

## EQUIPMENT MAINTENANCE RECORD

<b>1. Name of Equipment:</b>	Command Runner	<b>2. Serial Number:</b>			
<b>3. Maintenance Action Performed – Detailed</b>					
<b>Task Description</b>		<b>Date Work Performed</b>			
		<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
		<b>Maintainer Initials</b>	<b>Maintainer Initials</b>	<b>Maintainer Initials</b>	<b>Maintainer Initials</b>
<b>Power, Computer, and Network Checks</b>	<b>Q-1</b>				
Test system operation using shore power.					
Test system operation using internal battery.					
Test operation of USB, Power Pole, and 12Vdc charging ports.					
Test operation of computer, keyboard, mouse, HDMI switch, and monitors.					
Test Cradlepoint WAN connectivity to both wired and cellular networks. Confirm auto switchover.					
Test operation of Cradlepoint WI-FI network.					
Test operation of VOIP phone.					
Test operation of TV Receiver.					
Test operation of Public Address System.					
<b>Software Maintenance</b>	<b>Q-2</b>				
Check/Update Windows operating system.					
Check/Update Winlink Express application and templates.					
Check/Update virtual TNC Applications.					
<b>VHF/UHF System Communication Checks</b>	<b>Q-3</b>				
Perform voice communication tests using amateur VHF/UHF radio.					
Perform voice communication tests using the VHF and UHF public safety transceivers.					
Perform voice communication tests using the 800/700 MHz public safety transceiver.					
Exchange Winlink traffic with EOC using VARA FM and VHF packet protocols. Confirm operation with both amateur and tactical addresses.					

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<b>HF System Communication Checks</b>	<b>Q-4</b>				
Perform voice communication tests using amateur HF transceiver.					
Exchange Winlink traffic with EOC using amateur radio HF Vara and Pactor protocols.					
Exchange Winlink traffic with EOC using SHARES.					
<b>Battery Monitor / Cradlepoint Maintenance</b>	<b>Q-5</b>				
Check/Update Victron Battery Monitor and Bluetooth Interface firmware.					
Check/Update Cradlepoint software.					
<b>Generator Maintenance</b>	<b>S-1</b>				
Check Engine oil level and replace as required.					
Check and clean the air filter.					
Check, clean, adjust, replace spark plug.					
Clean fuel tank filter.					
<b>Radio Code Plug Maintenance</b>	<b>S-2R</b>				
Check and document the radio code plug version installed in the amateur VHF/UHF transceiver.					
Check and document the radio code plug versions installed in the VHF and UHF public safety transceivers.					
Check and document the radio code plug version installed in the 800/700 MHz public safety transceiver.					
Check and document the radio code plug version installed in the ICOM IC-7300 HF Transceiver.					

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		<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
		<b>Maintainer Initials</b>	<b>Maintainer Initials</b>	<b>Maintainer Initials</b>	<b>Maintainer Initials</b>
<b><i>Inspect, Clean, and Inventory Equipment</i></b>	<b><i>S-3R</i></b>				
Inspect and verify that the hitch assembly, rubber wheel chocks, and 15-ft mast are present and properly secured.					
Test brake, turn signal, and running lights.					
Clean computer monitors and radio displays.					
Inspect and Inventory contents of the two accessory storage drawers.					
Inspect / inventory contents of auxiliary equipment bag.					
<b><i>Radio Firmware Maintenance</i></b>	<b><i>A-1</i></b>				
Check and document the firmware version installed in the ICOM IC-F5021 VHF public safety transceiver.					
Check and document the firmware version installed in the ICOM IC-7300 HF Transceiver.					
Check and document the firmware version installed in the Motorola APX 4500 P25 public safety transceiver.					
Check and document the firmware version installed in the Motorola XPR 5550e UHF public safety transceiver.					
Check and document the firmware version installed in the SCS DR-7400 Pactor Modem.					
Check and document the firmware version installed in the Yaesu FTM-400XD amateur VHF/UHF transceiver.					
<b><i>Mechanical System Checks</i></b>	<b><i>A-2R</i></b>				
Test parking brake system.					
Tighten hitch adaptor bolts.					
Inspect and lubricate as needed hitch adapter and thrust screw.					
Inspect and tighten pivot bolts.					

