

# Firearms Licensing

Standard Operating Procedure

This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.

## Notice:

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Owning Department: National Firearms and Explosives Licensing, Governance Audit and Assurance, Corporate Services

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## Introduction/purpose

This Standard Operating Procedure (SOP) provides instruction to officers and staff to ensure compliance with relevant firearms legislation and procedures when granting and renewing licences in respect of firearms, shotguns, air weapons and related ammunition.

Guidance in respect of managing explosives enquires can be found on the Firearms and Explosives Licensing section of the intranet Firearms and Explosives Licensing.

This SOP does not include the operational deployment of Police Firearms.

## Legislation

The principal Act relating to firearms licensing is the Firearms Act 1968. However, this Act has been amended considerably and several other pieces of legislation and guidance are held on the Firearms and Explosives Licensing section of the intranet.

## Scheme of Delegated Authority

The Scheme of Delegated Authority can be found on Firearms and Explosives Licensing intranet site. The scheme sets out the terms in which the Chief Constable of the Police Service of Scotland (Police Scotland) delegates responsibility for the discharge of powers and duties of the chief officer of police under the Firearms Acts 1968-1997, the Explosives Regulations 2014 and the Air Weapons and Licensing (Scotland) Act 2015. Whilst the Chief Constable retains responsibility for oversight, governance and accountability for all firearms and explosive licensing decisions, this scheme permits the Chief Constable to delegate authority for specific decision making to certain post holders.

The Scheme of Delegation sets out the details of the authorisation and provides clarity on the role and rank of officers responsible for the grant, revocation, variation and renewal of all certificates in respect of explosives and firearms, shotguns, air weapons and registered firearms dealers controlled and licensed under the above legislation. Local Policing divisions have the autonomy to manage firearms enquiries within their operational structure in accordance with the Scheme of Delegated Authority.

## Roles and responsibilities

The information below highlights organisational roles and responsibilities required to fulfil the administrative functions associated with the delegated statutory authority on behalf of the Chief Constable in terms of the Firearms Act 1968 and the Air Weapon and Licensing (Scotland) Act 2015.

### Role – Firearms Enquiry Officers (FEOs)

#### Responsibility

* Conduct enquiries relating to Firearms, Shotgun and Air Weapon applications and any other enquiries or applications as directed by National Firearms and Explosives Licensing (NFEL).
* Conduct enquiries relating to the Explosives Regulations 2014 in respect of gun powder (see Firearms and Explosives Licensing section of the intranet).
* Liaise with and inspect Rifle and Muzzle Loading Pistol Clubs.
* Liaise with Registered Firearms Dealers (RFD’s) and conduct yearly inspections on their register of transactions.
* Undertake unannounced home visits to check the security of a certificate holder’s firearms and / or shotguns (where it is judged necessary based on specific intelligence, threat or risk of harm).
* Provide advice and assistance to operational officers.
* FEO’s who are qualified as Explosive Licensing Officers (ELO) carry out all enquiries relating to Explosives, including black powder.

### Role – Divisional Single Point of Contact (SPOC)

#### Responsibility

* Provide advice to officers / staff on how to deal with seized firearms and ammunition.
* Carry out enquiry and forward completed Firearms Initial Incident Notification (FIIN) form to NFEL, along with all relevant statements and supporting evidence.
* Provide a dedicated link between NFEL and local policing to ensure the effective management of all local Firearms, Shotguns, Explosives and Air Weapon licensing enquiries.
* Review and comment on all grant and renewal applications and any other enquiries as directed by NFEL.

### Role – National Firearms and Explosives Licensing (NFEL)

#### Responsibility

* With delegated statutory authority on behalf of the Chief Constable in terms of the Firearms Act 1968 and the Air Weapon and Licensing (Scotland) Act 2015, carry out and manage all relevant tasks pertaining to Firearms, Shotguns, Explosives and Air Weapon Licensing.
* Collate, assess~~,~~ and process, reports and documents which relate to Firearms, Explosives and Air Weapon licensing.
* Provide effective communication both verbal and written to members of the public and internal and external stakeholders relating to all NFEL enquiries.

