

DIVISIONAL NEWS LETTER - No. 1

Aviation Service and Repair Division
ELLIOTT BROTHERS (LONDON) LIMITED
Airport Works, Rochester, Kent

SEPT 1961

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TO ALL STAFF

Prompted by a request from one of our remotely situated service engineers I have decided to issue, probably on a quarterly basis, a Divisional News Letter. The purpose of the letter is to keep you informed of the progress and activities of the Division and its personnel. I must point out, however, that any news is for domestic consumption only and must not be passed on to any outside person or organisation. The main purpose of the information is to prevent embarrassing situations, which must have occurred in the past, due to questions being asked, possibly as the result of a general Company Press Release of which you have no knowledge. It is also intended, in the reasonably near future, to re-issue in its entirety the folder that was distributed nearly two years ago describing our Divisional Organisation and giving various instructions on procedure.

Finally, I should welcome your comments regarding the general layout and content of this News Letter, as I am anxious that it should increase in scope, without necessarily increasing in size, to cover all aspects of our work and any matters of a more personal nature that may be of general interest.

GENERAL DIVISIONAL NOTES

Since our formation in January 1960 our main concern has been to establish an efficient and economical organisation and at the same time to extend our business activities so that we developed into a satisfactory unit of Elliott Automation as a whole. We trust that the organisation has proved satisfactory to all concerned and take pleasure in the fact that the business has increased, both in size and scope, far beyond our original expectations.

To mention a few items: our civil business has broadened with the negotiation of very satisfactory long-term contracts with Rolls Royce and British European Airways; negotiations are nearing completion with various operators of Boeing 707 aircraft for repair and overhaul of general instrumentation and automatic pilot equipment; also, in the coming year, we shall commence practical application of our wide responsibility for the VC.10 aircraft. In addition, by the expansion of our licence agreement with Bendix Aviation Corporation, this Division assumes full responsibility for the products of that Company which are to be installed in the new B.A.C. 111 aircraft. Naturally, this increase in business has resulted in an enlargement of all other Departments, particularly those concerned with Training and Technical Publications.

In the field of military aviation, we are operating several long-term contracts of a very satisfactory nature so that our present capacity is fully covered for 1962.

Finally, by the time you receive this, the Farnborough Air Show will be over and we hope that those of you who were allocated tickets enjoyed the trip and were able to meet your friends in the Industry.

PRODUCTION DEPARTMENT

The Workshop staff at present consists of a Foreman, one Chargehand, five leading hands and thirty-eight operators. It is planned to increase these numbers so that the total strength by the middle of 1962 will be at least 80. In this regard, if you hear of any likely candidates for employment as Instrument Mechanics, or any persons suitable for training, please pass as much detail as possible either through Mr. Milroy from outside representatives, or through normal correspondence to Divisional Headquarters.

As already mentioned, we shall very shortly be undertaking repair and overhaul of a range of equipment from Boeing 707 aircraft and it is interesting that Test Rigs we built were recently tested and cleared by a Senior Test Engineer from the Eclipse Pioneer Division of the Bendix Aviation Corporation. Certain technical problems were also cleared at this time. Should you therefore be involved in any discussions regarding our abilities with regard to this type of equipment, we suggest you contact our Commercial Office in the person of Mr. W. E. Bland, whom you will find most anxious to help.

We have just completed the training of suitable operatives for a recently installed Karl Schenk electronic balancer which is capable of balancing gyro rotors and small armatures to extremely fine limits. We are interested in any potential sub-contract work in this direction so perhaps you will pass any enquiries to the Commercial Office.

Finally, we are pleased to tell you that the output from our workshop is now averaging 250 to 260 repaired and overhauled units per period; these include accelerometers, high and low range transmitters and PB 20 and associated instruments and components.

TECHNICAL PUBLICATIONS

As no doubt you are aware, this Department is divided into two sections, one at Borehamwood and the other at Rochester. At this stage, due to the wider range of products existing at the former establishment, Departmental headquarters are situated there.

It is worth remembering that when our Division was formed a small Publications Department existed as part of the common services to the Borehamwood Establishment. Its function at that time was the production of reports, specifications, etc with a staff of approximately one dozen. This section was absorbed by our Division with the appointment of Mr. D. R. Charles as Head of the Department. Since then, the Department has grown to a total staff of 132, with 87 at Borehamwood and 45 at Rochester. The staff at Borehamwood is headed by Mr. A. G. Toogood, with Mr. C.M. Knox as Chief Illustrator and Mr. F. W. Brice as Group Leader Reports, i.e. the original Elliott sub-section. At Rochester, Mr. D. B. Shallcross recently joined to be the equivalent of Mr. Toogood at Borehamwood, with Mr. A. C. Adams as his assistant and Mr. F. Garnham as Chief Illustrator. The Senior Specification Writer, Mr. E. A. Bowles, and several Senior Technical Authors head teams which deal with a range of projects from the Inertial Navigator, through various Aircraft Control Systems and Radio Equipments, to the Blue Steel Trainer. Mr. G. H. Oakshott joined some months ago, his prime function being the preparation of sales brochures and general publicity matters both to our own requirements and to those of other Divisions. Our red pamphlet, which no doubt you have seen, is a specimen of the sort of work undertaken.

Broadly speaking, the function of the Publications Department is to prepare all types of Servicing Manuals, Spare Parts Lists, etc, as required by both the military and civil activities of the Company in the aviation field. Similar work in the industrial, computing and other fields is also covered to a large extent.

