

## FROM THE EDITOR

### Communications

It is a Company requirement that all communications are fully understood by all employees. Communication methods include telephone calls, written (formal and informal), facsimile, electronic, memoranda and newsletters. If any item of any communication is not fully understood, clarification must be sought from the author of the communication.

### Ideas and Suggestions

Ideas or suggestions that would benefit the company and/or staff are welcome. Please contact any director directly, by phone, or by e-mail.

### Joke of the Month

A patient says: "Doctor, last night I made a Freudian slip, I was having dinner with my mother-in-law and wanted to say: "Could you please pass the butter." But instead I said: "You silly cow, you have completely ruined my life"."

## PERSONNEL

### Improve the image of the company

Can all employees be aware that when working in the laboratory or on site you need to look smart and presentable. There have been a few comments from customers about Applied Inspection Engineers turning up on site looking untidy. Please be aware that boiler suits must be worn on site and in the laboratory and they must be clean. If you need new boiler suits please ask; lightweight boiler suits will be available soon for use in hot weather.

(Ted Peake)

### Congratulations

To Steven Wilkes who passed Level 2 Radiographic Testing; 10 year recertification examination.

To Jack Rogers and Steven Scaddan who passed their Safety Passport renewal examinations.

### Welcome

To Lucinda Lambert and Dean Griffin who started at Burton and Luke Chappell who started at Ossett.

### Goodbye

To Suzanne Coxhill, we wish he luck for the future.

### The National Lottery

Dawn Andrews at Chesterfield and Keith Dashper at Ossett run the Applied Inspection lottery syndicate. There are currently 26 members who each pay £1.00 per week (stopped at source), which is put on the Saturday lottery.

Anyone who is not a member, and who would like to join, should contact Dawn or Keith.

Our *winnings* to date are as follows:

|               |   |                      |
|---------------|---|----------------------|
| 1995-2006     | - | £3355.00 (615 weeks) |
| 2007          | - | £200.00 (52 weeks)   |
| January 2008  | - | £20.00 (4 weeks)     |
| February 2008 | - | £40.00 (4 weeks)     |
| March 2008    | - | £116.00 (5 weeks)    |
| April 2008    | - | £30.00 (4 weeks)     |
| May 2008      | - | £50.00 (5 weeks)     |
| 7 June 2008   | - | £0.00                |
| 14 June 2008  | - | £0.00                |
| 21 June 2008  | - | £0.00                |
| 28 June 2008  | - | £0.00                |
| 5 July 2008   | - | £10.00               |
| 12 July 2008  | - | £0.00                |
| 19 July 2008  | - | £20.00               |

Any errors in the above list will be corrected as soon as possible.

## QUALITY & TRAINING

### Standards and Specifications

BS EN 473: 2008, Non-destructive testing – Qualification and certification of NDT personnel – General principles, supersedes BS EN 473: 2000 which is withdrawn.

### Quality at Applied Inspection

Applied Inspection has a number of statements relating to its position on that subject, and objectives. They relate to Vision, Mission, Quality, Training, Health & Safety, Environmental, Equal Opportunities, Alcohol & Drugs and Smoking.

The statements are contained in the Company Rules booklet, available at each site on the Notice Board, and the Health & Safety booklet, issued to all employees. In addition, from time to time we also publish the statements and related information in the NEWSLETTER. Here is our Anti-Bullying Policy. We welcome comments and/or suggestions from staff in relation to any company policy statement. Please contact any director or e-mail us through the company web site.

### Anti-Bullying Policy

*The Applied Inspection directors fully support the right of all people to be treated with dignity and respect at work. They are committed to promoting a working environment free from all forms of harassment and bullying and agree that appropriate steps should be taken to achieve this.*

The directors are aware that workplace bullying has a detrimental and negative affect on individuals and therefore operational efficiency. We have therefore resolved to create a working environment that supports the dignity of all employees and is free from bullying and any other forms of harassment.

All employees will be made aware of the Applied Inspection policy forbidding the bullying of any employee by another employee and will be expected to comply with this policy and other requirements set out in the Company Rules booklet. Appropriate disciplinary action, including warnings, suspension or compulsory transfers (without protection of wages or salary), and dismissal for serious offences, may be taken against any employee who violates this policy.

All employees have a clear role to play in helping to create a climate at work in which bullying behaviour is unacceptable. In particular, employees should be aware of their own conduct, avoid colluding with inappropriate behaviour and co-operate fully in any complaint procedure. Managers and supervisors have a responsibility to raise awareness of the issue, respond positively to any complaints and challenge and stop unacceptable behaviour in the workplace.

This policy will be communicated to employees using a variety of methods including the company Newsletter, company Notice Boards, the company Website, and memos where appropriate.

#### Quote of the Month

Alice came to a fork in the road.  
"Which road do I take?" she asked.  
"Where do you want to go?" responded the Cheshire cat.  
"I don't know," Alice answered.  
"Then," said the cat, "it doesn't matter."

Lewis Carroll (Alice in Wonderland)

## FINANCIAL/TRANSPORT

(Clive Millard)

### Fuel for Company Vehicles

Following the feature in last months newsletter regarding fuel provided for company vehicles, we have carried out dedicated checks with varying results. They can be classed as follows:

1. The employees who keep very accurate records with mileages, times on and off, travel times etc - always faultless.
2. The employees who keep no records whatsoever but then guess the details for their timesheets. Some being overbooked, some being underbooked but none very accurate!
3. The employees who round everything up to the next 20 miles and the next hour and always in their favour.
4. The employees who overbook on every job in order to cover their own personal mileage and do not declare any private mileage (or a minimal amount).

We will continue with the checks but from now on we will be reclaiming any unjustified mileage and travel time.

## HEALTH AND SAFETY

(John Morris)

### Good housekeeping

An incident occurred recently where a customer's employee was assisting an Applied Inspection engineer by holding a UV lamp. The inspection was carried out in a makeshift darkened area using welding screens and black plastic sheeting. During the procedure the arms and legs of the assistants clothing became wet with the MPI ink and, due to prolonged contact, he suffered a rash that lasted for 3 days.

Prolonged contact with inspection chemicals must be avoided by everyone. Ensure the darkened area is large enough to allow movement around the item without absorbing overspray from the plastic material. If the ink is likely to drip onto the floor absorbent material must be strategically placed to absorb the chemical and changed regularly as it becomes wet. Never kneel in the chemical and avoid leaning over wet areas of the item by careful planning of the inspection procedure from start to finish.

If necessary, clean the ink off inspected areas to avoid contact with clothing. If in the very rare event that contact is unavoidable use disposable paper overalls (Type 6) and discard the contaminated clothing immediately after the inspection.

It is the duty of Applied Inspection employees to ensure that assistants or any other persons do not come into prolonged contact with the chemicals. Therefore effective 'cleaning up' after the inspection is essential, including mopping up any chemicals from the floor or inside a pressure vessel. Always wear, and ensure assistants wear, hand and eye protection.

### Working at Height

Extreme care needs to be exercised when working at any height including low height. Severe injuries have been sustained by falling from equipment less than 1 metre high. Always use access equipment that is suitable for the task, and always inspect the equipment prior to use. Never use a chair or similar item to stand on and do not climb on the test item ancillary equipment. Ensure access equipment is stable and secure before using it.



## CONTACTS

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