

A. V. ROE CANADA LIMITED
INTER-DEPARTMENTAL MEMORANDUM

DATE November 4th, 1952.
TO MR. H.T.G. SMITH
FROM D.E. WISEMAN
SUBJECT TIMEKEEPING - LEASIDE

In order for us to know what the manhour application is, as between repair work and new work at Leaside, it is necessary that we have a return promptly at the beginning of each week, to indicate what manhours went in previous week, as between the two kinds of work, and on each contract they went. It seems to me that the best way to achieve this would be for each man to have a daily time sheet on which he puts down the work he does, and the work order he was doing it against. These time sheets would be collected at the end of each day, and checked by the timekeeper, and the number of hours recorded on them tallies with the number of hours on the man's clock card; they are then analyzed as to what contracts the manhours are applied to. This is a very simple way of doing the job, and it would mean that by Monday morning at 10 o'clock we would know exactly what hours we expended the previous week on which contract.

It is essential that we do know this as without the information, there is no possible way of directing the work into those channels which require it most. Now that we know approximately what the total manhours are outstanding on each contract, it is equally important that we know how many hours go in each week. It is necessary that we know this very promptly. My own belief is that the manhour booking on repair and overhaul is distinctly sketchy at the present.

Will you please see Mr. Turner with a view to making it possible for us to extract from the timekeeping information that will make it possible for us to run the operation with intelligence.

D.E. Wiseman/dr

D.E. WISEMAN
GENERAL WORKS MANAGER
AIRCRAFT DIVISION

/dr

cc: Mr. F.T. Smye
Mr. J. Turner.

Signed on behalf of
Mr. D.E. Wiseman
during his absence
from the plant.

February 6th, 1953.

MR. J. TURNER

D.E. WISEMAN

One of the timekeepers transferred to Leaside was a man by the name of Dashwood. This man has not been satisfactory and is infamous for his application to work, on which grounds he has several times been spoken to. I am given to understand that he was offered back to Belz, who generally indicated that he would not take him back at any price.

Could it be that he was off-loaded to Leaside in the first place because if he was I think this is very improper, particularly in view of the fact that there are only three timekeepers at Leaside, and it is not possible in a small operation like that to carry $33 \frac{1}{3}\%$ passengers.

Will you please let me know what the story is.

ASSISTANT GENERAL MANAGER
AIRCRAFT DIVISION.

/dr

File

A. V. ROE CANADA LIMITED
INTER-DEPARTMENTAL MEMORANDUM

DATE February 10, 1953
TO Mr. D.E. Wiseman, Asst. General Manager,
FROM J. Turner, Comptroller, A/C Div.,
SUBJECT Timekeeper - Leaside

I don't think we need worry that the timekeeper mentioned in your memorandum of February 6, 1953 was off loaded to Leaside because of any shortcomings. At the time and for some time thereafter Mr. Belz was responsible to the timekeeping at Leaside and he could hardly afford to risk sending someone who he knew would let him down.

Mr. Belz tells me that this man requested a transfer to Leaside because of the location being more convenient to his home and also because there being no night shift at Leaside at that time he might avoid night work for a time.

It appears that most of his trouble is due to ill health and the fact that he allows the slightest ailment to interfere with his work to an unreasonable degree. Mr. Belz's reluctance to take him back here is due to the assumption that he would have the same trouble here and have to let him go anyway. It seems that this man would be well advised to seek employment where he can be guaranteed regular hours that suit his capabilities.


Comptroller, A/C Division.

JT/gib

H.T.G. Smith, Leaside

MAR 4 1953