INFORMATION BULLETIN



FEDERAL COMMUNICATIONS COMMISSION

FM BROADCAST STATION SELF-INSPECTION CHECKLIST

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FM SELF-INSPECTION CHECKLIST

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INTRODUCTION

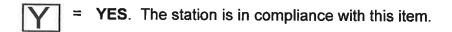
Welcome to the FM Broadcast Station Self-Inspection Checklist.

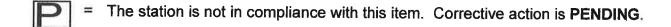
The Enforcement Bureau (EB) of the FCC is committed to improving licensee compliance with the broadcast regulations. We do this through a combination of educational and enforcement efforts. The enforcement effort usually involves an on-scene station inspection conducted by FCC personnel. Most on-scene inspections are conducted without prior notification to the station licensee.

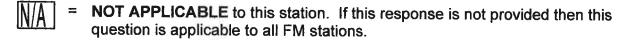
This checklist has been developed to assist broadcast station management in conducting a self-inspection of their station. It provides an opportunity for the broadcaster to review and correct any deficiencies associated with the operation of a station without an actual on-scene visit by the Commission.

While not all broadcast regulations are covered by this checklist, you will be able to assess your compliance with the most frequently violated broadcast regulations. Each question contains a reference to the relevant rule section(s) to facilitate your review. These references pertain to Title 47 Code of Federal Regulations (C.F.R.) Parts 11, 17 and 73.

The following boxes are provided throughout the checklist to aid the broadcaster in determining the stations compliance:







All of the above responses are not applicable to every question. Only appropriate responses will be provided for each question.

You will note that the above responses do not include a "NO" answer. Any question in which a "NO" answer is applicable would be a violative condition requiring corrective action. Stations encountering such situations should take immediate steps to correct the problem.

WHERE TO GET ASSISTANCE, FORMS and OTHER INFORMATION

On June 3, 1996, the FCC established a national call center in Gettysburg, Pennsylvania. This call center is operated by the FCC Consumer and Governmental Affairs Bureau (CGB). This facility is capable of providing services for the hearing impaired and the center is staffed full-time with bi-lingual (English and Spanish) Specialists. The toll free telephone number for this call center is 1-888-CALLFCC (1-888-225-5322).

If you have any questions about this self inspection checklist or the applicability of any regulation to your operation, you may contact the FCC Call Center. **DO NOT MAIL THIS CHECKLIST TO THE FCC FOR OUR REVIEW!**

Information and materials relating to the Emergency Alert System (EAS) may be found through the FCC, Public Safety and Homeland Security Bureau web page at http://www.fcc.gov/pshs/services/eas/index.html.

Requests for any <u>FCC form</u> or bulletin can be directed to the Commission's forms distribution contractor at 1-800-418-FORM (1-800-418-3676). This is a voice mail answering system. You should have the number of the form available when you call.

Some forms, bulletins and other documents, including a copy of this checklist, are also available through the Internet by visiting the FCC Homepage at "http://www.fcc.gov". Please check this Homepage for the latest update to the checklist. Some forms may also be filed through the use of the Internet.

The FCC, Media Bureau, Audio Division maintains a webpage at "http://www.fcc.gov/mb/audio". This page provides information relating to radio broadcast, including a list of current telephone numbers available for inquiries. Current rules pertaining to AM and FM stations are maintained at "http://www.fcc.gov/mb/audio/bickel/amfmrule.html". Information on EEO requirements for broadcasters are maintained at http://www.fcc.gov/mb/policy/eeo or by calling EEO staff at (202)418-1450.

The FCC maintains a fax on demand service at (202)418-2830. Through this service you may obtain information on the following: Daily Digest News Releases Speeches Fact Sheets Current List of Events Public Notices Auctions

The government printing office (http://www.gpo.gov) maintains current copies of the Code of Federal Regulations (C.F.R.) in both printed and electronic form. A beta online version of Title 47 C.F.R. Parts 11, 17 and 73 can be found at:

Part 11: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=dfb774ab024c5b210621bfdd118f08f1&tpl=/ecfrbrowse/Title47/47cfr17_main_02.tpl
Part 73: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=dfb774ab024c5b210621bfdd118f08f1&tpl=/ecfrbrowse/Title47/47cfr73_main_02.tpl

SECTION I: ADMINISTRATIVE AND NON-TECHNICAL

A. AUTHORIZATIONS: The station license, construction permit, renewal certificate, auxiliary transmitter authorization, special temporary authorization (STA), and/or any other instrument of authorization shall be readily available and easily accessible at the station's principal control point. Renewal certificates should be associated with the corresponding station authorization.

