

Checklist for Public Address Systems

From planning to acceptance: all steps for the safe use of mobile announcement technology. Work through the items in each phase and coordinate open points with the security management and the organizer.

Phase 1 · Planning & concept

- ☐ Event area, visitor numbers and critical areas recorded
- ☐ Existing PA system and interfaces (analog or AES3) checked
- ☐ Number of required **NIKOS** [audio]² units determined
- ☐ Radio range and possible shadowing assessed
- ☐ Alerting and evacuation concept agreed

Phase 2 · Setup & cabling

- ☐ Locations of units and speakers defined
- ☐ Feed into PA or **NIKOS** [horn]² speakers connected
- ☐ Power supply and backup power checked
- ☐ Talk groups configured per area/stage

Note on spacing: One announcement unit with horn loudspeakers facing both directions covers 100–120 m (hearing radius per speaker 50–60 m at typical ambient noise levels). Place units 100–120 m apart.

Phase 3 · Functional test

- ☐ Announcement signal leveled to the usual PA volume
- ☐ Test announcement per talk group and for all (group call)
- ☐ Level and intelligibility checked in outer areas
- ☐ Status messages checked at the **NIKOS** [dispatcher]²
- ☐ Functions tested (announcement + flashing light + switching)

Phase 4 · Operation & acceptance

- ☐ Operating staff briefed, responsibilities clarified
- ☐ All units checked for “Status OK”
- ☐ Acceptance protocol signed

Appendix · Short acceptance protocol

Check item	OK	Remarks
All units connected by radio, status OK	☐	
Test announcement per talk group successful	☐	
Level and intelligibility checked in outer areas	☐	
Functions tested (announcement + flashing light + switching)	☐	
Power supply and backup power checked	☐	
Operating staff briefed	☐	

Place, date	Handed over by	Accepted by
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