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Radio Procedure Guide V1 09.5

- **Concise** - keep it short.
- **Accuracy** - be sure to pass all the information correctly.
- **Relevancy**: pass only the information required by the person to whom you are talking, do not pad out the message with unnecessary data or waffle.
- **Objective**: keep in mind what the intention or purpose of the message is, when you compose it.
- **Timely** - pass the message when it is needed.

To send a message use the following routine:

- **COMPOSE** your message in your head or if necessary write it down, and if time permits, rehearse it.
- **RELAX**, take a deep breath, listen to the channel, so you're not in a panic, nor are you trying to talk over someone else who is already on air.
- **ACTIVATE** the Push To Talk Button (PTT) on your radio, carefully and positively.
- **PAUSE** for one second before you talk. A common fault with excited or new operators is to talk as they begin to push the PTT button, which results in the first few words of your message being *chopped off* and not transmitted, requiring the other station to request that you repeat it.
- **SPEAK** slowly, clearly, with pauses and do not shout, so you can be easily understood.
- **"HAIL"**: hail the station or stations you want, "HELLO", followed with a singular CALL SIGN. Then identify yourself with the Prowords "THIS IS" and your CALL SIGN.
- **END**; end the message with over, the receiving station should either answer the question or acknowledge receipt of the message with a ROGER OUT.

See Call Signs and Codes for Bowness if working in Bowness:

Channel

Call Sign

Training TBT Programme

Tactical Security Options Ltd is a responsible employer and we take our obligations to our staff very seriously. This is why we have set out this toolbox talk for the above subject. Please ensure you read and understand this TBT, any questions ask your line manager and put it in writing by the use of email to alan@tacticalsecurityoptions.co.uk and cc the email to the following members of management.

dave@tacticalsecurityoptions.co.uk and stacey@tacticalsecurityoptions.co.uk

Once you have read and understood the TBT, Please sign and date and return to

dave@tacticalsecurityoptions.co.uk if you do not sign it, we will think you have agreed by it, and confirm automatically that you agree. If you don't agree, you have seven working days in writing to contact TSO.

I/we confirm I/we have read and understand this TBT sop, and will agree to follow these instructions until told otherwise by the management of TSO in writing.

Declaration by Employee and Employer

I certify that I agree with the above TBT.

I certify that the above information will assist me in my role, and I will carry out unless informed otherwise by a member of the management from TSO.

I acknowledge that if I do not carry out or follow these instructions within my role, it may result in disciplinary action being taken against me. I give my employer permission to verify the above information.

Signed:.....(employee) Date:.....

Acknowledged:  (For Employer) Date 29.11.23