

Licence audits

Who can be audited?

Radio Spectrum Management (RSM) may audit any person, company or organisation transmitting radio waves including:

- Existing radio or spectrum licence holders
- Radio or spectrum licence holders of recently cancelled licences
- Persons operating under a [General User Licence](#).

[The Compliance Guide for Users of the Radio Spectrum and for Suppliers of Electrical and Radio Products](#) is available for download on this website.

Why have audits?

Regular radio licence inspections and site audits are RSM's proactive way of maintaining the integrity of the Register of Radio Frequencies, and promoting voluntary compliance. This minimises the likelihood of interference as well as the costs associated with legal compliance action.

Proactive auditing provides RSM the opportunity to:

- Ensure that the transmission is authorised by a licence
- Ensure that licence conditions are met
- Promote sound management and engineering of radio licences and transmission sites
- Strengthen relationships with the radio industry
- Maintain the value and usability of the radio frequency spectrum in New Zealand

What is the auditing process?

RSM will randomly select licences to be audited from the Register of Radio Frequencies to target "high risk" licences and "at risk" sites. The audits are planned in advance and the auditee is normally given at least 10 days notice. If a serious risk to radio communications has been identified, or interference is occurring, a Radio Inspector may arrange to conduct an audit immediately.

Audits are conducted to minimise disturbance to the radio spectrum and maintain the integrity of the compliance framework, while optimising use of RSM compliance resources.

During the audit, the Radio Inspector may conduct measurements and record details including:

- Check with GPS locations and altitudes to confirm grid references
- Note of all transmitters, receivers and associated equipment
- Note of antenna type, polarity and azimuth and height above ground
- Note of coaxial cable type and length
- Photographs of transmitting equipment or site

Your checklist to prepare for an audit of your radio transmitter/s:

- Do you have a current licence?
- Is the transmitter located at the licensed location?
- Are all licence conditions complied with, including frequency, power, bandwidth, emission type, antenna polarisation and radiation pattern, number of sets?
- Is site access available?
- Are there any safety issues to be considered?

- Have any other affected parties (site owner, co-users been notified?

[Conformity and compliance requirements](#)

Find out about compliance requirements for holders of radio and spectrum licences and radio transmitter users.