

## RADIO FACILITY INSPECTION PROCEDURE

### VIRTUAL INSPECTION

This is a step-by-step procedure for performing an Auxiliary radio facility inspection either in person when permitted or virtually while COVID restrictions are in place. This procedure covers only the administrative process of creating an ANSC 7004 form and entering information into AUXDATA II. A separate document covers the procedures for conducting a virtual inspection and submitting the results.

1. Facility owner determines a new inspection, reinspection or change inspection is required.
2. Facility owner downloads the new ANSC 7004 Offer of Radio Facility Use and Inspection dated 01-21.

[http://forms.cgaux.org/archive/7004\\_Rev\\_8\\_protected.pdf](http://forms.cgaux.org/archive/7004_Rev_8_protected.pdf)

3. Facility owner completes the homework – views the inspection procedure video created by the DSO-IS and reads all the information on page 2 of the 7004 form.

<https://youtu.be/d1FfTba9D7E>

4. Facility owner logs into AUXDATA II and obtains required information.

Log into AUXDATA II.

On the opening dashboard page, click on MEMBERS.

In the SEARCH box enter your last name and press enter.

In the list of names, scroll down to find your name and click on it.

On your member page, click on RELATED.

Scroll down to Competencies, find your TCO PQS completion date and make a note of it. If you don't see it click on the View All link to expand the list. NOTE: If you have not completed the TCO PQS, but did complete the AUXCOM course prior to August 1, 2008 note the AUXCOM completion date found on your Member Tasks record.

Scroll down to Facility Ownership, find your radio facility ID and make a note of it.

You now have the information you need to create the 7004 form

5. Facility owner contacts a qualified Radio Facility Inspector, requests help in conducting an inspection and they agree on a proposed date. Qualified Radio Facility Inspectors include currently-appointed Communications Staff Officers at any level – flotilla through National – who have completed the TCO-PQS *and* who are or have been owners and operators of approved radio facilities. Inspectors of HF facilities must be current or past owners of approved HF radio facilities.

6. Facility owner fills out the 7004 form with all information in sections I and II, saves it and attaches it to an email to the inspector for review. Note: Both the owner and the inspector must enter their respective TCO PQS or AUXCOM completion date.

7. The facility owner and inspector review and agree that the information in section II of the 7004 form is correct and complete (legal radios, proper frequencies and power output, lat/long, etc.).

8. The owner now enters the information into the existing facility record (F-xxxxx) in AUXDATA II or if this is the first inspection of a new facility creates a new facility record. NOTE: Once an inspection is approved by DIRAUX and the facility is in operational status, no information in the facility record can be changed, updated or revised. The record is locked. If the facility has not yet been approved by DIRAUX and made operational, or the previous inspection has expired and the facility is in non-operational status, the facility record is unlocked and can be updated or modified.

9. After all information is entered on the facility page and reviewed by the inspector, the owner clicks on the NEW button in the Facility Inspections block on the right side. That will generate a new Facility Inspection record (FI-xxxxx).

10. The owner enters the requested inspection date, the inspector's name and the DIRAUX approver (Robert F. Devoy) and saves the record and clicks SUBMIT. The inspector now receives an email from AUXDATA informing him of the requested inspection.

11. The owner and the inspector now begin the virtual inspection process by taking photos, videos or video conferencing recordings including over-the-air radio checks following the procedures in the published virtual inspection guide.

12. When the inspector is satisfied that the facility meets all requirements for approval, he fills in section III of the 7004 form, prints it, signs it, scans it and uploads it to the Files section of the inspection record in AUXDATA. NOTE: In section III, the VHF AUXILIARY RADIO FACILITY CALLSIGN is the assigned facility name, i.e. Shoreline Marina Mobile 6, and the HF call sign is the assigned NM114XX. Next either the owner, the inspector or both upload the virtual inspection documents, photos, videos, etc. into the Files section of the facility inspection record. The inspector reviews the files for accuracy and completeness and clicks on the APPROVED box.

13. The owner now logs on to the facility inspection record, clicks on the 7004 form in the files section, downloads it and prints it, signs it, scans it and uploads it to the files section by clicking on Upload New Version.

14. The inspection is now complete, and the approval process can be followed by logging on to the inspection record and checking the status. Any issues or comments regarding the inspection will be shown on the facility record under CHATTER.

15. Once the approval process is complete the facility status will be changed to Operational, the reinspection date will be inserted and the owner will receive an email notification.

NOTE: For initial inspection of a new facility, the facility record number and inspection record number will be created automatically by AUXDATA. The facility call signs will be assigned by DIRAUX when the inspection is approved.