



FWD OPERATIONS MANUAL
FOR
SUPPLY, ERECTION- & MAINTENANCE
OF
SCIENTIFIC STATIONS
ANTARCTIC AND ISLANDS

F. M. McAll.

Jas. K. 30.

CT. 35/10683
26/10/78

~~HW~~ 2/8.

HB2 Mr. A. K. ...
22/7/74 - 21/8/74

Mr. Warner.

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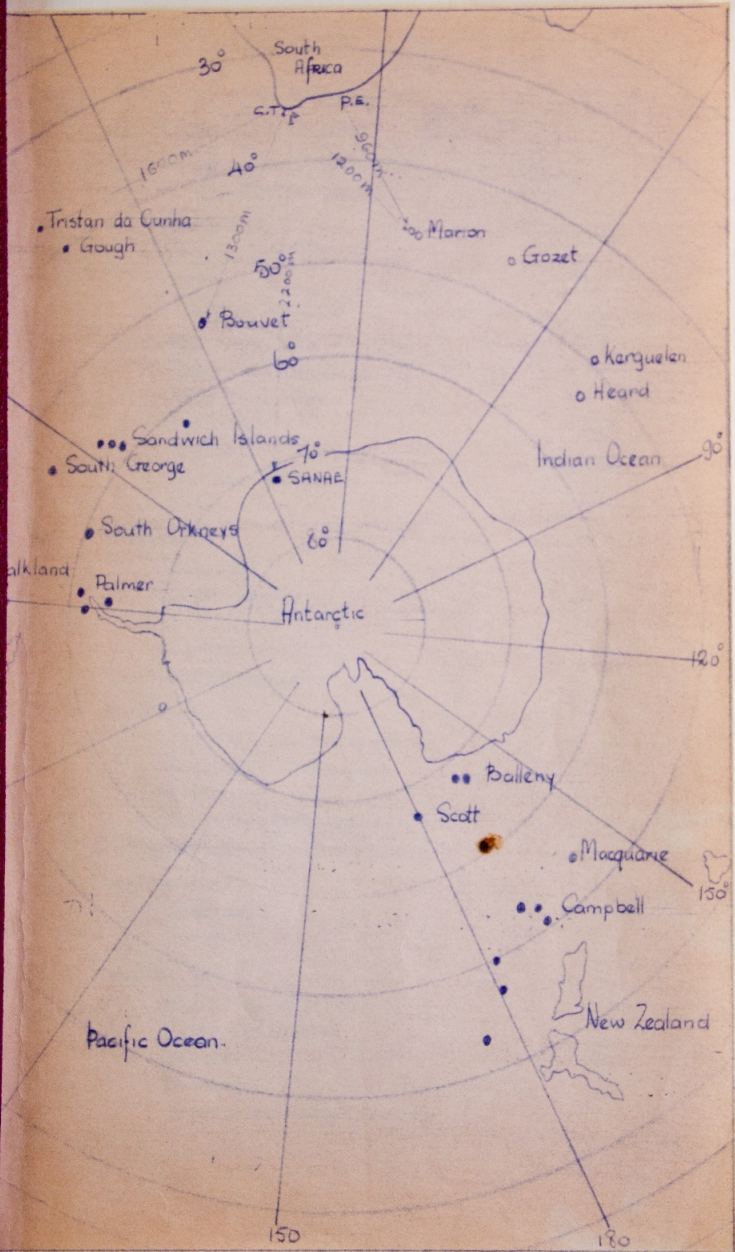
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(A) TENDERRAADVRYSTELLING (JAARLIKS) NO 34 VIR
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(B) VERVANGING VAN EIENDOMS ARTIKELS X
TENDERRAAD VRYSTELLING 4/5/36/3/D VAN
20/9/74 X MAKS VAN R10 000

ET 22/8/74

9.30 am



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REPUBLIC OF SOUTH AFRICA:

PUBLIC WORKS DEPARTMENT :

CAPE TOWN DISTRICT:

ORGANISATION ISLAND GUIDE :

INTRODUCTION :

The following is briefly the procedure adopted by Public Works Dept., Cape Town, ^(in the past) ~~during the 10 years~~, but mainly during the last 3 years of Island organisation and leading expeditions to Antarctic, Marion and Gough Islands. This will serve as an introduction to the officer who will be responsible for this unusual sphere of work. If the officer responsible finds easier and better methods to execute the work this manual should be altered accordingly. The Inspector, Islands, is required to keep this manual up to date.

P.W.D. RELATION TO WEATHER AND RESEARCH STATIONS:

1.1 At present there are Weather and Research stations at:-

- (a) Marion Island, South African owned, in position
Lat. $46^{\circ} 53', 30''$, Long. $37^{\circ} 52'$.
- (b) Gough Island, British owned, in position Latitude
 $70^{\circ}, 18', 32''$ South, $2^{\circ}, 21', 30''$ West.

(c) ANTARCTIC

1.2 Apart from the stations mentioned in para. 1.0, this Department's interest is also directed at:-

- (a) Bouvet Island, Norwegian owned, in position
Lat. $54^{\circ} 26'$ South, Long. $3^{\circ} 24'$ East.
- (b) Tristan da Cunha Island, British owned in position
Lat. $37^{\circ} .02' 45''$ South, Long. $12^{\circ}, 18' 36''$ West.

There are no Weather or Research Stations operating at these islands at present, but the Dept. of Transport, and especially the weather office are keen to open up station on them in the near future. All data connected with these islands should therefore, when available, be collected and kept, in case this Department's assistance is requested to erect buildings.

2.0 Correspondence relating to these islands is dealt with under the following Cape Town District file numbers.

(a)	Antarctic	- 10748
(b)	Bouvet	- 10898
(c)	Gough	- 10266
(d)	Marion.	- 10683
(e)	Tristan da Cunha	- 10663

2.1 Policies and information concerning one or more of these bases or islands are dealt with on file number C.T. 3/384. This file should be read by any Leader of an Expedition. For an expedition open up a separate C.T. file. Close it when that service is completed. For normal ~~correspondence~~ use the C.T. 1/bldg. 2/for Electrical, 3/for Mechanical.

2.2 Current files should ~~now~~ be allowed to float and should be kept either filed in Registry or on the desk of the Building Inspector, Islands. **urgent.**

2.3 All correspondence relating to islands shall be passed on by hand from one office to another. **FILE RECORDS, EXCEPT FOR FILES WHICH**

2.4 Closed files should be kept in ~~minimum~~ Island Inspector. **WANTS TO KEEP IN HIS OFFICE FOR REFERENCE.**

3.0 The Cape Town District office of this Department, built the buildings at Marion and Gough Islands and are also charged with responsibility of keeping these buildings and the essential services such as - water, lighting, sewerage, fire protection, etc., in good order. The buildings are treated financially as State property on the mainland.

3.1 ~~As the~~ The buildings at Antarctic were built and erected by this Department, ~~in complete reliance has been obtained on the fact that~~ ~~it can be expected that~~ ~~This Department's assistance will be requested whenever additional materials, buildings or advice are required. So far each year in the past a building Inspector from this Department has accompanied the annual relief vessel and his report and recommendation have been honoured by the Dept. of Transport. Whatever assistance is rendered it is done on a recoverable basis.~~

3.2 Certain essential items and materials, such as ~~new~~ ^{listed below} ~~materials~~, are annually required for the proper functioning and safety of the Antarctic Base. Often due to their peculiarity there is delay in delivery and being familiar with circumstances in the building trade, this Department feels it is its duty to remind the Dept. of Transport to approve and to provide financial authority early, so that materials are received in time for shipment.

air conditioning ducting
Chemicals for toilets
five bricks for stove
electrical heating tapes
exhaust ducting
Carriage bolts for hatches. (plus washers).
Extension ladders for hatches.

- ① five extinguishers and charges.
- ② breathing apparatus refills
- ③ hatch panels.
- ④ ladder extensions
- ⑤ chimney extension pieces
- ⑥ electrical heating tapes
- ⑦ five bricks for stove
- ⑧ Manson spares
- ⑨ Deutz spares.

DELEGATION OF RESPONSIBILITY:

1.0 The expedition is sponsored by the Dept. of Transport and organised by the Dept. of Public Works on behalf of the Government of the Republic of South Africa.

1.1 The overall control and responsibility for all aspects of a complete building expedition is vested in the District Representative, Public Works Department, Cape Town.

E.B.

To enable Island work to be performed a great deal of autonomous action is necessary. This has been and is at present the prerogative of Mr. McAll. His decision on any P.W.D. Islands matter whatsoever has to be taken as final. Should he leave Island work, a successor must be appointed with a similar delegation of authority. If this is not done, authorship and control of this peculiar work will descend into the vortex of "spread responsibility" and get lost in some obscure depth.

1.2 Transport is provided with a ship of the Dept. of Transport or under charter by them or by P.W.D. charter. The vessel will operate under the direction of the Principal Officer, Marine Survey, Cape Town, if a Transport ship and under P.W.D. direction if a P.W.D. chartered ship.

1.3 Landing of stores and equipment will be carried out on ~~the~~ ~~and~~ inflatable rubber pontoons. These will be manned by the ship's crew and officers. Cargo will be handled in the ship's hold by ship's crew and on the shore by the expedition members. *The P.W.D. leader can delegate some men to help in the ship's hold with cargo.*

1.4 The complete control of and responsibility for the operations at any station during the stay of the relief ship is delegated to the Captain of the ship in conjunction with the Leaders of the expeditions. Upon the departure of the relief ship for the Republic of South Africa, the O/C. Station and P.W.D. Leader will each assume full status, but the P.W.D. Leader will observe the Standing Instructions for Islands, as far as is practicable. The District Representative, P.W.D., Cape Town, will appoint a Second-in-Command who will take over the duties and responsibility of the P.W.D. Leader at any time whilst he is absent from the station or is prevented by illness or otherwise incapable from carrying out his duties.

1.5 The Captain of the relief ship is to carry out the operational instructions of the Principal Officer, Marine Survey, Cape Town, except under circumstances when the Captain considers that obeying such instructions will endanger his ship or its crew. In general, the Captain will be responsible for setting safely ashore the expedition parties together with their stores and equipment and for making such other landings or carrying out such surveys as the Principal Officer, Marine Survey, directs.

Responsibilities of Expedition Officers:

Leader of the Expedition: This officer is to carry out ~~the~~ instructions as may be communicated to him at any time by the District Representative, Cape Town.

2.1 He is to be fully responsible for all phases of the offloading operation except those relating to the handling of the relief vessel or the ships boats. He will be in charge of all expedition personnel on board the relief vessel and is to act on their behalf in all matters relating to this vessel and its Captain and crew.

(X) HE SHALL ENSURE THAT EACH
TEAM MEMBER SIGNS A STOP ORDER ON
HIS PAY FOR ANY GOODS ~~BEFORE~~
BOUGHT ON BOARD SHIP BEFORE HE
DISEMBARKS IN REPUBLIC.

ASSIGNMENT FROM R.S.A.

2.2 Whilst ~~when~~ he is to transmit reports to the District Representative, P.W.D., Cape Town, at regular intervals not exceeding ~~one week~~ ^{one week}. These reports should contain sufficient information to keep the District Representative informed of the progress being made, eg. the ship's position, E.T.A. or E.T.D. of ship, work accomplished, weather conditions, unexpected problems or delays, etc.

2.3 Before reaching the station he is to confer with the Captain of the relief vessel the O.C. of the relieving party, and is to discuss offloading operations upon arrival. At the station he is to ensure that each day, both the ship and the station are informed of the numbers of men who are to attend meals and the number who are to be accommodated at night. He is to arrange that no undue strain is placed upon the catering facilities or sleeping accommodation of either.

2.4 He is to arrange ship-to-shore radio schedules, commencing sufficiently early to ensure that, weather permitting, operations will commence at dawn. Every available man and every possible minute of daylight are to be used to complete the relief operation in the shortest possible time.

2.5 He is to keep an accurate and detailed Diary of the Voyage, the condition of the weather, notes regarding discussions and progress of the building operations. Details of operations at the station with notes concerning defects in the planning and recommendations for future planning.

2.6 He is to carry out a thorough inspection of all existing buildings and all general equipment, writing a report on the result of his inspection and proposals. This is to be illustrated by photographs and sketches. Upon his return to the Republic of South Africa or preferably before, he is to write a full report of the complete operation, incorporating the building report, and such comments and notes on equipment that he is able to make as a result of his own observations and the interviews had with members of the Transport Expedition.

ON BOARD SHIP

2.7 He shall keep all his staff occupied with discussions, given either by him or other members of his staff or ship's personnel and go with his staff through all phases of the work to be done.

