



# Attachment 1

## Procedures for half loading and emptying a rifle

### General

- As a main rule, rifles are to be kept empty as long as possible. This implies that we only half load the rifle if we are in a situation that requires high preparedness in case of a near meeting with a polar bear.
- All rifle handling that involves half-loading or emptying of the rifle must be done by two persons: the rifle handler and a buddy. One person handles the rifle, and the buddy monitors the execution and, if necessary, corrects.
- All critical actions shall be inspected visually and physically by the buddy.
- Half loading and emptying the rifle must always be done with the rifle pointed to a safe direction.
- When transporting the rifle inside Longyearbyen, the bolt must be removed from the rifle.
- These procedures describe half loading and emptying (1) rifles with a fixed magazine and (2) rifles with a detachable magazine.

### Definitions and explanations:

- A safe direction is towards safe terrain (no humans, wildlife, or structures) when on fieldwork or towards the targets at the shooting range.
- Physical inspection means putting one finger into the chamber to check that it is empty.

### Half loading a rifle with fixed magazine:

Rifle handler	Buddy	Remarks
Walk a distance away from the rest of the group.	Buddy follows	Inform the group that you are about to do half load the rifle
Take a kneeling position. Support the stock to your knee. Muzzle pointing up in a safe direction.	Buddy stands behind you.	
Open the magazine by pulling the bolt back to the open position. Inspect that the magazine and chamber are empty respectively. Both visual and physical (with a finger inside the chamber) inspection.	Buddy inspects visually and physically (with a finger inside the chamber).	
Fill the magazine with four rounds.	Buddy observes	Make sure all rounds are placed against the magazine wall. Rifle pointed to a safe direction.
Hold / push the rounds down in the magazine, while leading the bolt forward and over the rounds. Stop the bolt when you have about three fingers width from the bolt head to the chamber.	Buddy observes	Hold the rifle with the left hand around the magazine. With the help of the three middle fingers the rounds are pushed down in the magazine. If you have small fingers, rounds are pushed in the magazine with left thumb

Visually and physically (with a finger inside the chamber) check that no rounds have been pushed from the magazine into the chamber.	Buddy inspects visually and physically (with a finger inside the chamber).	
Place the rifle stock in your shoulder and keep your eyes on the inside of the chamber as you carefully close the bolt completely.	Buddy observes that no round enters the chamber	This part of the half loading must be done <b>slowly</b> to ensure full control.
Point the rifle to a safe direction and pull the trigger.		

#### Emptying a rifle with fixed magazine:

Rifle handler	Buddy	Remarks
Walk a distance away from the rest of the group.	Buddy follows	Inform the group that you are about to empty the rifle
Take a kneeling position. Support the stock to your knee. Muzzle pointing up in a safe direction.	Buddy standing behind you.	
Pull the bolt back to the open position. Loosen the magazine by pressing in the knob in front of the trigger guard	Buddy observes	Make sure the rounds inside the magazine don't fall to the ground / in the snow.
Collect the rounds from the magazine. Count the rounds.	Buddy observes	Rounds are put away.
Inspect that the magazine and chamber are empty respectively. Both visual and physical (with a finger inside the chamber) inspection.	Buddy inspects visually and physically (with a finger inside the chamber).	
<b>If out on fieldwork:</b> Close the bolt, point the rifle to a safe direction and pull the trigger. <b>If entering town:</b> Remove the bolt from the rifle.	Buddy observes	

#### Half loading a rifle with a detachable box magazine:

Rifle handler	Buddy	Remarks
Walk a distance away from the rest of the group.	Buddy follows	Inform the group that you are about to half load the rifle
Take a kneeling position. Support the stock to your knee. Muzzle pointing up in a safe direction.	Buddy standing behind you.	
Pull the bolt back to the open position. Detach the magazine from the rifle. Inspect that the magazine and chamber are empty respectively. Both visual and physical (with a finger inside the chamber) inspection.	Buddy inspects visually and physically (with a finger inside the chamber).	
Place the rifle stock in your shoulder and keep your eye on the inside of the chamber as you carefully close the bolt.	Buddy observes	
Point the rifle to a safe direction and pull the trigger.	Buddy observes	
Fill the magazine with four rounds.	Buddy observes	Make sure all rounds are placed against the magazine wall
Insert the magazine in the rifle.	Buddy observes	

Emptying a rifle **with a detachable box magazine:**

<b>Rifle handler</b>	<b>Buddy</b>	<b>Remarks</b>
Walk a distance away from the rest of the group.	Buddy follows	Inform the group that you are about to half load the rifle
Take a kneeling position. Support the stock to your knee. Muzzle pointing up in a safe direction.	Buddy standing behind you.	
Detach the magazine from the rifle. Pull the bolt back to the open position.	Buddy observes	
Take the rounds out of the magazine.	Buddy observes	Rounds are put away.
Inspect that the magazine and chamber are empty respectively. Both visual and physical (with a finger inside the chamber) inspection.	Buddy inspects visually and physically (with a finger inside the chamber).	
<b>If out on fieldwork:</b> Close the bolt, point the rifle to a safe direction and pull the trigger. Insert the empty magazine in the rifle. <b>If entering town:</b> Remove the bolt from the rifle.	Buddy observes	Magazine can be carried detached from the rifle.