

DECIMAL CURRENCY PROGRAMME

Date: 12th December, 1966

Decimal Conversion Plant Circular No. 8

Subject: Preparation of Movement of Loan Machines.

1.0. During the month of January, 1967 we shall commence a programme of preparing loan machines in the Auckland and Wellington plants.

1.1. The loaners fall into two categories;

- (i) Pre-Conversion Trading Bank Loaners
- (ii) Post-Conversion General Loaners.

1.1.1. Most or all the Pre-Conversion Trading Bank Loaners will be used subsequently as Post-Conversion General Loaners.

1.2. Initially, priority will be given to the preparation of Pre-Conversion Trading Bank Loaners as these have to be installed commencing March, 1967 and in fact as many as possible should be prepared during January and February

Instructions to Plant

2.1. Head Office will issue to the Auckland and Wellington plants, a 'Loaner Master Set' of forms (BDC 530) which will give you instructions for loaners.

2.1.1. This form will tell plants if the loaner is a Pre-Conversion Trading Bank Loaner or a Post-Conversion General Loaner and if a Trading Bank Loaner, the delivery instructions.

2.2. Preparation work or unpacking of loan machines should not be commenced unless the plant has a Loaner Master Set for that particular machine.

Plant Recording of Loaner Preparation "Loaner Master Set" - Form BDC 530

3.1.

Copy 1 - White: This is an "Advice of Preparation" which is to be filed in Plant office and will be the basis of preparing the Loan Machine Record Cards (Form BDC 531).

3.2.

Copy 2 - Green: The green history copy calls for the recording of times spent in preparing loan machines and it will therefore be necessary to designate all work done on loan machines in the "Loaner" column on the daily time sheet. This copy should be kept and times recorded by the Supervisor until the machine preparation has been completed when it is sent to the Plant office.

The form records time in three sections:

- (i) Time spent unpacking, assembling and in technical work or adjustments.
- (ii) Time spent in testing.
- (iii) Time spent in remake.

3.3.

Copy 3 - Blue, Receipt Copy: Will be used for Pre-Conversion Trading Bank Loaners and will be retained in the plant - do not forward to Head Office with Weekly Completions. *N.B. SEE 4.3.*

3.4.

Copy 4 - Pink, Head Office Copy: Will be completed and forwarded to Head Office with the Weekly Completions Summary when the loaner is fully prepared and delivered to the loan machine centre, waiting delivery to the Trading Bank or being held as a general loaner.

4.0.

Preparation of "Loaner Weekly Completion Summary"
- Form BDC 533

4.1.

A summary of all loaner completions completed for the previous week should be made up and the top copy (white) together with copy 4 of the "Loaner Machine Master Set" should be sent to Head Office.

5.0.

Completion of Loan Machine Record - Form BDC 531

5.1.

The information provided per medium of copy 1 of the "Loaner Machine Master Set" will enable plants to complete the details on form BDC 530.

5.2.

If a Pre-Conversion Trading Bank Loaner the name on the Bank will be the first "movement" entry. This information will be obtained from the blue copy (Copy 3).

5.3. It is suggested that the Loan Machine Record Cards for Trading Bank Pre-Conversion Loaners be boldly identified with letters TBL and that such cards be filed separately from Post-Conversion General Loaners until the loan machines are returned from the Banks after D.C. Day.

6.0. Allotment of Serial Numbers

6.1. The Loan Machine Master Sets issued for Pre-Conversion Trading Bank Loaners will allot a specific serial number to a specific Bank Branch and these allotments should only be changed in extenuating circumstances.

6.2. If they have to be changed it must be ensured that all copies of the Master Set and other related records are changed and Head Office advised.

7.0. What to Deliver with Pre-Conversion Trading Bank Loaners

7.1. Pre-Conversion Trading Bank accounting machine loaners will be delivered complete with stand, side table, guides, line card and where available a machine cover.

7.2. For these loaners a copy of the layout should be packed with each machine. Layouts will be supplied to plants.

8.0. Installation of Pre-Conversion Trading Bank Accounting Machine Loaners

8.1. When a Pre-Conversion Trading Bank accounting machine loaner is delivered we want the installation staff to make a "follow-up" call to ensure that all is in order and any troubles found at these calls should be referred to the nearest Burroughs branch for remedying.

