

- Session objectives ✓
- The Security Inspection and Firearms Audit process ✓
- The Security Inspection and Firearms Audit and the new form ✓
- Checking the security of a firearms licence holder who ha... ✓
- Checking the security of an endorsement holder ✓
- Legislative requirements for security inspections and fir... ✓
- Summary ✓

Session objectives

The Security Inspection and Firearms Audit process has been reviewed and a new form created to improve the way Police conduct a security inspection for firearms licence applicants / holders and carry out the audit of firearms held under an endorsement.

There is a new security inspection and firearms audit:

- Form to complete
- Guidelines to support the form
- Process that will also support the form and clearly outline the new way of working

In order to meet the obligations of the Arms Act, Arms Regulations, security guidelines, and current practice, this training package will ensure that Auditors have the skills, knowledge and tools to perform the tasks involved in the security inspection and firearms audit.

Note: A security inspection and firearms audit may be carried out by different roles within Police, so for the purposes of this training the role 'Auditor' will be used to identify staff that complete a security inspection and firearms audit.

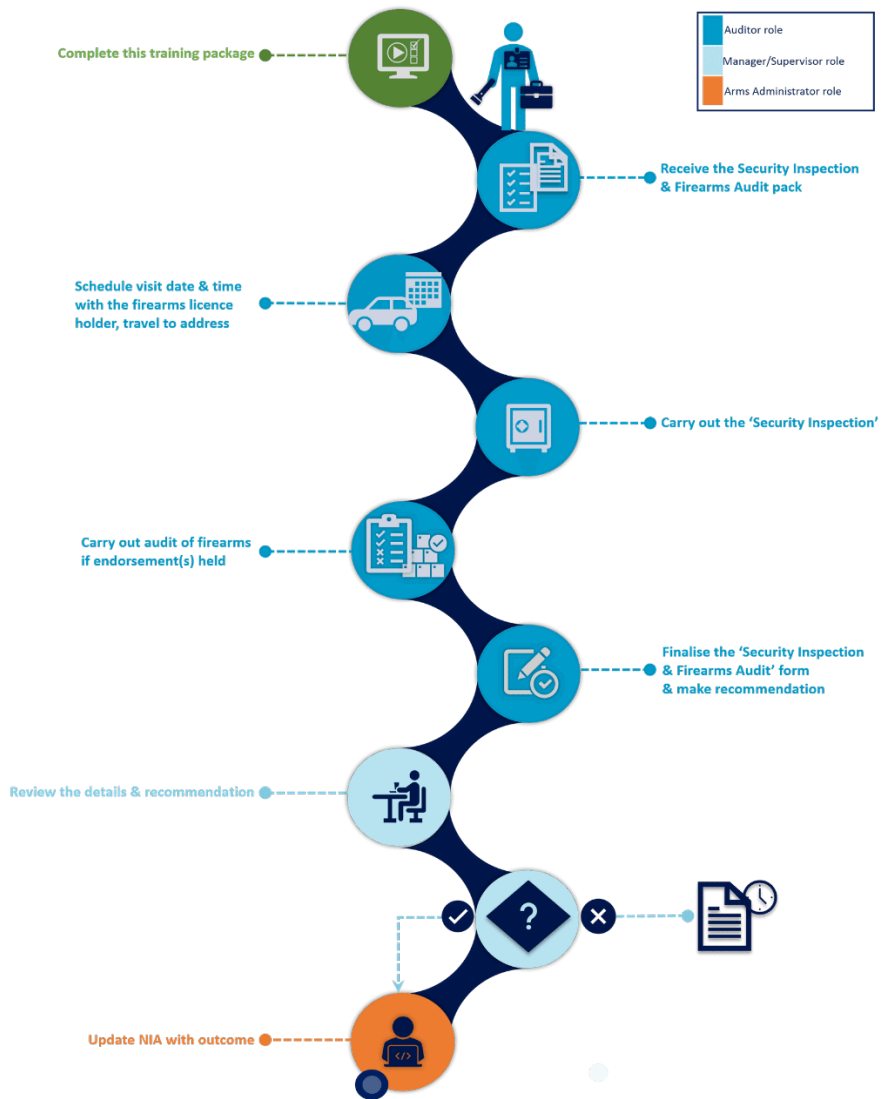
On completion of this session you will be able to explain:

- The changes to the way firearms storage is inspected and reported on
- What good firearms security looks like
- How the security inspection and firearms audit aligns with the Arms Act 1983, and Arms Regulations 1992
- The new 'Security Inspection and Firearms Audit' form, the supporting documentation, and how it is to be completed and signed off
- The new 'Security Inspection and Firearms Audit' process and the changes in the way you will work

The Security Inspection and Firearms Audit process

The security inspection and firearms audit diagram outlines the activities, the sign off requirements, and identifies the major shifts in the process

Note: For the purposes of this training the role 'Auditor' will be used to identify staff that carryout a security inspection and firearms audit.



