

KKFI Quality Assurance Policy

Process & Procedure: SHOW MONITORING

1. QAS EMAIL address: kkfigas@gmail.com for reporting violations.
2. All Programming Committee Members will be responsible for monitoring shows and reporting alleged violations to kkfigas@gmail.com or QAS member emails.
3. Send Email/letter to Programmers: Requesting help with show monitoring- Purpose: TRAINING and FCC COMPLIANCE: "As on air personnel, we all share responsibility for maintaining FCC Rules and Regs and KKFI Policy. On-Air Programmers hold the station's license in their hands."
4. Programmers who think they hear violations should Email kkfigas@gmail.com or place written description in QAS Box (located in Green Room) with Date, Show Name, Host, and approximate time alleged violation heard with short description.
5. When an alleged violation is received, QAS chair or designee shall download hour in question from Logger, review and if believed to be a violation, send clip to QAS members for review.
6. QAS Members shall respond back within 5 days.
7. If majority agree that there was a violation, it shall be responsibility of QAS Chair or designee to review On Air Log to verify Board Programmer responsible.
8. Programmer shall be notified by Form Letter Email and/or KKFI Mail Slot by Programming Committee Chair or Designee. If requested a clip of violation shall be emailed to Programmer (or made available at KKFI if email unavailable to programmer).
9. Log of Actionable items will be kept by QAS: Show Date – Host(s) - violation detail noted.
10. In the event that serious harm to the station is threatened if action on a violation is not taken quickly, the Programming Committee Chair (or in case of his or her unavailability, the Vice Chair) is authorized to assess a penalty immediately upon the finding of a violation. The evidence of the violation is to be presented to the Programmer in conjunction with the announcement of the penalty.

11. In addition to being subject to the penalties set forth in the Programmers Policy & Operations Manual, a Programmer accumulating three (3) Policy Violations during a six (6) month shall be removed from air until Re-Certification is completed satisfactorily.
12. QAS and Programming Committee members shall NOT discuss alleged violations outside Committee. This is about Training and Committee Compliance, not Punishment or Public humiliation. PENALTY: Removal from Committee
13. As Missouri State law requires Non-Profits Meetings to be open to the public, the Programming Committee reserves the right to hold a Closed Session, if needed to protect privacy of Programmer(s), to address FCC and KKFI Policy violations.

Developed by the QA Subcommittee of the Programming Committee

Adopted December 14, 2016 by the KKFI Board of Directors