Burroughs Ltd., will receive payment from the Decimal Currency Board for this service attention.

8.2. Any future calls discovered during weekly test routines will be lodged with and attended by the Service Department of the local Burroughs branch.

9.0. Movement of Loan Machines Between Plants

9.1. In the main loan machines for the Christchurch plant are

are being prepared in the Auckland and Wellington plants.

9.2. When preparation of these loaners is completed transport arrangements will be made by Auckland and Wellington plants to have the machines moved to the Christchurch plant. This movement should be completed by March, 1967.

9.3. Copy 1 and 3 of the Loan Machine Master Set and the Loan Machine Record Card should be sent to the Christchurch plant for each loan machine moved to that plant.

9.4. For these movements 5 copies of a shipping instruction (Form 4043) should be made out by the dispatching plant.

9.5. Copies of the shipping advice are to be allocated as follows:-

- COPY 1 - To be signed by carrier and retained in dispatching plant.
- COPY 2 - Carriers delivery instructions.
- COPY 3 - To Head Office.
- COPIES 4&5 -To Receiving Plant.

9.6. When the loan machines are received by Christchurch plant copy 5 is signed and sent to Head Office.

10.0. Scheduling Post-Conversion General Loaners

10.1. It will be essential when scheduling conversions after D.C. Day to have a record of loaner requirements over the next 2-4 weeks.

10.2. A "visual" graph type record should be maintained of loaner movements so that future allocations can be recorded.

10.3. For every post-conversion loaner movement a Loan Machine Master Set must be made out by the plant.

10.4. Disposition of the copies will be as follows:-

Copy 1 - White: This is "Advice of Preparation" which is to be sent to the Loan Machine Centre to have the machine prepared and be available by the date required.

This copy is filed and retained in Loan Centre until the loan machine is returned when it is sent to the plant office to record the return of the machine on the Loan Machine Record Card.

Copy 2&4 - Need not be used in this part of the conversion programme (unless required for internal plant control).

Copy 3 - Blue: Is sent with the loan machine and the carrier has this signed by the authorized party receiving the loaner. This copy is brought back to the plant by the carrier and is sent to the plant office to record the loan location of the machine on the Loan Machine Record Card.

11.0.

Summary

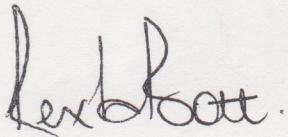
11.1.

The preparation of loan machines should give further valuable experience to your technical staff and you should have the time available to do a first class "prepare for sale" job.

11.2.

We have tried to cover all aspects of the loan machine programme and plants will receive all the necessary forms within the next few weeks.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:LME

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
LOANER MASTER SET

PLANT		SCHEDULE		1
LOANER		DELIVERY INSTRUCTIONS IF BANK LOANER		
TYPE :		TO :		
STYLE	SERIAL No.	REMARKS	DATE REQUIRED	

DATE PREPARED :

CHECKED BY :

PLANT — OFFICE

1. HOLD THIS COPY (1).
2. ISSUE COPIES 2, 3 & 4 TO PLANT MANAGER.
3. WHEN COPY 2 RETURNED, COMPLETE TIME SUMMARY ON COPY 4.
4. LIST COMPLETIONS AS SEPARATE GROUP ON WEEKLY COMPLETIONS SUMMARY (BDC 532) AND FORWARD TO HEAD OFFICE WITH COPY 4 ATTACHED.
5. COPY 3. FILE IN "LOANER FILE".

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME LOANER MASTER SET

PLANT		SCHEDULE	
LOANER		DELIVERY INSTRUCTIONS IF BANK LOANER	
TYPE :	TO :		
STYLING	REMARKS		
STYLE	SERIAL No.	REMARKS	DATE REQUIRED
DATE PREPARED :	CHECKED BY :		

DETAIL OF TIME

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
LOANER MASTER SET

3

PLANT		SCHEDULE	
LOANER		DELIVERY INSTRUCTIONS IF BANK LOANER	
TYPE :		TO :	
STYLE	SERIAL No.	REMARKS	DATE REQUIRED

DATE PREPARED :

CHECKED BY :

RECEIVED THE ABOVE MACHINE ON LOAN PENDING CONVERSION OF OUR MACHINE.

