

No. 3

NEWSLETTER

AVIATION SERVICE AND REPAIR DIVISION

DECEMBER 1941

DIVISIONAL NEWS LETTER NO. 2.DECEMBER 1961.

With the end of 1961 and the second year since the formation of our Division it is appropriate in this second issue of our News Letter to give a brief resume of our progress.

The various departmental sections will give relevant details but it is interesting from an over all point of view to note that in January, 1960 we commenced operations with a total of 74 Staff while at January 1962 we will commence with a Staff of 250. Actual floor area has increased from 6,500 sq. ft. to 16,300 sq. ft.

This advancement has obviously resulted from a steady increase of business which will be maintained during the next 12 months by virtue of the present state of our order book.

The official Divisional Folder of Instructions is now in final draft and will be distributed about the end of the year.

By the time you receive this News Letter our first Divisional Christmas function will have been held. I hope that those of you who were able to attend had an enjoyable evening and took the opportunity of meeting those members of the staff with whom you do not normally come into contact. I am of the opinion that generally morale and team spirit within our organisation is high and I am most anxious that this be maintained. We are expanding rapidly so do not let us fall into the trap of Departments becoming separate entities without knowledge of activities and personalities outside of their own sphere.

In my note for the first issue of this letter I suggested that your comments as to format, scope etc. would be welcome. I can only assume that you are all satisfied because only one letter was received. I am grateful to the sender and thank him for his constructive suggestions. While on the subject of the News Letter as a whole, I should like to suggest that possibly Divisional Staff may like to contribute and so broaden the general scope. The subject is in effect immaterial except that obviously it must be relevant to our activities as an Aircraft Servicing Division.



GENERAL DIVISIONAL NOTES

With the first News Letter the general position was outlined under the above heading, with this issue we have been more specific with the activities of each Department, therefore, under this section it is intended to give those matters of interest that are not peculiar to any particular Department.

We are therefore pleased to announce that Mrs. I. Harris, at present the Personal Private Secretary to our Divisional Manager is being promoted to the newly created post of Administrative Assistant, her duties are the day to day matters of administration on behalf of the Divisional Manager to whom she is directly responsible.

COMMERCIAL DEPARTMENT

Commensurate with increase of business as mentioned in the various Departmental Statements it has been necessary to increase the Staff in this Department, although obviously this is relatively small.

Mr. E. Broom transferred from Military Aircraft Controls Division in his capacity as an experienced Estimator, many of us will remember him from the days of the old Aviation Division.

With Mrs. Harris's assumption of her new duties it is necessary to add a Shorthand Typist, therefore, the Department strength as at January 1962 will be as follows:-

Budget Officer	-	Mr. N.I. Pearson
Sales Order Officer	-	Mr. D.D. Silvester
Estimator	-	Mr. E.J. Broom
Commercial Assistant-		Mr. A.N. Hosie
Commercial Assistant-		Mr. F.W. Payne
Shorthand-Typist	-	Miss P. Ralph
Shorthand-Typist	-	Miss A.N. Other
Copy Typist	-	Miss I. Burns
Clerk	-	Mrs. F. Roseaman.

We are pleased to advise the promotion of Mr. W. Bland to the position of Sales Manager, a newly created post. Mr. Bland has been largely responsible for much of our additional business particularly in the Civil Aviation field.

Mr. Fortney has progressed with his N.A.T.O. activities to the extent that we have been able to tender for a number of repair and overhaul contracts and are reasonably optimistic that at least we shall obtain our fair share.

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Commercial Department cont'd.

Our Divisional Manager conducted an extensive tour of U.S.A. in the late autumn and apart from finalising our commercial relationships with the Bendix Aviation Corporation negotiated a new license agreement with the Aviation Instrument Manufacturing Corporation of Houston, Texas, covering the range of a cheaper type of attitude and directional indication suitable for the light and executive aeroplane market. Subject to a satisfactory sales campaign it is intended that we shall purchase complete sets of parts and assemble within our own Production Department.

In addition, our Divisional Manager accompanied by Mr. G. Townsend our Production Manager attended the European Airlines Electronics Committee Maintenance Conference in Paris at which useful discussions took place with Airline representatives reference the facilities we now have available apropos of Bendix Automatic Pilots and allied instrumentation.

PRODUCTION DEPARTMENT.