[See 73.1230(a), 73.1635, 73.1670, 73.3533, 73.3536, 73.3537 and 73.3539]

1. AUTHORIZATIONS: Are <u>current</u> station authorizations posted or readily available at the principal control point for the station?

B. STATION LOGS/RECORDS:

STATION LOGS include entries pertaining to equipment status, equipment calibration, the Emergency Alert System (EAS) and, when applicable, the recording of tower light outages. STATION RECORDS include, but are not limited to chief operator designations and equipment performance measurements.

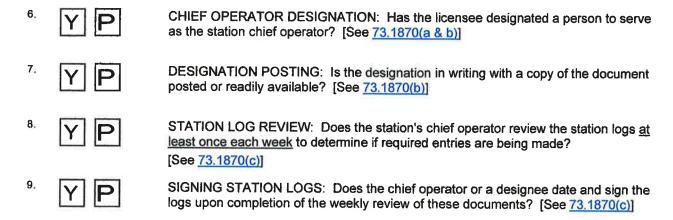
The station logs and records are to be kept in an orderly and legible manner, in suitable form and with sufficient detail. Station logs and records are to be retained for a period of two years, unless specified otherwise, and they shall be made available for inspection or duplication at the request of the FCC or its representatives. Required logs and records are to be readily available for inspection. [See <u>73.1225</u>, <u>73.1226</u>, <u>73.1590</u>, <u>73.1800</u>, <u>73.1820</u> and <u>73.1840</u>]

- 2. Cogs/Records: Are required station logs retained for a period of 2 years? [See 73.1840(a)]
- AVAILABILITY: Are station logs/records readily available for inspection and/or duplication at the request of the FCC or its representatives?

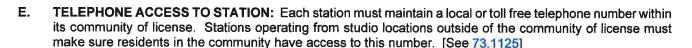
 [See 73.1225]
- EQUIPMENT PERFORMANCE MEASUREMENTS: Are the latest Equipment Performance Measurements maintained and readily available? [See 73.1590(a)]
- 5. CLARITY: Are the station logs legible and in such detail that they clearly document any problems that may have occurred at the station? [See 73.1800(b)]

C. CHIEF OPERATORS: Each station must designate a chief operator. The designation is to be in writing with a copy posted with the station authorization. Agreements with chief operators serving on a contract basis must be in writing with a copy kept in the station files. The chief operator is to review the station logs at least once each week to determine if required entries are being made correctly and to <u>SIGN AND DATE</u> the log upon completion of the review. The chief operator is also responsible for inspection and calibration of the transmission system, monitors, metering and control systems in addition to any equipment performance measurements or other tests as specified in the rules or terms of station authorization. [See 73.1870]

NOTE: An electronic signature is acceptable in lieu of a written signature for those making, or reviewing, entries in station logs and records which are maintained on digital media.



- D. STATION IDENTIFICATION: Station identification shall be made at the beginning and ending of each period of operation, and hourly, as close to the hour as feasible, at a natural break in program offerings. The identification shall consist of the station's call letters immediately followed by the community of license. Any reference to additional communities must be made after the community of license. The name of the licensee, or the station frequency, channel number, or both, may be inserted between the call letters and community of license. No other insertion is permissible. Simulcasted AM and FM stations may identify jointly if owned by the same licensee. [See 73.1201]
 - 10. Y P IDENTIFICATION: Is the station identification made in accordance with <u>73.1201</u>?

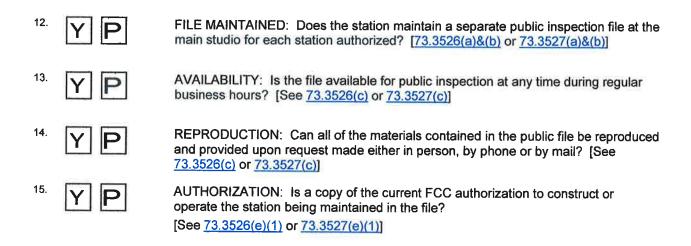


TELEPHONE ACCESS: Does the station maintain a local or toll-free telephone number in its community of license? [See 73.1125(e)]

PUBLIC INSPECTION FILE: All stations are to maintain a public inspection file at the main studio of the station. The file shall be available for public inspection at any time during regular business hours. Regular business hours are generally any eight hour period between the hours of 8 a.m. and 6 p.m., Monday through Friday. The licensee may require members of the public to provide personal information as a prerequisite to granting access to the public file. However, such personal information is limited to the name and address of the person(s) seeking access to the file. The licensee may not require identification of the person's organizations or affiliations they may be associated with.

