

# ORDER

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
GREAT LAKES REGION

GL 7230.1A

12/22/80

SUBJ: USE OF PORTABLE TAPE RECORDERS AT AIR/GROUND POSITIONS

1. PURPOSE. This Order outlines the procedures for using the subject recorders at the air/ground position during inflight emergency service or orientation.
2. DISTRIBUTION. This order is being distributed to all Flight Service Stations and branch level and above in the Air Traffic Division.
3. CANCELLATION. Order GL 7230.1, Use of Portable Tape Recorders at Air/Ground Positions dated 11/23/71 is cancelled.\*
4. BACKGROUND. Most Flight Service Stations now have a remote on/off switch at the air/ground position for their portable tape recorder. This provides a means for turning on the recorder on short notice in order to record aircraft emergency and orientation communications.
5. ACTION.
  - a. The recorder shall be left connected to the monitoring jack except when it is being used for other purposes.
  - b. Specialists shall immediately turn on the recorder if there is any indication that an inflight assist may be required. All exchanges of communication between a station and an aircraft being furnished inflight emergency service or orientation shall be recorded.
  - c. Upon completion of the emergency service, the tape shall be retained for fifteen days, except when part of an accident or incident record requiring special handling as specified in Handbooks 7210.3, Facility Operations and Administration and 8020.11, Aircraft Accident/Incident Notification and Reporting. \*
  - d. Daily test recordings shall be made to make sure that the recorder is working properly and that switches are reset in the proper position.

  
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Chief, Air Traffic Division

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