2.8 He shall keep a record of any goods brought on credit from the ship's canteen by any member of his staff and ensure that the canteen is paid before any member leaves the ship, by deducting moneys due from that person's wages. The same goes for any goods brought from supplies at the island. ~~DO NOT RELEASE A MAN'S MONEY ON HIS RETURN TO S.A. UNTIL HIS ACCOUNTS ARE SETTLED.~~

2.9 Before departure he shall arrange that cigarettes and beer will be available for the man on the island, should Dept. of Transport not assist, by purchasing them through this Department. He shall not provide the man with spirits stronger than beer. If P.W.D. purchase this, the man's account shall be debited with the amount.

2.10 While at the island he shall be the liaison between his staff and the island O.C. and shall abide by standing island orders and assist with normal daily household chores after working hours. Each man shall clean up his own room and mess.

2.11 He shall keep a record of overtime and working hours.

ELECTRICAL OR MECHANICAL

2.12 The Inspecting Officer or Leaders of Expeditions are chosen from the Building branch of P.W.D., and unless ~~otherwise stated~~ ^{otherwise stated} all electrical, mechanical or other officers and men of P.W.D. shall be in his control.

Building

2.13 Building, Electrical and Mechanical Inspectors will represent P.W.D. in full whilst on the islands and act for the Secretary for Public Works. They use full discretionary powers whilst there, under the ~~Building Inspectors~~ control.

P.W. LEADERS

A detailed report on the state of all buildings, equipment and all use owned by P.W.D. is required on each official's return.

2.14 Food is usually supplied on the islands by the Dept. of Transport. But in all cases, that department must be contacted to agree and to ensure they have the necessary quantities available.

OMIT ?

ISLANDS GENERAL : LEADERS' ALLOWANCE :

You have asked for a ruling on which a leader is entitled to Leaders' allowance. If you read the file carefully you will find there isn't one, and in the case of Wulff and Kotze, an "evasive" ruling has been given by H.O.

The truth is that it has not yet been satisfactorily defined.

We have beefed about this, but not found a satisfactory definition. I will take it up with H.O., but only when I have a good bone for them to chew on. Please don't leave me to do the sweating alone - improve on this if you can, but please don't add anything or change unless it is constructive

(a)	Minimum staff ex. Leader	5
(b)	" time on Island	10 days.
(c)	" value of service	R20,000

all three must be met to qualify for Leaders' allowance.

"A leader is an official who leads a group of not less than 5 members of P.W.D. and who performs a service of, not less than R20,000 estimated value, and whose work on the Island takes not less than 10 full days. The fact that the Leader of another Department is present is irrelevant. This is confined to work on Islands or places more than 50 miles beyond the S.A. coastline.

See later data in this book

SUGGESTED QUALITIES FOR A LEADER TO ANTARCTICA
AND ISLANDS :

When considering the properties of a leader in Antarctica, there are usually as many points of view as there are people prepared to voice them. Like religion and politics it is a subject that may be discussed at length without anyone having his views changed. Each and everyone considering himself as knowing.

I prefer to approach the leader's properties or capabilities from the question:

"What is the leader appointed for?"

and I would proceed to answer this question by stating his three main tasks, each with those personal qualities that arm him for his mission.

In the first place he must achieve the aim of the expedition, and more, if conditions and circumstances so allow. As in all more or less complex organisations in which many work programmes are progressing in parallel, the leader has to cope with objective and subjective problems, each of which adds to - or detracts from the efficiency of the expedition.

On the more material side of his task the leader must be capable of organising and co-ordinating the different disciplines for maximum performance of work with the least waste of effort, the least amount of irritating delays and maximum safety. Tact is often required because most trained people are inclined to consider their own field or jobs or opinions as of great importance and hence are often biased.

The Leader must however not shy away from asking the opinions of the different people whose jobs he co-ordinates and in addition he should be capable of listening with care to all. Finally he should be sufficiently analytically minded to distinguish and weigh the different pros and cons and come to a definite decision.

His enthusiasm, steadiness of temper, forcefulness and continued interest should inspire the team to stick to jobs that often become uninteresting. He should be capable of judging when to be kindly, patient, forceful or strict.

The second part of the leader's task is also the most difficult, it is caring for the team as human beings. Professor Reethlisberger of Harvard University wrote an excellent little book summarising his researches into co-operative human relations; it is called "Management and Morale". He says:-

"That high logical skill in handling people do not necessarily go together suggests that they are concerned with different factors. It suggests that in handling human relations logic alone will not avail. In matters pertaining to human collaboration, sentiments and the interaction of sentiments are important phenomena, and therefore the manager must have an understanding of the nature of sentiments."

By "sentiments" he means the inner self that has such a large influence on us, causing our moods, colouring our relationships with others and even affecting our capability of performing our daily tasks.

No leader can suit everyone and certainly not in this respect since he is himself acted on by the many emotional forces active in a group so closely concerned with each other as an Antarctic expedition.

One may attempt to enumerate some of the qualities a leader should have in this respect to accomplish the task of the expedition and allow team members to arrive home with undamaged personalities. A word of explanation at this stage: Those of us who have spent a winter in Antarctica will know, and I say it here, that all persons in a team build the success of the expedition, but, to continue with the part of the leader:-

- (a) He should have a well defined sense of justice and fairplay and the courage to act on it.
- (b) The leader should not be self centered, but have a genuine, unsentimental interest in the welfare of each team member. Remembering that each man is different and needs to be treated differently.
- (c) The leader should create an atmosphere of security and attempt to maintain it by being consistent in his actions, not being spiteful or revengeful or bearing grudges.
- (d) The leader should attempt to bind the team together somewhat like a family having its equals, but nevertheless living together in a spirit of co-operation, accepting each other with good points, failings and habits.
- (e) The leader should have an understanding of himself and constantly strive to avoid emotional responses influencing his actions. His first requirements being optimism, self control especially of his temper, constant consideration for others, conscientiousness and courtesy.
- (f) When it is necessary, the leader should be capable of admonishing without damaging another's self respect or closing the door to reconciliation.

These I considered basic to any leader, but there are more qualities that may enhance his ability.

In the third place the leader should be capable of doing some public speaking and otherwise representing the expedition.

Summarising, we find the leader has three main tasks and must have the ability to deal with them:-

1. Accomplishing the aim of the expedition by efficient organisation and judicial encouragement.
2. Creating and maintaining an atmosphere of security enthusiasm and co-operation by an understanding of the needs of individual team members and their reactions.
3. Managing the "public relations" aspect of the expedition for which he must be capable of formulating his ideas and stating them."

The difference between the Master and the Leader can be summarized as follows:-

THE MASTER:

Says "I".
Says "Go"
Says "Be there on time".
Determines the blame for what goes wrong.
Knows how to do it.
Relies on authority.
Installs fear.
Drives people.
Makes work tiring.

THE LEADER:

Says "We".
Says "Let us go".
Is there before time.
Prevents what goes wrong.
Shows how to do it.
Relies upon goodwill.
Inspires enthusiasm.
Leads people.
Makes work a pleasure.

2.0 TELEPHONE. CONTACT BY TELEPHONE

THESE CAN BE ORGANISED THROUGH DEPT OF TRANSPORT GENERAL SECTION.

2.1 TELEPHONE CALLS BY P.W.D PERSONNEL ON ISLANDS TO RELATIVES OR FRIENDS. —

THESE CAN BE ORGANISED WHILE ON THE ISLAND BUT ARE RESTRICTED TO ONE CALL PER MONTH DEPENDING IF THERE IS ENOUGH TIME FREE TO TRANSMIT WHEN TRANSMITORS ARE NOT BEING USED OFFICIALLY EACH PERSON WILL PAY FOR HIS CALLS FROM THE ISLAND, THE FEES WILL BE DEDUCTED FROM HIS SALARY.

3.0. LETTERS. ALL LETTERS

OFFICIAL OR PERSONEL TO PERSONEL ON THE ISLANDS SHOULD BE ADDRESS AS FOLLOWS

MR. (NAME OF EXPEDITION MEMBER) SANAE /
MARION / COUGH
C/O THE GENERAL SECTION,
DEPARTMENT OF TRANSPORT
PRIVATE BAG X193
PRETORIA
0001

COMMUNICATION:

1.0 Direct contact can be made with the islands and Antarctic at all times, either by telephone or by letter via Aeradio. The telephone is rarely made use of, only in cases of extreme urgency. Procedure for each should be dealt with strictly in accordance with the information given below, as they are Head Office instructions.

2.0 TELEPHONE:

Contact by telephone should be made in accordance with Department of Transport's minute A.11/50/6 dated 6th March, 1964.

The following is a copy of said minute.

"RADIOTELEFOONVERBINDING TUSSEN DIE REPUBLIEK EN ANTARKTIKA EN SUB-ANTARKTIESE EILANDE"

1. Dit word van die Departement van Pos- en Telegraafwese verneem dat u Distriksvertegenwoordiger in Kaapstad heelwat moeslikheid ondervind het om die onlangse oproep na Antarktika, in verband met die geboue aldaar, deurgeskakel te kry. U sandag word daarop geventig dat daardie Departement nie oor verbindingslyns met Antarktika, Gough- en Marioneiland beskik nie en dat verbinding derhalwe deur bemiddeling van die ingenieursafdeling te Pretoria bewerkstellig moet word.
2. Ten einde aan hierdie Departement die geleentheid te bied om, wanneer nodig, met ekspedisielede op die eilande en Antarktika in verbinding te tree het die Departement van Pos- en Telegraafwese goedgunstiglik toegestem dat daar van die sendere by Derdepoort versendingstasie teen 'n vergoeding van R2.00 per uur gebruik gemaak mag word om verbinding te bewerkstellig.
3. Dit word begryp dat u Distriksvertegenwoordiger in Kaapstad, vanweë sy belang by die ontwerp, oprigting en instandhouding van geboue op die eilande en Antarktika, ook noodsaaklik is om van tyd tot tyd met beamptes aldaar in verbinding te tree ten einde probleme wat ontstaan die hoof te kan bied. Dit is egter ewe noodsaaklik dat daar aan die vereistes wat deur die Departement van Pos- en Telegraafwese gestel word, voldoen moet word.
4. Hoewel dit beseef word dat die moontlikheid van verdragting nie by die prosedure, soos hieronder voorgestel, uitgesluit is nie word dit nietemin gevoel dat dit aan u vir oorweging voorgelê behoort te word.
5. Indien u Departement of vertakking daarvan met personeel op die eilande en Antarktika in verbinding wens te tree moet sodanige versoek in die eerste plaas, het sy telefonies, telegrafies of per dienbrief aan hierdie Departement gerig word. By ontvangs van die versoek sal die inligting aangaande die diens wat verlang word indien motivering vir die noodsaaklikheid daarvan verstrekkend word onmiddellik aan die betrokke afdeling van die Departement van Pos- en Telegraafwese oorgedra word wat dan sorg sal dra dat verbinding bewerkstellig word.
6. Hierdie prosedure sal daartoe bydra dat sub-kantore van die Departement van Pos- en Telegraafwese nie met taks waarvan hulle geen kennis dra belas word nie en dat verbinding spoediger bewerkstellig sal kan word.
7. Koste verbonde aan oproepe na die eilande Marion en Gough, in verband met geboue en installasies aldaar sal met soos, in die verlede, vir die rekening van u Departement wees terwyl koste verbonde aan oproepe na Antarktika op 'n verhaalbare basis sal geskied. In laasgencemde geval sal dit dan vir die beamptes

P.W.D TEAM MEMBERS ARE TO PROVIDE STAMPED ADDRESS ENVELOPES, SO THAT GENERAL SECTION PRETORIA CAN FORWARD THEIR LETTER TO RELATIVES.

THE LETTERS FROM RELATIVES TO PERSONNEL ARE RESTRICTED TO 50 WORDS PER WEEK. THE LETTER FROM PERSONEL ON THE ISLAND ARE ALSO RESTRICTED TO 50 WORDS PER WEEK.

IT MUST HOWEVER BE POINTED OUT TO PERSONEL THAT TRANSMISSION OF LETTERS DEPENDS ON DENSITY OF TRAFFIC AND THAT OFFICIAL TRAFFIC GET PREFERENCE.

beampte wat die oprop wens te maak nodig wees om die noodsaaklikheid daarvan te motiveer.

6. Dit sal waardeer word indien u spoedig sal aandui of hierdie reëling u welgeval.

(Get.) ? ?

SEKRETARIS VAN VERVOER.

2.1 Since March, 1964 the P.W.D. staff spending a year on Marion have been given the opportunity to phone relatives, some calls are free, others are paid for by the individual. These calls are arranged for by Dept. of Transport; they are a privilege and could be withdrawn at any time by letter via Antarctic.

3.0 Official letters to the islands or to Antarctic should be written concisely and clearly, always keeping in mind that we are generally dealing with non-technical officers. The procedure as set out in H.O. minute 5/70/11(EM) dated 10th December, 1962, should be adhered to.

The following is a copy of that minute:-

Die Sekretaris van Vervoer,
Pretoria.