All or part of the file may be maintained in a computer database as long as the computer terminal is made available to members of the public who wish to review it. If a station is concerned about documents being stolen or destroyed, then copies of required documents may be placed into the file in lieu of the originals.

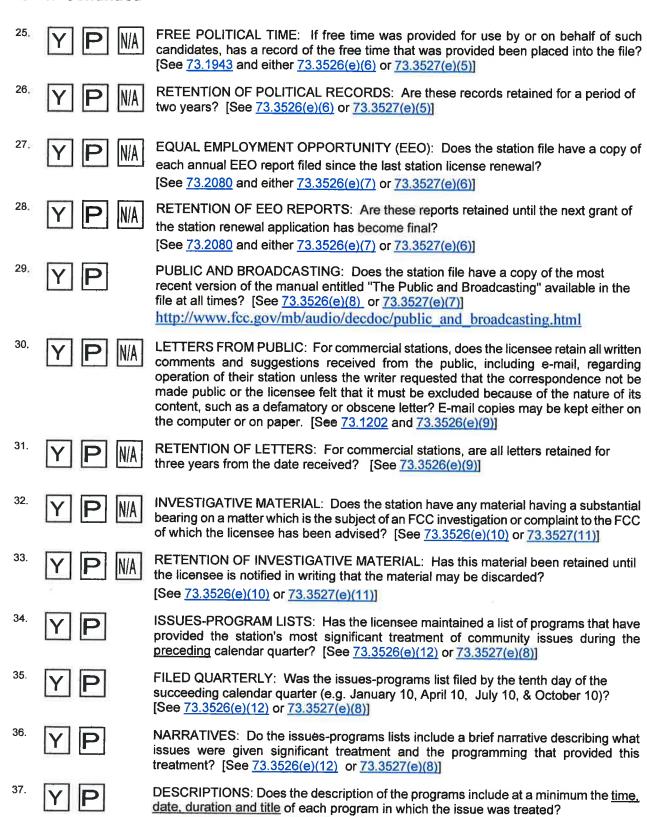
The contents of the file are to be made available within a reasonable time for printing or machine reproduction upon request made in person, provided the requesting party pays the reasonable cost of reproduction. The licensee may require guarantee of payment in advance for any such requests. The licensee shall also mail photocopies of documents from the file upon request made in person, by telephone, by mail or by e-mail, with all postage paid by the station. [See <u>73.3526</u> for commercial station public file rules and <u>73.3527</u> for non-commercial station public file rules]