## Service Level Agreement

Applications are processed in accordance with our Service Level Agreement (SLA) below which applies to firearms, shotgun and air weapon certificates.

| **Process** | **Timescale** |
| --- | --- |
| Grant of new certificate | 16 weeks from receipt of application |
| Renewal of an existing certificate | Before the expiry of the current certificate |
| Visitors Permit | 6 weeks |
| All other requests | As received and as soon as reasonably practicable |

Timescales for all applications within this SLA are dependent on there being no errors in the application (such as missing information, a failure to complete the declaration, or making an application at short notice) and there being no issues or concerns with regard to the applicant that require additional enquiry.

## Applications for Firearm, Shotgun and Air Weapon Certificates

The Firearms / Shotgun / Air Weapon Certificate Grant Process is outlined below:

This section has been removed pending an urgent review of this SOP.

## Firearms and Shotgun Certificate Renewals

The process and associated timescales for Firearms and Shotgun Renewals is outlined below:

This section has been removed pending an urgent review of this SOP. For queries relating to this section, please contact

**‘Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002‘**

**Exempted Section 30 (c) - Prejudice to the Effective Conduct of Public Affairs.**

## Air Weapon Certificate Renewals

The process and timescale for renewing Air Weapon Certificates is outlined below:

This section has been removed pending an urgent review of this SOP. For queries relating to this section, please contact

**‘Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002‘**

**Exempted Section 30 (c) - Prejudice to the Effective Conduct of Public Affairs.**

## Applications for Coterminous Certificates

Where an applicant wishes to apply for a Shotgun Certificate and a Firearm Certificate to expire at the same time (coterminous) the applicant must indicate this on Form 201 application for the grant or renewal of a firearm and/or shotgun certificate. A recent photograph of the applicant will also be required. Coterminous can only take place on the grant or renewal of a Firearm Certificate this will enable future enquiries to be dealt with at the same time.

A current Firearm Certificate holder applying for the grant / renewal of a Shotgun Certificate can request that the Shotgun Certificate be issued with the same expiry date as his / her current Firearm Certificate to facilitate a coterminous renewal on the next occasion. However, there is no reduced fee on this occasion.This is referred to as a Shotgun Certificate issued for a Lesser Period.

Applicants applying for an air weapon certificate who hold current certificates for Firearms and / or Shotguns can request their air weapon certificate is aligned. This will allow for certificates to run concurrently and enables all future enquiries to be dealt with at the same time. The appropriate fee should be paid on application.

## Prohibited persons

Under section 21 of the Firearms Act 1968 a person who has been convicted of an offence may be prohibited from possessing firearms. Information can be found within the Home Office Statutory Guidance.

## Referees and verifiers

Applicants for firearm certificates are required to propose two referees. Applicants for shotgun certificates are required to provide one referee. Referees may be of any background, but should meet the following criteria:

1. resident in Great Britain;
2. has known the applicant personally for at least two years. The general expectation is that the referee(s) will have known the applicant for the most recent two years and that they have had a reasonable degree of contact with the applicant during that period;
3. is of good character;
4. is not a member of the applicant’s family; and
5. is not a serving police officer, a police employee, a Police and Crime Commissioner (PCC), a member of staff of a PCC, or a registered firearms dealer.

If the police consider that a referee is unsatisfactory they should invite the applicant to put forward an alternative person (or persons).

Before granting a certificate to a first-time applicant, at least one of the applicant’s referees should be contacted. Referees may be contacted by telephone, email or home visit depending on the risk assessment. As a minimum, the referee should be made aware of the application, so that he or she has the opportunity to inform the police of any concerns. The referee may also be asked about any matter relating to the applicant’s suitability to possess firearms.

On renewal of firearm and shotgun certificates, chief officers may determine whether it is necessary to contact referees

Suitability of referees is contained within Chapter 2 of the Home Office Statutory Guidance.

In the case of an Air Weapon grant or renewal, the application must be verified by an individual who must have known the applicant for at least two years and be of good standing in the community.

Suitability of verifiers is contained within Part 1, Section 4 of the Air Weapon and Licensing (Scotland) Act 2015.

Members of an applicant’s immediate family, Registered Firearms Dealers, serving Police officers and Police employees may not act as referees or verifiers.

## Change of name and / or address

When a certificate holder reports a change of name, NFEL processing department will require this information in writing and the current certificate must be returned.

