**Radio Program Review - Radio Technician**

**Checklist #2**

| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the Radio Program Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 2,5,7,9 | Documents listed |
| 4,6,9 | Documentation of training |
| 1 | Radio frequency authorization and/or memorandum of understanding documentation |
| 3,8 | [*MS-1291, Radio Frequency Authorization Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1291%20-%20Frequency%20Authorizations.url?csf=1&web=1)*;* [*1292, Radio Communications Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1292%20-%20Radio%20Communications%20Manual.url?csf=1&web=1)*,* [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book)*;* [*H-1291-1, Radio Communications Tower Climbing Handbook*](https://doimspp.sharepoint.com/%3Ab%3A/r/sites/blm-nrob/companyblog_handbooks/H-1291-1-Frequency%20Authorizations.pdf?csf=1&web=1)*;* [*H-1112-1, Safety and Health Management*](https://doimspp.sharepoint.com/%3Ab%3A/r/sites/blm-nrob/companyblog_handbooks/H-1292-1-Communications%20Tower%20Climbing%20Program.pdf?csf=1&web=1)  |

**RADIO TECHNICIAN**

Objective: To determine if Radio Tech provides service/support required for field-going employees.

**Key Code: Y= Yes N= No NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Radio Frequency Authorizations (RFAs).*[MS-1291, para. 1.6, Radio Frequency Authorization Manual]* |  |  |
|  | 1. Current RFAs are approved for all agency-managed frequencies in use.
 | Choose an item. |       |
|  | 1. RFAs are posted at fixed radio transmitter site(s) or are available.
 | Choose an item. |       |
|  | 1. RFA coordinates are accurate and posted on SharePoint site.
 | Choose an item. |       |
| 2 | A tower climbing protection program is in place and implemented.*[MS-1292, para. 1.4, Radio Communications Manual; H-1292-1, para. 1.5, Radio Communications Tower Climbing Handbook]* |  |       |
|  | 1. Tower climber appointment letter from direct supervisor is current, correct, and complete for the fiscal year.
 | Choose an item. |       |
|  | 1. Risk management documents are approved and on a SharePoint site. (e.g. State SharePoint)
 | Choose an item. |       |
|  | 1. Completed tower work safety meeting checklists provided to Communication Tower Climbing Coordinator within seven calendar days.
 | Choose an item. |       |
| 3 | Occupational equipment and workspace.*[MS-1292 para. 2.5, Radio Communications Manual]* |  |  |
| a. Vehicle capabilities ensure radio technicians can safely access remote radio sites to perform required work. | Choose an item. |       |
| b. Personal protective equipment (PPE) is provided to radio technicians. | Choose an item. |       |
| c. Specialized radio tools and test equipment is provided to radio technicians. | Choose an item. |       |
| d. Test, measuring, and diagnostic equipment is calibrated and within LCR. | Choose an item. |       |
| e. Technician has a workspace where work on radios and equipment can be accomplished free of hazards and risk mitigation is in place.*[H-1112-1]* | Choose an item. |       |
| 4 | Employee(s) mandatory training.[*RB Ch 2, Ch 7; H-1112-1; MS1292 para. 7.2, Radio Communications Manual]* |  |  |
| 1. Technician understands work/rest requirements.
 | Choose an item. |       |
| 1. Defensive driving training (if applicable) has been completed within three years.
 | Choose an item. |       |
| 1. Technician understands driver duty limitations.
 | Choose an item. |       |
| 1. CPR/First Aid training has been completed every three years. (Field-going personnel only)
 | Choose an item. |       |
| 1. Technician has had bloodborne pathogens training at least once.
 | Choose an item. |       |
| 1. Technician understands the Risk Management Process.
 | Choose an item. |       |
| 1. Occupational radio frequency (RF) hazard (annual refresher) training has been completed.
 | Choose an item. |       |
| 5 | Radio user training and user guides are provided to District/Field Office field-going personnel.*[MS-1292 para. 8.1, Radio Communications Manual]* | Choose an item. |       |
| 6 | Documentation of driver training for regular drivers of specialized vehicles (ATV/UTV, snowmobile, snowcat, etc.) is complete and up to date.*[RB Ch 2]* | Choose an item. |       |
| 7 | Repeater location maps and channel/frequency plans are available and/or provided to field-going employees.*[MS-1292 para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 8 | A help desk system is used for communication equipment/system maintenance management.*[MS-1292 para. 2.7, Radio Communications Manual]* | Choose an item. |       |
| 9 | Preventative maintenance for all radio equipment/system(s) are in place and/or performed.*[MS-1292 para. 1.4 O, Radio Communications Manual]* |  |  |
|  | a. Maintenance performed is documented, archived appropriately, and accessible. | Choose an item. |       |
|  | b. Plan includes portable radios. | Choose an item. |       |
|  | c. Plan includes mobile radios. | Choose an item. |       |
|  | d. Plan includes fixed radios (repeaters, base stations, etc.). | Choose an item. |       |
| 10 | Radio Technicians are provided occupational training:*[MS-1292 para. 8.3, Radio Communications Manual]* |  |  |
| 1. Mobiles/handhelds
 | Choose an item. |       |
| 1. Repeaters/base stations
 | Choose an item. |       |
| 1. Dispatch consoles
 | Choose an item. |       |
| 1. SAT RADS
 | Choose an item. |       |
| 1. Test, measuring, and diagnostic equipment (TMDE)
 | Choose an item. |       |
| 1. Radio Frequency Safety Awareness
 | Choose an item. |       |
| 11 | General comments from the Radio Technician on the state of their portion of the Radio Program: |  |  |