SIGNATURE :

TITLE :

DATE :

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
LOANER MASTER SET

4

PLANT		SCHEDULE	
LOANER		DELIVERY INSTRUCTIONS IF BANK LOANER	
TYPE :		TO :	
STYLE	SERIAL No.	REMARKS	DATE REQUIRED

DATE PREPARED :

CHECKED BY :

THE ABOVE MACHINE WAS DELIVERED TO ABOVE *CUSTOMER — LOAN CENTRE
 (*Cross out one)

PLANT — OFFICE

- 1 HOLD THE DATE :
- 2 ISSUE COPY
- 3 WHEN DO SIGNED :
 (Plant Manager)
- 4 LIST YOUR LOGON AS SEPARATE COPY IN WEEKLY COMPLETIONS SHEET
 TO HEAD OFFICE WITH COPY 4 ATTACHED.
- 5 COPY 3 FILE IN LOANER FILE

TIME SUMMARY

UNPACKING, SETTING UP & PREPARE FOR LOAN TIME	TESTING TIME	REMAKE TIME	TOTAL TIME

REMARKS :—

(SECTION BELOW FOR H.O. USE)

DECIMAL CURRENCY PROGRAMME

Date: 1st February, 1967

DECIMAL CONVERSION PLANT CIRCULAR No.8.1

Subject: Loan Machine Record BDC 531

1.0. Attached is a sample of the above form which has been designed to

- (a) Act as the record of loan machines held in the plant
- (b) To record the movements of loan machines throughout the programme.

1.1. Bulk supplies of this form have been supplied under separate cover and as they are received we want you to make out a card for each complete loan machine in your plant. This will be implemented as set out in Plant Circular No. 8.

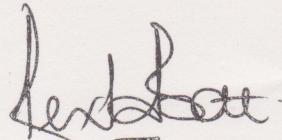
2.0. Tagging Loan Machines

2.1. For easy identification all loan machines should be tagged.

2.2. For this purpose we will supply a Dynotape machine.

2.3. It is recommended that a tape be punched showing the full serial number followed by the word LOANER and this tape be placed at the bottom of the keyboard plate.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:DMG

Att:

BURROUGHS LTD. DECIMAL CONVERSION PROGRAMME
LOAN MACHINE RECORD

DECIMAL CURRENCY PROGRAMME

Date: 15th December, 1966

Decimal Conversion Plant Circular No: 9

Subject: Capital Expenditure - Ordering Procedure - Equipment and Tools.

1.0. To assist in the setting up of Conversion Plants the Government Stores Board will purchase locally in bulk, all equipment and tools required by the plants.

2.0. Notifying Requirements:

The Stores Board requires six weeks notice of requirements. To comply with this bulk orders must be in on the following dates:

Requirements - March, 1967 - Supply Order 21.12.66.

Requirements - June, 1967 - Supply Order 3. 4.67.

January and February requirements are exempt from six weeks notice but should be ordered immediately.

3.0. In accordance with the above date-lines, plants should submit orders on Form 2228 or 2228A - to Head Office for equipment required. Where a particular style or type of equipment only would be suitable, this should be stated and source of supply shown.

4.0. All equipment and tools will remain the property of the Decimal Currency Board, but we are responsible for their care and custody until the programme is completed.

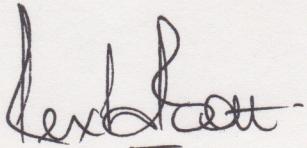
5.0. To the extent possible, consumable stores required should be included in above supply orders.

5.1. Accounting Procedure:

Detailed lists of all equipment and tools ordered by Head Office have been supplied to the plants. Please retain these in a Stores Record folder. As items are received and receipts given on orders or accounts, the relative order number should be shown against the items on the list to indicate they have been received.

