



**Ministry of
Government Relations**

**Emergency Management and
Fire Safety**

**Provincial Public Safety
Telecommunications Network**

**PPSTN - Box 3003
Prince Albert, SK S6V 6G1
Phone: (306) 953-3479
Toll Free: 1-888-953-3693
Fax: (306) 953-3697
E-mail: ppstn@gov.sk.ca
Web: www.gr.gov.sk.ca**

User Agency Readiness & Migration Check List

TASK	COMPLETED DATE
Application Form - Completed & Signed	
Equipment Requirements Form - Completed & Signed (Initial equipment order through PPSTN)	
Talk Group Requirements Form - Completed	
Talk Group Permissions Documents – Acquire required signatures	
Additional VHF Licensing Documents - Acquired Copy	
Application & Supporting Documents - Forwarded to PPSTN	
Staff Trained	
Order additional radio equipment if required (prior to July 1, 2010). Contact PPSTN for more information.	
Forward additional radio equipment order information to PPSTN	
Order accessories where required. Contact PPSTN for more information.	
Equipment received from PPSTN	
Installation arranged	
Equipment installed (mobiles). Installation guide available from PPSTN.	
Contact PPSTN & Arrange for Equipment Test	
Test Equipment with PPSTN	
Contact Dispatch Centre & Test Equipment	
Contact PPSTN & Advise of Successful Test with Dispatch	
Migrated.	
Readiness Checklist - Signed and forwarded to PPSTN	
<hr/> Name of Agency	
<hr/> Signature Confirming Completion	
<hr/> Date	