Some of you no doubt remember that the Rochester section was housed for a long time at the Flying School, the other side of the airfield from the main works. It is destined, in the reasonably near future, to take up more commodious premises at present occupied by M.A.C. Division Drawing Office and, for the time being, is located in a somewhat smaller hut nearby.

GENERAL REMARKS

Nearly all Departments suffer to a lesser or greater extent from difficulties of recruiting additional staff: it is therefore gratifying that arrangements have been made through the Personnel Department whereby we have received an input of apprentices. In conjunction with their academic training, since they are destined for or allocated to us permanently, we shall be able to train them to meet the particular requirements of our technical publications and workshop activities. It is the policy within this Division that any chances of promotion that may arise are publicised and this will also apply to these trainees.

TECHNICAL SERVICES

The Technical Services Department is divided into two sections, Field Service and Training, and has expanded in all aspects so that we now have 24 service engineers. Strong teams are established at Warton and Brough, with offshoots at West Freugh and Lossiemouth. Our interest in Drone Automatic Pilots is covered at Flight Refuelling Ltd, Tarrant Rushton.

A Contractor's Working Party is established at Borehamwood to deal with the modification programme on the Mk. 13 Automatic Pilot and associated equipment. A resident engineer is allocated to Boscombe Down, while the Company's flight trials activities at Cranfield are similarly the responsibility of this Department.

We are glad to say that, undoubtedly as a result of the enthusiasm and interest of all service engineers and their willingness to work long hours, we have established a very satisfactory reputation and relationship with our customers.

We give below a list of the various people within the assignments outlined above; in addition, a team will shortly be formed for the I.W. Division to cover the responsibility in this direction.

WARTON

Hobden F. G.
Connell D.
Brooks A. T.
Brown C. A.
Tessy J.
Vella C. V.

WEYBRIDGE

Read C. W.
Mackenzie A. R.

TARRANT RUSHTON

Newton E. J.

CRANFIELD

Wells G. S.

BROUGH (Holme-on-Spalding Moor) C. W. P.

Harwood E. S.	Dunnall M. E.
Christianson R. B.	Le Grove E.
Andrews M. E.	Matthews J. B.

WEST FREUGH

I. N. (U/T)

Lewis J. B.	Ward B. G.
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LOSSIEMOUTH

Letley R. H.

Tapp C.

A. D. S. (U/T)

BOSCOMBE DOWN

Ayres R. J.

Millard D. R.

Jempson D.

Smith M. W. B.

The Training School originated last year with Mr. Rex Hibbard as Chief and only Instructor. He now has a staff of eight people, two of whom, namely F. G. Kastall and E. Morris, are concerned with the Wiring School. J.P.P. Talbot and D. Jempson are concerned with Flight Systems and R. W. Leach and J. K. Salkeld with I. N.

The Wiring School was originated some twelve to eighteen months ago for the training of wiremen as required by other Divisions, chiefly I.N. By the same Division, we were asked to initiate the training of females, a scheme which has now been in operation for three months. We are glad to say that from reports received the quality of training and the ability of the trainees have given every satisfaction.

Mr. Hibbard has already concluded arrangements with Vickers-Armstrongs for initial training of VC.10 flight crew personnel. Such training will be extended considerably during 1962.

It only remains to congratulate Mr. Hibbard and all Instructors on the effort put in to make the school successful; its reputation is high with our customers and is due to the enthusiasm of the staff concerned.

INSPECTION

The Inspection staff, under Mr. K. C. Tuckwell, Chief Inspector, now consists of Messrs. E. Shoot, R. Masters, R. Duhig, R. Hayhow in the workshops and Mr. H. Little in the stores. It is worth mentioning that Mr. E. Shoot is to be congratulated on obtaining his O.N.C., entirely by his own effort and in his own time.

It has long been felt that, because of the complexities arising out of the Ministry, various Inspection Approvals and Company policy, an Inspection Procedure Manual should be prepared and work in this direction has now started. No doubt Technical Publications will be asked to give some assistance at a later date. This manual will be designed to explain as simply as possible how we satisfy all mandatory requirements peculiar to the activities of our Division. Any constructive criticism on the raising of this manual will be appreciated and should be addressed for the attention of the Chief Inspector.

COMMERCIAL DEPARTMENT

The Commercial Department has increased in size as a result of increased business. Mr. M. Pearson joined us some months ago and has assumed responsibility for all budgetary matters. Mr. R. S. Fortney, late Major of the U.S. Air Force, has also joined the Department and his nominal responsibility is to follow up the wide business potential of the N.A.T.O. organisation.

Some of you may have wondered why you were asked to submit your expenses on separate vouchers. This is necessary because Government Auditors have proved a little awkward of late by splitting expenses on to various sheets and have asked that the arrangements outlined in our request be brought into effect as quickly as possible.

During the Divisional Manager's tour last autumn one or two of the service engineers, particularly those whose car mileage is low, raised the question of financial difficulties experienced in operating a car, one of the prime necessities in this type of job. Extensive negotiations have been, and are being, made in an effort to devise a new car scheme based on contract hire arrangements. This has not yet received approval, but as an interim measure we can allocate service engineers to the Company scheme whereby an annual allowance is paid in accordance with the age and type of car and a low mileage allowance to cover running costs. This is the reason why Mr. Milroy has recently asked for service engineers' Log Books.

We recently began a pilot advertising campaign at the Farnborough Air Show; it is our intention to extend this on a wider basis during 1962. The campaign is mainly concerned with the civil side of our activities as we have had some success

in negotiating contracts on the basis of an exchange scheme on a quick turn round and normal turn round basis. Should you hear of any potential repair and overhaul work of this nature you can safely suggest that we are in a position to undertake it.