MARION- EN GOUGHHELLAND : BEHANDELING VAN DIENSTE :

U 111/46/6 VAN 7 NOVEMBER 1962 :
111/47/8

1. Die prosedure wat voortaan gevolg sal word is soos volg:-
 - (a) My Distriksvertegenwoordiger ontvang berigte insake kleiner dienste direk van die eiland personeel, (u ontvang gewoonlik ook n afskrif) en hy stuur dan sy antwoord met die nodige instruksies ook weer direk aan die personeel op die betrokke eilande.
 - (b) Die Distriksvertegenwoordiger sal sy antwoord aan u Departement endosseer tesame met n afskrif van die berig wat ontvang is.
 - (c) In gevalle waar my Distriksvertegenwoordiger twyfel sal hy die aangeleentheid met hierdie kantoor verder opneem.
2. Dit sal gevolglik nie meer nodig wees om die berigte wat u ontvang na hierdie kantoor te verwys nie.

(Get.) ? ?

SEKRETARIS VAN PUBLIEKE WERKE.

Die Distriksvertegenwoordiger,
KAAPSTAD.

6/12/1962.

1. U G.T. 3/384 van 19 Oktober 1962.
2. n afskrif van die brief onder beantwoording word aangebeg.
3. Sorg dat die prosedure streng nagekom word asseblief.
4. Enige verdere kommentaar wat u wil lewer ten einde die stelsel vlot te laat verloop, sal waardeer word.

(Get.) ? ?

oms. SEKRETARIS VAN PUBLIEKE WERKE.

3.1. Letters are addressed and airmailed to The Principal Operator at Jan Smuts Airport who sends them by aeradio to the O.C. Islands or Antarctica. An urgent message can be telephoned to The Principal Operator at D.F. Malan Airport who will telex it to Jan Smuts for transmission.

3.2. The accepted form of letter writing should be adhered to and should be as the example given:-

The Principal Operator,
Aeradio,
D.F. MALAN AIRPORT.

Dear Sir,

Kindly send following signal to -

O.C. MARION.

P.W.D. CAPE TOWN X C.T.1/9/64 X YOUR M 21/128
KINDLY REPLY EARLY X WHAT WERE SYMPTOMS BEFORE
NEW INJECTOR NOZZLES AND FUEL PUMP WERE FITTED
TO ENGINE NO. 542.8 X GIVE GENERAL CONDITION,
NUMBER AND RUNNING HOURS OF CRANE ENGINE.

DISTRICT REPRESENTATIVE.

The Secretary for Transport,
Private Bag 193,
PRETORIA.

For your information signal M.21/128 dated 20/8/64
refers.

DISTRICT REPRESENTATIVE.

4.0. Private messages/letters should be addressed to:-

Mr. X.Y. Zombi,
Marion Island,
c/o Chief Aeradio Operator,
JAN SMUTS AIRPORT, JOHANNESBURG.

The above address and the number of words per letter,
per week allowed should be given to the employee's closest relative.

4.1. A ruling on how many words allowed for private communication shall be requested from H.O. In the past 100 words per letter, per week, both ways was allowed. Private mail is a privilege and there is not much this Department can do should mail not flow evenly.

5.0. While on voyage official and private telegrams and telephone calls can be made. Private calls and telegrams must be paid for by the individual. The Leader must ensure the user makes satisfactory arrangements for paying for his communications.

ESSENTIAL SERVICES:

*Elect section
to revise*

POWER AND LIGHTING (MARION AND GOUGH) :-

1.0. Each Island is provided with 3 engines i.e. two engines connected up in the Power shack and the third is kept as a spare and for operating the crane.

1.1. The Island staff maintains the engines while at the island and the Mechanical Section of this Department supplies the spares. Overhauls are made by P.W.D., Cape Town. Transport staff are not to take off an engine head.

1.2. Just before the relief vessel arrives the spare engine shall be installed on the crane. When the ship leaves, engine shall be disconnected, greased and stored under cover.

1.3. The O.C. island shall keep a log quoting engine number and noting each engine's running hours and general behaviour. (After completing 2500 running hours the engine shall be returned to this office for overhaul and service. This period will be less if something radical is wrong with an engine or if P.W.D. decide to recall it.

1.4. The Inspector, Islands, shall keep a log quoting each engine's number and noting where same is used or stored. When receiving an engine due for repair or/and overhaul from the islands, the engine shall be handed over to the Mechanical Section of this Department immediately. He must see to it that it is at once put in tip-top condition and then stored in the Island Store until such time it is required at either one of the Islands.

1.5. Engines should be shipped uncrated and tied to the ship's bulk-head inside the hold.

1.6. The notes are general information regarding engines:-

- (a) Type : SL-2 Lister Diesel.
- (b) Agents : Stewart Lloyds.
- (c) Fuel, provided by Transport is gas oil.

1.7. At Dyke's Pond on Marion Island an auxiliary "Clinton" combination pump diesel engine has been installed to provide water should the main supply be frozen up. Agents for "Clinton" engines are:-

"Uniafel" (Pty) Ltd.,
181 Buitenkant Street,
CAPE TOWN.

POWER AND LIGHTING (ANTARCTIC):

2.0. Power and lighting at the Antarctic base is provided by three "Deutz" diesel engines, each 37.5 H.P. Agents for these engines are:-

Messrs. P. Andrago & Sons (Pty) Ltd.,
88 Bree Street,
CAPE TOWN.

2.1. An auxiliary engine similar to those used at Gough and Marion Islands has been installed at the Antarctic Base.

FIRE EQUIPMENT (Marion and Gough):

diesel mechanic

3.0 Fire equipment at Marion and Gough Islands is provided, maintained and replaced by this department. The island ^{men} shall service and maintain fire equipment during their stay. The annual inspecting officer, building, shall during his visit inspect all fire equipment and carry out all necessary servicing if required and report on condition of equipment.

3.1 The O.G. Island should familiarise himself with the fire fighting equipment available and organise periodic fire drills.

3.2 Inspector Islands shall ensure that sufficient spares are available at all times. Drawings showing position of extinguishers shall be kept up to date and positions indicated by the District Representative shall be adhered to.

3.3 All data and appropriated drawings indicating type of extinguisher and where positioned are kept in "Island Museum", P.W.D., Cape Town.

4.0 PAINTING:

Painting buildings at Marion and Gough should be done once every three to four years. However, this must be closely watched by the Island Inspector as these times may vary. Never let a paint film even begin to fail paint before failure is imminent.

4.1 Paints from Messrs. United Paints are used for Marion. For Gough paints from Messrs. Fergusson are used. Tender Board exemption have been obtained for buying, see past correspondence and quote previous exemptions. This should be looked for and reported on by future Inspecting Officers of P.W.D.

5.0 CRANES:

MARION:

Spares from - R. Scott & Co.,
Maydon Wharf, Durban.

5.1 GOUGH:

Spares from - Cape Steel Construction Co. (Pty) Ltd.,
Boarden Island,
CAPE TOWN.

Detailed drawings and specifications are in the "Island Museum".

6.0 LANDING SPACES:

MARION:

Constructed by - Globe Engineering Works Ltd.,
Cape Town.

6.1 GOUGH:

Constructed by - Cape Steel Construction Co. (Pty) Ltd.,
Detailed drawings and specifications are in the "Island Museum".

7.0 WATER:

MARION AND GOUGH:

From weirs formed in rivers, and taken to buildings through plastic pipes.

7.1

ANTARCTICA:

From snow melted in a specially constructed melting pot, erected in Power Shack and heated by exhaust gases from diesel engines.

Agents for Melting Pot:-

Messrs. Watson,
P.O. Box 8943, JOHANNESBURG.

(111 Management House,
Cnr. Melle and Siemens Str.,
Braamfontein).

8.0 ALKALINE - must be taken regardless of expense on every trip of R.S.A. to Gough and Marion as long as nickel-iron batteries are used. The building Insp. of Works (Leader) is responsible to see it is shipped.

elect. →

FIRE PROTECTION.

S.A.N.E.A. BASE.
POWER SHACK.
AUTOMATIC CO2 INSTALLATION.

W327

As requested by your Mr. Mostert, we wish to explain the operation of the CO2 installation as follows:-

The installation is operated by two methods:-

- (a) Manual.
- (b) Automatic.

With manual operation a pull box situated outside the entrance door is operated by breaking the glass front and pulling the "T" handle which is coupled to a phosphor bronze cable.

With the automatic operation, the installation is operated when the rate of rise in temperature exceeds a predetermined limit of 5°F. per minute at the ceiling of the shack.

This method is done by pneumatic action.

The pneumatic trip situated on the cylinder frame has a diaphragm connected by $\frac{1}{8}$ " copper tube to the heat actuator (copper bowl situated on the ceiling).

Sudden increase in temperature expands the air in the actuator (14 cub. ins.) and transmits the pressure to the diaphragm via the copper piping. The pressure on the diaphragm releases the lever holding the master weight which operates the trip to cut the cylinder discs.

For gradual changes in temperature, the pneumatic trip has a bleed vent to compensate for variations below 5°F. per minute.

Should work have to be performed inside the shack using heat, the pneumatic trip has a flagged pin which is inserted on the side which will prevent the system from operating, this pin must be removed after completion of such work.

THE PROTECTION

S.A.N.E.A. HAZZ
POWER SECTION
AVIATION GAS INSTALLATION

As requested by your Mr. Mester, we wish to explain the operation of the CO2 installation as follows:-

The installation is operated by two methods:-

- (a) Manual.
- (b) Automatic.

With manual operation a pull box situated outside the entrance door is operated by breaking the glass front and pulling the handle which is coupled to a siphon pressure cable.

With the automatic operation, the installation is operated when the rate of rise in temperature exceeds a predetermined limit of 2.5° per minute at the ceiling of the shack.

This method is done by pneumatic action.

The pneumatic trip is attached on the cylinder frame and is connected by 1/2" copper tube to the heat detector (copper bowl) situated on the ceiling.

When increase in temperature expands the air in the detector (14 cub. ins.) and transmits the pressure to the siphon via the copper piping. The pressure on the siphon releases the lever holding the master weight which operates the trip to cut the cylinder discs.

For gradual changes in temperature, the pneumatic trip has a bleed vent to compensate for variations below 2.5° per minute.

Should work have to be performed inside the shack using heat, the pneumatic trip has a tagged pin which is inserted on the system to prevent the system from operating. This tag is removed after completion of work.

Handwritten: @ r. Dept. of Forestry or contractor.

MATERIALS:

1.0 Recording Books:

Whenever an Inspector is to organise an expedition where various materials are to be obtained, it would be to his advantage for future record purposes and to refresh his memory of where and at what price he obtained the various materials to keep a detailed materials book.

Proposed method: Use B.16 or B.20 Books example:

2/2/62 Hexagon Head Bolts
National Trading
Mr. Cox - 51-6150.
(Price R12-79 per 100 lbs.)

~~unnecessary~~

Such books have been kept by previous Leaders and are available in the "Museum".

1.1 Order Books:

On Island work an Inspector writes out his own orders, therefore:-

- (a) Have own order Books P.W.135, P.W.159, P.W.339.
- (b) Every Island to have its own book.
- (c) On cover of each book write Islands "name (eg. Gough Island)" "from" date of first order "till" date of last order.
- (d) When books are full bind together and keep in Island "Museum" for future reference. Under no circumstances must these books be destroyed.

1.2 Private File:

Use file cover 2.20 to file duplicate copies of reports etc. And a special cover for pamphlets and delivery slips which must also be kept for easy reference when required.

1.3 D.S.S. shall keep separate order books and files for expedition work.

2.0 Packing of Materials:

When organising an expedition or annual supply of materials to the various Islands and Antarctic they must be delivered and secured at the Island store building. A trusted labourer and later an artisan should be in attendance to receive stores.

2.1 Suitable boxes for the packing of the small items must be obtained well in advance before packing is commenced with. These boxes can either be obtained, depending on the amount required, from Mr. Hares the Dept. Transport Store Representative, 7 Lesuven Street, Cape Town at no cost OR be ordered from McV Ralls, Elsie River, who quote a reasonable price for the type of box supplied.

2.2 To facilitate easy handling boxes must not exceed a weight of 50 lbs. when packed.

3.0 Pack items in boxes if nails or other loose materials, wrap well in Kraftex paper which can be obtained from Stores and number each box on a separate list; record the items packed in boxes, example attached, and if for a special service, mark also on wrappings where materials are to be used. A list for special service is attached.

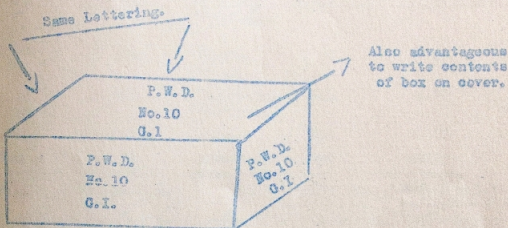
3.1 To obviate the bad result of loss of a box, similar materials or plant shall be packed in separate boxes or parcels. This applies particularly to items such as nails, nuts and bolts.

3.2 Where possible relative materials shall be tied together, so that when on arrival the crate or parcel is opened all parts are readily available. e.g. an Engine should have its mounting bolts tied to it.