Let's take a look at the end to end steps that describe each activity that needs to be carried out to complete a security inspection and firearm audit


Step 1


Complete this training package

To ensure that security inspections and firearm audits are carried out consistently across all districts, this training will ensure Auditors have the right skills and tools to complete a security inspection and firearms audit, that:

- meets legislative requirements
- meets the security guidelines
- ensures items requiring an endorsement are correctly recorded against endorsements
- ensures safe storage of firearms for the individual and the public

This training package must be completed and the signed off by the Supervisor before a security inspection and firearms audit will be tasked.





1 2 3 4 5 6 7 8 9

Step 2



Receive the Security Inspection & Firearms Audit pack

The Auditor:
Receive the 'Security Inspection and Firearms Audit Pack' that consists of:

- The new 'Security Inspection and Firearms Audit' form with the details of the firearm licence holder, their name, address and Firearms Licence Number
- 'Security and Firearms Audit Form Guidance': A guidance document that can be referenced during a Security Inspection and Firearms Audit
- If applicable, the 'Firearms held details' for endorsed firearms



1 2 3 4 5 6 7 8 9

Step 3

Schedule visit date & time with the firearms licensee, travel to address



The Auditor:

Schedule a visit with the firearms licence holder
Travels to the address and:

- confirm the purpose of the visit
- show your identification card
- confirm the identity of the firearms licence holder by requesting to sight their firearms licence card

1 2 3 4 5 6 7 8 9

Step 4



Carry out the 'Security Inspection'

The Auditor:

Check that the security, e.g. safe, display cabinets, locks etc. aligns with the Arms Regulations and security guidelines. Complete the relevant section(s) on the 'Security Inspection and Firearms Audit' form.

Note: If a firearms audit is not required, go to 'Section G-Licence holder confirmation' of the form.

Check that security conditions at the address meet the conditions in

[Arms Regulation-Clause 19](#) and also [Arms Regulation -Clause 28](#) if an endorsement holder

1 2 3 4 5 6 7 8 9

[Arms Regulations 1992 \(SR 1992/346\) \(as at 28 July 2023\) 28 Security precautions in relation to pistols, prohibited firearms, prohibited magazines, and restricted weapons – New Zealand Legislation](#)

Step 5

Carry out audit of firearms if endorsement(s) held



The Auditor:

Complete an audit of all endorsed firearms held at the address, verify the following details:

- Type
- Make
- Model
- Serial number
- Aligns to the 'Firearms Held Details' provided

On the 'Security Inspection and Firearms Audit' form fill in **Section F- Firearms audit (for endorsement holders only)**

Note: If not an endorsement holder, then cross a line through this section as it is not required.

Go to '**Section G-Licence holder confirmation**' of the form.

Refer to Arms Act 1983:

- [Section 31A Conditions of endorsements](#) and/or
- [Section 32 Further conditions of endorsements in respect of pistols and restricted weapons](#)
- [Section 33 A-Further conditions of endorsement in respect of prohibited firearm or prohibited magazine](#)
- [Section 66-Occupier of premises or driver of vehicle deemed to be in possession of firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive found therein](#)
- [Section 66A-Loss, theft, or destruction of firearm, etc](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 31A Conditions of endorsements – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 32 Further conditions of endorsements in respect of pistols and restricted weapons – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 33A Further conditions of endorsement in respect of prohibited firearm or prohibited magazine – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 66 Occupier of premises or driver of vehicle deemed to be in possession of firearm, airgun, pistol, imitation firearm, restricted weapon, prohibited magazine, or explosive found therein – New Zealand Legislation](#)

[Arms Act 1983 No 44 \(as at 24 June 2023\), Public Act 66A Loss, theft, or destruction of firearm, etc – New Zealand Legislation](#)

Step 6



Finalise the 'Security Inspection & Firearms Audit' form & make recommendation

The Auditor:

Complete all required sections of the 'Security Inspection and Firearms Audit' form and make a recommendation. Ensure that your recommendation clearly details all areas for improvement. This will enable a Manager / Supervisor to make an informed decision on the outcome. Send back to district.

1 2 3 4 5 6 7 8 9

Step 7

Review form & recommendation



The Manager:

Review the 'Security Inspection and Firearms Audit' form:

Make a decision to:

- 'Approve'
- 'Refuse'
- Consider the appropriate action to be taken to remedy any short-comings

1 2 3 4 5 6 7 8 9

Step 8

Update NIA with outcome

The Arms Administrator:

If the security inspection and firearms audit is 'Approved', then record the outcome of the security inspection and firearms audit in NIA, including:

- The date of visit recorded (on each endorsement in NIA)
- Any concerns to be noted, e.g. serial number entered into NIA incorrectly
- Observations made
- Scan & attach a copy of the security inspection and firearms audit form
- Upload any photos, if applicable

Note: Photos must only be taken on a Police issued device and with the firearms licence holder's permission.

