

Title:	AWIN Radio Template Create/Change
Areas affected:	AWIN
Last Revised:	02/22/2008
Process Owner:	AWIN

## AWIN Radio Template Create/Change

### 1. Required Outcome(s):

New Radio Templates or changes to existing Radio Templates will be reviewed, approved and archived to be available for use in identified AWIN Radios.

### 2. Procedure:

- 2.1. Request for new template or changes to an existing template is either received or identified by the AWIN Program management
- 2.2. Requests are reviewed for approval by the AWIN Program management and other groups as determined necessary based on the nature of the request.
- 2.3. Changes identified in approved request are documented and sent to Grace Communications identifying each template as affected.
- 2.4. The addition of talkgroups that are not part of the agencies standard template must be coordinated with the entity that controls the talkgroup to be added. The agency adding the talkgroup must provide a letter authorizing the use of the talkgroup from the controlling entit to Grace Communications.
- 2.5. Grace Communications modifies existing templates or creates new templates per requested changes. Grace Communications performs internal review, and provides updated templates to AWIN Program management and other identified groups for review.
- 2.6. AWIN Program management and any other identified group reviews changed templates to either accept or reject the changes made. Any errors (rejects) would be identified and returned to Grace Communications for additional changes. This review would continue until all changes have been accepted by all involved groups.
- 2.7. Grace Communications archives the new or updated template to be used for retuning/reprogramming of radio units for field testing.
- 2.8. Field testing is conducted by AWIN Program management or other group as identified. Any errors (rejects) identified would be sent to Grace Communications for correction. Field testing would continue until all changes have been accepted.
- 2.9. Grace Communications archives the new or updated template to be used for retuning/reprogramming of requested radio units either by Grace Communications or identified radio service shop. AWIN Program management archives the new or updates template to be used for tracking and backup purposes.

### 3. Controls and Measures:

- 3.1. All changes must be reviewed and approved by identified groups
- 3.2. All changes must be system tested for accuracy

### 4. Responsibility/Assignment:

- 4.1. AWIN Program management is responsible for driving this process and tracking progress. Maintaining backup archive for all templates

- 4.2. Grace Communications is responsible for creating new and making changes to existing templates and maintaining an archive for all templates
- 4.3. Various identified groups are responsible for reviews and testing of template changes