Consequent upon the expansion it has become necessary to increase the actual size of the workshop by taking over one half of the adjacent area previously occupied by Aircraft Engine Instruments Division. It is the intention to use the additional floor space for what one might term our "dirty" work, i.e. that work that does not require super clean conditions as for precision gyros etc. Within this area also will be established new equipment whereby we shall be independent of outside assistance for full temperature range testing, leak detection, gas filling etc.,

The space vacated in the present workshop will be used to establish what is known as a "White" area for the type of work mentioned above. This entails humidity and temperature control dust free atmosphere down to about 3 - 5 microns with air locks and depression cabinets to each bench etc.

For some time we have been designing and manufacturing test equipment specifically for the B 707 and VC 10 aircraft installations within the actual workshop. The range of this work has increased to such an extent that it has become necessary to separate it from the actual production area in terms of administration. To this end a Technical Office has been established under the control of Mr. E. Evans to carry on with the work already described and to assist in the practical planning and modification of new production, short order work, etc.,

Again expansion has necessitated the establishment of the post of Production Engineer to assist the Production Manager in the day to day problems of the workshop. I am pleased to advise that Mr. J. Casey has been appointed to the position.

It became evident during 1961 that the administration of the Supplies Department as a separate entity from the Production Department as a separate entity from the Production Department was proving an uneconomical arrangement. It was, therefore, decided to absorb Spares provisioning, Buying, Stores, etc. within the Production Department. Mr. Wallis who had been responsible for this activity has been assigned to other duties as described elsewhere in this News Letter.

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It was mentioned previously that arrangements had been made for an allocation of Apprentices. We are pleased to be able to tell you that 7 of these trainees are now appointed in the workshop with very satisfactory results. We trust the lads themselves are perfectly happy.

As for business our contracts for High Range Flowmeters, Tachometers, etc. has been extended. the input of Drone Autopilot equipment has increased of late. We are modifying Bendix instrumentation destined for the VC 10 on behalf of Transport Aircraft Controls Division, while our negotiations with B.O.A.C. reference Boeing 707 are reaching finality. Our contracts with Rolls Royce and B.E.A. for low range Flowmeters and Transmitters are working very satisfactorily and are increasing with the number of Tyne and Dart engines in use, while similar equipment for the Spey will be with us very shortly. We shall be commencing in a small way the overhaul of Inertial Navigation equipment early in the New Year.

Previous mention of the Karl Schenk Electronic Balancer prompts the statement that considerable use is being made of this equipment on behalf of other Divisions.

TECHNICAL SERVICES DEPARTMENT.

This Department continues to increase as a result of additional commitments. Staff positioning remains in the main as shown in the first issue of the News Letter except for the following changes.

C.S. Wells is to be replaced by R. Ayres at Cranfield. The former now being fully occupied by attachment to Military Aircraft Controls Division for the A.D.S.

M.E. Andrews has transferred from Holme on Spalding Moor to Lossiemouth with C. Tarn, a replacement for Blackburn and General Aircraft has not yet been allocated.

The Contractors Working Party is now operating at Warton while Mr. A.D. Bendall has joined Messrs. Ward and Letley for I.N. training.

In accordance with Divisional policy it must be stated that a vacancy exists for a full time Instructor in our school at Rochester. The appointee should be qualified in the OR 946 system or at least the A.D.S. or F.C.S. aspects. Should any Service Engineer be interested an application should be made through the Departmental Manager.

During 1962 the responsibilities for our Division relevant to Inertial Navigation equipment are to be greatly increased. It has been decided that the over all responsibility shall rest with this Department.

The training aspect as mentioned in the previous issue having been transferred from Borehamwood some time ago now proceeds normally within the Training section, i.e. the school in fact is fully committed until March next. Follow up courses are now in negotiation.

We are now to expand within the field of service engineering and repair and overhaul. In order to cater for this it has been decided to organise a special team ultimately to consist of 6 people. For the immediate future only 4 are required 3 of whom are now with us, namely, Messrs. B. G. Ward, W. H. Letley and A. D. Bendall.

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Squadron Leader Balfour, whose final Airforce appointment has been as the Senior Engineer Officer at Technical Training Command controlling the training aspects of this particular project, joins us on January 20th at the completion of his service career.

The function of these gentlemen are to act as a team headed by Squadron Leader Balfour, Mr. Ward having the necessary academic qualification responsible for the mechanical aspects, Mr. Bendall likewise theoretically qualified to deal with the electronics side. Mr. Letley has had considerable practical training and is destined to be in the main acting in an advisory capacity as required by our Production Department. Prior to assignment to the actual project an extensive training programme is being followed through our own school and practical work within I.N. Division.

Details of the programme we are required to follow are not yet finalised except that we are in the final stage of negotiation with the Ministry of Aviation as regards the initial repair and overhaul contract.