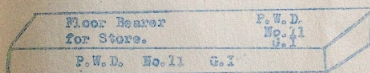
4.0 Marking of Boxes and Materials:

Use file-master marking pen to mark boxes 5 sides complete with number etc.

Example to mark:-



Materials are similarly marked:-



4.1 Lister Engines sump oil must be drained before shipping. Do not pack engine in enclosed crate. Ship as an open unit well lashed in hold of ship; the same for alternators.

4.2 Paints must be packed in open specially made crates to hold two 1 gallon tins next to one another.

4.3 Use as few nails as possible to close lids of boxes.

4.4 Two steel straps around boxes are necessary.

On long length timbers not less than 3 straps around bundles is permitted. More is advisable.

4.5 Paraffin and other liquids in 4 gallon containers and more can be shipped as long as it is clearly marked what the contents are.

5.0 While packing a shipping list shall be drafted by those person/s packing (as per samples in annexure). All items shipped including personal kit shall be recorded, given a number, contents, weight, value, size of item and cubic capacity.

This information is collected and the whole is typed on bands and at least six copies rolled off. Copies shall go to:-

- (a) Job File.
- (b) Island Museum.
- (c) Shipping Clerk.
- (d) Expedition leader (2 copies).
- (e) O.C. Island.

✳

WAGON TICKETS FOR LOADING:

The copy of the shipping list and the attached letter to the Shipping Clerk, Salt River, should be as follows:-

SHIPPING CLERK'S SHIPPING LIST:

<u>PUBLIC WORKS DEPT.:</u>				
<u>GOUGH ISLAND 1966:</u>				
<u>Box No.:</u>	<u>No. of Packages:</u>	<u>Contents:</u>	<u>Weight:</u>	<u>Cubic Capacity:</u>
1- 87	108 pkt.	Building	6,730 lbs.	137.58 cub.ft.
98-101		Materials.		
107-119				
.88	1 case.	Engine	30	2.25
		Sparus.		
89- 93	7 pkt.	Electrical	625	6.70
120-121		Material.		
122-124	3 cases.	Engines.	600	27.00
102-106	5 pkt.	Linensware.	200	33.75
<u>TOTAL:</u>	<u>124 packages.</u>		<u>8,185 lbs.</u>	<u>207.28 cub.ft.</u>

LETTER:

OF 1/10266

The Shipping Clerk,
S.A.R. & H.,
SALT RIVER.

BUILDING MATERIALS AND PLANT TO GOUGH ISLAND ON M/V "R.S.A.":

1.O. Attached is a complete list of materials to be shipped to Gough Island, required by P.W.D., artificers for repairs to Government Building.

7

2.O. The ship leaves on the 26th March, and to enable immediate loading, this Department request wagon tickets please.

DISTRICT REPRESENTATIVE.

This letter and shipping list must be handed over to the Shipping Clerk at least 4 days before loading. The Shipping Clerk will tell you when to collect your wagon tickets which will permit you to load and to transport the materials through the Customs Gate.

P A G E 18 A.

(Note):

See "Loading of Ship".

5.1 Number indicated on shipping list shall tally with number on each corresponding box, crate, parcel or item.

5.2 Building, electrical, mechanical, inflammables and also materials to be off-loaded first are often identified by colours. Care shall be taken that colours used by this Department shall not clash with those items belonging to Dept. of Transport. Use those allocated for the first Marine service.

- - - - -

EMPLOYMENT OF ARTIZANS:

1.0 Artisans can be chosen from the following sources; given in the most successful order, they are:-

- (a) Departmental workshops.
- (b) Previous Island Employees.
- (c) On loan from local manufacturers.
- (d) Talking to acquaintances and generally spreading the news.
- (e) On loan from other F.W.D. Districts.
- (f) Advertising in local papers (argue, but ask for White Artisans only).
- (g) Western Province Industrial Council.
- (h) Department of Labour.

N.B. The sources of White Artisans have dried up, and special arrangements will have to be made on a future large expedition.
Items (g) and (h) have never been successful.

1.1 Before employing any artisan for island work, the Inspector Islands must satisfy himself as to the man's capabilities, mental and physical condition. For that purpose the following services should be made use of:-

1. Character screening by Mr. Moall, (P.I.W.) of this department.
2. Medical examination.
3. Dental examination.
4. I.C. test and mental stability test.
5. X-Ray examination of chest.

2. Medical Examinations:

Telephone the District Surgeon at President House in Barrack Street and make appointment to have the people concerned examined.

- (a) With each person a medical certificate form Z.3 as attached must accompany the men for completion by the District Surgeon.
- (b) This form must be returned on completion by the Doctor and placed on each man's private file.

2.1 Should the Inspector, Islands, still have doubt about any man's physical condition, he should have the person examined by private practitioners. For that purpose the following stock minute should be used.

This is to certify that Mr. has been thoroughly examined by me and I find no medical reason why he should not spend up to 6 months on Gough Island. / I find him unfit to spend up to 6 months on Gough Island.

(Signed)
(Printed name of Doctor).

.....
Date:

N.B. Try your best to find a fault in the man, physical or mental. For if you don't find it, and he has it, you will reap the whirlwind when he fails on the job; and then everybody suffers. If it is physical and can be rectified before you sail, do it. (Teeth for example). If not, don't take him. If there is a mental lack, don't try to fix it, just leave him behind.

3.0 Dental Examination:

Dental Examinations shall be done by private practitioner at the applicant's cost. The following stock minute should be completed by the dentist.

The District Representative,
Public Works Department,
CAPE TOWN.

MR.

ANTARCTIC : DENTISTRY :

This is to certify that I have examined the teeth of Mr. and am satisfied that they are in good condition. I foresee no risk (other than reasonable risk) on their account should he spend 4 (four) months in Antarctic.

(Sgd.)
Date:

4.0 X.G. Test:

By telephonic appointment to Government Psychologist of the Department of Labour, Cape Town.

5.0 X-Ray Examination:

By telephonic appointment to Cape Town City Council, Mass Radiography Service, Chapel Street, Cape Town (Phone 3-3790).

6.0. Artisans chosen to accompany expeditions must be vaccinated as recommended by the Port Health Officer. The vaccinations are provided free of charge by him.

7.0. When satisfied that applicant is suitable accompany him or telephone T.C.O.B. to have him employed for the specific service. An artisan should produce apprenticeship papers or any reference to prove he is a qualified artisan, identity card, unemployment card, birth certificate, marriage certificate (if applicable). However, who shall be employed and what papers he has or has not is purely a matter for P.I.W. (Islands). He employes who he will, with or without papers. He will then be employed by T.C.O.B. staff, and a commencing date fixed.

8.0. TIME SHEETS:

To be completed weekly by officer in charge and not foreman, except when workshops are manufacturing items in workshops.

- (a) Make out in duplicate and retain one copy on your file.
- (b) Deliver completed sheets "by hand" to T.C.O.B. so that if there are any corrections to be made they can be done in your presence.

9.0. WAGES, OVERTIME AND TAXATION: (ON ISLAND OR ANTARCTICA):

Total normal daily working hours shall equal hours worked in Cape Town, P.W.D. Workshops, but times may vary depending on weather conditions.

9.1. Overtime shall be paid over and above normal working hours, but overtime shall be permissible only with the P.I.W.'s consent. This consent is overruled should an emergency occur.

9.2. Rates of pay, overtime, allowances, etc., shall be paid in accordance with Public Service Commission's ruling No. 821/3/9/2 of 16th March, 1965. (See scale page 22).

9.3. Taxation shall be on all earnings and is based on rates applicable in the Republic.

9.4. Men are covered by the Workmen's Compensation Act. See example on a Marion file.

9.5. Tools are covered in a similar minute. The state is responsible for them whilst out of the man's own control.

10.0. EXPEDITION STAFF PROCEDURE BEFORE DEPARTURE:

The following procedure must be followed no matter what duration of service. This will serve as evidence if say anything may go wrong and claims are made from the Department.

Wages: Every person must be approached and asked how he would like the Department to handle his wages during his absence.

10.1. If the request is that a certain amount of his wages must be paid to his wife or any other person, a special Power of Attorney form as attached must be completed, complete with 10c Revenue Stamp.

10.2. The same form is necessary for wages to be deposited in Banks or any other saving accounts. (Approach District Accountant, P.W.D., for details).

10.3. To have full control over artisans at the Islands, an Article of Agreement must be drawn up and signed by the artisan in presence of a witness and a Senior Officer before departure. Attached is an example for antarctic and Gough. It is expected of the Leader that he should draw up such an Agreement and have P.I.W. (Islands) approve it.

10.4. Protective clothing must be issued from stocks available in Stores or new ones bought and issued, listed and signed for by the receiver. The clothing is then his responsibility, until such time they are returned to the Department, any article not returned will be recovered from his salary. Attached is example of clothing list.

10.5. Antarctic Expeditions:

Protective clothing is supplied by Department of Transport, Mr. Maree, the present Stores Representative at No.7 Lesuren Street, will contact the official in charge and request certain information before clothing is issued to him. Clothing remains the property of Department of Transport and any article lost will have to be paid for.

10.6. Before departure addresses and telephone numbers of everybody's next to kin must be obtained and recorded on a special sheet handed to the officer which act in the office during the absence of the Leader and copy on the relevant file.

ALLOWANCE:

Revised as below 1.12.69.

S.D.K. goedkeuring 12/11/69

93/384

CT/10748

ELLANDEKSPEDISIES : TOELAE BETAALBAAR:

Op hierdie kantoor se aanbeveling dat die toelaas met 20% verhoog word het die SDK die volgende verhogings goedgekeur m.i.v. 1/12/69-

	TRISTAN, GOUGH- EN MARIONNEILAND.			ANTARKTIKA EN BOUVSTELLAND:		
	Ongeriefstoelaag:	Bonus:	Verantwoordelikeidstoelaag	Ongeriefstoelaag :	Bonus:	Verantwoordelikeidstoelaag:
Beampes, ambagsmanne en vakleerlinge (leiers uitgesluit).	Van R2.50 p.d. na R3. p.d.	Van R40 na R50	---	Van R3.50 p.d. na R4.20 p.d.	Van R40 na R50.	---
Faktotums, Arbeiders, ens.	Van R2.50 p.d. na R3. p.d.	Van R20 na R30.	---	Van R3.50 p.d. na R4.20 p.d.	Van R20 na R30	---
Leiers.	Van R2.50 p.d. na R3. p.d. ✓ <i>[Signature]</i>	---	Van R3.00 p.d. na R3.60 p.d. 1.20	Van R3.50 p.d. na R4.20 p.d. 2.90	---	Van R4 p. na R4.80 per dag. 2.40

100 150/13/9/27 16.365

IMMIGRATION :

1.0 Obtaining Passports:

Collect at Sanlam building, 3rd floor, at the Passport Enquiries counter, attached D.I.45(E) forms.

1.1 Pass P.W.339 order on Movie Snaps, Cape Town, for the passport photos of each person. Write their names on the order.

1.2 All concerned must then complete an application form attached.

1.3 The form now completed, the photographs received, complete on the backs of two photographs the following:-

Certified true photograph
of the Applicant.
(To be signed by Commissioner
of Oaths and stamped).

D.C. or A.D.R. to complete form as necessary.

1.4 Attach photographs to form and send person with this to above officials for completion.

1.5 On return of all completed forms, compile minute as attached and deliver by hand, to explain urgency and to answer any queries.

(Attention Mr. Leubscher).

Principal Immigration Officer,
Sanlam Buildings,
Heerengracht,
CAPE TOWN.

P.W.D. Inspection of Islands:

The following State employees are being sent to Bouvet, Antarctic, Gough, Tristan Da Cunha and Marion Islands on state business:-

.....
.....
(Names concerned).

They will repair and maintain buildings at the S.A. base and will be away from Cape Town for 14 months.

Please issue travelling certificates.

DISTRICT REPRESENTATIVE.

H.B. As the ship may do a round trip, get the certificate endorsed for them all.

2.0 Return in Harbour:

24 Hours before arrival the Captain will issue customs clearance and immigration forms to be completed and on completion to be handed back to him.

2.1 On arrival Customs and Immigration officials will approach each and everybody. At this stage your passport which is now in your possession must be surrendered to the Immigration Official.

2.2 Only after both above officials have cleared you, are you permitted to leave the ship.

2.3 The officials may give you a clearance slip to be produced at the customs sheds at one of the gates, here they will inspect your luggage to certify that the luggage list you have completed is correct; if satisfied you may pass through with your possessions, or they may clear your luggage on the ship and give you a slip which clears you through the dock gates.

4.6 Tools and kit belonging to staff should not be packed inside hold but in lockers on forecastle. They may be wanted during the voyage.

4.7 When all materials are loaded and properly secured, get all wagon tickets still in possession signed by 1st or 3rd Officer.

4.8 Return lorries by signing works orders of drivers.

FRE-ARRANGEMENTS BEFORE ARRIVAL OF LORRIES at
ISLAND STORE (If at Lolie Street).