## EQUIPMENT MAINTENANCE RECORD – STATUS

**1. Name of Equipment:**

**Command Runner**

**2. Serial Number:**

### 4. Equipment Status

Equipment Status	Date Value Recorded			
	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>
	<b>Value</b>	<b>Value</b>	<b>Value</b>	<b>Value</b>
<b>Battery Status Monitor Readings</b>				
Consumed Amp-Hours				
State-of-Charge				
<b>System Software Versions</b>				
Windows operations system version and build				
Winlink express version				
Winlink template version				
Vara HF version				
Vara FM version				
UZ7HO sound modem version				
Victron BMV-712 Battery Monitor version				
Victron BMV-712 Bluetooth Interface version				
Cradlepoint router version				
<b>Radio Code Plug Versions</b>				
Yaesu FTM-400XD amateur VHF/UHF transceiver				
Motorola APX 4500 P25 public safety transceiver				
Motorola XPR 5550e UHF public safety transceiver				
ICOM IC-F5021 VHF public safety transceiver				
ICOM IC-7300 HF Transceiver				

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<b>1. Name of Equipment:</b>	<b>Command Runner</b>	<b>2. Serial Number:</b>	
<b>4. Equipment Status</b>			
<b>Equipment Status</b>	<b>Date Value Recorded</b>		
	<i>Date</i>	<i>Date</i>	<i>Date</i>
	<b>Value</b>	<b>Value</b>	<b>Value</b>
<b>Radio Firmware Versions</b>			
Yaesu FTM-400XD amateur VHF/UHF transceiver			
Motorola APX 4500 P25 public safety transceiver			
Motorola XPR 5550e UHF public safety transceiver			
ICOM IC-F5021 VHF public safety transceiver			
ICOM IC-7300 HF Transceiver			
SCS DR-7400 Pactor Modem			

## EQUIPMENT MAINTENANCE RECORD – NOTES

<b>1. Name of Equipment:</b>	<b>Command Runner</b>	<b>2. Serial Number:</b>	
<b>5. Notes</b>			
<b>Date</b>	<b>Notes</b>		

**EQUIPMENT MAINTENANCE RECORD – NOTES**

1. Name of Equipment:

Command Runner

2. Serial Number:

**5. Notes**

Date	Notes

## EQUIPMENT MAINTENANCE RECORD – SIGNATURES

<b>1. Name of Equipment:</b>	<b>Command Runner</b>	<b>2. Serial Number:</b>	
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**6. Signatures**

Maint Activity	Date	Name	Initials	Call Sign	Signature

<b>7. Document Finalized By:</b>			
Date	Name	Call Sign	Signature

# PinCo ACS Equipment Maintenance Record

## Command-Runner

**Purpose.** The PinCo ACS Equipment Maintenance Record (EMR) for the Command-Runner Compact Rapid Deployable (CRD) is used to document the preventive maintenance (PM) actions performed on each unit.

The EMR is also used to document equipment status values observed by the maintainer during a maintenance period.

**Preparation.** The EMR is designed to document the PM actions performed on a specific date. Up to four separate maintenance periods can be documented on a single form. A separate column is used for each maintenance period. The maintainer documents a PM task as complete by entering his/her initials in the row adjacent to the task. Test discrepancies are documented in the notes section of the form.

**Distribution.** The EMR is intended for use by PinCo ACS equipment maintainers and the PinCo ACS radio officer. Completed documents are posted to the PinCo ACS pCloud and a printed copy is provided to the PinCo ACS Admin officer.

### Notes:

- The information recorded on the EMR is used to update the Command-Runner Equipment Status form.