- 5.2. Supply orders (Form 2228 or 2228A) for future supplies should also be kept in Stores Record folder and marked off as received as shown above. This will also apply to orders issued locally for any item of a capital nature.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

RHB:LME

DECIMAL CURRENCY PROGRAMME

Date: 6th January 1967

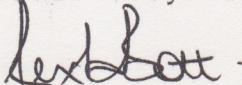
Decimal Conversion Plant Circular No. 10

Subject: Master Sets - Form BDC 528

- 1.0 The Master Set is a 6 sheet - one time carboned set of forms - each sheet designed for a specific use during the conversion procedure.
- 1.1 A set should be made out for every machine that is registered and is to be converted.
- 1.2 The sets are typed in the plant office from the machine registration cards in the plant.
- 2.0 Plant Recording of Master Set
- 2.1 Copy 1 - White: This is an "Advice of Conversion" to be mailed to the owner approximately 4-6 weeks prior to the scheduled conversion date. Window face envelopes will be provided for this purpose.
- 2.1.1 If there is any uncertainty about details shown on the registration card and the Master Set the owner should be contacted by phone.
- 2.2 Copy 2 - Yellow: This is a receipt, handed to the owner by the carrier when the machine is picked up for conversion.
- 2.3 Copy 3 - Green: This is the Conversion History copy with provision for recording technical time and testing time.
This copy should be kept and the times recorded daily by the Supervisor until the conversion is completed when it is sent to the Plant Office.
- 2.3.1 The form records time in three sections
 - (i) Actual conversion or bench time
 - (ii) Time spent in testing
 - (iii) Time spent in remake
- 2.3.2 The supervisor will obtain all times for this copy from the Daily Time Sheet - form BDC 529.

- 2.3.3 Also to be noted on this copy is the part number of any non-conversion part required to be used (note this section headed remarks).
- 2.4 Copy 4 - Blue: This is a receipt for the converted machine. It is essential that this form be signed by the owner or a person in authority. This copy is our authority to claim on the Decimal Currency Board for payment for conversion so it is essential that they be sent each Monday to Head Office with copy 5 and the "Completed Conversions Weekly Summary" - form BDC 532.
- 2.5 Copy 5 - Pink: When machine is converted this copy will be completed and forwarded to Head Office each Monday with copy 4 and the "Completed Conversions Weekly Summary".
- 2.5.1 On this copy the plant office should show (under section headed REMARKS) any non-conversion part required to be used. This can be obtained from the information set out on part 3 by the supervisor.
- 2.5.2 Note - Always send copies 4 and 5 together - do not sent them in separate weeks.
- 2.6 Copy 6 - White: This is a spare copy to cover unforeseen contingencies.
- 3.0 It is essential that all details relating to the full sterling style number, the serial number etc. shown on the Master Set be completely accurate.
- 3.1 If there should be any discrepancy between the information on the plant registration cards (and accordingly the Master Sets) and the actual, the correct information should be noted on both forms and Head Office must be advised immediately. Head Office in turn will advise the Decimal Currency Board who will alter their records accordingly.
- 4.0 Attached is a sample of the Master Set - form BDC 528.

Yours very truly,



R.H. BOTT, Manager,
Decimal Currency Programme

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
MASTER SET

1

PLANT		SCHEDULE	
OWNER :		AFTER CONVERSION DELIVER TO	
PICK-UP ADDRESS :			
TEL. No.			
CONTACT :			

STYLE	SERIAL No.	REMARKS	
DATE PREPARED	REG. CARD No.	CHECKED BY :	

PLANT—OFFICE

1. PREPARE CARRIERS ROUTE LIST IN DUPLICATE.

PLANT
MANAGER

1. HOLD THIS COPY (No. 1) AND ALSO COPY 5.

2. ISSUE COPIES, 2, 3 & 4 TO PLANT MANAGER.

3. WHEN COPIES 3 & 4 RETURNED TO YOU, COMPLETE TIME SUMMARY ON COPY 5.

CARRIER

2. MARK OFF ROUTE LIST.

4. PLANT MGR. TO SIGN COPY 5 & FORWARD EACH MONDAY TO H.O. WITH COPY 4, TOGETHER WITH "COMPLETE CONVERSIONS WEEKLY SUMMARY" (BDC 532).

