

## AUTHORISED FIREARMS OFFICER AND USER FORM

An authorised firearms user is any staff member or external experienced shooter who holds a relevant Firearms licence, who is authorised by the Head of School/Branch to use a University owned firearm (Staff) or Non University owned firearm (External experienced shooter) whilst on University related activities. Undergraduate students will not be authorised.

### STAFF MEMBER DETAILS

Staff ID number		Surname	
School/Branch		Given names	
Work contact number		Mobile	

### EXTERNAL SHOOTER DETAILS (Contractors)

Company/Business/ Organisation Name		Surname	
Address		Given names	
Phone No.		Mobile	

### FIREARMS LICENCE DETAILS (Please attach a copy of the licence)

**For a Firearms Officer** only a valid South Australian Firearms Licence may be used which must match the classes and categories for the activities of the School/Branch.

**For other users**, the licence must be valid for the State where the activity is being conducted which must match the classes and categories for the activities to be undertaken.

Firearms Licence No		Classes	
Categories		Expiration	

### PRIVATELY OWNED FIREARMS (For both internal and external users)

Firearms details and Serial Number(s)	
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### AUTHORISATION (by Head of School/Branch)

I hereby authorise the above mentioned as a firearms user within the University of Adelaide to act in the following capacity until the expiration indicated below within the limitations of their firearms licence. I certify that I have sighted their current Firearms Licence and considered the appropriateness of both the categories and classes for which they are licenced.

<input type="checkbox"/> Firearms Officer (Staff only)	<input type="checkbox"/> Deputy Firearms Officer (Staff only)	<input type="checkbox"/> User <input type="checkbox"/> External User	Expiration of authorisation Date        /        /
Name of Head of School/Branch		Signature	Date        /        /

### REVOKING AUTHORISATION (by Head of School/Branch)

**This authorisation is revoked for the following reason(s).**

Name of Head of school/Branch		Signature	Date        /        /
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### INSTRUCTIONS

**User**

- Attach a copy of your current Firearms licence(s) to this form.
- Submit the completed form and a copy of Firearms licence(s) to the Firearms Officer.
- Complete and submit a new form when your licence is renewed to the Firearms Officer.

**Firearms Officer**

- Forward the completed form to the Head of School/Branch for authorisation.
- Following authorisation by the Head of School/Branch, forward a copy (i.e. scanned and sent electronically) to (1) [Director, HSW](#) and (2) Authorised User.
- Add the users name and expiry to the School/Branch Training Plan
- Register the form in the University records management system.

HSW Handbook	Firearms Safety Management	Effective Date:	25 July 2018	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	25 July 2021	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			