1 2 3 4 5 6 7 8 9

Step 9



The 'Improvement Notice' is a new tool available to Police as of the 24th December 2020. This notice will sit alongside a 'Warning Letter', and can be a step before a 'Suspension with Intention to Revoke'. The purpose of the 'Improvement Notice' is to ensure licence holders comply with the provisions of the Arms Act and the Arms Regulations whilst allowing licence holders to remedy any short-comings within a specified timeframe.

After the 24th December 2020, where Police believe that a firearms licence holder is failing, has failed or is likely to fail to comply with any provision of the Act, regulations or conditions of a firearms licence or endorsement, Police may issue an Improvement notice. The Improvement notice requires the firearms licence holder to remedy the failure or prevent a failure from occurring and states the date by which the firearms licence holder is required to have remedied the failure or prevented the failure from having occurred.

Once an 'Improvement notice' has been issued, after a defined period, a member of Police will carry out a subsequent security inspection and firearms audit to ensure all improvements have been made. If the necessary improvements have not been made Police may consider further interventions.

1 2 3 4 5 6 7 8 9

The Security Inspection and Firearms Audit and the new form

Let's take a look at the new 'Security Inspection and Firearms Audit' form

Click on the markers below on each section of the form to learn more...



Security Inspection and Firearms Audit

FRM 67(S) 08/20

Name of person conducting inspection _____ OID: _____ Date of this inspection

Section A: Licence holder information (details from NIA, and NIA firearms printout attached)

i

Surname

First and middle name(s)

Phone Area code/prefix Number

Email

Firearms licence number Expiry date

Endorsements held

Firearms licence status

Date of last security inspection

Licence sighted Yes No

Visit purpose Regular audit Change of address Other **Describe**

Security location (street or location)

Address Line 1

Address Line 2

Suburb

Town/City

Post code

Section B: Firearms security details

i

Section B-1 – Firearms security provisions

Security Measures (select all that apply) Strong/stout room(s) Cabinet(s) Box(es) Rack(s)/Display(s) Safe(s)

Are keys, combinations, and PINs secured so that children and unauthorised persons cannot access firearms and /or ammunition? Yes No **i**

Vital parts management for all restricted weapons and prohibited firearms is compliant Yes No Not applicable

Comments:

Details of storage location

Security Inspection and Firearms Audit

Name of person conducting inspection _____ Date of this inspection

Section A < >

This section of the form is gathering and/or confirming the held data for the firearms licence holder

Firearms licence number

Firearms status

Section B: Firearms security details

Section B-1 - Firearms security provisions

Security Measures (select all that apply) Strong/stout room(s) Cabinet(s) Box(es) Rack(s)/Display(s) Safe(s)

Are keys, combinations, and PINs secured so that children and unauthorised persons cannot access firearms and /or ammunition? Yes No

Vital parts management for all restricted weapons and prohibited firearms is compliant Yes No Not applicable

Comments

Details of storage location

Security Inspection and Firearms Audit

Name of person conducting inspection _____ QID: _____ Date of this inspection

Section A: Licence holder Information (details from NIA, and NIA firearms printout attached)

i

Surname First and middle name(s)

Phone Area code/prefix Number Email

Firearms licence number Expiry date Endorsements held

Firearms licence status Date of last security inspection

Licence

Visit purpose

Security location (street or location)

Address Line 1

Suburb Post code

Section B: Firearms security details

Security Measures (select all that apply) Strong/stout room(s) Ca

Are keys, combinations, and PINs secured so that children and unauthorised persons cannot access firearms and /or ammunition? Yes No **i**

Vital parts management for all restricted weapons and prohibited firearms is compliant Yes No Not applicable

Comments

Details of storage location

Security Inspection and Firearms Audit

Name of person conducting inspection _____ QID: _____ Date of this inspection

Section A: Licence holder Information (details from NIA, and NIA firearms printout attached)

i

Surname First and middle name(s)

Phone Area code/prefix Number Email

Firearms licence number Expiry date Endorsements held

Firearms licence status Date of last security inspection

Licence sighted Yes No

Visit purpose Regular audit Change of address Other **Describe**

Security location (street or location)

Address Line 1

Suburb

Section B: Firearms security details

Section B-1 - Firearms security provisions

Security Measures (select all that apply) Strong/stout room(s) Ca

Are keys, combinations, and PINs secured so that children and unauthorised persons cannot access firearms and /or ammunition? Yes No **i**

Vital parts management for all restricted weapons and prohibited firearms is compliant Yes No Not applicable

Comments

Details of storage location



Section B-2 – New Zealand Firearms Licence holder security measures (applicable to all licence holders)

Lockable cabinet, container or receptacle of wooden construction 16 mm construction ply OR Materials of similar security rating

Steel Lockable cabinet, container or receptacle at least 3mm steel OR less than 3mm with bracing to provide equivalent strength

Firearms secured in racks Steel Other *Describe*

Securing a single firearm Shielded cable at least 6mm Stainless steel AND Cable retained by at least two 6mm x 75mm eyebolts or screws
 Other *Describe*

Display Cabinet Shielded cable at least 6mm Stainless steel AND Cable retained by at least two 6mm x 75mm eyebolts or screws
 Other *Describe*

For all security measures selected above note if Security measures construction is compliant Yes No
 Locking system is compliant Yes No
 Attachment to building framing is compliant Yes No
 Hidden or partially hidden from view of a casual observer Yes No

Note: compliant includes the requirement that children and unauthorised persons cannot access the licence holders firearms.

