

## ANNUAL FIREARMS STOCK TAKE PROFORMA

Please check off each item to verify you have completed each task.

FIREARMS			
<input type="checkbox"/>	Attach the SAPOL Firearms Register to this Pro-forma		
<input type="checkbox"/>	List any additional firearms owned by the School/Branch		
Serial Number	Type	Calibre	
<input type="checkbox"/>	All firearms are accounted for.		
<input type="checkbox"/>	All firearms usage logs are accurate and complete.		
<input type="checkbox"/>	The quantity of ammunition held is limited to meeting the reasonable needs of the School/Branch.		
AMMUNITION			
<input type="checkbox"/>	List of Ammunition accounted for (or attach/email a list)		
Lot/Batch	Calibre	Quantity	
<input type="checkbox"/>	All ammunition is accounted for.		
<input type="checkbox"/>	All ammunition usage logs are accurate and complete.		
<b>I verify that all firearms and ammunition is accounted for and that all usage logs are accurate and complete.</b>			
Name of Firearms Officer			
Signature of Firearms Officer		Date	/ /
<b>I have reviewed the annual firearms stock stake pro-forma.</b>			
Name of Head of School/Branch			
Signature of Head of School/Branch		Date	/ /
Name of Associate Director HSW			
Signature of Associate Director HSW		Date	/ /

HSW Handbook	Firearms Safety Management	Effective Date:	25 July 2018	Version 3.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	25 July 2021	Page 1 of 1
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