

RADIO — ADMINISTRATION
MOBILE RADIO
LOG RECORD — FORM E-3601

1. GENERAL

1.01 This section covers the description and use of Form E-3601 "Plant Radio Log Record - General Mobile Service." This form provides means for maintaining that part of the radio log record for which the Plant Department is responsible and includes the information required by the Federal Communications Commission. The form is arranged for use either at the control terminal or at the transmitter location. Space is also provided for showing operation of the test transmitter associated with the channel.

1.02 A separate form should be used for each radio channel either urban or highway at an office each day. If a highway channel has two or more land station transmitters controlled from the same office a separate form should be used for each such transmitter. If sufficient space is not available on one sheet for entries for a single day additional sheets numbered in sequence should be used.

1.03 Abbreviations and codes may be used in the log if a compilation of these and an explanation of them is kept with the log forms, both with the current sheets and in the binder used for permanent filing. The log records shall be retained for a period of at least one year and in certain cases must be retained for longer periods of time as covered by the Federal Communications Commission Rules and Regulations.

1.04 An accurate log record of the radio activities of the radiotelephone control office is required to be maintained for each radiotelephone circuit. It shall be kept in accordance with the Rules and Regulations of the Federal Communications Commission currently in effect. The general requirements to meet current Rules and Regulations and the detailed information to be recorded are covered in Part 2 of this section.

1.05 Each log shall be kept by the person or persons competent to do so, having actual knowledge of the facts required, who shall sign the log when starting duty and again when going off duty. The logs shall be made available upon request by an authorized representative of the Commission.

1.06 No log or portion thereof shall be erased, obliterated, or willfully destroyed within the period of retention provided by the rules of the Federal Communications Commission. Any necessary correction may be made only by the

person originating the entry who shall strike out the erroneous portion, initial the correction made, and indicate the date of correction.

1.07 Rough logs may be transcribed into condensed form if this appears necessary for some reason, but in such cases the original log or memoranda and all portions thereof shall be preserved and made part of the complete log.

1.08 In order that the requirements of the Federal Communications Commission may be met, it is necessary that log records show, among other things, the hours of operation for each frequency licensed for use. This information will be in the Traffic Department records for all use of the circuit except for any testing which may be done from the control terminal. Entries shall be made in the Plant log record to cover all periods of operation and testing from the control terminal. All periods of operation of the test transmitter shall also be recorded.

1.09 The station identification announcements in connection with regular traffic operation of the service will be made by the Traffic Department. Such announcements for all transmission on the test transmitter and for all test transmissions over the main land station transmitter must be made by the Plant technical operator.

1.10 The station identification announcements must be made at the end of each transmission and at least once every fifteen minutes during an exchange of communications. For both the main land station transmitter and the test transmitter this announcement should consist of the assigned station call letters and the name of the city. When the test involves a mobile unit, the mobile unit shall also announce itself. The mobile unit will generally use its locally assigned call number (mobile telephone number) to identify itself.

1.11 In preparing the form use care to assure that the proper Mobile Station, Test Transmitter, and Land Station Transmitter call letters and frequencies on a channel are associated with each other.

1.12 Completed forms should be filed chronologically for each channel.

2. DESCRIPTION AND PREPARATION OF FORM E-3601

2.01 This form is a letter size sheet punched at the top for use on Repair Service Writing Board No. 1 or No. 2 and is punched in

SECTION 400-200-010

the left-hand margin for binding in any standard two ring binder. It is printed on one side in black ink on white paper. A sample of the form is attached. Spaces are provided for recording the following information.

2.02 Telephone Company Mobile Stations. The columns to the right of this item are provided for entering the call letters of the Telephone Company owned mobile stations on this channel and the frequency to which they are assigned in megacycles.

2.03 Test Transmitter. Enter in the call letter column the call letters assigned to the test transmitter. The frequency is the same as that of the mobile stations and is covered by the entry made for those stations.

2.04 Land Station. Enter in the proper columns the call letters of the land station and the frequency of the station in megacycles.

2.05 Office. Enter the name of the office preparing the log record. Cross out either Control Point or Transmitter whichever does not apply. When this form is used by the Control Point it will not be necessary to indicate in addition the location of the land transmitter as the station call letters will adequately identify the station.

2.06 Class of Service. Indicate in this space whether this is an urban or highway channel.

2.07 Date. Enter the date covered by this log sheet. When this form is used at the transmitter location, if it is desired to use one sheet for several days, enter all dates covered. In the body of the form use one line at start of each days entries to show the date.

2.08 Sheet No. - No. Of Sheets This Date. When more than one sheet is required for a day this space is provided to serially number the sheets. When desired the total number of sheets for the day can be entered in the appropriate space on the first sheet.

2.09 Operation Of Test Transmitter To Check Receivers. Operation of the test transmitter must be recorded. As it is expected that practically all such operation will be in connection with routine checks of the various receivers the entries in this space should furnish most of the desired data. Eight columns are provided as this is the maximum number of receivers that can be operated with the present G type control terminal. Use the first line to indicate the receiver by location or number. On the second line enter the time the test is made for each receiver. The last line is provided to indicate whether or not receiver operation is satisfactory. When receiver operation is not satisfactory, entries regarding corrective action taken and use of the test

transmitter in making further checks can be entered in the Action Taken and Remarks portion of the log below. Enter the signature of the tester on the appropriate line.

2.10 Time. Enter in this column the time for each entry made in the Action Taken and Remarks column. All time entries should be in current local time unless otherwise indicated on the log sheet.

2.11 Action Taken and Remarks - Information To Be Included When Used at the Control Point. Enter in this column, opposite the time he comes on duty, the signature of the radio operator currently on duty and responsible for the radio service and the words "on duty" or other similar phrase. When the operator goes off duty, a similar entry and signature shall appear in the log. Enter any pertinent information regarding transmitter or other troubles, operation of the transmitter, calls for assistance from the Traffic operator, circuit conditions such as noise and atmospheric disturbance observed, volume difficulties, interference observed, etc., and any other information that may be of assistance in determining grade of circuit, quality of service, etc. Where tower lights are required, record the time tower lights are turned on and off, time inspection of any tower lights is made, results of inspection, notification to Civil Aeronautics Administration of failures in lighting and restoration of lighting, details of such failures, and record of routine inspection of lighting. If desired all or part of these entries can be made in the log at the transmitter.

2.12 Action Taken and Remarks - Information To Be Included When Used at the Transmitter. Enter in this column any information on radio activities which are not included in the log at the control point. This space may also be used to record readings of meters associated with the transmitter, tube replacements made and shall include information on all transmitter adjustments made and any other information that may be specifically required by the Federal Communications Commission currently for stations of this class. Also enter information regarding frequency checks on the transmitter. These frequency checks should be made at least every six months on routine maintenance or other scheduled visits to the transmitter. Show the actual frequency as measured or the measured variation from the assigned frequency and indicate whether plus or minus. Record the type and serial number of the measuring instrument used. Include any information regarding tower lights that is not recorded in the log at the Control Point.

2.13 Signature of Other Operator Taking Action. When any of the above entries are made by an operator other than an operator who has signed the log as being "on duty" the signature of this operator shall appear in this column opposite all entries for which he is responsible.