Comments

Continued overleaf ...



Section B-2

This section of the form gathers further details for Standard Firearms Security.

Section B-2 (applicable to all licence holders)

Lockable cabinet, container or receptacle of wooden construction 16 mm construction ply OR Materials of similar security rating

Steel Lockable cabinet, container or receptacle at least 3mm steel OR less than 3mm with bracing to provide equivalent strength

Firearms secured in racks Steel Other *Describe*

Securing a single firearm Shielded cable at least 6mm Stainless steel AND Cable retained by at least two 6mm x 75mm eyebolts or screws
 Other *Describe*

Display Cabinet Shielded cable at least 6mm Stainless steel AND Cable retained by at least two 6mm x 75mm eyebolts or screws
 Other *Describe*

For all security measures selected above note if Security measures construction is compliant Yes No
 Locking system is compliant Yes No
 Attachment to building framing is compliant Yes No
 Hidden or partially hidden from view of a casual observer Yes No

Note: compliant includes the requirement that children and unauthorised persons cannot access the licence holders firearms.

Comments

Continued overleaf ...

Section B-2 – New Zealand Firearms Licence holder security measures (applicable to all licence holders)

Lockable cabinet, container or receptacle of wooden construction 16 mm construction ply **OR** Materials of similar security rating

less than 3mm with bracing to provide equivalent strength

Stainless steel **AND** Cable retained by at least two 6mm x 75mm eyebolts or screws

Stainless steel **AND** Cable retained by at least two 6mm x 75mm eyebolts or screws

Locking system is compliant Yes No

Attachment to building framing is compliant Yes No

Hidden or partially hidden from view of a casual observer Yes No

Comments

Note: compliant includes the requirement that children and unauthorised persons cannot access the licence holders firearms.

Continued overleaf ...

Description

These description boxes are provided for a detailed summary of alternative types of security, i.e. bespoke built security.

Continued from front page ...

Section B-3 – Endorsed firearms licence holder security measures

Steel cabinets, containers or receptacles including safes At least 6mm mild steel **OR** Materials certified as being of same security rating or greater

Safe, Cabinet, Box construction is compliant Yes No

Locking system is compliant Yes No

Attachment to building framing is compliant Yes No

Hidden or partially hidden from view of a casual observer Yes No Not applicable

Stout Room - Materials

Room lined with steel mesh, or 16 mm construction ply or product to same or better security rating Yes No

Door(s) – 6mm mild steel or materials of equivalent standard Yes No

Locking mechanism with the strength and security performance of a five lever mortice lock Yes No

Window /skylight – substantial grills equivalent to 19 mm mild steel rod Yes No Not applicable

Stout Room - Room Construction

Type of room construction that has been approved in writing by a member of Police Yes No

Room is in a structurally sound condition and compliant Yes No

All doors, windows, skylights and their hinges, locks and fastenings are compliant and in good condition Yes No

Comments

Continued from front page ...

Section B-3 - Endorsed firearms licence holder security measures

Steel cabinets, containers or receptacles including safes At least 6mm mild steel **OR** Materials certified as being of same security rating or greater

Safe, Cabinet, Box construction is compliant Yes No

Locking system is compliant Yes No

Attachment to building framing is compliant Yes No

Hidden or partially hidden from view of a casual observer Yes No Not applicable

Stout Room - Materials

Room lined with steel mesh, or 16 mm construction ply or product to same or better security rating Yes No

Door(s) - 6mm mild steel or materials of equivalent standard Yes No

Locking mechanism with the strength and security performance of a five lever mortice lock Yes No

Window /skylight - substantial grills equivalent to 19 mm mild steel rod Yes No Not applicable

Stout Room - Room Construction

Type of room construction that has been approved in writing by a member of Police Yes No

Room is in a structurally sound condition and compliant Yes No

All doors, windows, skylights and their hinges, locks and fastenings are compliant and in good condition Yes No

Comments

Section B-3 < >

This section of the form gathers further details for endorsement firearms security.

Section B-3 - Endorsed firearms licence holder security measures

Steel cabinets, containers or receptacles including safes At least 6mm mild steel **OR** Materials certified as being of same security rating or greater

Safe, Cabinet, Box construction is compliant Yes No

Locking system is compliant Yes No

Attachment to building framing is compliant Yes No

Hidden or partially hidden from view of a casual observer Yes No Not applicable

Stout Room - Materials

Room lined with steel mesh, or 16 mm construction ply or product to same or better security rating Yes No

Door(s) - 6mm mild steel or materials of equivalent standard Yes No

Locking mechanism with the strength and security performance of a five lever mortice lock Yes No

Window /skylight - substantial grills equivalent to 19 mm mild steel rod Yes No Not applicable

Stout Room - Room Construction

Type of room construction that has been approved in writing by a member of Police Yes No

Room is in a structurally sound condition and compliant Yes No

All doors, windows, skylights and their hinges, locks and fastenings are compliant and in good condition Yes No

Comments

Comments < >

Comment field provided for further information, if required.