3. SIGN RECEIPT BELOW & HAND THIS SHEET TO CUSTOMER.

5. NOW FILE COPY 3 IN "STYLES FILE".

RECEIVED THE ABOVE SERIAL NO. MACHINE FOR CONVERSION

6. NOW FILE THIS COPY (1) IN "MONTHLY CONVERSION FILE".

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
MASTER SET

2

PLANT		SCHEDULE	
OWNER :		AFTER CONVERSION DELIVER TO	
PICK-UP ADDRESS :			
TEL. No.			
CONTACT :			

STYLE	SERIAL No.	REMARKS	

DATE PREPARED	REG. CARD No.	CHECKED BY :
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INSPECTION BY PLANT MANAGER	<p>1. PREPARE CARRIERS ROUTE LIST IN DUPLICATE.</p> <p>2. ISSUE TO CARRIER ON PICK-UP DATE WITH ORIGINAL OF ROUTE LIST.</p>
CONVERSION CARRIER	<p>1. PICK-UP MACHINE AND CHECK SERIAL No.</p> <p>2. MARK OFF ROUTE LIST.</p> <p>3. SIGN RECEIPT BELOW & HAND THIS SHEET TO CUSTOMER.</p>

RECEIVED THE ABOVE SERIAL No. MACHINE FOR CONVERSION.

FOR BURROUGHS LTD.

DATE

CUSTOMER RECEIPT.

BDC 528

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME MASTER SET

3

PLANT		SCHEDULE	
OWNER :		AFTER CONVERSION DELIVER TO	
PICK-UP ADDRESS :			
TEL. No.			
CONTACT :			

STYLE	SERIAL No.	REMARKS	

DATE PREPARED

REG. CARD No.

CHECKED BY :

P.C. INSPECTION BY	RECEIVED BY AGENT MARCH 1985	DATE	
CONVERTED BY		DATE COMPLETED	

DETAIL OF TIME

5198A几摩

CONVERSION TIME

TESTING TIME

REMAKE TIME

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME

MASTER SET

4

PLANT	SCHEDULE	
OWNER :	AFTER CONVERSION DELIVER TO	
PICK-UP ADDRESS :		
TEL. No.		
CONTACT :		
STYLE	SERIAL No.	REMARKS
DATE PREPARED	REG. CARD No.	CHECKED BY :

RECEIVED THE ABOVE MACHINE CONVERTED TO DECIMAL CURRENCY.

SIGNATURE

TITLE

DATE

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME

MASTER SET

5

PLANT			SCHEDULE	
OWNER :				AFTER CONVERSION DELIVER TO
PICK-UP ADDRESS :				
TEL. No.				
CONTACT :				
STYLE	SERIAL No.	REMARKS		
DATE PREPARED	REG. CARD No.	CHECKED BY :		

THE ABOVE MACHINE HAS BEEN CONVERTED AND WAS DELIVERED TO CUSTOMER ON

.....(DATE)

.....(SIGNED)

PLANT MANAGER

T I M E S U M M A R Y

CONVERSION		TESTING		REMAKE		TOTAL	
STANDARD	ACTUAL	STANDARD	ACTUAL	STANDARD	ACTUAL	STANDARD	ACTUAL

6) REMARKS :—

(SECTION BELOW FOR H.O. USE ONLY)

CONVERTED MACHINE — H.O. COPY

BDC 528

OVER COPY

BDC 528

BURROUGHS LTD. — DECIMAL CONVERSION PROGRAMME
MASTER SET

6

PLANT		SCHEDULE	
OWNER :		AFTER CONVERSION DELIVER TO	
PICK-UP ADDRESS :			
TEL. No.			
CONTACT :			

ST. STYLE	SERIAL No.	REMARKS

DATE PREPARED	REG. CARD No.	CHECKED BY :
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1. HOLD THIS COPY (NO. 1) AND ALSO COPIES 2 & 3.	2. ISSUE COPIES 2, 3 & 4 TO PRINTERS.
3. WHEN COPIES 3 & 4 ARE RETURNED TO YOU, COMPLETE TIME SUMMARY ON COPY 5.	
4. FORWARD COPY 5 & FORWARD EACH MONDAY TO H.Q. WITH COPY 4, TOGETHER WITH "COMPLETE CONVERSIONS WEEKLY SUMMARY" (BBC 532).	
5. NOW FILE COPY 3 IN "MONTHLY CONVERSION FILE".	
6. NOW FILE THIS COPY (NO. 1) IN "MONTHLY CONVERSION FILE".	

TRACER COPY

BDC 528

BDC 528