WIKD-LP Station Inspection Guide

This guide is intended to be a complete walkthrough of an FCC station inspection. If the FCC comes to inspect our radio station it is likely they will be using a checklist similar to the one attached. This guide goes through that checklist and supplies anyone with the correct response and the correct locations of everything needed to pass a station inspection.

To use during an actual FCC Inspection

The FCC inspectors have arrived and you have been given the duty of answering all their questions and representing 102.5 WIKD-LP to the FCC. Congratulations ☺

Before they start with their checklist please make sure you:

1. Ask the inspectors to see their official FCC Enforcement Bureau badges, and ask if you can have one of their business cards. Compare and add these business cards to the People [PPL] section of this folder. Write the date and time of the inspection of the inspection on the back the card.
2. Call an Operations Board Member immediately if one is not already at the scene. Begin with the top of the list. The list is located on the WIKD Bulletin Board and in the [PPL] section of this folder.
3. Ask the inspector if they wish to sit down or have a drink, do anything possible to make them comfortable.

The FCC Station Inspection Checklist

Section I: Administrative and Non-Technical

1. Authorizations: Show the inspectors the WIKD-LP Station License [LICENSE].
2. Station Logs: Show the FCC inspectors our maintenance logs in the [LOGS] section of this binder. Inform the FCC that these logs are as accurate and complete as possible. They contain the time and date of each observation as well as the name of the person making the entry.
3. Inform the FCC that WIKD-LP broadcasts 24 hours a day, 7 days a week through student DJ's or using our Automation system.
4. Station Identification: Inform the FCC that our station identification is "WIKD-LP Daytona Beach". SID's are broadcast every hour, as close as possible to the top of the hour. If they wish to hear a sample SID play one of the SID's from the Automation system.
5. Non-Commercial Status: Inform the FCC that we do not broadcast any advertisements or commercials, and that we are a non-commercial educational service.
6. Retransmission: Inform the FCC that we do not retransmit radio from any other source, and that 100% of our content is originally produced in our studio or from a remote location in the event of a remote broadcast.
7. Station Availability: Inform the FCC that our station is open for inspections during our business hours of 8am to 6pm, and can be made available during any hour of our operation.
8. Political file: Inform the FCC that we do maintain a Political File and that it is in this folder [P-File].
9. Retention: Inform the FCC that we maintain our political file from a period of two years.
10. Phone Calls: Inform the FCC that this station does notify callers of our intent to broadcast any conversation before recording or airing a call.

Section II: Antenna Structures

1. Registration: Inform the FCC that we do have registration for the tower on which our antenna is mounted. Show the FCC our Antenna Structure Registration. [LICENSE]
2. Posting of Number: Inform the FCC that our Antenna Structure Registration Number is posted in large letters on the door our transmission shed, which is located at the base of the tower site.
3. Overall height: Inform the FCC that our towers overall height matches the height specified in our Antenna Structure Registration and our Station License.
4. Antenna: Inform the FCC that our station uses a non-directional antenna, model# SPX DCR-L1.
5. Location: Inform the FCC that our towers location does match the location listed in our Antenna Structure Registration and our Station License.
6. Observations: Inform the FCC that as per our Antenna Structure Registration, WIKD-LP is not required to monitor the painting or lighting conditions on the tower.
7. Embry-Riddle Aeronautical University is responsible for notifying the FAA of any tower lighting outages, not WIKD-LP. As such, WIKD-LP does not maintain these logs.

Section III: Emergency Alert System

1. Handbook: An EAS Operating Handbook is present both at the studio and the transmission facility where our Sage Digital Endec is located.
2. Certified Equipment: WIKD-LP uses a Sage Digital Endec unit. A copy of the manual, spec sheet, and the FEMA IPAWS Conformity Assessment report are located at the transmission facility.
3. Equipment Status: WIKD-LP's Sage Digital Endec Unit is installed and in operational condition.
4. Instantaneous Alert Reception: WIKD-LP's Sage Digital Endec Unit is configured to act automatically without user attention.
5. Unattended Automatic Operation: WIKD-LP's Sage Digital Endec Unit is configured to interrupt our broadcast at any time and transmit EAS alerts.
6. Monitoring Assigned Stations: WIKD-LP monitors 88.3MHz WPOZ, and 92.3MHz WWKA, our LP1 and LP2 as assigned by the State of Florida Emergency Alert System Plan.
7. Receipt of EAS Tests: Inform the FCC that the log of all received Required Weekly and Monthly Test alerts are in the EAS Binder which is located in both the studio and transmission facility. This binder also contains logs of all EAS system activations.
8. Failure to Receive EAS Tests: The EAS binder also contains explanations for why a RWT or RMT was not sent, where required.
9. EAS Equipment Outages: The EAS binder also contains records documenting when and why EAS equipment may have been removed/restored to service for the past two years.

Section IV: Technical Requirements

1. Power/Height: Inform the FCC that our station maintains our ERP and Antenna HAAT within the limits specified by the FCC.
2. Operating Power: Inform that WIKD-LP sets its Nautel VS300 to output 262 W, which equates to the 94W ERP mandated by our license. The calculations demonstrating this are in the Technical Binder.
3. Efficiency Factor: WIKD-LP uses a Byrd Technologies 4521 Rackmount Watt Meter with a 1000B filament. Calibration documents from Byrd are available in the Technical Binder.
4. Frequency: The carrier frequency for WIKD-LP is 102.5MHz and is maintained within ±2000Hz. This was verified on April 30, 2012 as can be seen in the Technical section of the Technical folder.
5. Modulation: The station maintains an average modulation less than 110% and employs a Hard Limit of 110% in our Nautel VS300. WIKD-LP injects 10% of both Pilot and RDS subcarrier allowing for the 110% average limit.
6. Emissions: WIKD-LP maintains the occupied bandwidth specifications mandated by the FCC. Detailed measurements were taken on April 30, 2012 and are available in the Technical binder.
7. Certified Transmitter: WIKD-LP uses a Nautel VS300 as a primary transmitter, which has been type notified by the FCC for LPFM use. The Nautel VS300 does bear a permanent label bearing an FCC identification.
8. Blanketing Interference: WIKD-LP has received no blanketing interference complaints.

Section V: Unattended Operation

1. Attended Operation: WIKD-LP does not maintain someone at a fixed location during all hours of operation.
2. Unattended Operation: WIKD-LP does maintain automated equipment capable of notifying station operators. Station operators or automated equipment can correct or terminate operation within 3 hours of an out-of-tolerance condition arising.
3. Notification: WIKD-LP has notified the FCC Media Bureau in writing of the address and telephone number of a responsible party.