Security monitoring of Strong and Stout rooms or area where firearms are secured	All doors, windows and skylights in the room structure can be secured against unlawful entry	<input type="radio"/> Yes	<input type="radio"/> No	
	Alarm audible and in working order	<input type="radio"/> Yes	<input type="radio"/> No	
	Alarm monitored	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not applicable
	CCTV or similar device installed and in working order	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not applicable
	CCTV monitored	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not applicable

Section C: Ammunition storage

i Is ammunition stored with firearms? Yes No

If yes, are firearms stored so as unable to be discharged e.g. all firearms have trigger locks in place or the ammunition is in a separate well secured locked box (unique key) within the safe? Yes No

If no, describe how and where ammunition is stored. **i**

Section C

This section of the form gathers details of Ammunition Storage - if ammunition is stored with a firearm, then the firearm must be incapable of being discharged, e.g. should an unauthorised person access the firearm, it cannot be used immediately.

Yes No

Yes No

Section C: Ammunition storage

i Is ammunition stored with firearms?

If yes, are firearms stored so as unable to be discharged e.g. all ammunition is in a separate well secured locked box (unique key)

If no, describe how and where ammunition is stored. **i**

Description

Describe the details of where ammunition is stored when separate to the firearm.

Section D: General secure storage comments

Security is Compliant Not compliant

Describe how the firearms secure storage measures are / are not compliant with the Arms Act 1983, Arms regulations 1992 and Guidance. (Including how vital part(s) and ammunition are stored; children and unauthorised persons prevented from accessing firearms and ammunition)

Describe the action(s) recommended to remedy any deficiencies in the firearms secure storage measures.

Secure storage is sufficient for (quantity) firearms held on an endorsement AND / OR hunting and target shooting rifles and shotguns

Is security adequate for the licence holders current number of firearms? Yes No

Have there been any changes to the persons with unrestricted access to the property since last inspection? Yes No

If Yes, list the new people who have been given unrestricted access to the licence holder's property (and note any who no longer have access)

Section D < >

This section of the form allows the Auditor to outline if security is compliant, and if not, improvements to be made. Any changes to the people that have unsupervised access to the home are also noted in this section.

Security is Compliant Not compliant

Describe how the firearms secure storage measures are / are not compliant with the Arms Act 1983, Arms regulations 1992 and Guidance. (Including how vital part(s) and ammunition are stored; children and unauthorised persons prevented from accessing firearms and ammunition)

Describe the action(s) recommended to remedy any deficiencies in the firearms secure storage measures.

Secure storage is sufficient for (quantity) firearms held on an endorsement OR hunting and target shooting rifles and shotguns

Is security adequate for the licence holders current number of firearms? Yes No

Have there been any changes to the persons with unrestricted access to the property since last inspection? Yes No

If Yes, list the new people who have been given unrestricted access to the licence holder's property (and note any who no longer have access)

Section E: General property security



Does the licence holder usually reside at this property? Yes No *If 'No' please describe how this property is used, how often it is occupied, presence of firearms and any additional security measures taken.*

General property condition of the standard dwelling/building/structure. Satisfactory Needs Improvement

Condition of all fittings, fastenings, doors, windows, and skylights (and their coverings) that secure external accesses Satisfactory Needs Improvement

Intruder alarms installed and in working order Yes No

Intruder alarm is monitored Yes No Not applicable

CCTV or similar installed and in working order Yes No Not applicable

CCTV is monitored Yes No Not applicable

Any additional precautions taken in and around the premises to reduce the risk of theft? Yes No Not applicable

If 'Yes' please describe these security measures and any additional security precautions

Comments

Describe any action(s) recommended for improvement to the premises general security

Comments



Section E



This section of the form refers to the general security of the property the auditor is inspecting.

General property condition of the standard dwelling/building/structure. Satisfactory Needs Improvement

Condition of all fittings, fastenings, doors, windows, and skylights (and their coverings) that secure external accesses Satisfactory Needs Improvement

Intruder alarms installed and in working order Yes No

Intruder alarm is monitored Yes No Not applicable

CCTV or similar installed and in working order Yes No Not applicable

CCTV is monitored Yes No Not applicable

Any additional precautions taken in and around the premises to reduce the risk of theft? Yes No Not applicable

If 'Yes' please describe these security measures and any additional security precautions

Comments

Describe any action(s) recommended for improvement to the premises general security

Comments

Section E: General property security

Does the licence holder usually reside at this property? Yes No *If 'No' please describe how this property is used, how often it is occupied; presence of firearms and any additional security measures taken.*

General property condition of the standard dwelling/building/structure. Satisfactory Needs Improvement

Condition of all fittings, fastenings, doors, windows, and skylights (and their coverings) that secure external accesses Satisfactory Needs Improvement

Intruder alarms installed and in working order Yes No

Intruder alarm is monitored Yes No

CCTV or similar installed and in working order Yes No

CCTV is monitored Yes No

Any additional precautions taken in and around the premises to reduce the risk of theft? Yes No

If 'Yes' please describe these security measures and any additional security precautions

Describe any action(s) recommended for improvement to the premises general security

Comments

Describe any additional or bespoke security features.