We are glad to be able to report some progress as regards the financial arrangement appertaining to Service Engineers Cars. What we would like to do is to allocate Divisional Cars in accordance with the requirements of location and individual. As this is still in negotiation with Management those of you with mileage entitlement have been placed on the Company scheme whereby a fixed financial payment is made per period in accordance with the age, make and size of vehicle. Actual travelling is then allowed at $3\frac{1}{2}$ d. per mile.

We hope to be able to lay down a definite permanent plan in regard to the operation of Cars in the near future. Certainly by the issue of the next News Letter.

TECHNICAL RECORDS OFFICE AND DRAWING LIBRARY.

This is a new section that has had to be set up with the expansion of our activities in civil aviation and the approach of first flight of the VC 10.

By regulations it is necessary that concise records are maintained of all units supplied and/or services. The reason for this is that should circumstances ever arise as a result of an official enquiry in which Company equipment is likely to be involved then we shall be expected to supply full information as to date of supply, modification standard, degree of ultimate servicing etc.

To this end a Technical Records Office is being established as from 1st January, 1962 being actually domiciled within the confines of the Rochester section of Technical Publications when the latter take over their larger accommodation. For convenience the Drawings Library will be incorporated in this section there being a common staff for both activities.

Mr. E.G. Wallis has been appointed as head of the Technical Records Office and Drawing Office Library with a staff of 3 who are now under training in preparation for the opening date.

TECHNICAL PUBLICATIONS

In the first issue of the news letter, figures were given for the Staff situation in the Publications Department. Since then there has been some increase, and the figures are now:-

Borehamwood 105	Rochester. 46
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Present contracts and domestic requirements for general publication activities make growth essential, and by the end of 1962 the Borehamwood staff should total 128 and the Rochester staff 90.

These figures include Contract Labour. This is unfortunate but necessary since it is extremely difficult to recruit personnel of the right standard. Service Engineers meet many outside people and it is possible that you may come into contact with suitable labour who are interested in a change of job. If you do, we would like to hear of such people, together with as much relevant data, details of experience, etc. as you can obtain.

The range of work in hand covers Manuals for the Mk. 13 Automatic Pilot, the VC 10 installation, Inertial Navigation equipment (including Training and Test equipment), the Buccaneer Installation, 21 series Airborne Communication Equipment, Specifications, report re-production and publicity, i.e. prestige advertising, brochures, etc. In the past most of the work of this Department has been sponsored by other Divisions. However, we hope that fairly early in 1962 we shall be in a position to negotiate our own contracts direct with the appropriate department of the Ministry of Aviation.

Accommodation both at Borehamwood and Rochester has been a thorny problem for a long time. We are glad to say that at long last it appears to be solved. Mention was made in the last issue of the projected move of the Rochester Department to the present Military Aircraft Controls Divisional Drawing Office, this is planned to take place during January 1962.

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Technical Publications cont'd.

At the same time the Department will take over an adjacent area equivalent in size to that they now occupy, i.e. they are doubling their present size. Amongst other things this will enable our Divisional photographer who operates within this Department to have adequate facilities.

Negotiations are now in hand with Management to attempt to establish our own printing facilities, and so largely be independent of outside establishments.

INSPECTION DEPARTMENT

Mention was made in the first issue of this News Letter of the Staff that existed at that time. It only suffices, therefore, to mention that the numbers have been increased by the addition of Mr. J. Tappenden who transferred from the Production Department on the 9th October. Mr. Tappenden has been a member of Elliott Brothers for a number of years during which time he was employed in Radar Division Laboratory and Military Aircraft Controls Division Test Department.

Consequent upon the extension of the Divisions activities we are at the time of writing negotiating for approval as a certified Repair Station by the Federal Aviation Agency of the U.S.A. To gain this approval means that we shall be authorised to overhaul and repair etc., instrumentation equipment fitted to Aircraft registered by U.S.A. for Civil flying. Regarding American Military Aviation, an agreement exists between our two Governments whereby U.S.A. Government Inspection and our Director General of Inspection recognises each others authority. This agreement will be more fully explained in the Inspection Procedure Manual.

We have been granted extension to our Inspector Organisation approval under the Air Registration Board, to cover the overhaul, modification repair and inspection of:-

- a) Aircraft and engine instruments.
- b) Series 100, 200 and 300 Flight Director Systems.
- c) Polar Path Compass Systems (excluding Flux Gate Transmitters).

All the above equipment to be as manufactured by Elliott Brothers or the Bendix Aviation Corporation. We are also approved for the Inspection and re-issue of materials obtained from sources approved by the Air Registration Board.