



Description

This module covers all the elements of log keeping

Duration

30 minutes of instruction and 10 minutes of assessment per trainee

To Enrol

Contact your Region Coordinator

Syllabus

- Why keep Logs
 - For your protection
 - Often necessary for the customer
 - Required by law
- Personal & Station Logs
 - Station Logs:
 - are to be kept when operating a designated WICEN or other agency's station
 - are to be continuous despite any operator changes
 - may be on another agency's log sheet form
 - are to be returned to the Commander at the conclusion of the event/activation (WICEN log sheets only)
 - Personal Logs:
 - are to be kept while engaged on WICEN activities but not operating a designated WICEN or other agency's station
 - are to be retained by the operator
- What to Log
 - Station Opening & Closing
 - All formal messages
 - Temporary closures & re-openings
 - Change of frequency
 - Instructions from Net Control
 - Requests for information
 - Anything you think may be referred to at a later date
 - Changing to/from maintaining a personal/station log
 - Use your discretion

- Keeping the Log
 - Headers
 - Fill in the name of the Event/Exercise/Activation in the Event: field.
 - Fill in the Date: field
 - Put your callsign if licensed or name if not at the Operator: position
 - Number each sheet in the Sheet field
 - Body
 - Always fill in the Time column using 24 hour notation
 - Always fill in the From and To columns with station callsigns
 - Fill in the WICEN Serial column for formal messages
 - Describe the event being logged in the Record of Signals column.
 - For formal messages you could put who the message was from and to in the Record of Signals column
- Returning the Station Log
 - On each sheet, fill in the total number of sheets in the 'of' field.
 - Make sure all header information is completed.
 - Make sure all events are logged in chronological order.
 - Return the Log to the Event Commander or their delegate.

Assessment

Keep a log of a minimum of ten entries including joining and leaving a net, formal and informal traffic, a radio check, and temporarily leaving and returning to the net

Pass :A maximum of one error carrying out the assessment tasks

Resources

Instruction Material

- Log Keeping Slide Show at
<http://www.vic.wicen.org.au/wp-content/uploads/2011/05/LogKeepingSlides.pdf>

Additional Resources

- WICEN TAS Radio Procedures at
http://www.vic.wicen.org.au/wp-content/uploads/2011/05/Wicen-TAS-Radio_Procedures.pdf
- Emergency Management Australia manual 38 – Communication at
<http://www.vic.wicen.org.au/wp-content/uploads/2011/05/Manual38-Communications.pdf>
- 1994 WICEN (Vic.) Inc. Background Procedures & Techniques Manual (superseded) at
http://www.vic.wicen.org.au/wp-content/uploads/2011/05/VK3KBA_ops_man.pdf