformly illuminated: | | | | |
| Low light or dimmable shooting is available: | | | | |
| An emergency lighting system is in place in case of power failure: | | | | |
| A regular maintenance program is in place: | | | | |
| A copy of maintenance program has been provided: | | | | |
| **Outdoor Firing Ranges** | | **Yes** | **No** | **Remarks** |
| Firing range ground is free from protruding objects: | | | | |
| Targets can be fired upon 3 meters from the firing line: | | | | |
| Head shots can be fired at 5 meters from the firing line: | | | | |
| The height of the back stop is at least 4 meters high: | | | | |

| | | | |
|---|---|---|---|
| The backstop is at least 1 meter thick: | | | |
| Berms run the length of the firing range: | | | |
| Side berms have a thickness of at least 1.5 meters: | | | |
| Side berms have minimum of height of 2.5 meters: | | | |
| What materials make up the core of the back stop: | | | |
| Shooters must pick up their own spent ammunition (brass): | | | |
| Buckets/ bags are provided on site: | | | |
| Shade or shelter is available to take a break from weather conditions: | | | |
| **Amenities** | **YES** | **NO** | **Remarks** |
| Parking is available on-site: | | | |
| Washrooms are available on site: | | | |
| Potable water is available on site: | | | |
| Facilities or a portable wash basin are available for clean up: | | | |
| An area away from the firing line is available for cleaning firearms: | | | |
| **Suitable Duty Firearm Training Activities** | **YES** | **NO** | **Remarks** |
| Annual Recertification | | | |
| Mandatory Practice | | | |
| Off Duty Practice | | | |
| Skills Enhancement Course | | | |
| Others (DFC, Three Year Recertification and Skills Maintenance) | | | |

**Please attach any additional notes, rental contract/arrangements, maintenance/test results, safety and usage rules and/or documents provided by the firing range.

**CBSA BFI or BSI**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Regional OHS Advisor**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Recommendation:** **Approve** ☐ **Do not Approve** ☐

**Manager, Defensive Tactics Training or CBSA Defensive Tactics Coordinator**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Recommendation:** **Approve** ☐ **Do not Approve** ☐

**Director, Defensive Tactics Program Division, Training and Development Directorate**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Recommendation:** **Approve** ☐ **Do not Approve** ☐

# *Appendix D - Approved Firing Range – Status Update Form*

The CBSA Approved Firing Range – Status Update Form is to be completed by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA Course of Fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet site. Ensure the firing range owner continues to consent to the sharing of their business contact information.

The CBSA Approved Firing Range – Status Update Form is to be completed annually to confirm the status of a range already in good standing or to identify changes which may have occurred, which may prohibit the range from continued use by the CBSA and its employees. New photographs are to be taken and provided, with descriptions, to the Defensive Tactics Program Division, of such quantity that a person previously unfamiliar with the area will develop an awareness of the environment.

| **Firing Range General Information** |
|---|
| Business Name: |
| Business Telephone & Fax: |
| Business Address: |
| Firing Range Physical Address (if different than above): |
| Contact Name: |
| Contact Telephone Number: |
| Email Address: |
| Website: |

| **Historical Range Approval Details** | | | |
|---|---|---|---|
| Date of previous CBSA inspection: | | | |
| Date of OHS Sign-off: | | | |
| Date of Training & Development Directorate / Defensive Tactics Coordinator Sign-off: | | | |
| Date of Defensive Tactics Program Director Sign-off and Approval: | | | |
| Customs and Immigration Union advised of indoor range air quality tests (in accordance with Sect 6.6): | Yes | No | N/A |

| **Status Update Details** | | |
|---|---|---|
| Date of Current Update Inspection: | | |
| Is this the first update? Yes No Date of Last Update (if applicable): | | |
| Prior to this inspection, has the undersigned CBSA Official conducting the inspection: | Yes | No |
| a) Reviewed the CBSA Standards on Firing Ranges and original Checklist (Appendix C) for this range?* | | |
| b) Reviewed the most recent Approved Firing Range – Status Update Form (if applicable)? | | |
| Have any shortcomings noted in the previous inspection documents been addressed?** | | |
| Have there been any changes in the following areas which create unsafe conditions: | | |
| a) Firing Range Area? | | |
| b) Issues Specific to Indoor Ranges? | | |
| c) Ventilation/Noise Control/Lighting? | | |
| d) Issues Specific to Outdoor Ranges? | | |
| e) Amenities? | | |
| f) Suitability to Duty Firearm Training Activities?** | | |

****If there is no Appendix C on file, a full inspection must be conducted and the Appendix C completed and submitted to Defensive Tactics Program.***
*****Please attach any additional notes detailing any prohibitive safety and/or usage concerns.***

**CBSA BFI or BSI Inspecting**

Name: _____ Position Title: _____

Signature: _____ Date: _____

# Approved Firing Range – Status Update Form

**Recommendations and approval, if applicable, for the continued use of _____range.**
***Insert range business name***

**Regional OHS Advisor**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Recommendation:** **Approve** ☐ **Do not Approve** ☐

**Manger Defensive Tactics Training or CBSA Defensive Tactics Coordinator**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**Recommendation:** **Approve** ☐ **Do not Approve** ☐

**Manager, Defensive Equipment Management Unit**

Name: _____ Position Title: _____

Signature: _____ Date: _____

**I approve** ☐ **do not approve** ☐ **the continued use of _____ range.**
***Insert range business name***