

WICEN (Vic.) Inc. Accreditation Log Keeping Training



Log Keeping

- ☞ **For your protection**
- ☞ **Often necessary for the customer**
- ☞ **Required by law**

Personal & Station Logs

Station Logs are:

- 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 & Station Logs

Personal Logs are:

- to be kept while engaged on WICEN activities but not operating a designated WICEN or other agency's station
- 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

Keeping the Log (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 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.