

Evidence checklist: complete before writing to a force

Annex B. Complete this before writing to a force. Each unanswered line is a question the force will send back to you.

Item	Date confirmed	Where held
☐ Airwave terminal owner confirmed in writing		
☐ TEA2 status and licence confirmed		
☐ Contractual supply route identified		
☐ ISSI range and key category recorded at the correct handling level		
☐ Airwave talk groups listed		
☐ Force system classification confirmed in writing		
☐ Chief Officer risk assessment obtained or summarised		
☐ Information-sharing agreement obtained		
☐ Current memorandum of understanding obtained		
☐ Service level agreement obtained		
☐ Every affected role mapped		
☐ Current clearances and expiry dates reconciled against force records		
☐ Number of staff with Airwave talk group access compared against number holding required clearance		
☐ Pending applications and delays recorded, with dates		
☐ Every extension confirmed in writing		
☐ CCTV control room cleaning arrangements documented		
☐ CCTV control room routine and emergency engineering maintenance arrangements documented		
☐ Out-of-hours engineer process tested		
☐ Cost of vetting delay to the service quantified		
☐ Employment contracts and consultation duties reviewed		
☐ Data Protection Impact Assessment (DPIA) and equality impact considered		
☐ Airwave equipment removal impact assessed		
☐ Decision owner and review date recorded		