5.0 If Parliament is in session, approach S.A. Police Sergeant in Charge at corner of Lolie and Parliament Streets.

5.1 Request him to ask drivers of Ministers cars to keep loading zone in front of store clear as much as possible, please, or park cars on opposite side of street only.

5.2 Normal conditions: Phone Traffic Dept., Sea Point, Sergeant on duty, day before loading. Request him to have Constable on duty first thing next morning to stop all cars from parking in front of store the full length of the road. Before the request give him full official explanation. Do not tell him but ask him.

5.3 Appoint your artisan in charge also to be there to assist the traffic constable as much as possible.

5.4 "No Parking" signboards can also be used but have proved not be as successful as the above arrangements.

SHIPPING:

- 1.0. Firstly the R.S.A., controlled by Department of Transport, master being Capt. MacNish, details about her are available in the 1962 Antarctic Report.

Ships belonging to Tristan da Cunha Development Co., i.e. "Francis Repetto" and "Tristania" (to Gough and Tristan only) Dept. of Fisheries research ships (Islands only).

South African Navy. (Islands only). Used rarely and then only in an emergency.

Ships mentioned in (b) and (c) are made use of only should they sail within the vicinity of the islands and take on a limited number of persons, post or small quantities of cargo.

2.0. Accommodation on Ship.

A full list of P.W.D. members to be accommodated on ship must be handed to the Chief Steward, he will then indicate cabins for P.W.D. personnel.

Who eats where will also be arranged by Chief Steward with the Leader's help of course.

3.0. On Ship.

The Captain is in command and the orders given by him must be obeyed and strictly adhered to.

Unless invited up the staff shall stay off the bridge, engine room, crew quarters, forecastle, lifeboat deck, etc. Appear neatly dressed at meal times and keep cabins clean and tidy. The Leader shall make up a roster for cleaning lounge and any other areas generally occupied by passengers.

Should Transport not join in with any of the above instructions, we, the Public Works Department, will set a good example.

CUSTOMS CLEARANCE: (INWARD).

Before leaving the Island a shipping list (as per example for Shipping Clerk) must be made up. This is handed over to the Inspector for Islands on arrival in Cape Town.

Before off-loading this shipping list with a letter (as per example below) attached, must be handed over to the Shipping Clerk at S.A.R. & H. Building, Salt River Road, Salt River who will notify the Inspector when to collect the clearance certificates.

These certificates will permit you to off-load the ship and to transport the materials through the Customs Gate.

Example of Letter to Shipping Clerk (On Arrival):

CT 1/10266

The Shipping Clerk,
S.A. Railways and Harbours,
SALT RIVER.

DIESEL ENGINES AND BUILDING MATERIALS RETURNED FROM
GOUGH ISLAND :

- 1.0. Attached is a complete list of materials returned from Gough Island to Public Works Department, Cape Town, on the M/V "R.S.A." which arrived at Cape Town on the 30th April, 1966.
- 1.2. These materials were sent from Cape Town to the Island.
- 2.0. This Department requests your permission and a clearance certificate to off-load the materials please.
- 3.0. Own transport will be supplied.

DISTRICT REPRESENTATIVE.

NOTE: Please do not handle above by post, carry out by hand.

MATERIALS THROUGH POST:

Materials posted into South Africa are cleared through Customs by Postal Stores, Frostwick Street, Cape Town.

GENERAL HEALTH AND HYGIENE.

1. CLOTHING:

- 1.1. General. It should be remembered that clothing, designed for use in polar (dry-cold) conditions, as found on the Antarctic Continent, is not always suitable for wet-cold climates such as Marion Island.
- 1.2. Heat is lost from the body by several processes, the relative importance of which depends upon the circumstances. The main processes are radiation, convection and conduction of heat from the body, loss of heat used up in evaporating sweat or other moisture from the skin or clothing, and loss due to warmed air near the body being displaced by forced draughts. The most important under the prevailing circumstances are forced draughts, convection and loss due to evaporation.
- 1.3. Air is a very bad conductor of heat, but if free to move can be the cause of much heat loss. Most clothing keeps one warm because countless pockets of air are enmeshed in the weave of the material and are thus prevented from convecting. However, a strong wind can penetrate most clothing materials and displace the body-warmed air, substituting in its place cold air. This in turn becomes warm and is displaced by cold air, and so on. To prevent such continuous loss of heat, an outer windproof garment must be worn. If this is done, then cellular woollen garments are the best thing to wear underneath.
- 1.4. A number of light woollen layers is generally lighter and warmer than several thick heavy ones. A shirt provides a layer of material which is more windproof than knitted wool and is an advantage when no windproof outer garment is worn.
- 1.5. Woollen mittens are the best protection for the hands, but, as in the case of woollen clothing, they must be covered by an outer windproof cloth mitten under cold windy conditions.
- 1.6. In general, then, one just adds layer after layer of woollen clothing, covered by windproof outer garments, until one feels warm enough.

This is all very well for a man who is sitting still or moving about without much exertion. However, the greatest difficulty arises because the production of body heat is dependent upon the amount of work being done by the body, and although one may be comfortably clothed for strolling along the flat, one will become too hot after commencing to climb a mountain. In an attempt to cool itself, the body liberates sweat from the skin, and it is the heat used from the body to evaporate this sweat which produces the cooling effect. Moreover, as evaporation is faster in a draught, a sweating man will lose more heat in a wind without a windproof outer garment than with one on under calm conditions. The chief danger occurs, of course, when the sweating man ceases his exertion. The production of body heat then decreases, the loss of heat from evaporation remains at a high level, and the body rapidly becomes chilled.

If it were only the sweat upon the skin which had to be dried off the effect would not be prolonged. But, if the man has been sweating for some time, his clothing becomes saturated and long after he has ceased to sweat his body loses heat in drying the adjacent layers of wet clothing. Moreover, wet clothing is not nearly as good an insulator as dry clothing, so the heat loss is aggravated.

It is important, therefore, to try to arrange one's clothing so as to regulate heat loss in such a way as to avoid excessive sweating. One should take off outer layers of clothing immediately upon warming up and replace them when the exertion ceases. Sometimes small adjustments to clothing are sufficient, e.g. taring extra skin surface by removing gloves, opening the neck of one's shirt and singlet, taking off or tilting back one's cap, etc. A vee-neck pullover is therefore more suitable for field work than a polo-neck pullover, because it allows more adjustment of clothing around the throat and chest. (If one could invent a kind of suit with adjustable louvres one would command a fortune).

1.7. By similar reasoning it is plain that clothing which becomes wet by rain is also a danger, particularly under windy conditions. For this reason a waterproof outer garment is necessary for work in rain. However, if outer garments do get wet, considerable improvement is noticed if they are removed, wrung out, and replaced. This particularly applies to woollen mittens. Damp clothes are much warmer than saturated clothes.

In this connection, remember to brush off snow from garments before entering a warm tent or hut, otherwise the snow will melt and wet the clothing.

8. A perfectly waterproof garment is impervious also to water vapor. If one becomes overheated in such a garment, sweat from the body will evaporate and pass through one's ordinary clothing but, being unable to escape through the outer waterproof garment, will condense against its inner surface. If one has to exert oneself appreciably the only way to reduce such condensation is to remove articles of ordinary clothing until at the level of exertion concerned the body remains cool and does not sweat. Dirty clothing means increased heat loss, therefore keep clothing as clean as possible.

9. CARE OF FEET.

Wear LOOSE footwear. In wet-cold the aim is to keep the moisture from entering the inside of the boot; in extreme dry cold the aim is to let the moisture, e.g. perspiration, out. It is only when vigorous marches are made that snug-fitting footwear is necessary for comfort and protection. Keep your feet dry. If on long marches carry spare socks. Keep socks clean. Foot powder is available in the medical section.

CARE OF HANDS:

In wet-cold it will be found most advantageous to work in bare hands intermittently and quickly for short periods. Slip them back in mittens for warmth before they become chilled. If in extreme cold DO NOT TOUCH METAL - you will be burned. Tape over metal parts of instruments which need handling. Half-finger gloves enable delicate work to be performed using the fingertips while the rest of the hand remains warm.

For these conditions have your mittens attached to your clothing or suspended around your neck in the approved fashion to prevent loss.

CARE OF EARS, NOSE AND CHEEKS.

- 4.1. Ears - Ears are very sensitive to cold. Thus, when it is cold and strong winds prevail, keep your ears covered, otherwise you will be "bitten".
- 4.2. Frostbite - The first stage is blanching of the skin and a twinge of pain, fleeting in character. A later stage is a lesion like a burn with local death of tissue. The early stage of frost-bite in nose or cheeks is recognized by the inability to wrinkle the affected areas. Thaw it out with the palm of your hand or crook of your elbow assisted by the warmth of your breath. Then DRY the thawed area.

- DO NOT
1. Rub frostbite.
 2. Rub with snow.

These are two popular, erroneous and dangerous remedies for the treatment of frostbite.

Frostbite in the feet may be preceded by prolonged chill and recognized by a twinge of pain followed by a numbness and stiffness. If these three conditions are present, seek shelter if possible, remove boots and socks and examine feet. Your companion's stomach is ideal for thawing out your bitten toes or heel.

If frostbitten, consult the medical officer at the earliest opportunity.

Recent research in Russia, U.S.A. and Canada indicates that the most effective treatment for frostbite is rapid thawing of the frozen tissue. Immersion of the frostbitten limb in a warm water bath of temperature 35° to 45° C. (95° - 113°F.) is the best method. The thawing should be immediate, rapid and penetrating. The maximum temperature stated above must not be exceeded. The treatment is accompanied by pain and should be made more tolerable by the administration of sedatives. The frozen part must be kept clean and antibiotics should be used until all chance of infection is past.

Full notes of any treatment given, together with the results observed should be made as there is still much to be learned about frostbite, its treatment and its effects.

- 4.3. Nose - Your nose will drip continuously in the cold. This is not a common cold but the result of the cold air irritating the sensitive nasal mucous membrane. Do not rub your nose - it will get very sore. Use your finger or Kleenex tissues in preference to grubby handkerchiefs.
- 4.4. Snow Blindness. This occurs in permanently snow covered areas. The eyes are red, swollen, pustular, very painful and the lids are paralysed. One cannot see for several days. There are no permanent ill effects. The prevention is wearing your goggles, especially on hazy days in snow-covered areas.

5. MORALE.

Keep yourself busy. Avoid self pity, discontent and idleness. Your personal affairs are painful to other people, especially if often repeated. Try to avoid discussing the shortcomings of team mates with others. A general meeting, under the control of an elected and impartial chairman and subject to the correct rules of debate is the best method of airing grievances and banishing personal animosities or other causes of discontent.

6. BOWELS.

Your bowel habits will go haywire if neglected. Practise routines, otherwise constipation, headache and haemorrhoids will result. Aperients, mild to explosive in character, are available in the medical section. Unless engaged upon strenuous physical work over-eating is a major danger to health and fitness. Regulate your diet. Cut out snacks between meals.

7. CUTS.

Cuts may be resistant to healing - use antiseptic and keep them clean.

8. HEATING APPLIANCES.

Whenever there is a naked flame in an enclosed space, especially a primus stove in a tent, remember carbon monoxide is present. This is a most deadly and insidious gas. Adequate ventilation is absolutely essential.

9. GENERAL.

Do NOT eat snow. If water is not available select lumps of hard ice or consolidated fern and suck them.

Take your vitamin tablets as recommended by your medical officer. Remember canning food destroys Vitamin "C" and lack of Vitamin "C" means scurvy.

GENESKUNDIGE SERTIFIKAAT - MEDICAL CERTIFICATE

PLANTS, SOIL AND OTHER CONTAMINATING MATERIALS ON
GOUGH AND MARION.

The following is an extract from a letter received
from Prof. van Zinderen Bakker (Botany):-

"I would be very pleased if you could inform me, when the willows, which were found on Marion Island near the weather station, have been planted. It is important to have this information because it looks as if some weeds arrived on the island at the same time. This matter is rather disturbing as the introduced weeds are far more numerous than I previously thought. I am therefore very glad to know that you are co-operating with us, and will prevent further introductions of plants, soil or other contaminating material."

Reply:

"Thank you for your letter. Willows were planted in November, 1959, and again in March, 1964. I confirm the undertaking given to you at U.G.P. that I would not send more trees or shrubs to Marion."

Vorm goedgekeur kragtens Staatsdiensregulasie No. 28.
Form approved under Public Service Regulation No. 28.

GENEESKUNDIGE SERTIFIKAAT—MEDICAL CERTIFICATE

VERKLARING—DECLARATION.

(MOET DEUR DIE KANDIDAAT IN SY/HAAR EIE HANDSKRIF INGEVUL WORD.)
(MUST BE COMPLETED BY THE CANDIDATE IN HIS, HER OWN HANDWRITING.)