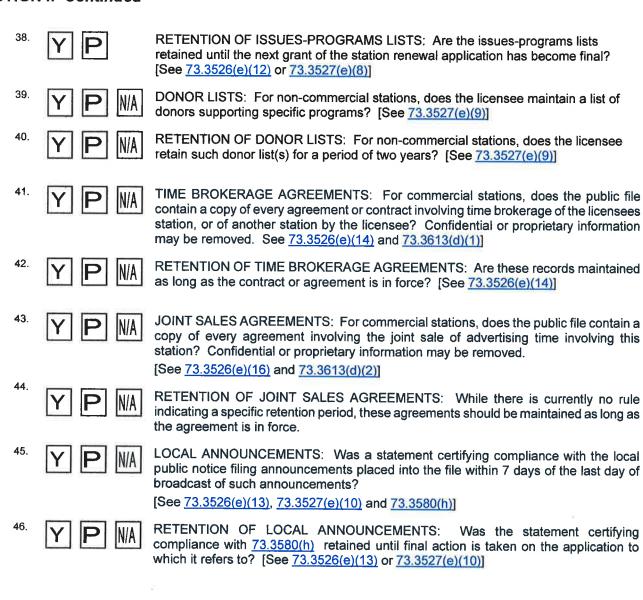
16.	YP	APPLICATIONS: Does the public file contain copies of all applications, exhibits, letters, initial and final decisions in hearing cases, and other documents pertaining to the station which were filed with the Commission and which are open for public inspection at the FCC? This includes applications granted pursuant to a waiver. [See 73.3526(e)(2) or 73.3527(e)(2)] Note: Applications retained in file until final action taken on the application.
17.	Y P N/A	CITIZEN AGREEMENTS: For commercial stations, are copies of any written agreements with local viewers or listeners (citizen agreements) maintained in the file for the term of the agreement? [See <u>73.3526(e)(3)</u>]
18.	YPNA	CONTOUR MAPS: Is a copy of any service contour map, submitted with any application tendered for filing with the FCC, together with any other information in the application showing service contours and/or main studio and transmitter location in the file? [See 73.3526(e)(4) or 73.3527(e)(3)]
19.	Y P N/A	RETENTION OF CONTOUR MAPS: Are the station's contour maps retained for as long as they reflect current, accurate information regarding the station? [See 73.3526(e)(4) or 73.3527(e)(3)]
20.	Y P N/A	OWNERSHIP REPORTS: For station licensees who are not sole proprietorships, or partnerships comprised entirely of natural persons, does the public file contain copies of ownership reports and supplemental ownership reports filed with the Commission, including all exhibits, letters, and other documents associated with these filings? [See 73.3526(e)(5), 73.3527(e)(4) and 73.3615]
21.	YPMA	OWNERSHIP INFORMATION: For non-commercial stations, does the ownership information on file with the Commission reflect the current ownership (board members, officers, etc.) of this station? [See <u>73.3527(e)(4)</u> and <u>73.3615(d,e&f)</u>]
22.	Y P N/A	CONTRACTS: For all stations, does the public file contain either a copy of the contracts listed in the latest ownership reports or an up to date list of such contracts for as long as they are in effect?
		[See <u>73.3526(e)(5)</u> , <u>73.3527(e)(4)</u> , <u>73.3613</u> , <u>73.3615(a)(4)(i)</u> and <u>73.3615(d)(3)</u>]
23.	YP	RETENTION OF OWNERSHIP REPORTS: Are the ownership reports retained until a new, complete ownership report is filed with the FCC with a copy placed in the public inspection file? [See <u>73.3526(e)(5)</u> or <u>73.3527(e)(4)</u>]
24.	Y P N/A	POLITICAL: Does the licensee have a complete record of all requests for broadcast time made by or on behalf of candidates for public office, together with an appropriate

time made by or on behalf of candidates for public office, together with an appropriate notation showing the disposition made by the licensee of such requests, and the charges made, if any, if the request was granted?

[See <u>73.1943</u> and either <u>73.3526(e)(6)</u> or <u>73.3527(e)(5)</u>]



[See 73.3526(e)(12) or 73.3527(e)(8)]



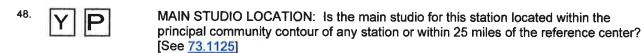
G. MAIN STUDIO PRESENCE: Each station must maintain a full time managerial and non-managerial presence at the main studio during normal business hours so members of the public can reach responsible station personnel and receive access to the public inspection file. In addition, a main studio presence allows the licensee to make the station available for inspection at any time during normal business hours. Normal hours are typically an 8 hour period between 8:00 a.m. and 6:00 p.m. local time Monday through Friday. This requirement is separate from the unattended transmitter operation rules. [See 73.1125 and 73.1225(a)]

MAIN STUDIO PRESENCE: Does the licensee maintain a human presence of at least 8 hours per week day at the station's main studio?

[See 73.1125 and 73.1225(a)]

Note: Full time in this context is the entire time the studio is open to the public and not the full or part time status of any one employee.

H. MAIN STUDIO LOCATION: The main studio for each station shall be located within the principal community signal strength contour of any broadcast station licensed to that same community or 25 miles from the reference coordinates of the center of its community of license, whichever the licensee chooses. [See 73.1125]



- I. SUBCHANNEL LEASING AGREEMENTS: FM subchannel leasing agreements for subsidiary communications are to be kept at the station and made available for inspection by any authorized representative of the FCC upon request. [See 73.1226(c) and 73.3613]
 - 49. SCA AGREEMENTS: Are all subchannel leasing agreements maintained and available at the station? [See 73.1226(c)(2)]

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