

TO Plant Manager, Wellington.

IN REPLY TO

DATE 29th March, 1967.

SUBJECT

BurroughsBURROUGHS LIMITED
INC IN U.S.A.**INTER-OFFICE CORRESPONDENCE**

Dear Bill,

We would appreciate by return mail a progress report on your first months' operation in the Pre-conversion programme.

Specific information under the following headings is required :-

Manpower, Progress, - of people and conversions, Quantity and Conversion Times Attained.

Our own comments are :-

Manpower : Burroughs Supervisory 3 Requirements 3. The third intake of nine convertors will consist mainly of Australian trained convertors who will not require training. For this reason the transfer of the third Line Supervisor will be deferred until June.

Convertors : Actual 16, less one resignation,

Requirements, which includes 25% loading for turnover
- 18 -

Two convertors are now required for field service training, and we suggest arrangements be made with your local branches, Wellington and Lower Hutt to take one each.

Non-Technical Staff : It appears you still are deficient of female office and machine testing staff.

Progress of People : As you realise it is important to have each person in your operation working on a clearly defined job. It is suggested you look at the machine testing being done by convertors and Line Supervisors and establish your Test Area promptly. Your Co-ordinator (or Field Installation Officer) could take over the responsibility of the final test out of accounting machines.

A further suggestion to ensure the Line Supervisors are kept on the job is that the filling out of times from the Convertors daily time sheets onto the Machine Master Sets (green copy) be done by the office.

Conversions : From verbal reports everything is progressing smoothly.

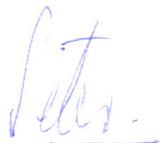
- 2 -

General : The following items still appear to be outstanding -

Total Supply Tools - (Burroughs supplying) - Parts Stacker Boxes -
Bench Mats - Typewriters - Adding Machine (Burroughs supplying) -
Office Filing Cabinets.

Leasehold Improvements : Signs - Office Intercom telephones.

Kind regards,



P.M. MILLER, Service Manager,
Decimal Currency Programme

PMM:DMG

SUMMARY OF PLANT OPERATIONS
FOR THE PERIOD 9TH MARCH 1967
TO 31ST MARCH 1967 (18 DAYS)

Manpower

Due to one resignation and one termination we have been operating at two less than our job chart allocation.

No action was taken on this respect as it was felt that we could handle the volume without the additional burden of training which would involve supervisors time at the same time as progressing into the Pre Conversion period.

Effective as at the 31st March we now have a further resignation and immediate steps have been taken to recruit a further 3 converters to bring our total strength in line with the job chart.

As from Monday April 3rd we have a machine tester temporarily assigned to Wellington Branch to obtain familiarisation with Prepare for Sale testing.

We will initiate as soon as possible the regular testing of machines in the test bay to relieve the converters of the present time consuming responsibilities of testing as well as converting.

The responsibility for assistance and supervision of the test area has been assigned to Mr B. Olds.

It is agreed that we will now work towards the employment of a second female tester.

The position of clerk/typist for the office has been filled by a very capable young married woman.

The vacancy for a parts assistant has now been filled commencing as from 3rd April 1967.

Procedures

Master set preparation (green copy).

As discussed verbally the procedure of having the green copy of the Master Set completed by the converter has been in operation since March 9th.

The green copy is wound around the Platen and does not leave the machine until conversion and testing has been completed at which time it is attached to a clip in the final storage arc and accumulated copies are retrieved daily by the office.

Both the procedure of having the supervisors transfer all times from the daily time sheet to the Master set or the office staff to collate and record these times is lengthy and time consuming in comparison to having both time sheet and master set copy prepared simultaneously by the converter.

There is considerably less likelihood of confusion when the Master set with its specific instructions accompanies the machine throughout conversion.

The amount of time lost in having the converter complete two sheets instead of one is insignificant.

Conversions completed for the period covered by this report.

Series F all styles	32
Series P400 All Styles	8
Series 600 " "	8
Series P " "	135

Conversion Times

Converters daily time sheet Form BDC 529 was put into operation as from 13th March.

As we have converted both Series P consignment stock (full conversion) and some Series F trade in consignment stock the following average conversion times have been calculated only on partial conversion of Rank machines and customer pre-conversions.

Series F (All Styles)

Average Conversion	508	mins
" Testing	37	"
" Remake	458	"
" Total	929	"

Series P400/P600

Average Conversion	510	Mins
" Testing	44	"
" Remake	100	"
" Total	649	"

Series P (All styles)

Average Conversion	225	Mins
" Testing	26	"
" Remake	80	"
" Total	332	"

The following comments are made regarding these times.

While our average times could be improved it is felt we must first concentrate on the excessive remake time.

Some of this excessive time is without doubt due to the very wide variety of styles processed during this period plus the fact that a number of machines have been received in the Plant with inherent problems.

For example N.Z. Breweries F1500 broke the stud in the register selection actuator during testing. The stud had been welded twice previously in the field and it was necessary to replace this in order to obtain a satisfactory test. The writer personally spent 3 evening working on this machine after the part had been replaced.

In regard to Series P no Partial Conversion procedure was issued and partial conversion was initiated on a trial and error basis.

On the first day of bank conversion we suspended work on Series F entirely and concentrated all our efforts on Series P.

However despite this not one machine came off the line the first day.

The only two converters to complete a machine both had electrical faults develop while testing.

Once the test area is operative this will improve overall times by removing the responsibilities from the converter for testing.

It would be a fair comment at this stage to say that the only conversion that has been relatively straight forward has been Partial conversion of Series F.

Considerable problems have arisen with Series P full conversion mainly due to non availability of parts to complete kits.

Kits have been prepared by Central stock only to have them broken down again to remove parts in short supply.

This resulted because there were no machines available for the made up kits but other styles requiring a different kit were available and it was felt imperative to keep the work force gainfully employed.

Shortages of Class 8 & 10 carry rack latches and Class 9 carry racks and carry rack latches have been overcome by robbing parts from the ex Australia surplus loaners.

It would seem we were somewhat premature in making up considerable quantities of 80701 $\frac{1}{2}$, 90895 $\frac{1}{2}$ and P2208 $\frac{1}{2}$ kits for which limited machines were available.

It would have been preferable to make up kits for consignment stock Series P machines after receipt in the Plant.

Your urgent attention to the further supply of grey on grey keytops which are currently now in very limited supply would be appreciated.

General

The question of exterior signs is well in hand and every endeavour is being made to have these erected by April 11th.

The telephone intercom system has been installed and is fully operative.

The shortage of tools is still causing some minor problems.

We have arranged for and have received a loan typewriter from Roneo pending new deliveries.

News Flash

Our Tester was knocked down by a motor scooter during the lunch break on her first day at work.

(W.J. FRYER)
PLANT MANAGER

c.c. J.I.M.

TO Plant Managers - Christchurch, Auckland, Wellington

Burroughs

IN REPLY TO

DATE 6th April, 1967.

SUBJECT

INTER-OFFICE CORRESPONDENCE

As we require for our own records and for Detroit a report on all aspects of publicity received as a result of the recent plant openings in Auckland and Christchurch and the forthcoming Wellington opening, we would appreciate three copies of all newspaper publicity plus a brief resume of the coverage we received or receive from TV or radio.

We would like to receive this as soon as possible.

Rex Bott

R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

NZ 40