

Chief Operator's Log

Week of _____

	RWTr	RWTs	RMTr	RMTs	Tower Lights	Transmitter	init
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Errors or problems _____ Remedies _____

Date _____ Sign _____

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For the RWTr and RMTr we simply put the monitor # and time in the slot on the day the test was received. For RWTs and RMTs we merely put the time the test was sent.

The day person takes remote meter readings and confirms that the tower lighting was working the previous night, and then initials the day on the log.

The chief operator on a weekly basis copies the EAS info from the tape or from the buffer on the EAS unit, and then makes a note of any errors or mistakes, whether they be ours or a monitored station's. The chief operator also makes notes of the corrections or communications, and then signs the log. Be very honest and log all the errors and problems. Be sure to call the FAA for any lighting outages and record the T# and record the date the bulbs were changed and the FAA T# canceled. The time limit is 15 days and if you need more time (because your tower guy is in Uzbekistan), call the FAA with the same T# and obtain an extension. Do not go past 15 days, you WILL hear from the FCC and they won't be happy.

Punch these forms with a three hole punch and place them in a binder along with a copy of the State Plan (if one really exists) and a schedule of the planned RMT's. That will prevent your ops from doing an RWT during an RMT week. Also, keep an info sheet of your tower which includes the Tower #, the latitude, longitude, height above average terrain, AMSL, and the FAA operational center in your area.

When the FCC comes out for a friendly visit, hand him this log and a current copy of the EAS handbook.

Rick Varnum
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