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February 12, 1958

TO: ALL SPECIAL PROJECTS PERSONNEL

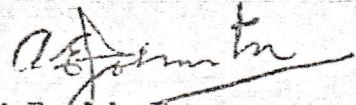
When a program of work is to be carried out at Dayton, or M.I.T. etc., the Chief Design Engineer will appoint an "Engineer-in-Charge" for the program. The Engineer in charge will be responsible for all matters pertaining to the job and will ensure that all employees concerned are acquainted with their respective duties while away from Avro. From his knowledge of the work program, he will decide the periods of duty for each employee, the duration of the work program as a whole, and will decide when employees are to return to Avro.

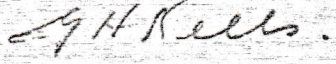
No employee is to make calls to a Supervisor or other employee at Malton or return to Malton without the prior authority of the Engineer-in-Charge.

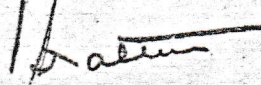
Time Certificates, as attached, must be made out as indicated below by all employees and certified by the Engineer-in-Charge before being mailed to Malton.

Hourly paid employees will record normal and overtime hours.

Weekly and monthly paid employees record overtime hours only.


A.E. Johnston
Chief Administrative Engineer, S.P.G.


G.H. Kells,
Superintendent, S.P.G. Manufacturing


H.V. Hatton
Supt. Experimental, Flight Test, Inspection