

United Radio Amateur Club, Inc.
Radio Station

K6AA

Equipment Logbook

When a control operator recognizes any problem with any station equipment, he or she should:

- Complete a trouble report form with as much detail as possible
- Provide date and time of report filing
- Contact station manager
- Provide date and time station manager was notified

Station manager should:

- Make reasonable efforts to investigate and resolve reported problem(s)
- Document actions taken on trouble report form
- If serious enough, take equipment out of service
- If expenditures in excess of \$100 are required to repair related equipment, contact club President for executive approvals