



Province of
British Columbia
Ministry of
Forests

Prince George REGION

Standard Operating Procedure

Number: 3.1

SUBJECT:

CHECK IN/CHECK OUT PROCEDURES

CHAPTER

3

Tech. &
Admin.
Services

SECTION

PURPOSE:

To provide a standard VHF radio calling procedure for the Region.

PROCEDURES:

1. All base stations will use their call-signs at the beginning and end of each conversation (not necessarily after each transmission).
2. The Regional and District mobile call-sign system is as follows:
 - 2.1 Regional personnel use mobile numbers from 10-99 as assigned by the Superintendent of Electronics.
 - 2.2 District personnel use mobile numbers assigned by the individual district.
 - 2.3 If more numbers are required, letters of the alphabet are used following the number. The letters are usually used to designate auxiliary employees working under a supervisor, e.g. 97A, 42C.
3. The list of sample calls below will assist you in becoming familiar with the Region's call-sign system:
 - 3.1 Base station to Base station – "Prince George, this is Radio Shop" followed by the message's text once contact is made. Signoff would be "Radio Shop clear".
 - 3.2 Mobile to Base station – "Fort Nelson this is CAR 970". Fort Nelson would reply "Car 970, this is Fort Nelson".
 - 3.3 Mobile to Mobile (Portable to Portable) – "Car 720 this is Car 721".
4. If you require further instruction or guidance, contact the Superintendent of Electronics.

DATE
January 23, 2001

ORIGINATOR (TITLE)
Technical Support Officer

PAGE
1 of 1

