



CHECKLIST: COMMUNICATIONS				
CRITERIA	YES	NO	N/A	COMMENTS
1. Does the powered telephone system provide good frequency response in that it is intelligible to that portion of the auditory spectrum which allows individuals to hear clearly?				
2. Is the size and shape of the handset compatible with the operator's hand size and mouth-ear distance?				
3. Is the operator able to maintain firm ear contact by the receiver while the transmitter is positioned to receive voice waves directly from the operator's mouth?				
4. Are cords made of the non-kink or self retracting type?				
5. Are the cords of sufficient length to permit reasonable operator mobility?				
6. Are cords positioned so as to avoid entangling critical controls or endangering passing traffic?				
7. Are vertically mounted handset cradles designed and located to prevent the handset from being knocked out of the cradle by passing traffic?				
8. Where multiple telephone instruments are located close together (e.g., on a single desk) are they coded to indicate circuit or function?				
9. Is the switching mechanism designed and/or programmed to minimize delay in making desired connections under both normal and emergency conditions?				
10. Is switching programmed to give the control room automatic priority of access to the switching system?				
11. Is the loudness of telephone ringing adjustable at the individual telephone station?				
12. When transmitters within the powered telephone system are used as the microphone input to the announcing system, is the transmitter compatible with the rest of the announcing system?				
13. Within Walkie-Talkie Radio Transceivers, and within the engineering constraints imposed by radio frequency spectrum availability and by design for easy portability, do walkie-talkies realize the same quality desired throughout all of the communications systems?				
14. Is good frequency response, preferably to telephone standards of 200 to 3300 hz achieved in walkie-talkie use?				
15. Is sufficient dynamic range and gain provided to handle instantaneous pressures, found in speech, and to allow for the necessary signal level at the headphone or loudspeaker, to accommodate reception?				
16. Is modulation and radio frequency chosen, as FCC regulations permit, to provide broad-area walkie-talkie communication to the control room? One consideration for frequency selection should be radio-wave penetration of metal or reinforced concrete barriers, which at certain frequencies would tend to attenuate or bounce the signal.				
17. If a press-to-talk button is used, is the button convenient to both left and right hand operation?				



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18. Is the use of walkie-talkies provided in areas close to low-level analog or digital equipment unless EMI noise susceptibility tests have been conducted that demonstrate that equipment is not affected by the frequency bands used?				
19. To the extent permitted by design for effective electrical/RF function, are walkie-talkies small, light, and easy to carry?				
20. Does their use allow for one hand, or preferably both hands, free to do other tasks during their operation?				
21. Is the microphone integrated into the transceiver package?				
22. When there are more than two parties on a channel operating at separate locations, do procedures provide for unambiguous identification of the speaker?				
23. Is supply of fresh replacement batteries stowed in an accessible, well marked place?				
24. Is the stock of batteries kept large enough to support long periods of continuous operation in case of an emergency?				
25. Does the intelligibility of the announcing system require the integration of carefully selected components (microphones, amplifiers, and loudspeakers) into an overall system providing good frequency response in the audio band which is critical for intelligibility? Is a minimum telephone quality required (200 to 3300 Hz) provided? (Higher intelligibility is achieved by a band of 200 to 6100 Hz)				
26. Does adequate coverage exist where loudspeakers are placed so that they are available in all necessary areas and that there are no "dead spots" within any areas?				
27. If the telephone system is attached to the announcement system, is the telephone system microphone input compatible with the announcement system?				
28. Do the microphones have high sensitivity to speech signals?				
29. Does the microphone permit a dynamic range of 50 dB variations in signal input?				
30. Is the microphone input provided within a control room?				
31. Are speakers provided in the control room and other areas where control room personnel operations might be located?				
32. Are the speakers placed to allow an intelligible level of signal throughout the control room?				
33. Are operators familiarized with the proper way to speak on the announcing system?				
34. Is the speaker volume adjusted to ensure that speaker communications will not prevent detection of auditory alarms?				
35. Are audio gain controls (if provided) limited to preclude reducing volume below an audible level?				
36. Is the control room input capable of overriding an announcement in progress or of bypassing queued announcements?				