When a Firearm / Shotgun certificate holder reports a change of address, NFEL processing department will create a change of address enquiry form and allocate to local policing division. An FEO must visit the new address in order to be satisfied that the security level is sufficient.

When an Air Weapon certificate holder changes address, an application for the variation of an Air Weapon Certificate or Permit AWL4 must be completed and the relevant fee paid. NFEL processing department will create a change of address enquiry form and allocate to local policing division. Where assessed as appropriate a home visit may be carried out.

Where a certificate holder is relocating out with Scotland, NFEL will liaise with the applicants new force area. National SHOGUN will be amended to show the certificate granted by Police Scotland is cancelled and that the certificate holder has relocated. Transfer of files will be facilitated by the NFEL processing department.

Where a certificate holder is relocating to Scotland from another UK Police Force area, NFEL processing department will send the GP mandate form to the certificate holder’s new practice. Transfer In Enquiry Report will be sent to division for enquiry once the paperwork has been received by NFEL from the certificate holder’s previous UK force.

## Cancellation of Certificate during Renewal Process

During the renewal process where the holder of a current Firearm, Shotgun and/or Air Weapon certificate notifies the police that they do not wish to renew their certificate, the certificate status of the PID on SHOGUN should be updated by the Divisional SPOC to “Not Renewing”.

The Divisional Firearms Enquiry Officer (FEO) is required to retain the FLER until such time as they receive confirmed notification from the certificate holder of the disposal of all certificated item(s).  Once disposal is complete, the FEO should complete the FLER and return it to the Divisional SPOC for review and comment. The Divisional SPOC should then ensure all paperwork is returned to NFEL.

Upon receipt of the completed FLER, NFEL Processing Centre will update SHOGUN to reflect cancellation of the certificate, weapon disposal and upload all relevant paperwork.

## Variations

Under section 29 (2) of the Firearms Act 1968 if a certificate holder wishes to vary their Firearm Certificate to allow them to legally possess or acquire firearms, ammunition or change a certificate condition they must apply to the Chief Constable if the certificate was issued within Police Scotland. Applicants should complete form 201V to vary a certificate.

In the case of an application for the Variation of a Firearm Certificate, NFEL processing department will determine whether the nature of the variation (change to firearms held) requires local policing enquiry to be carried out.

An Air Weapon Certificate (AWC) holder may also apply to the police to have their certificate varied. Applications must be made using form AWL4 with the appropriate fee payable at the time of application. Current fees can be found on the Police Scotland website.

## Application for visitor permits

Applications for firearm and shotguns visitor permits can be submitted by completing Form 107 enquiries will be conducted by NFEL.

Applications for Air Weapon visitor’s permits can be submitted by completing Form AWL3 enquiries will be sent to local policing division for desktop checks to be completed.

On applying for a visitors permit the applicant must specify the exact dates (if known) during which he / she will be travelling to / from Scotland. Visitor permits may be issued for up to a period of 12 months.

## Refusals and revocations

* The decision to refuse or revoke a certificate can only be taken by a person authorised within the scheme of delegation, and based within NFEL.
* The justification for such a decision will be based on the evaluation of all available evidence and must be of a standard that would be presented on appeal to a Sheriff. If there is any reason to suspect a certificate holder may use firearms for any unlawful purpose, the weapons must be seized by the police pending transfer to an authorised person.
* Once a decision is made the appropriate action will be taken. If revocation is not supported it may be appropriate to take some other form of action, for example a formal written letter.
* Where revocation is supported this will be initiated by sending the standard revocation letter by recorded delivery to the certificate holder. This letter will detail the reasons for the decision being taken and inform the certificate holder of their right to appeal.
* Where the certificate is for air weapon only, the certificate holder must be given notification at least 7 days before the revocation takes effect. The certificate holder is required to surrender their weapons and certificate and must be made aware of the revocation in person or by telephone as soon as possible.

**FIREARM REFUSAL:** Section 27 of the Firearms Act 1968

**SHOTGUN REFUSAL:** Section 28 of the Firearms Act 1968

**AIR WEAPON REFUSAL:** Section 5 of the Air Weapon and Licensing (Scotland) Act 2015

**RFD REFUSAL:** Section 34 of the Firearms Act 1968

Section 45 of the Firearms Act 1968

**FIREARM REVOCATION:** Section 30A of the Firearms Act 1968

**SHOTGUN REVOCATION:** Section 30C of the Firearms Act 1968

**AIR WEAPON REVOCATION:** Section 11 of the Air Weapon and Licensing (Scotland) Act 2015.

7 days’ notice must be given to certificate holder.

