Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portable Radio Use Checklist**

Directions – Demonstrate the proper method of using a portable radio during routine and emergency traffic. You will begin on my instruction to start. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

|  |  |
| --- | --- |
| **Performance Objectives** | **2 Pts. each** |
| Rotate the radio selector knob to the assigned channel  |  |
| Monitor radio traffic until the air traffic is clear |  |
| Hold the microphone in the transmit position 1-2 inches from the mouth at a 45 degree angle |  |
| Depress the “push to talk” button for 2 seconds prior to transmitting, speak into the microphone, and transmit your message using department codes and Standard Operating Procedures (SOPs)  |  |
| After transmitting the message using department codes and SOPs, keep the “push to talk” button depressed to avoid message clipping |  |
| **Total points possible – 10** |  |

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| --- | --- | --- | --- |
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| **Instructor’s Signature** | **Date** |  |  |