

APPENDIX 10
CENTRAL MINNESOTA RADIO BOARD
CHECKLIST FOR CONTRACT TECHNICIANS

Name of Applicant: _____ Date of Application: _____

Name of Company: _____ Date of Review: _____

Access Level Requested / Required:

	Site / Property		Microwave Systems
	Shelter / Facility		Base Stations
	Tower / Antenna Systems		Network Systems
	Power Systems (AC, DC, UPS, Battery)		Dispatch Console Systems
	Alarm Monitoring Systems		System Management
	Subscriber Radio Equipment		System Servers / Services

Does the applicant meet the following criteria?

o Does the applicant require a criminal history & background check for level of service / access requested?

Yes _____ No _____

If yes, does the applicant pass the criminal history & background checks per CMRB standards?

Yes _____ No _____ Other _____

Comments: _____

o Does the applicant require an experience history review for level of service / access requested or should access be by escort only?

Yes _____ No _____ Escort Only _____

If yes, please complete the questionnaire.

1) What level of experience has the applicant demonstrated, in regards to the requested / required equipment to be serviced / maintained?

_____ worked on same equipment

_____ worked on similar equipment

_____ some understanding. Required additional training, oversight and/or apprentice status

_____ no experience. Requires complete training

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Comments: _____

2) Has the applicant demonstrated sufficient experience to be granted access, at the required / requested level, for system service, maintenance and/or radio programming and/or repair?

Yes _____ No _____ Other _____

Comments: _____

3) Does the applicant agree to attend a system overview class/training during the approval process or prior to starting approved system service, maintenance and/or radio programming and/or repair?

Yes _____ No _____ Other _____

Comments: _____

4) Does the applicant have the specific training for the area being maintained / serviced, as defined by the Radio Board standards?

Yes _____ No _____ Other _____

Comments: _____

5) Does the applicant demonstrate an understanding of the process to initiate and track repairs?

Yes _____ No _____ Other _____

Comments: _____

6) Does the applicant demonstrate an understanding of the process to contact additional support personnel should it be required?

Yes _____ No _____ Other _____

Comments: _____

7) Does the applicant demonstrate an understanding / knowledge of the Radio Board standards for maintenance, repair and notification on system and agrees to abide by those standards?

Yes _____ No _____ Other _____

Comments: _____

8) Does the applicant agree to attend appropriate informational meetings and/or keep up with information as disseminated by the Radio Board?

Yes _____ No _____ Other _____

Comments: _____

9) Does the applicant work for an approved shop or owning agency?

Yes _____ No _____ Other _____

Comments: _____

10) Does the applicant, if self-employed, meet the prerequisites for both shops and technicians?

Yes _____ No _____ Other _____

Comments: _____

Additional Comments:

