800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**Appendices**	CMRAC Recommendation:
Sub-Section:	**Appendix 8**	Date: 5/24/01
Procedure Title:	**Audit and Monitoring Checklists**	
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1. Purpose or Objective

The purpose of this checklist is to provide a guide for scheduling monitoring and addressing audit activities as set forth in *Section 7 Compliance and Conflict Resolution, Sub-Section 7.1 Auditing and Monitoring Process.*

MONITORING CHECKLIST

Standard, Policy or Procedure to be Monitored	Frequency	Methodology	Responsibility
Preventive Maintenance	Monthly	Log Inspection	CMROG
Maintenance Plan	Semi-annual	Review	CMROG
Security	Monthly	As defined in standard.	CMROG
Data base attributes	Semi-annual	Review Configuration	CMROG
Training Plan	Problem/ Incident where lack of training is a possible cause	Review training plans, training matrix of individuals trained and frequency of training	CMROG
Is training current? Records up to date.	Semi-annual	Log Inspection	CMROG
Changes and upgrades	Semi-annual	Review Changes	CMROG
Priorities	Semi-annual	Review Configuration	CMROG
Telephone Interconnect	Semi-annual	Review Configuration	CMROG
Private Call	Semi-annual	Review Configuration	CMROG
Roaming	Semi-annual	Review Configuration	CMROG
Scanning	Semi-annual	Review Configuration	CMROG
Interop Talk Groups	Problem/ Incident, Semi-annual	Review Configuration	CMROG
Media permit	Problem/ Incident, Semi-annual	Review	CMROG
LSS Station receive is functional.	Semi-annual, or if problems are indicated by monitoring system performance, user feedback.	Monitoring AstroTac comparators for Receive / Voted.	Maintaining staff.

AUDIT CHECKLIST

Standard, Policy or Procedure Subject to Audit	Circumstances Triggering Audit	Audit Methodology	Responsibility
Training Sessions			
Unauthorized use of private talk groups	Quarterly, User feedback		
Resource Utilization	System failure		CMROG
Equipment and Fleetmap configuration ▪ Site access ▪ Duplicate ID ▪ Proper roaming config. ▪ Save image to hard drive	Agency complaints, monitoring reveals irregularity	Review Configuration	CMROG
RF Control Stations			