Section F: Firearms audit (for endorsement holders only)

Nature of firearms audit (Check those that apply) Pistols Restricted weapons Prohibited firearms and magazines

Are all pistols held on a pistol target shooting endorsement accounted for? Yes No

Are all pistols held on collector endorsement(s) accounted for? Yes No

Are all restricted weapons held on collector endorsement(s) accounted for? Yes No

Are all prohibited firearms and prohibited magazines held on a prohibited endorsement accounted for? Yes No

Describe improvements required to address any firearms or arms items record issue (Describe maintenance required to NIA firearms records)

Section F
< >

This section of the form is for the audit of endorsed firearms. There will be a list of firearms held supplied with this document.

Refer to: [Section 31A of the Arms Act](#)

Section F: Firearms audit (for endorsement holders only)

Nature of firearms audit (Check those that apply)

Pistols Restricted weapons Prohibited firearms and magazines

Are all pistols held on a pistol target shooting endorsement accounted for? Yes No

Comments/remediation required

Are all pistols held on collector endorsement(s) accounted for? Yes No

Comments/remediation required

Are all restricted weapons held on collector endorsement(s) accounted for? Yes No

Comments/remediation required

Are all prohibited firearms and prohibited magazines held on a prohibited endorsement accounted for? Yes No

Comments/remediation required

Describe improvements required to address any firearms or arms items record issue (Describe maintenance required to NIA firearms records)

Section F: Firearms audit (for endorsement holders only)
< >

Comment fields provided for notes and / or remedial actions.

Section F: Firearms audit (for endorsement holders only)

Nature of firearms audit (Check those that apply)

Pistols Restricted weapons Prohibited firearms and magazines

Are all pistols held on a pistol target shooting endorsement accounted for? Yes No

Comments/remediation required

Are all pistols held on collector endorsement(s) accounted for? Yes No

Comments/remediation required

Are all restricted weapons held on collector endorsement(s) accounted for? Yes No

Comments/remediation required

Are all prohibited firearms and prohibited magazines held on a prohibited endorsement accounted for? Yes No

Comments/remediation required

Describe improvements required to address any firearms or arms items record issue (Describe maintenance required to NIA firearms records)

Section G: Licence holder confirmation Please read and confirm the following declarations.

Licence holder please read and confirm:

I was present for the security inspection

I was present for the audit of firearms held on endorsement(s) (if applicable).

Security inspection deficiencies were identified to me Yes No If no deficiencies were identified please sign and date; else continue to next points.

I have had the nature of the deficiencies explained to me and what I should do to rectify them so that my security measures meet the standards required pursuant to the Arms Act 1983 and the Arms Regulations 1992.

I accept the identified deficiencies, and will take the following action:

Action(s):

OR

I disagree with the identified deficiencies. My reason(s) is /are:

Reason(s):

Section G

Licence holder please read and confirm:

I was present for the security inspection

I was present for the audit of firearms held on endorsement(s) (if applicable).

Security inspection deficiencies were identified to me Yes No If no deficiencies were identified please sign and date; else continue to next points.

I have had the nature of the deficiencies explained to me and what I should do to rectify them so that my security measures meet the standards required pursuant to the Arms Act 1983 and the Arms Regulations 1992.

I accept the identified deficiencies, and will take the following action:

Action(s):

OR

I disagree with the identified deficiencies. My reason(s) is /are:

Reason(s):

Please read and confirm the following declarations.

Section G

The firearms licence holder is to confirm the information the Auditor has gathered and sign the declaration.

Refer to: [Section 31A of the Arms Act](#)

E

Section H: Police use



Police member of staff please read and complete the following:

- I confirm that I have visited the location of the firearms secure storage, inspected it, audited all endorsed firearms and arms items held by the licence holder and
 - I have made other enquiries as I have considered to be necessary.
 - The firearm licence holder's security is sufficient for the for the licence and endorsement(s) held **OR** is not sufficient for the for the licence and endorsement(s) held;
 - All firearms and arms items held against an endorsement are accounted for **OR** are not accounted for.
 - The firearms licence holder does hold the required endorsement(s) for all firearms **OR** The firearms licence holder does not hold the required endorsement(s).
 - All firearms and arm items were accounted for, **OR** were not accounted for.
- Is action recommended due to failure to comply with licence or endorsement conditions? Yes No

Note that Improvement Notices can only be proposed after 25 December 2020.

Type of action recommended and reason(s).
Identify relevant section(s) of the Arms
Act 1983 or Arms Regulations 1992 for each
deficiency.



Section H: Police use



Police member of staff please read and complete the following:

- I confirm that I have visited the location of the firearms secure storage, ins
- I have made other enquiries as I have considered to be necessary.
- The firearm licence holder's security is sufficient for the for the licence and
- All firearms and arms items held against an endorsement are accounted fo
- The firearms licence holder does hold the required endorsement(s) for all f
- All firearms and arm items were accounted for, **OR** were not accou

Is action recommended due to failure to comply with licence or endorsement c
Note that Improvement Notices can only be proposed after 25 December 20

Type of action recommended and reason(s).
Identify relevant section(s) of the Arms
Act 1983 or Arms Regulations 1992 for each
deficiency.



Section H



This first part of this section is to be completed by the Auditor and should be completed after having left the address. To be signed and dated by the Auditor.

Section H: Police use

Police member of staff please read and complete the following:



- I confirm that I have visited the location of the firearms secure storage, inspected it, audited all endorsed firearms and arms items held by the licence holder and
 - I have made other enquiries as I have considered to be necessary.
 - The firearm licence holder's security is sufficient for the for the licence and endorsement(s) held **OR** is not sufficient for the for the licence and endorsement(s) held;
 - All firearms and arms items held against an endorsement are accounted for **OR** are not accounted for.
 - The firearms licence holder does hold the required endorsement(s) for all firearms **OR** The firearms licence holder does not hold the required endorsement(s).
 - All firearms and arm items were accounted for, **OR** were not accounted for.
- Is action recommended due to failure to comply with licence or endorsement conditions? Yes No

Note that Improvement Notices can only be proposed after 25

Type of action recommended and reason(s). Identify relevant section(s) of the Arms Act 1983 or Arms Regulations 1992 for each deficiency.



Reason(s)



This reason(s) comment box is important and needs to be completed If the security inspection and/or the firearms audit highlights any improvements required to align to legislative requirements.

Full Name Designation QID
Signature Date

Arms Officer or Supervisor please read and complete the following:



- I certify that I have reviewed the form completed by the vetter / member of Police, I am satisfied that the security inspection and audit have been completed following the defined process and to the required level of quality. Yes No
- I approve recommendation made regarding secure storage Yes No
- If applicable, I have reviewed the Improvement Notice recommendation made by the vetter / member of Police and approve **OR** decline the issue of an Improvement notice to the licence holder.

Full name Designation QID
Signature Date

The screenshot shows a portion of a firearms licence form. A white pop-up window titled "Arms Office staff sign off" is overlaid on the form. The pop-up contains the text: "The second part of this section is to be completed by Arms Officer or Supervisor". The form behind the pop-up includes fields for "Full Name" and "Signature" for the Arms Officer or Supervisor. Below these fields, there is a section for the Arms Officer or Supervisor to complete, starting with "Arms Officer or Supervisor please read and complete the following". This section contains several checkboxes and radio buttons for certification and approval. At the bottom of the form, there are fields for "Full name", "Signature", "Designation", "Date" (with sub-fields for DD, MM, YYYY), and "QID".



Lesson 4 of 7

Checking the security of a firearms licence holder who has changed address

Introduction

This section will refresh you on what you need to know when you are checking the security conditions of a firearms licence holder who has changed address.

Planning

When a firearms licence holder has changed address you need to check their security at the new address. Always review the ['Secure storage guidance for firearms'](#) document so you understand your obligations.

Plan your visit by ensuring you have all relevant details about the firearms licence holder, the new address and whether they have endorsed firearms (this check requires different detail). See the next section for this detail.

The video below shows a couple of examples of storage for standard firearms. It is difficult to cover all the storage possibilities that you might see so it is important to understand the principles.

Remember: Access to keys (or combination lock numbers) for any firearm(s) or ammunition storage must be retained in a secure or covert location/manner. To prevent unauthorised access.

What are the rules around storing ammunition?

[Clause 19 of the Arms Regulations 1992](#) states that the holder of a firearms licence shall:

- take reasonable steps to ensure that the ammunition is not stored in such a way that a person who obtains access to the firearm also obtains access to the ammunition or,
- ensure that where the ammunition is stored with the firearms the firearm is not capable of being discharged.



Example of a trigger lock mechanism on a firearm

So, in simplified terms, it is recommended that any firearm and its ammunition are stored separately, or if they are stored together, the firearm is made incapable of firing. There are a couple of ways of doing this:

- by removing a vital part, so that the firearm is not capable of being discharged
- or fitting the firearm with a device which prevents it from being discharged (for example a trigger lock, pictured)

Check with your Arms Manager or Arms Officer so you understand what types of locking devices are available.

[Arms Regulations 1992 \(SR 1992/346\) \(as at 28 July 2023\) 19 Conditions relating to security precautions – New Zealand Legislation](#)

How can ammunition be stored separately?

Interpreting the Arms Regulations 1992, we know that Ammunition must be stored separately from the firearm (except in the circumstances outlined above). Many safes come with a secondary smaller 'safe' (see examples below) that can be used for storing ammunition or parts. If that safe has a separate key, then this meets the requirements for separate storage of the ammunition. The keys for each safe must be stored in different locations.



A safe with a secondary lockable safe for parts or ammunition is acceptable storage for ammunition.



This image shows a safe inside a safe, again with a separate key that is suitable for ammunition storage.

Lesson 4 - Checking the security of a firearms licence holder who has changed address

Lesson 5 of 7

Checking the security of an endorsement holder

Introduction

This section will refresh you on what you need to know when you are checking the security arrangements of a firearms licence holder who has endorsement/s for one or more of restricted weapons, pistols, prohibited magazines, and prohibited firearms.

Planning

When you are inspecting the security of endorsed items, you will also need to audit the firearms held under that endorsement. You will receive a list of the firearms held by the endorsement holder when you collect the security inspection and firearms audit pack.



You will need to record and or validate the serial numbers of the endorsed firearms

Checking for the serial number

Never handle the firearms, ask the owner to show you the serial number of the firearm.

Note: The firearm must be unloaded and pointed in a safe direction at all times. See the below section on safety with firearms.

Safety with Firearms



To keep both yourself and the owner safe, the firearm should be in an unloaded state when handled. The following steps show how to handle firearms safely. The firearm in this image shows the bolt is out of the action, the magazine is removed and a chamber safety flag is inserted.

START >



Step 1

Always point the muzzle in a safe direction

A safe direction means one in which if your firearm discharges without you meaning it to, no one will be injured, and only minor property damage may occur. A safe direction depends on where you are. Remember that bullets can go through walls and ceilings, and can ricochet off hard surfaces.

Make sure that the owner maintains the safe direction throughout the checks.

1 2 3 4 5 6 7 ✓

Step 2

They must keep their finger outside the trigger guard



Rule one of the '[7 rules of firearms safety](#)' states that you treat every firearm as loaded. So the owner must keep their finger outside the trigger guard when handling their firearm as good safety practice.

1 2 3 4 5 6 7 ✓

Step 3

If the firearm has a safety selector, it should be in the 'safe' position



Safety selectors come in a range of types and styles. If you cannot see if the safety selector is on safe, ask the owner to show you.

Note: When in the safe position still adhere to the other safety steps.

1 2 3 4 5 6 7 ✓

Step 4

The magazine should be open or removed



In this image you can see the magazine plate is open, indicating there is no ammunition in the magazine.

1 2 3 4 5 6 7 ✓

Step 5

The action should be open, and the bolt/action locked to the rear



1 2 3 4 5 6 7 ✓

Step 6

Ask the owner to show you the breech/chamber area to allow a visual check that there is no ammunition in the firearm



1 2 3 4 5 6 7 ✓

Step 7

Ideally the owner should have a chamber safety flag inserted in the chamber



Not all owners will use a chamber safety flag, however you can recommend they use one as an easy visual identifier that the firearm is safe, and clear of ammunition.

1 2 3 4 5 6 7 ✓

Summary

Following the simple steps outlined in this process will ensure that both the owner and you as the person auditing the firearms are safe from an unintentional discharge.

Being unsafe with firearms has implications as to whether the owner meets the criteria of 'fit and proper' person. Discuss any issues with the Arms Manager.

START AGAIN



1 2 3 4 5 6 7 ✓

What are the rules for ammunition storage for endorsed firearms?

[Clause 28\(2\) of the Arms Regulations 1992](#) states that the ammunition for the endorsed firearm shall not be kept in the same steel safe/box or cabinet as the firearm.

[Arms Regulations 1992 \(SR 1992/346\) \(as at 28 July 2023\) 28 Security precautions in relation to pistols, prohibited firearms, prohibited magazines, and restricted weapons – New Zealand Legislation](#)

Legislative requirements for security inspections and firearms audits



The purpose of the 'Firearms Security Inspection and Firearms Audit' is to determine whether the firearms licence holder's security:

- is compliant with legislation, and
- is maintained so that children and unauthorised persons do not get access to a firearm and ammunition, and
- that the secure storage is a strong deterrent against burglary.

The firearms licence holder	+
Security checks	+
Frequency of security inspections	+

Below are the links to the **New Zealand Arms Act** and **Arms Regulations** that directly relate to a **Security Inspection and Firearms Audit**

Arms Regulations 1992

To read **Clause 19-Conditions relating to security precautions**, click the blue button

[GO TO ARMS REG 19](#)

Arms Regulations 1992

To read **Clause 28-Security precautions in relation to pistols, prohibited firearms, prohibited magazines, and restricted weapons**, click the blue button

[GO TO ARMS REG 28](#)

Arms Act 1983

To read **Section 31 A-Conditions of endorsements**, click the blue button

[GO TO ARMS ACT](#)