



INDEPENDENT BROADCASTING AUTHORITY
PO BOX 32475 LUSAKA, MASSMEDIA COMPLEX, LUSAKA.
Tel.260 250589/ 0954 519327

INSPECTION CHECK LIST

Name of station.....

Name of Station Manager.....

Province.....

Date.....

Time.....

Signature.....

Name of IBA officer.....

Signature.....

INSPECTION CHECK LIST

	MAIN STUDIO			
ITEMS	REQUIREMENTS		MARK	COMMENTS
STUDIO SIZE	at least 3.5 x3.5 m			
SECURITY	Commercial station state armed security			
	other stations private or state armed security			
EQUIPMENT(RADIO)	Control console			
	Computer			
	At least 2 microphones			
	At least 2 head phones			
EQUIPMENT(TV)	Audio -visual mixer (console)			
	At least 3 studio cameras			
	studio light			
	At least 3 microphones			
	At least 3 TV monitors			
SOUND PROOF	Air tight doors			
	Sound proof walls and roof			
FIRE EXTIGUISHER	Carbon dioxide (CO2)type			
AIR CONDITIONER	Modern Air condition depending on studio size			
CLEANLINESS	habitable standards			

	ANTENNA MAST		
ITEMS	REQUIREMENTS	MARK	COMMENTS
ANTENNA NUTS	Antenna must be well mounted to the mast or tower		
	Nuts to the mast or tower must be well tightened		
GUY WIRES	Strong and durable guy wires commensurate with size of antenna structure were applicable		
EARTHING	The earthing spike must be mounted above the antenna		
	and connected to the ground (earth)		
	The earthing wire must be grounded in the earth composing of charcoal and		
	Salt. Measured earthing value must be 2 Ohms and less		
AVIATION LIGHTS	At least 2 Aviation lights must be available for antenna height above 30m		
CABLING	Cables must be well tied to the antenna structure		
	cables must be trunked about 1M at an angle against gravity before entering		
	the transmitter shelter/room to prevent rain water flowing into the transmitter		

PRODUCTION STUDIO			
ITEMS	REQUIREMENTS	MARK	COMMENTS
STUDIO SIZE	At least 3.5 x3.5 m		
EQUIPMENT (RADIO)	Control console		
	Computer		
	At least 2 microphones		
	At least 2 head phones		
EQUIPMENT(TV)	Audio -visual mixer (console)		
	At least 2 studio cameras		
	studio light		
	At least 2 microphones		
	At least 2 TV monitors		
SOUND PROOF	Air tight doors		
	Sound proof walls and roof		
FIRE EXTINGUISHER	Carbon dioxide (co2)type		
AIR CONDITIONER	Modern Air condition depending on studio size		
CLEANLINESS	habitable standards		

	TRANSMITTER SHELTER/ROOM		
ITEMS	REQUIREMENTS	MARK	COMMENTS
SHELTER SIZE	At least 1.5x1.5x3 m		
FM TRANSMITTER	Frequency band 87.5-108 MHz Type approved by ZICTA		
STL FREQUENCY	Frequency band 470-790 MHz ZICTA to approve		
STUDION TRANSMITTER	Any applicable band such as UHF SHF ZICTA to approve		
AIR CONDITIONER	Modern air condition depending on shelter size		
STANDBY ELECTRICAL POWER	5KW Generator 5KW Battery		
FIRE EXTINGUISHER	Carbon dioxide		
SURGE ARRESTOR	Automatic Voltage Regulator(AVR)		
CLEANLINESS	Clean and dry room		

		PERSONNEL		
ITEMS		REQUIREMENTS	MARK	COMMENTS
PERSONNEL (RADIO)		At least 3 personnel such as Station manager, Technician, Announcer (DJ)		
PERSONNEL (TV)		At least 4 personnel such as Station manager, Technician, Announcer, camera man		
PERSONNEL QUALIFICATIONS		At least 1 with minimum certificate/diploma in journalism or related field.		
NEWS ROOM		At least two chairs and a desk		

NEWS ROOM				
ITEMS	REQUIREMENTS	MARK	COMMENTS	
SHELTER SIZE	At least 3.5 x 3.5 m			
CHAIRS	At least two (2) decent chairs			
TABLE	At least one (1) decent table or desk			
CLEANLINESS	Habitable			

NOTE.

THE LICENCE /PERMIT MUST BE DISPLAYED AT THE RECEPTION

ENSURE THAT THE DOORS ARE NEATLY LABELLED