Block Number	Block Title	Instructions
1	<b>Name of Equipment:</b>	<i>Command-Runner</i>
2	<b>Serial Number:</b>	Enter the Serial number assigned to the Command-Runner under test.
3	<b>Maintenance Actions Performed – Detailed:</b>	The <i>Maintenance Actions Performed – Detailed</i> section is used to document the maintenance tasks completed during a specific maintenance period.
	• Date Work Performed	Enter the date (month/day/year) that the maintenance action was performed (Maintenance Period).
	• Maintainer Initials	In the column associated with the maintenance period, for each completed maintenance action: <ul style="list-style-type: none"><li>• Enter the initials of the individual who completed the work.</li><li>• If more than one individual performed the work, enter the initials for everyone taking part in the maintenance action. <i>Example:</i> (MHD/WMS/RB).</li></ul> If no work was performed on a specific task during the maintenance period: <ul style="list-style-type: none"><li>• Enter a dashed line in the row (-----).</li></ul>



Block Number	Block Title	Instructions
4	<b>Equipment Status:</b>	The Equipment Status section is used to record significant equipment status values observed during a maintenance action. Each scheduled maintenance action identifies the equipment status items that the maintainer must observe and record.
	<ul style="list-style-type: none"> <li>Date Value Recorded</li> </ul>	Enter the date (month/day/year) that the value was recorded (Maintenance Period).
	<ul style="list-style-type: none"> <li>Value</li> </ul>	<p>In the column associated with the maintenance period, for each Equipment Status value observed:</p> <ul style="list-style-type: none"> <li>Enter the observed value.</li> </ul> <p>If a specific equipment status value was <b><i>not</i></b> observed during the maintenance period:</p> <ul style="list-style-type: none"> <li>Enter a dashed line in the row (-----).</li> </ul>
5	<b>Notes:</b>	The <i>Notes</i> section is used to document significant observations, test limitations, and exceptions seen during a maintenance period.
	<ul style="list-style-type: none"> <li>Date</li> </ul>	Enter the date (month/day/year) that the associated maintenance action was performed (Maintenance Period).
	<ul style="list-style-type: none"> <li>Note</li> </ul>	<p>As a minimum, the following items must always be documented.</p> <ul style="list-style-type: none"> <li>Test / equipment failures. Include Maintenance Action Form (MAF) Job number for all failures noted.</li> <li>Test steps that could not be performed. Include the reason for non-performance.</li> <li>Unscheduled maintenance actions (e.g., code plug updates, software updates, corrective maintenance.)</li> </ul>
6	<b>Signatures:</b>	<p>The <i>Signature</i> section is used to identify the individual(s) who performed one or more maintenance actions during a maintenance period.</p> <p>If more than one individual took part in a maintenance action, a separate entry should be created for each individual.</p>
	<ul style="list-style-type: none"> <li>Maint Activity</li> </ul>	<p>Enter the periodicity code (e.g., Q1, S1, R1M, etc.) of each maintenance procedure performed. Multiple periodicity codes can be entered on a single line.</p> <p><b>Example:</b> Q1, Q2, Q3</p>
	<ul style="list-style-type: none"> <li>Date</li> </ul>	Enter the date (month/day/year) that the maintenance action was performed (Maintenance Period).
	<ul style="list-style-type: none"> <li>Name</li> </ul>	Enter the name of the individual performing the maintenance action.
	<ul style="list-style-type: none"> <li>Initials</li> </ul>	Enter the initials of the individual performing the maintenance action. This entry is used to enable comparison with the initials recorded in block 3.

Block Number	Block Title	Instructions
6	• Call Sign	Enter the FCC amateur call sign of the individual performing the maintenance action.
	• Signature	The digital signature of the individual performing the maintenance action.
7	<b>Document Finalized By:</b>	<p>The EMR is finalized after the fourth maintenance period on the identified Command-Runner has been completed and fully documented.</p> <p>Once the document has been finalized, no changes can be made to the document.</p> <p>The document should be reviewed for completeness and accuracy before finalization.</p>
	• Date	Enter the date (month/day/year) that the EMR was finalized.
	• Name	Enter the name of the individual who is finalizing the EMR.
	• Call Sign	Enter the FCC amateur call sign of the individual who is finalizing the EMR.
	• Signature	The digital signature of the individual finalizing the EMR.