

NFDS QUICK GUIDE TO R/T PROCEDURE

Prepare to communicate

Radio	ON
Channel	As required (NFDS = Ch4)
Sub Channel	As required (NFDS = 0)
Roger Beep	OFF if possible (<i>it only annoys</i>)
Keypad Lock	ON (<i>prevents inadvertent Channel change</i>)
Volume	As required

Establish comms with intended recipient

Initial Call:

Hello [callsign] this is [my callsign] ... OVER

Note: “Hello” is optional but it alerts all listeners and allows Tx to actually start transmitting.

Full response:

[originating callsign] this is [my callsign] pass your message ... OVER

This is often abbreviated to:

[originating callsign] [my callsign] ... SEND ... OVER

Or even just:

SEND ... OVER (*this only works when comms have already been established and the caller’s voice is clearly identifiable*)

Prowords (to precede “OVER” or “OUT” as appropriate)

ROGER	I have understood your message
WILCO	I have understood your message and will comply
SAY AGAIN	I have not heard/understood part of your message
DIFFICULT	R/T reception is not good and am having difficulty understanding your message
UNWORKABLE	This communication is ineffective. Either use other means or try again later

Putting a caller ‘on hold’

Always respond to a message addressed to you, otherwise the caller will keep calling until you do.

WAIT ... OVER I cannot answer your question immediately, my transmission has ended (for now) but I am receptive to further calls.

WAIT ... OUT I cannot answer your question immediately; this transmission has ended. You may expect an initial call after I have prepared a response. Until then, I am probably not listening or am busy elsewhere.

Termination of transmission

OVER	My transmission is ended and waiting for a reply (see Note 1)
OUT	My transmission is ended and no response expected (see Note 1)

Note 1: From the definitions above, it is clear that “OVER” and “OUT” are mutually exclusive. Anyone saying “OVER AND OUT” at end of transmission is confused from watching too many films !

Note 2: One or other of these words should be at the end of **every** transmission. If not, recipients will not know that your message has ended and you may never get a reply !

General advice

- LISTEN before transmitting. If you ‘step-on’ someone else’s transmission, neither message will be intelligible.
- Only transmit when you need to. This is especially true if you are on a Safety frequency.
- Think what you are going to say before transmitting. If your mouth disconnects from your brain while talking “WAIT ... OUT” until you sort yourself out (we have all done it).
- Press the Tx switch before you start speaking (the Tx takes a finite time to establish a signal)
- When you have ended your message LET GO OF THE TRANSMIT SWITCH.
- PMR radio operation on authorised frequencies is licence free in UK.
- Individuals with Military or similar backgrounds may inadvertently lapse into RT jargon from habit. However, normal English words are quite acceptable (“Yes” and “No”) as long as the meaning is clear.
- There are many different ‘flavours’ of R/T procedure, but the basics are the same. This page is just a sample, appropriate to NFDS use.