

## Self-Audit - Frequently Asked Questions

### 1. Why am I being asked to audit my firearms?

Section 18 Firearms Act (2015) details the conditions and limitations that firearm licences are subject to. Conditions include conducting an audit to provide information to the Registrar on the licensee's practices with respect to the storage and safe keeping of the firearms in the licensee's possession.

SAPOL is developing a replacement for the Firearms Control System (FCS), which is SAPOL's register of who owns what firearms. In preparation for the new system, the Registrar is writing to licence holders to conduct a self-audit of firearms in the licensee's possession and to provide a declaration that the standard of security in which those firearms are stored is compliant with the Firearms Act.

The self-audit will also verify holdings for integration with the Australian Firearms Information Network (AFIN).

#### **Section 18 – Limitations and conditions of licences**

*(2) A firearms licence is subject to the following conditions:*

- (a) the licensee must, whenever required to do so by the Registrar, provide the Registrar with information relating to –
  - (i) any firearm registered in the licensee's name or in his or her possession; or*
  - (ii) the licensee's use of such a firearm; or*
  - (iii) a matter relevant to whether the licensee is a fit and proper person to hold a licence;**
- (b) the licensee must, in accordance with a written request of the Registrar, conduct an audit of the licensee's practices with respect to the storage and safe keeping of the firearms in the licensee's possession, and report to the Registrar the results of the audit, in the manner and within the time specified by the Registrar.*
- (c) the licensee must allow a police officer to inspect, at any reasonable time, the firearms in the licensee's possession and the licensee's facilities for the storage and safe keeping of the firearms.*

### 2. What happens if I don't comply with the request to conduct a self-audit?

If a licence holder refused to conduct a self-audit then the licence holder would be investigated for breaching a condition of their firearms licence. If the licence holder is found guilty of breaching a condition of their licence then action may be taken against the licence holder.

#### **Section 19 - Breach of conditions by a licence holder**

*A licensee who fails to comply with a condition of the licence is guilty of an offence.*

*Maximum penalty:*

- (a) if the condition relates to a category C, D or H firearm or a prescribed firearm—\$20 000 or imprisonment for 4 years;*
- (b) in any other case—\$10 000 or imprisonment for 2 years.*

### 3. How many licensed firearms owners will be required to conduct the audit?

All firearms licence holders who possess firearms will be required to conduct the self-audit. The notification process will be undertaken in stages.

### 4. When do I conduct my self-audit?

You will need to conduct the self-audit when you receive written notification from Firearms Branch.



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### 5. Can the self-audit form work on any browser?

The self-audit form can be used on any current browser but the form works best on the following browsers:

- Microsoft Edge
- Google Chrome version
- Safari.

### 6. What information do I need to provide in the self-audit?

The following is an example of the mandatory details you will be asked to provide:

- Year of Manufacture
- Type
- Action
- Capacity type
- Magazine capacity
- Cartridge Type
- Chambering
- Category
- Magazine
- Barrel
- Hammer.

### 7. How long will this self-audit process take me?

It will depend on how many firearms you have, and your ability to identify the required information from the firearm, i.e. serial number, make, model, calibre and other essential information. Please allow up to 10 minutes per firearm record.

### 8. How long do I have to conduct the audit?

You will have 28 days from receipt of the request to conduct the self-audit. If you are unable to comply with this timeframe please contact Firearms Branch on telephone 7322 3346 or [Sapol.FirearmsSelfAudit@police.sa.gov.au](mailto:Sapol.FirearmsSelfAudit@police.sa.gov.au)

### 9. How do I record my barrel length for Category H firearms?

Please record the barrel length in millimetres.

### 10. My firearm is not recorded in the dataset - what do I do?

There may be cases where firearms cannot be identified by make, manufacture and model because no markings can be identified on the firearm. If the firearm fits this criteria then further engagement with SAPOL Firearms Branch will be required to identify the firearm by other means.

### 11. I own a number of firearms. What if I can't submit a self-audit of all of my firearms at once?

If you have multiple firearms and are unable to complete self-audit of all firearms at once, you can submit multiple self-audit forms. Every submission will result in an email confirmation receipt providing a list of submitted firearm records.

It is important to note that you need to complete the self-audit before the session expires (it will expire after 120 minutes of inactivity). Forms cannot be saved for later use.

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### 12. How secure is the information that is entered online?

The firearm self-audit information captured by SAPOL will be stored within SAPOL's secure network. The sensitivity surrounding capturing of firearm related information has been at the forefront while designing the form and associated process. Furthermore, there's an audit and reconciliation process to ensure controls are in place for received information.

### 13. What will Firearms Branch do with the information?

SAPOL will verify the information provided in your self-audit. If there are any discrepancies in the records, then Firearms Branch staff will contact you and clarify the information.

This data will then be used by SAPOL to apply the National Firearms Identification Database (NFID) unique identifier to firearm records held on SAPOL's Firearms Control System. This is an important step in the integration of the SAPOL's system with the Australian Crime and Intelligence Commission's Australian Firearms Information Network (AFIN).

### 14. What do I do if I have issues or difficulties accessing the online form?

Please contact Firearms Branch on telephone 7322 3346 or [Sapol.FirearmsSelfAudit@police.sa.gov.au](mailto:Sapol.FirearmsSelfAudit@police.sa.gov.au)

### 15. How does the self-audit relate to Operation Secure?

This self-audit is about preparing data for transfer to a new system and to integrate with AFIN. It is separate from Operation Secure, the long-running and ongoing audit program in which police officers visit firearms owners without prior notice to ensure they are compliant with their requirements under the Firearms Act.