VOLLE NAAM—FULL NAME: mnr./mej./mev. _____
Mr./Miss/Mrs. _____

KANDIDAAT VIR AANSTELLING AS _____
CANDIDATE FOR APPOINTMENT AS _____

Ek, die ondergetekende, verklaar dat ek—
I, the undersigned, declare that I—

(a) die volgende kindersiektes gehad het/have suffered from the following childhood ailments _____

(b) ook aan die volgende ander siektes gely het/have also suffered from the following other diseases _____

(c) die volgende operasies op die datums aangedui ondergaan het/underwent the following operations on the dates indicated _____

Afgesien van voormelde siektes het ek nie aan enige van die ander wat in paragraaf 6 vermeld word, gely nie.
Apart from the aforementioned diseases I have not suffered from any of the other diseases mentioned in paragraph 6.

Hierby neem ek kennis dat artikel 104 van Wet No. 36 van 1919 bepaal dat geen persoon in die Staatsdiens aangestel mag word
I hereby note that Section 104 of Act No. 36 of 1919 lays down that no person shall be appointed in the Public Service who does
not produce satisfactory proof of successful vaccination, insusceptibility thereto or of already having suffered from smallpox.

Datum/Date _____ Handtekening/Signature _____

Plek/Place _____

GENEESKUNDIGE VERSLAG.—MEDICAL REPORT.

Tensy anders bepaal moet hierdie sertifikaat alleen deur 'n Distriksgeneesheer of 'n ander Staatsgeneesheer ingevul word.
Unless otherwise specially indicated, this certificate must be completed only by a District Surgeon or other Government Medical Officer.

1. (a)

Ouderdom. Age.	Lengte—kaalvoet. Height—w/o. shoes.		Gewig. Weight.	*Borsmaat—Tepelhoogte. *Chest Measurement—Nipple line.
	vt. ft.	dm. ins.	_____ lb.	(a) By volle inaseming _____ dm. On full inspiration _____ ins.
				(b) By volle uitaseming _____ dm. On full expiration _____ ins.

* Laat weg in die geval van vroulike applikante.—* Omit in case of woman applicants.

ANTWOORDE OP ONDERSTAANDE PARAGRAWES [BEHALWE 4(b), 8(b) EN 9] MOET DEUR MIDDEL VAN 'N KRUISIE
IN DIE BETROKKE VIERKANT AANGEDUI WORD.

REPLIES TO THE FOLLOWING PARAGRAPHS [EXCEPT 4(b), 8(b) AND 9] ARE TO BE INDICATED BY MEANS OF A CROSS IN THE APPROPRIATE SQUARE.

(b) Dui die voorafgaande enige abnormale afwyking aan?
Do the foregoing reveal any departure from the normal?

Ja—Yes.	Nee—No.
/	

(b)

2. Inenting—Vaccination.

(a) Is applikant suksesvol ingeënt?
Has applicant been successfully vaccinated?

Ja—Yes.	Nee—No.
	/

(a)

(b) Is applikant onvatbaar vir inenting?
Has applicant been found insusceptible to vaccination?

(b)

(c) Het applikant aan pokkies gely?
Has applicant suffered from smallpox?

Ja—Yes.	Nee—No.
/	

(c)

3. Asemhalingsorgane—Respiratory System:—

(a) Is borskas goed ontwikkel?
Is chest well developed?

Ja—Yes.	Nee—No.
	/

(a)

(b) Is daar enige tekens van 'n siektetoestand of abnormaleiteit?
Are there any signs of disease or abnormality?

(b)

4. Bloedsomloop—Circulatory System:—

(a) Is daar enige tekens van 'n sieketetoestand of abnormaliteit?
Are there any signs of disease or abnormality?

(a) [Form with columns Ja—Yes and Nee—No]

(b) Bloeddrukaflesing—Blood pressure reading.....

(b) [Form with columns Ja—Yes and Nee—No, and labels (Sistolies) (Systolic) and (Diastolies) (Diastolic)]

5. Geslags-uriniere organe—Genito-Urinary System:—

(a) Is daar enige tekens van 'n sieketetoestand of abnormaliteit?
Are there any signs of disease or abnormality?

(a) [Form with columns Ja—Yes and Nee—No]

(b) Is eiwit, suiker, etter, bloed of enige ander abnormale bestandele in urine teenwoordig?
Is albumen, sugar, pus, blood or any abnormal constituent present in the urine?

(b) [Form with columns Ja—Yes and Nee—No]

6. Is daar enige bewys of geskiedenis dat applikant aan enige van die volgende kwale ly of gely het: Rumatiekkors, rumatiek, malaria, gewasse, tuberkulose, sifilis, epilepsie, verlamming, stuiptrekkings, asma of ander borsmoeilikhede, bloedspuwing, hernia, aambeie, kramp-aarbreuk of platvoete?

Is there any evidence or history that applicant is suffering or has suffered from: Rheumatic fever, rheumatism, malaria, tumors, tuberculosis, syphilis, epilepsy, paralysis, convulsions, asthma or other chest troubles, spitting of blood, hernia, haemorrhoids, varicocele or flatfeet?

[Form with columns Ja—Yes and Nee—No]

7. Is applikant op enigerlei wyse vermink, misvorm of liggaamlik gebrekkig of mismaak of is daar enige operasietekens?

Is the applicant maimed, deformed or physically defective or disfigured in any way or are there any operation scars?

8. (a) Het die applikant enige gebrek aan sy/haar—
Has the applicant any defect of—

- (i) Gehoor? Hearing?
(ii) Spraak? Speech?
(iii) Tande? Teeth?
(iv) Gesig? Sight?

[Form with columns Ja—Yes and Nee—No and rows (i) through (iv)]

(b) Gesigskerpte volgens Snellen se toetskaart—
Visual acuity according to Snellen's type—

Sonder bril. Met bril. Without glasses. With glasses.

Linkeroog—Left eye.....
Regteroog—Right eye.....

9. Indien 'n kruis in enige gekleurde vierkant—behalwe 2 (a), (b) en (c) verskyn moet volledige besonderhede daarvoor hier verstrek word.
If a cross appears in any shaded square except 2 (a), (b) and (c) full details thereof should be furnished here.

[Large blank area for providing details of crosses in a grid]

10. Het u ondersoek en waarnemings u oortuig dat applikant in goeie gesondheid is en dat hy/sy vry is van enige liggaamlike of verstandelike gebrek, siekte of swakheid wat hom/haar sou kan hinder in die behoorlike vervulling van sy/haar pligte as Staatsamptenaar in enige deel van die Unie van Suid-Afrika of hom/haar sou kan noodsaak om voor bereiking van die voorgeskrewe ouderdom—65 jaar—uit die Staatsdiens te tree?

[Form with columns Ja—Yes and Nee—No]

From your examination and observations do you consider that the applicant is in good health and free from any physical or mental defect, disease, or infirmity which would be likely to interfere with the proper performance of duty in the Public Service in any part of the Union of South Africa or which may necessitate retirement therefrom earlier than the prescribed age of retirement—65 years?

Datum/Date

Handtekening/Signature

Plek/Place

Amptelike benaming/Official designation

Professionele kwalifikasies Professional qualifications



REPUBLIEK VAN SUID-AFRIKA

Lees asseblief die voorskrifte op bladsy 5 voordat u die vorm invul.
(This form is also obtainable in English.)

AANSOEK OM (merk met 'n kruisje wat van toepassing is)

SUID-AFRIKAANSE PASPOORT ENDOSSEMENT HERNUWING

MOET DEUR ALLE APPLIKANTE INGEVUL WORD

A. VOLLE NAAM (in blokletters)		Voorname				
Van		Vorige van (as die applikant van naam verander het)				
Nooitsvan (as die applikant 'n getroude vrou is of was)						
Huweliksstaat (merk met 'n kruisje wat van toepassing is)						
Ongetroud <input type="checkbox"/>	Getroud <input type="checkbox"/>	Wewenaar <input type="checkbox"/>	Weduwee <input type="checkbox"/> Geskei <input type="checkbox"/>			
Ras (merk met 'n kruisje wat van toepassing is)						
Blanke <input type="checkbox"/>	Asiaat <input type="checkbox"/>	Kleurling <input type="checkbox"/>	Bantoe <input type="checkbox"/>			
Beroep		Woonadres				
Geboortedatum	Dorp Land	Geboorteplek				
Gewone verblyfplek (meld land)		Geslag				
		<input type="checkbox"/> Manlik				
		<input type="checkbox"/> Vroulik				
Persoonlike Beskrywing		Persoonsnummer (Bevolkingsregisternummer)				
Lengte _____ vt _____ dm.						
Kleur van oë _____						
Kleur van hare _____						
Naam van eggenoot of eggenote		Datum van huwelik				
Naam van vorige eggenoot of eggenote		Lêernommer ook (in die geval van 'n Asiaat)				
Wat is die doel met u reis (verduidelik volledig)? _____						
Indien vir studiedoeleindes meld inrigting waar u sal studeer en aard van kursus _____						
Meld lande wat u werklik wil besoek of waardeur u moet reis _____						
Meld tydperk van beoogde afwesigheid: _____ maand(e) _____ jaar/jare						
Hoe reis u?	per pad	per spoor	oor see	per lug	enkelkaartjie	retoerkaartjie
Bedrag geld beskikbaar vir u reis- of verblyfkoste						R

ONTSKRIFTE
 HO. No. P.F.D.
 G.I.
 HO.
 P.F.D.
 ONTSKRIFTE
 SPAGE 1
 NISVAL MAY 1
 GODDE ISLAND
 R SHIPPIING CO

MOET INGEVUL WORD INDIEN 'N ENDOSSEMENT OF HERNUWING VERLANG WORD

B. BESONDERHEDE VAN PASPOORT

Paspootnommer	Plek van uitreiking	Datum van uitreiking	Vervaldatum
---------------	---------------------	----------------------	-------------

C. ENDOSSEMENTE VERLANG

D. ADDISIONELE LANDE WAARHEEN APPLIKANT WIL REIS

(d.w.s., die lande wat nie reeds in die paspoort gemeld word nie)

E. BESONDERHEDE VAN KINDERS ONDER SESTIEN JAAR WIE SE NAME IN APPLIKANT SE PASPOORT VOEG-GESKRAP MOET WORD
(Lees voorskrif No. 10)

Volle naam (van en voorname) van kinders	Geboorteplek	Geboortedatum	Geslag	Verwantskap (indien aangename kind kleinkind)

Toestemming van albei ouers of voog:

Handtekening van vader _____

Handtekening van moeder _____

Handtekening van voog _____

F. TOESTEMMING WAAR MINDERJARIGE 'N PASPOORT IN SY EIE NAAM VERLANG
(Lees voorskrif No. 10)

Ek/ons, die ondergetekende(s), verleen toestemming dat 'n paspoort soos aangevra deur my/ons kind/aangenome kind (naam

kind) _____ uitgereik word.

Handtekening van vader _____

Handtekening van moeder _____

Handtekening van voog _____

MOET INGEVUL WORD INDIEN 'N ENDOSSEMENT OF HERNUWING VERLANG WORD

B. BESONDERHEDE VAN PASPOORT

Paspoortnommer	Plek van uitreiking	Datum van uitreiking	Vervald

C. ENDOSSEMENTE VERLANG

D. ADDISIONELE LANDE WAARHEEN APPLIKANT WIL REIS

(d.w.s., die lande wat nie reeds in die paspoort gemeld word nie)

E. BESONDERHEDE VAN KINDERS ONDER SESTIEN JAAR WIE SE NAME IN APPLIKANT SE PASPOORT
VOEG/GESKRAP MOET WORD
(Lees voorskrif No. 10)

Volle naam (van en voorname) van kinders	Geboorteplek	Geboortedatum	Geslag	Verwantskap aangenome kleinkind

Toestemming van albei ouers of voog:

Handtekening van vader _____

Handtekening van moeder _____

Handtekening van voog _____

F. TOESTEMMING WAAR MINDERJARIGE 'N PASPOORT IN SY EIE NAAM VERLANG
(Lees voorskrif No. 10)

Ek/ons, die ondergetekende(s), verleen toestemming dat 'n paspoort soos aangevra deur my/ons kind/aangenome kind (Dit is 'n _____ kind) _____ uitgereik word.

Handtekening van vader _____

Handtekening van moeder _____

Handtekening van voog _____

VOORSKRIFTE EN INLIGTING

Belangrik

- (a) 'n Suid-Afrikaanse paspoort kan na goedvinde toegestaan word deur die Minister van Binnelandse Sake of 'n amptenaar deur hom daartoe gemagtig.
- (b) Die paspoort kan alleenlik aan 'n Suid-Afrikaanse burger uitgereik word.
- (c) Man en vrou moet aansoek afsonderlik inlê.
- (d) Ten einde te verseker dat paspoorte applikante betyds bereik, word applikante aangeraai om minstens een maand voor die voorgenome datum van vertrek aansoek te doen.
- (e) Stuur u aansoek na enige van die kantore hieronder vermeld en nie aan die Minister van Binnelandse Sake nie.

1. Kantore waar paspoorte uitgereik word

Kantore van—

die Sekretaris van Binnelandse Sake, Binnelandse Sakegebou, hoek van Van der Walt- en Schoemanstraat (Privaatsak 114), Pretoria; die Streekverteenwoordigers van die Departement van Binnelandse Sake te Kaapstad, Durban, Johannesburg, Port Elizabeth, Bloemfontein, Oos-Londen, Kimberley en Windhoek.

Daar kan persoonlik aansoek gedoen word gedurende kantoorure (8 vm. tot 3 nm.) op weksdae. Die kantore is Saterdag gesluit. In die buiteland: Suid-Afrikaanse diplomatieke en konsultêre verteenwoordigers.

3. Indlêrs

Paspoorte aan Indlêrs word deur die volgende kantore uitgereik:

Kantore van—

die Sekretaris van Indlêrsake, Oribigebou, Proestraat (Privaatsak 92), Pretoria; die Streekverteenwoordigers, Departement van Indlêrsake te Durban en Kaapstad.

4. Bantoes

'n Bantoe-applikant moet hierdie aansoek by die Bantoesakekommissaris van die distrik waar hy gewoonlik woon, inlê.

5. Gelde voorgeskrif

'n Bedrag van R3.00 is betaalbaar vir die uitreiking van 'n Suid-Afrikaanse paspoort en moet in kontant of per posorder of postwissel (nie seëls of tjels nie) saam met die aansoek gestuur word. * Alle latere dienste (tensondemise, hernuwings en byvoegings) word gratis verrig.

L.W.—Aansoeke wat nie persoonlik ingedien word nie, moet per aangewende pos aangestuur word.

* 'n Paspoort wat verlore geraak het, sal vervang word by betaling van bedrag van R6.00.

6. Foto's

Twoe onlangse, duidelike, ongemonteerde en eendse foto's van die applikant, reg van voor geneem (net kop en skouers), en 1½ by 2½ duim groot, moet saam met die aansoek gestuur word en op die agterkant van en daarvan moet die landdros, vredegreger of kommissaris van eide wat die aansoek onderteken het, soos volg sertifiseer:

„Gesertifiseer 'n juiste foto van—

.....
mnr./mev./mej.....

Kleurfoto's word nie aangeneem nie.

7. Sertifikaat van vrystelling van militêre diensplig

Suid-Afrikaanse paspoorte vir reise na enige land behalwe Angola, Mosambiek, Rhodesia, Botswana, Lesotho of Swaziland word nie aan Blanke manlike Suid-Afrikaanse burgers tussen die ouderdomme van 16 en 25 jaar uitgereik nie, tensy dokumentêre bewys gelewer word dat hulle nie meer aan militêre diensplig onderworpe is nie of dat die Registrasie-beampte van die Suid-Afrikaanse Weermag geen bewaar het teen hul voorneme om Suid-Afrika te verlaat nie.

Die verste dokument kan van die Registrasie-beampte, SAW, Privaatsak 281 (Pressagegebou, hoek van Scheiding- en Christinastraat), Pretoria (inleggrafsie adres: Citrecords, Pretoria), verkry word en moet saam met die aansoekvorm om 'n Suid-Afrikaanse paspoort (D.I. 45), ingedien word. Wanneer daar om die dokument aansoek gedoen word, moet die applikant se volle naam, volledige adres in die Republiek van Suid-Afrika, geboortedatum, doel en duur van die voorgenome besoek aan die buiteland en Burgermegegrasienommer (indien beskikbaar) aan die Registrasie-beampte verstrek word.

L.W.—Die aansoek om vrystellingsertifikaat deur burgers wat nog lede in 'n burgermegegrasie of -kommando is, MOET van die bevelvoerder se inbelyding vergesel wees.

8. Dubbele nasionaliteit

'n Suid-Afrikaanse burger wat ook 'n burger van 'n ander land is en 'n paspoort van daardie land besit, is in die reël nie geregtig op Suid-Afrikaanse paspoortgereewe nie. So 'n persoon moet, voordat hy om 'n Suid-Afrikaanse paspoort aansoek doen, sy ander paspoort deur die verteenwoordiger van die regering van die land waarvan hy ook 'n burger is, laat intrek. Bewys moet gelewer word dat dit gedoen is.

9. Dokumente en inligting wat vereis mag word

Alle verklarings in die aansoekvorm gedoen, is onderworpe aan bevestiging indien geen bewys ter staving daarvan voorgelê is nie. Geboortsertifikate, naturalisasiesertifikaat of enige ander dokument kan aangewend word ter staving van enige bewering in die aansoek gemaak.

10. Minderjariges

Vir doeleindes van die verlening van Suid-Afrikaanse paspoorte is 'n minderjarige iemand wat nog nie die ouderdom van een-en-twintig jaar bereik het nie behalwe as so iemand getroud is of wa.

Die name van kinders onder die ouderdom van sesien jaar wat hul ouers of voogde vergesel, kan in die paspoort van so 'n ouer of voogde ingesluit word.

Toestemming—Minderjariges moet die skriftelike toestemming van hul ouers of hul voogde, na gelang van die geval, indien alvorens paspoorte aan hulle verleen kan word. Waar albei ouers leef (al is hulle geskei), moet albei se toestemming verkry word. As een van die ouers oorlede is, moet hierdie feit gemeld word. Waar 'n voogde toestemming verleen, moet die omstandighede van die voogdskap gemeld word. In Deel F van hierdie aansoek is daar voorsiening gemaak by wyse van 'n voorgeskrewe sertifikaat, vir die vereiste skriftelike toestemming wat ouers of voogde moet verleen. Indien dit vanweë besondere omstandighede (bv. die afwesigheid van 'n ouer) nie moontlik is om die sertifikaat in te vul nie, sal skriftelike toestemming in 'n ander vorm (bv. 'n brief van die afwesige ouer) aangestuur word. As 'n ouer (of voog) sy/haar toestemming weierhou of as dit om 'n gegroene reële nie verkry kan word nie, moet 'n verduideliking die aansoek vergesel. Enige hofbevel ten opsigte van die kind se bewaring moet saam met die verduideliking aangestuur word.

Insluiting in die paspoort van die name van kinders onder sesien jaar wat hul ouers of voogde vergesel.—Voorsiening vir sodanige insluiting is in Deel E van die aansoek gemaak. Al die reëls ten opsigte van toestemming soos hierbo verduidelik, is van toepassing.

11. Prosedure in geval van 'n voorgenome huwelik

'n Vrou wat voornemens is om in die huwelik te tree en verlang om onmiddellik na die huweliksplegtigheid uit die land te vertrek, moet die aansoek voltooi asof sy reeds getroud is. Die foto moet ook met haar getroude van gesertifiseer word. 'n Brief van die huweliksbevestiging waarin hy sy bereidwilligheid te kenne gee om die paspoort na voltrekking van die huwelik aan die applikant te oorhandig, moet die aansoek vergesel. Hy moet ook die datum van die voorgenome huwelik, sy amptelike adresadres aandui. Die paspoort sal godalgetek word asof uitgereik op die datum van die huwelik en aan die huweliksbevestiging gestuur word vir oorhandiging aan die applikant onmiddellik na haar huwelik.

12. Inentingsvereistes vir internasionale reisdoeleindes

Pokkies.—Daar word vereis dat elke persoon wat die Republiek van Suid-Afrika en Suidwes-Afrika verlaat 'n geldige internasionale sertifikaat van inenting teen pokkies moet toon. Hierdie vereiste geld ook vir Suid-Afrikaanse burgers by hul terugkeer nadat hulle ander lande, insluitende naburige gebiede, besoek het.

Geelkoors.—Persone wat na, of deur enigeen van ondergenoemde gebiede reis, word aangeraai om voor hul vertrek by die Sekretaris van Gesondheid, Posbus 386, Pretoria (Tel. 2-5081), of enige van daardie Departement se Streekdirektore te Bloemfontein, Kaapstad, Durban, Oos-Londen, Johannesburg of Pietersburg navraag te doen vir volledige besonderhede aangaande inentingsvereistes:

Kenia, Tanzanië, Oeganda, Baratoprovinsie en Bolavaleidistrik van Zambie, Kongo-republiek (Kinshasa), Angola, Soedan, Ethiopië, Wes-Afrikaanse gebiede.

13. Sertifikaat van Ontvanger van Inkomste

Voordat 'n paspoort uitgereik kan word, moet iemand wat in Suidwes-Afrika aansoek doen, 'n sertifikaat van 'n Ontvanger van Inkomste indien waarin gesertifiseer word dat hy sy belastingverpligings nagekom het of dat hy nie belastingpligtig is nie.

MOET VOLLEDIG DEUR ALLE APPLIKANTE INGEVUL WORD

BURGERSKAP.

Ek is 'n Suid-Afrikaanse burger deur—

(Merk met 'n kruisie wat van toepassing is).

Geboorte Afkoms Registrasie (ook deur huwelik
of domisilie voor 2-9-49) Naturalisasie

Om my aanspraak op Suid-Afrikaanse burgerskap te bevestig verstrek ek die volgende inligting—

(a) My vader (volle name) _____

is gebore op (datum) _____ te (dorp en land) _____

is sedert (datum) _____ in Suid-Afrika woonagtig en is 'n Suid-Afrikaanse
burger deur _____

(b) My moeder (volle name) _____

is gebore op (datum) _____ te (dorp en land) _____

is sedert (datum) _____ in Suid-Afrika woonagtig en is 'n Suid-Afrikaanse
burger deur _____

(c) Ek was op 2 September 1949 die vrou/weduwee van _____

gebore op (datum) _____ te (dorp en land) _____

en hy was sedert (datum) _____ in Suid-Afrika woonagtig

(d) Ek is die houër van 'n sertifikaat van registrasie/naturalisasie/herneming No. _____

gedateer _____

(e) Ek is na 2 September 1949 buite Suid-Afrika gebore en my geboorteregistrasie-inskrywingsnommer in Suid-Afrika is No. _____

Ere van burgerskap.

(a) Het u op aansoek die burgerskap van 'n ander land verkry? (Ja of Nee) _____

Indien wel, meld watter burgerskap en ook hoe, wanneer en waar u dit verkry het _____

(b) Indien u 'n Suid-Afrikaanse burger uit hoofde van naturalisasie of registrasie is, of so 'n burger is uit hoofde van 'n huwelik met 'n Suid-Afrikaanse burger deur naturalisasie, meld tydperke van afwesigheid uit Suid-Afrika of Suidwes-Afrika sedert 2 September 1949.

van _____

tot _____

(c) Het u ooit afstand gedoen van u Suid-Afrikaanse burgerskap of opgehou om 'n burger te wees omrede u ouers afstand gedoen het van hulle burgerskap terwyl u minderjarig was? (Ja of Nee) _____

(d) Is u Suid-Afrikaanse burgerskap ooit ontnem? (Ja of Nee) _____

Dubbele burgerskap

Is u ook 'n burger van 'n ander land? (Ja of Nee) _____

Indien wel, van watter land? _____

MOET INGEVUL WORD DEUR PERSONE WAT BUITE SUID-AFRIKA GEBORE IS

Datum van
eerste binne-
koms:

Hawe van binnekoms:

Tydperke van verblyf in Suid-Afrika of die gebied
van Suidwes-Afrika:

van _____

tot _____

I. VORIGE PASPOORTE (MOET DEUR ALLE APPLIKANTE INGEVUL WORD)

Het u al voorheen om paspoortgeriewe aansoek gedoen

(Ja of nee) _____

Indien wel

wanneer? _____

by watter kantoor? _____

is die aansoek toegestaan of geweier? _____

L.W.—Paspoorte of ander reisdokumente tans in u besit moet saam met hierdie aansoek ingedien word.

J. EK VERKLAAR DAT—

1. die voorgaande antwoorde en verklarings na my beste wete en oortuiging korrek is;
2. ek nie my Suid-Afrikaanse burgerskap verloor of daarvan afstand gedoen het nie;
3. ek geen ander land se paspoort in my besit het nie;

*4. (a) ek geen Suid-Afrikaanse paspoort in my besit het nie;

(b) ek 'n Suid-Afrikaanse paspoort in my besit het maar dit vir intrekking hierby aanheg;

†5. die name van kinders wat ek in die paspoort wil laat insluit—

(a) nie in 'n ander paspoort ingesluit is nie;

(b) ook in 'n ander paspoort ingesluit is, maar daardie paspoort word hierby aangeheg vir die skraping van hul name.

L.W.—, Paspoort " sluit in 'n Toeristepaspoort, Identiteitsdokument, Tydelike Reisdokument en Noodreiserifikaat.

* Skrap (a) of (b)

† Skrap (a) of (b) of albei indien geen kinders.

Handtekening _____

(Handtekening van die applikant behalwe waar 'n vader, moeder of wettige voog namens sy/haar minderjarige kind onder die maatskap van veertien jaar teken.)