**RFD REVOCATION:** Section 38(1) of the Firearms Act 1968

Section 38(6) of the Firearms Act 1968

Section 45(1)(a) of the Firearms Act 1968

### Immediate action

Where immediate action is required to remove weapons and ammunition to prevent any danger to the certificate holder or any other persons, the following options must be considered:

* Request the surrender of the weapons and certificate by the holder, noting full details of all weapons, and storage location within Police Scotland property pending suitability review.
* Common Law powers.
* Consideration under Police and Fire Reform (Scotland) Act 2012 Section 20 (1) statutory duty to protect life and property, prevent and detect crime and maintain order.
* Consideration given to applying to a Sheriff for a warrant under Section 46(b) of the Firearms Act 1968 (reasonable grounds for suspecting there is a danger to the public safety or the peace) a constable or civilian officer may enter premises and seize any firearms or ammunition.
* Consideration given to applying for a warrant to a Sheriff under Section 26 of the Air Weapon and Licensing (Scotland) Act 2105 (reasonable grounds for suspecting there is a danger to the public safety or the peace) a constable or member of police staff may enter premises and seize any air weapon or ammunition.

On no account has any firearm / ammunition to be sent to the NFEL processing centres. Liaise with Divisional Firearms Licencing SPOC for advice.

## Firearms Initial Incident Notification

Form 090-032 Firearms Initial Incident Notification (FIIN) is used to record occasions where any applicant or firearm, shotgun, air weapon certificate holder, registered firearm dealer comes to the adverse attention of the Police. It must be raised by the local policing officer dealing with the enquiry / incident and submitted to local firearms licensing SPOC via their supervisor, prior to the end of shift.

A FIIN must be raised where:

* Any offence is committed involving the use or possession of a licensed firearm, shotgun or air weapon;
* Any accident or incident occurs involving the misuse or suspected misuse of a firearm, shotgun or air weapon by a certificate holder;
* A certificate holder is charged with any offence or has come to the adverse attention of the Police for any other reason which gives rise to assess their suitability to possess firearms.

When a FIIN is raised, the local divisional SPOC must forward this without delay to the relevant NFEL Processing Centre digitally, along with all relevant statements and supporting evidence.

Incidents involving the following must always be forwarded for NFEL review:

* Violence.
* Drugs, alcohol, health.
* Sexual offences.
* Domestic incidents – including stalking.
* Theft / Loss weapons or ammunition.
* Incidents where there is a requirement to seize CH firearms and ammunition.

The following incidents must always be forwarded to NFEL Chief Inspector for review:

* Incidents involving serving police officers or members of police staff.

## Surrender, destruction, theft, loss or found firearms, shotguns, ammunition and air weapons

This section has been partially removed pending an urgent review of this SOP. A link to divisional guidance can be found within Memo PS 022-23

When a person attends at their local police office to surrender weapons or weapons come into the possession of Police Scotland for destruction, Form 090-033 must be completed.

In cases involving the theft or loss of firearms / shotguns or ammunition, full details must be circulated on PNC and recorded on SHOGUN, thereafter NFEL processing department must be notified. A Firearms Initial Incident Notification (FIIN) must be submitted without delay to the NFEL, outlining the circumstances of the theft / loss highlighting any negligence on the part of the certificate holder.

NABIS Guidance provides relevant information for recoveries, thefts or loss of firearms and ballistic material which must be reported to the National Intelligence Bureau by means of NABIS notification form 084-016. The form should be submitted by the divisional enquiry officer.

If a firearm is recovered checks must be made with NFEL as well as PNC. A PNC found report must then be created.

In all circumstances, local procedures must be followed with regard to safe storage and subsequent destruction of surrendered/recovered weapons. It is the responsibility of the officer who initially takes possession of the weapon to adhere to local procedures.

Found firearms or ammunition should be dealt with in accordance with the Lost, Abandoned and Found Divisional Guidance document

## Safe handling and transportation of firearms

Where a firearm or suspected firearm is found or otherwise comes into police possession, only Authorised Firearms Officers (AFO’s), or suitably trained personnel will make safe the weapon in accordance with their training.

Other suitably trained personnel must have completed the Armed Policing ‘Making Weapons Safe’ module and be authorised to make weapons safe on their scope record.

### Labelling

Once made safe a green ‘made safe’ label must be attached to the firearm. If the weapon cannot be made safe then a red label, signed by the seizing officer, must be attached to the firearm. The weapon must then be placed in a ballistic bag, securely stored and not handled further or transferred until made safe by an AFO or suitably trained person**.** Do not attach the label to the trigger guard.

### Transportation of firearms

Transportation of weapons and ammunition is a matter for local policing. All officers should familiarise themselves with the location of ballistic bags within their Division. Seizure and transportation of firearms which have not been made safe at locus should only be carried out using ballistic bags.

Firearms must have the appropriate labelling and care should be taken when transporting firearms in order that the property of a certificate holder is not damaged in transit:

Red Labels(red labels): ‘Weapon Not Safe’ (must be transported in a ballistic bag).

Green Labels (green labels): ‘Weapon Proved Safe’ (can be transported without a ballistic bag).

Under no circumstances is a firearm to be pointed at any person.

Where afirearm is suspected of being involved in a crimeit must be preserved for forensic analysis. Scottish Police Authority (SPA) forensic services must be contacted where there is any doubt.

In all circumstances described below, firearms must be treated as ‘Weapon Not Safe’ until proved safe by trained AFO/Ballistic personnel/other suitably trained personnel: Other suitably trained personnel must have completed the Armed Policing ‘Making Weapons Safe’, module and be authorised to make weapons safe on their Scope record.

Firearms that have not been made safe MUST be placed in ballistic bags.

Firearms that have not been made safe MUST only be transported in a ballistic bag.

#### Process

Receiving firearms or ammunition handed in at police station front counter.

#### Considerations

* Divisions to ensure adequate supplies of ballistic bags and ‘weapon proved safe’ Green labels (green labels)and ‘weapon not safe’ Red labels (red labels).
* All firearms to be treated as loaded/live and handling should be kept to a minimum.
* Front counter staff to prioritise members of the public waiting to hand in firearms or ammunition at police stations. This reduces any risk/perceived danger to the public and secures safe storage at the earliest convenience.
* Member of the public should be asked if the firearm is in a made safe state.
* Front counter staff should invite the member of the public to place firearm in the ballistic bag (where available), thereby reducing handling by staff.
* The firearms and / or ammunition will be stored in a lock fast place until attendance of an AFO who will prove the weapon safe in accordance with their training.
* C3 Incident to be created, Coded AD-05 and tagged for Service Overview (SOV) duty officer (DO) awareness and consideration / direction of AFO attendance to prove the firearm safe.

#### Process

Storage of firearm or ammunition handed in at police station front counter.

#### Considerations

* Police staff and personnel to avoid unnecessary handling of firearms or ammunition.
* Lock fast storage areas to be used and access to them restricted to authorised staff only.
* Police staff and personnel must wash their hands immediately after handling any firearm or ammunition.

#### Process

Clearing of firearm or ammunition handed in at police station front counter.

#### Considerations

* Only trained AFOs will ‘prove safe’ firearms handed in to police stations. They will be notified of the requirement to ‘prove safe’ a firearm by the relevant C3 duty officer for the relevant command area.
* Labelling will be issued by the attending AFO ‘proving safe’ the firearm. The relevant label will be attached to and accompany the firearm at all times.
* No persons other than those authorised and suitably equipped must be present at the time of any firearm being made safe.

#### Process

Transportation of firearm or ammunition handed in at police station front counter.

#### Considerations

* Only firearms with the appropriate labelling attached i.e. Red Labels (red labels) ‘Weapon Not Safe’ (which must be transported in a ballistic bag) or Green Labels (green labels) ‘Weapon Proved Safe’ will be transported.

#### Process

Operational response to spontaneous criminal incident involving a Firearm Certificate Holder.

