

Radio Use - Standard Operating Procedure (SOP)

WHAT IS VOICE PROCEDURE?

Voice procedure is a set of rules designed to provide **SECURITY, ACCURACY** and **DISCIPLINE** when speaking on the radio.

SECURITY

- Think before you speak.
- Use correct procedure
- Be brief

ACCURACY

The necessity for clear speech on two-way radio cannot be overemphasized. Therefore it is important that the correct RSVP system. The use of Standard Reports and Code words enhance the accuracy of information.

DISCIPLINE

Radio discipline is the responsibility of every operator, and should adhere to the following:

- Listen before you speak.
- Use correct voice procedure.
- Maintain constant radio watch.
- Answer all calls promptly.
- Keep the airways free of unnecessary talk.
- Be brief and to the point

PROWORDS

Pro words are used to indicate specific meaning that replaces abbreviated sentences or phrases.

ACKNOWLEDGE	Respond now indicating that you have received and understood a message ok n- (Response Roger, Say Again)
AFFIRMATIVE	This means YES normally used when a question is asked and the reply is YES.
ALL AFTER	Used with "Say again" Meaning to repeat parts of message after a specific word e.g. say all after boy.
ALL BEFORE	Used with "Say again" To repeat parts of a message before a specific word e.g. say all before Wood
ALL BETWEEN	Used with "Say again" to define the part of the message to be repeated – do not use unless it is related to a written message
ALL STATIONS	Call sign for all stations on the radio net
BE ADVISED	Universal pro word for imparting information either directly or from third parties – less formal than message
COPIED	I intercepted that message for me that was sent to you this is not the same as roger
CORRECTION	An error was made in my message so here is the correct version - Note include the text phrase before and after the incorrect part
DISREGARD THIS	Ignore what I have just said - this should not be used for a message that has been completely transmitted
EMERGENCY, EMERGENCY, EMERGENCY,	I have a message of Life threatening Importance – by implication unnecessary transmissions must cease
EXEMPT	The following message does not apply to the station named
EXERCISE, EXERCISE, EXERCISE,	Used to indicate that the following message is exercise play no a real situation

FIGURES	Figures follow – used if there is a chance of ambiguity – but if a Grid reference is to follow use the Pro word GRID
FROM	The originator of the message
GRID	A Grid reference to follow
IN CONTACT WITH	I am in contact with call sign – and can relay for you
I READ BACK	Repeating all or the specified part of this message exactly as received so that you can check I have received it correctly
I SAY AGAIN	I repeat all or specified part of a message to clarify or emphasise.
I SPELL	I will spell the next word or group of words phonetically. (See Phonetic Alphabet)
LONG MESSAGE	What follows is a long message – are you ready to write it down
OVER	
MESSAGE	You may have to write down details from this transmission. This should not normally be needed when speaking to control
MESSAGE PASSED	I have passed your message- used when relaying an informational message
MINIMISE	Reduce transmission – to essential messages only
NEGATIVE	This means NO and is normally used when a question is asked and the reply is NO, or Incorrect or permission not granted or unable to comply
NO DUFF	Used during training to indicate what follows is not part of the training and not exercise play – but is a real situation
NOTHING HEARD	To be used when no reply has been heard from a called station – used after two failed attempts to make contact
OUT	I have completed my transmission and no reply is required.
OUT TO YOU	I have completed my transmission with you but about to transmit straightaway to another call sign
OVER	I have completed my transmission and you can now reply

PASS YOUR MESSAGE	Pass your message – note replaces send and go ahead
PRIORITY, PRIORITY, PRIORITY	I need to interrupt as I have a message of importance – by implication unnecessary transmissions must cease
READ BACK	Repeat all, or the specified part of this message back to me exactly as received so that I can check you have received it correctly
RELAY THROUGH ME	Relay your message through me – this is an offer to relay a message
RELAY TO	Relay this message to all addressees
ROGER	Your message is received and understood. This pro word can be used with either OVER or OUT) e.g. “Roger Over” or “Roger Out” Depending on which is applicable
SAY AGAIN	Meaning repeat your last transmission.
STAND BY	Wait for a short period and I will get back to you.
THIS IS	The call sign of the transmitting station follows.
TIME	A time follows
UNKNOWN	A simple request to a query
UNKNOWN CALLSIGN	The identity of the station that has contacted me is unknown
VERIFY	Check back with the originator of the message to confirm the whole or specific parts of the message.
WAIT	Wait a moment while I deal with something else or find the answer to your request - an amounts of minutes can be added e.g. “Wait 2”
WILCO	I understand your message and will comply with it – usually followed with “Out”
WORD AFTER	Used with “Say again” to define the word to be repeated
WORD BEFORE	Used with “Say again” to define the word to be repeated

Identification of Specific Stations

General call sign for all teams is **“All Stations”** - Call signs **should respond** in order

“Hello All stations this is Control, over”

“XR1 OK, over”, “XR2 OK, over” - If a call sign did not respond the first time – Control would call them again

Establishing Contact

An initial call should be made and received in the following manner – with the station being called repeated

“XR1 this is Control, over”

Transmission of Letters Letters

The words in the table below are used when individual letters have to be transmitted or words spelt. For spelling you should use the pro word **“I Spell”**

A	ALPha	B	BRAvo	C	CHARlie	D	DELta	E	ECHo
F	FOXtrot	G	GOLf	H	hoTEL	I	INDia	J	juliet
K	KILo	L	Llma	M	MIke	N	noVEMber	O	OSCar
P	paPA	Q	queBEC	R	ROMEo	S	siERRa	T	TANgo
U	UNIform	V	VICtor	W	WHISkey	X	X-Ray	Y	YANKee
Z	ZULu								

When pronouncing these words the syllables should be emphasised as shown above.