

OPERATING PROCEDURES

Courtesy is synonymous to amateur radio. Amateur operators are expected to strictly adhere to the correct procedures on the use of radios since they operate on common frequencies with all other hams in their locality, their country, and the world. Enumerated below are some guidelines in the use of the frequencies allocated to the amateur bands.

1. Hams all over the world use the “Q” code in transmission. The Q-code are extensively used in CW, but has been, to a limited extent, adopted and accepted in the phone band. Actually, only ordinary language is required in conversation in the phone mode. Examples of common codes used in the phone mode which were derived from CW are the following:

| | | |
|-----|---|--------------------------|
| QM | - | Old man, ham operator |
| QSO | - | Conversation. Talk |
| QSY | - | Change frequencies |
| QRM | - | Atmospheric interference |
| YL | - | Young lady |
| QSB | - | Signal strength varies |
| QSL | - | Okay, understood |
| CQ | - | General call |
| 73 | - | Regards |
| WX | - | Weather |
| QRT | - | Stop transmission |
| QTH | - | Location, house |
| QRN | - | Local interference |
| XYL | - | Wife |
| QRX | - | Stand by |
| QRZ | - | Who is this? |
| 88 | - | Love & kisses |

2. Do not tune your units on frequencies being used. Always see to it that the frequency is clear before you tune your units. Tuning is recommended to be done on a dummy load so as not to disturb other users. When tuning antennas however, be sure that no one is using the frequency at that time.
3. Always listen in a few seconds, a minute if necessary, before calling for a CQ on frequency. This will avoid your “stepping” on a weak signal. The short wait will assure you that no one is using the frequency since you do not hear anyone.
4. In breaking in an existing conversation, it is recommended to break in with your call sign during “pauses” of the QSO. Though it is allowable to join with the “break”, the call sign may be better because it saves time since the other users do not have to call for a QRZ.

5. On the use of “break” ... it is understood that one “break” is used ordinarily to join into an on-going conversation. Two breaks, or “break, break” is used when there is urgency or priority traffic or messages that has to be pushed through because of time constraint or because of its importance. The triple break, or “break, break, break”, all stations are requested to stand-by and assist the emergency call.
6. After calling for a certain station, give another three calls to make certain that he is not on stand-by. Do not give more than these number of calls . . . because for practical reasons, if he was there and heard you he would have answered already. Wait another five minutes and give him three calls again if you would wish to really raise him up. Do not give continual calls. It would just be useless and the frequency may not be used by other amateurs. Make your call as short as possible
7. Always make your conversations as short as possible, especially on calling frequencies. In the Philippines, calling frequencies on the 40 meter band is 7.045 MgHz, and on two meters, 145.000 MgHz.
8. On checking in to the nets, always check-in or break in with your call sign. This avoids further waste of time by not having the net control call for a QRZ-anymore
9. The word “contact” is used during net time especially to break in after the station (who you may want to contact) has just check-in.
10. Do not entertain or try to reply or threaten a jammer. A jammer or a heckler finds satisfaction when he is answered or when he is able to get you mad, or “gets your goat”. You win, if you pretend that he is not there at all. If everybody adheres to this procedure, the “jammer” population should decrease.
11. In using repeater systems, always see to it that QSO are short. Repeater frequencies are usually common to members, and are primarily calling frequencies. Do not use the repeater if you go on simplex. It will prolong the life of the equipment, and also afford other stations to use it.
12. A repeater is privately owned. We realize that any license holder has the right to use the frequency, however since a repeater is privately owned, it would be better to ask permission from the owners prior to using the repeater. This is common courtesy, and should be observed in order to avoid any conflicts. It is common practice however, that in cases of emergencies all owners of repeaters allow their equipment to be used.