#### Considerations

* Incident will be created and coded 34by C3. The relevant duty officer, acting as the Initial Tactical Firearms Commander (ITFC), will make a determination as how best to proceed with the seizure before any action is taken or initiated and whether an armed response is necessary or proportionate.
* This ITFC determination will also take into account the type of firearm and intelligence surrounding the informant / address.
* Once seized, only firearms with the appropriate labelling attached i.e. Red Labels (red labels) ‘Weapon Not Safe’ (which must be transported in a ballistic bag) or Green Labels (green labels) ‘Weapon Proved Safe’will be transported.
* Following transportation to the relevant station, the procedure in relation to storage or making weapons safe will apply.
* Under no circumstances are non AFO / Ballistic personnel to attempt to make weapons safe.

#### Process

Pre-Planned operation to attend a Firearms Certificate Holders address in order to seize firearms, ammunition and certificates.

#### Considerations

* Incident will be created and coded 34 by C3. The on-duty or on-call Tactical Firearms Commander (TFC), will make a determination as how best to proceed with the seizure before any action is taken or initiated and whether an armed response is necessary or proportionate.
* Once seized, only firearms with the appropriate labelling attached i.e. Red Labels (red labels) ‘Weapon Not Safe’ (which must be transported in a ballistic bag) or Green Labels (green labels) ‘Weapon Proved Safe’will be transported.
* Following transport to the relevant station, the procedure in relation to storage or making weapons safe will apply.
* Under no circumstances are non AFO / Ballistic personnel to attempt to make weapons safe.

#### Process

Attending an address in order to seize or collect surrendered firearms

#### Considerations

* All efforts should be made by divisional personnel and C3 to have AFO’s or other suitably trained personnel attended the address to make weapons safe.
* Firearms which have not been made safe mustonly be transported in a ballistic bag.
* Only firearms with the appropriate labelling attached i.e. Red Labels (red labels) ‘Weapon Not Safe’ (which must be transported in a ballistic bag) or Green Labels (green labels) ‘Weapon Proved Safe’will be transported.
* Following transport to the relevant station, the procedure in relation to storage or making weapons safe will apply.
* ONLY AFO’s, ballistic personnel or other trained personnel will make weapons safe.

## Schengen Information System

The Schengen Information System (SISII) is a European database created to pass information from one participating state to another in the form of alerts. Article 38 allows member states to circulate lost / stolen property including firearms to other member states in order that if located they can be seized identified and further enquiry carried out.

If it is believed that a lost or stolen firearm will leave the UK it must be added to SISII through the PNC with the default SR (seize and retain code). The EV (seize for evidence / forensic examination code) must not be used unless authorisation is given by an officer of Superintendent Rank.

## Key contacts

For more information please refer to the Firearms and Explosives Licensing Contacts document on the Firearms and Explosives Licensing intranet page.

## Compliance record

EqHIRA completion/review date: 01/06/2023

Information Management Compliant: Yes

Health and Safety Compliant: Yes

## Version control table

| Version | History of amendments | Approval date |
| --- | --- | --- |
| 1.00 | New Addition to Police Scotland Record Set | 27/03/2013 |
| 2.00 | Amendments to Section 22.6 - SHOGUN | 21/01/2015 |
| 3.00 | Amended to include Schengen updates | 07/04/2015 |
| 4.00 | Term FEO removed in relation to weapon safety. Out of date address amended in Appendix ‘G’. Fee table removed from Appendix ‘M’. Air weapon terminology removed and updated with link to legislation | 08/11/2018 |
| 5.00 | Content fully revised and rationalised in line with the new SOP Review Principles. Application and Renewal processes converted to process maps. | 21/10/2020 |
| 6.00 | Rider added to the front page of the SOP to advise of the changes to the way Police Scotland will operate post EU exit on the 31/12/2020. | 31/12/2020 |
| 7.00 | Urgent redactions to several sections (marked to highlight – Section 6, 7, 8, and 13) pending full review of SOP. Some hyperlinks repaired as required. Addition of black text repeat of “red/green labels” which initially appears in text of the relevant colour) | 01/06/2023 |

## Feedback

All Police Scotland service delivery Policies, Standard Operating Procedures (SOPs) and National Guidance are subject to regular reviews. It is important that user feedback is taken into account when documents are reviewed.

If any officer / staff member wishes to provide comment, or make suggestions for improvements to this or any associated document, Force Form 066-014 should be used.