Die verklaarder, mnr./mev./mej. _____ van wie se identiteit ek myself vergewis het deur te _____ na sy/haar †Persoonskaart/Bantoebewysboek No. _____ waarop sy/haar burgerskap as _____ word, het erken dat hy/sy ten volle vertrou is met die inhoud van hierdie beëdigde/plegtige verklaring en dit begryp. Dit is deur _____ haar voor my, _____ (naam) te _____ op hierdie _____ 19____ behoorlik beëdig/plegtig bevestig en geteken.

Geteken _____

(Landros, Vrederegter, Kommissaris van L&O)

Adres _____

Hierdie vorm is van
seëlreg vrygestel

† Nie van toepassing op kinders onder die ouderdom van sestien jaar, inwoners van Suidwes-Afrika en applikante wat permanent buite die Republiek van Suid-Afrika woon nie.

Teken hier

↓

Proefhandtekening van applikant, wat uitgeklop en in die paspoort geplak sal word wanneer dit uitgereik word.

SLEGS VIR AMPTELIKE GEBRUIK

Paspoort No. _____ uitgereik op _____ geldig tot _____ vir reis na _____

Hernu tot _____ op _____

Geëndosseer op _____

Datum _____

Paspoortbeampte.

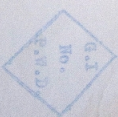
GRADE NOS. 1

GRADE ISLAND:

CONTENTS:	VALUE:	SIZE PER CHAIR:	TOTAL WEIGHT:	TOTAL CHD. CAPACITY:
1. 36 x 3/8" coach screws. 6" x 5/8" " " " " Builders clips. 2" washers (Steel) 1 lbs. 2" wire nails. 36 6" x 5/8" Bolt and Nuts.	84.00	25" x 10" x 10"	21 lbs.	1
2. 3 lbs. 5" wire nails. 25 - 6" x 5/8" coach screws. 18 Builders clips 25 3" x 3/8" coach screws. 15 6" x 5/8" bolts and nuts. 1 only 7/16 W. Spanner. 1 screw 3/8 No. 5 O/S Knux Screws. 1 gross 1 1/2 x 1/2" Outer Bolts. 1 gross 1 1/2" No. 12 brass screws O/B 1 doz. 1 1/2" x 5/8" bolts and nuts.	110.00	21" x 10" x 10"	30 lbs.	1

FOR SHIPPING ON
GRADE ISLAND
GRANDVAAL BAY
 SWAGE 1 1/2

BOYS MARKED:



or on Timbers
 G.I. No. P.V.D.
 2 sides only.

BOX NO. 487.

Weight 65lbs.

- 9 Mortice locks internal
 - 1 doz. prs. 4" brass butt hinges
 - 2 gross $1\frac{1}{2}$ " x 12 brass screws
 - 1 doz. prs. 3" brass butt hinges
 - 1 doz. brass tower bolts for cupboard
 - 1 gross $5/8$ x 4 brass screws
 - 1 gross 1" x 7 brass screws
 - 7 only $1\frac{1}{2}$ " coupling plastic
 - 3 only 1" "T" plastic
 - 4 only $\frac{3}{4}$ " "T"'s plastic
 - 3 only 1" couplings plastic
 - 3 only $\frac{3}{4}$ " couplings plastic
 - 2 only $\frac{3}{4}$ " bends plastic
 - 2 only 1" to $\frac{3}{4}$ " "T"'s plastic
 - 3 only $1\frac{1}{2}$ " bends plastic
-

BOX NO. 482.

Weight 60lbs.

- 9 Mortice locks internal
- $\frac{3}{4}$ doz. prs. 4" brass butt hinges
- 1 doz. prs. 3" brass butt hinges
- 1 doz. tower bolts brass for cupboard
- 1 gross $1\frac{1}{2}$ " x 12 brass screws
- 1 gross 1" x 7 brass screws
- 5 only $1\frac{1}{2}$ " couplings plastic
- 4 only 1" bends plastic
- 3 only 1" "T" plastic
- 2 only $1\frac{1}{2}$ " bends plastic
- 3 only 1" couplings plastic
- 5 only $\frac{3}{4}$ " "T"'s
- 3 only 1" to $\frac{3}{4}$ " "T"'s

oooo 000 oooo

BOX NO. 479.

Tech. Building $1\frac{1}{2}$ " F.I. to G. Bent
Connector with Flange fixing 1 only
1 only $\frac{3}{4}$ " polished Brass big cock.
1 only $\frac{3}{4}$ " valve.
2 only $\frac{3}{4}$ " plastic adaptor.
1 only reducing "T" 1" to $\frac{3}{4}$ "

DARK ROOM SINK:

2 Nickel plated pillar cocks $\frac{1}{2}$ "
1 only female iron to G. $\frac{1}{2}$ "
1 only C.T.C. $\frac{1}{2}$ " bent coupling
1 only reducing C.T.C. $\frac{3}{4}$ " to $\frac{1}{2}$ "
3 only $\frac{3}{4}$ " C.T.C. couplings
 $\frac{3}{4}$ " C.T.C. stop cock.

KITCHEN SINK:

1 only chromium plated sink mixer.
1 only C.T.C. reducing $\frac{3}{4}$ " to $\frac{1}{2}$ " "T"
2 only I.F. to G. $\frac{1}{2}$ " connectors.
1 only C.T.C. $\frac{1}{2}$ " bent coupling
2 only chromium easy clean traps.
2 only brass bends with I.E. 85°
1 only $\frac{1}{2}$ " C.T.C. stop cock.

WASH HAND BASIN AND URINAL ENTER.

1 only $\frac{3}{4}$ " big cock.
1 only easy clean trap $1\frac{1}{2}$ "
2 only 85° brass bends with I.E.
1 only TRAPEZE trap
1 only $\frac{3}{4}$ " valve
2 only plastic adaptors $\frac{3}{4}$ "
1 only $\frac{3}{4}$ " "T" plastic
7 only clips
7 wortice locks internal

Wife's Address:

Mrs. G. Swanepoel,
10 Gertrude Street,
GOODWOOD.

R100.00 p.m.

Z.55. (81/112393).



SPECIAL POWER OF ATTORNEY.

I KOOS SWANEPOEL

(FULL NAME IN BLOCK LETTERS.)

the undersigned hereby authorise and empower MY WIFE

(FULL NAME IN BLOCK LETTERS.)

GRETA SWANEPOEL

whose signature appears below, to receive on my
behalf from PUBLIC WORKS DEPT. CAPE TOWN. any moneys due
to me in respect of WAGES and to sign the
necessary receipt therefor.

Signed at GOODWOOD on the 1ST day of

AUGUST 19 64 (One thousand Nine hundred and Sixty four)

in the presence of the undermentioned witness.

(SGD.) J. KOTZE.

Signature of Witness.

(SGD.) K. SWANEPOEL.

Signature.

(SGD.) G. SWANEPOEL.

Specimen Signature of Nominee.

Revenue
Stamp.
10c

MARION ISLAND.CLOTHING AND BEDDING:

1	2	3	4	5	6	7
Description.	Unit.	Amount received	Date.	Amount returned	Date.	
Bag, sleeping,	Each					
Blankets,	"					
Blouses, Serge,	"					
Blouses, Drill,	"					
Boots, Gum,	Pairs					
Boots, Flying,	"					
Boots, Black,	"					
Boots, Brown,	"					
Belts, Leather,	each					
Brushes, Boot,	"					
Caps, Comforter,	"					
Coats, Foulweather,	"					
Coats, Duffle,	"					
Gloves, Leather,	"					
Jersey,	"					
Jackets, Oilskin,	"					
Mattresses,	"					
Pillows, feather,	"					
Pillows, cuir,	"					
South-Wasters,	"					
Socks,	"					
Slips, Pillow,	"					
Sheets,	"					
Shirts, Action,	"					
Suits, Flying,	"					
Suits, Combination,	"					
Stretchers, Camp,	"					
Trousers, Oilskin	Pairs,					
Trousers, Serge	"					
Towels,	each					
Trousers, Action,	pairs					

A. - I have received the above items shown in column 3, and undertake to take reasonable care of it. Also to pay for any missing at the end of the expedition.
Sgd.....Date.....

B. - Received back into stores the items marked in column 5.
Sgd.....Date.....

ARTICLES OF AGREEMENT
FOR
ANTARCTIC.

I hereby accept these conditions as governing my service for the Department of Public Works for the purpose of an expedition to Antarctic in 1962.

1. The ship will sail in January 1962. No guarantee can be given of its safe return or when it will return, although it is hoped to be back in the Republic in March, 1962.
2. (a) The basic salary will be not less than R1800 a year.
- (b) An allowance of R2 a day is payable during absence from Cape Town.
- (c) Overtime is paid at P.S.C. rates but only after 44 hours of building work is exceeded, in Antarctica, in each week. It amounts to + 90 cents an hour.
- (d) Food, a place to sleep and some bedding will be provided free. Food is what you get.
- (e) No Sundays or holidays will be recognised.
- (f) All the above is based on acceptance of a basic shift system of 8 hours on and 8 off without a break, whilst in Antarctica, not matter what hours others may keep. Notwithstanding this each member will be required to perform any duty required of him at any time by the P.W.D. Leader or Sub-Leader.
- (g) Heavy clothing will be issued on loan.
- (h) Losses of clothing or other recoverable Government issues means deduction of their value from pay.
- (i) All clauses (a) to (h) are subject to discretion of the P.W.D. Leader whose decision will be final and binding. For misconduct, first the R2 allowance, then part of whole of salary, may be withheld. It is not expected to apply this, but the clause is inserted so that it is clear that the aim of the expedition is to erect buildings against odds, and only team-work will achieve this.
- (j) The Naval men will fall under P.S.C. rates as laid down, but application and discipline will all be in the hands of the P.W.D. Leader. Clauses (d) to (i) will apply.
- 3.0. The P.W.D. party of 13 men will be subject to control only by the P.W.D. Leader or in his absence - sub-Leader.
- 4.0. The P.W.D. Leader will be under Captain's control whilst aboard, and under the nominal control of the Transport Leader whilst in Antarctica.

- 5.0. Each Artisan will take all tools he is requested by the Sub-Leader to take with him. He will be responsible for their safety. He should therefore ensure they are in a suitably locked box.
- 6.0. The State's maximum responsibility lies in the Workmen's Compensation Act. You are therefore advised to take out a short term insurance policy if you desire life coverage.
- 7.0. There will be no means of getting other than urgent messages to or from the Republic.
- 8.0. Any member rendered incapable of duty through drink or who becomes burdensome may forfeit pay for that period.
- 9.0. Members will be required to submit themselves to Customs and Immigration requirements on entering and leaving the Republic.
- 10.0. High co-operation with all other members of the whole expedition is required.
- 11.0. Each member will make his own satisfactory arrangements with the P.W.D. pay office for allocation of his salary. Allowances will be withheld until the ship re-docks in the Republic, and the Leader's certificate of satisfactory conduct is received by the P.W.D. accountant.

I accept these conditions -

Name

Date

Witness 1

" 2

(MR. C.C. HUMAN): Has appeared before me and fully understands what he has signed.

.....
 PRINCIPAL ADMIN. OFFICER
 P.W.D. CAPE TOWN.
 COMMISSIONER OF OATHS.
 (EX-OFFICIO):

+ + + + +

CONDITIONS OF EMPLOYMENT

ON GOUGH ISLAND.

I, undertake to accept employment on Gough Island under the following terms and conditions:

1. A difficult task has to be performed and it requires team spirit and strength of purpose to complete it in the time allowed. I shall do all I can to foster them.

2. The instructions of Mr..... only shall be followed implicitly, and no others, unless authority is delegated by Mr.....

3. I understand that the sojourn shall be for about eight months inclusive of sea-time, but not exceeding twelve months. Every endeavour will be made by the Government to relieve the staff as soon as all planned work is completed.

4. Salary shall be:

- a) Personal non-pensionable allowance equal to the difference between my pensionable emoluments and R1800 p.a. (i.e. in cases where my salary is less than R1800).
- b) Overtime remuneration at the appropriate rate prescribed in the Schedule to Regulation G.4. or Paragraph 2(c) Part IV, of Staff Code E, as the case may be, in respect of overtime duties performed over and above my prescribed weekly hours of attendance. The Leader will keep overtime down to a minimum. Normally not more than 9 hours a day will be performed and there will be no paid work on Sunday except where necessity demands it.
- c) Free quarters and food on board ship and free quarters and rations on the Island.
- d) A special disability allowance at the rate of R1.00 per day with effect from the date the Expedition leaves Cape Town en route to the Island until the date on which it returns to Cape Town.
- e) Upon the return of the Expedition to Cape Town an incentive Bonus of R40.00 in respect of each individual, subject to the submission of a Certificate of Satisfactory Service by the Leader of the Expedition in respect of the individual concerned and provided the length of service is not less than 6 months.
- f) The Leader will keep an accurate Wage Book and will get the working signatures of the men thereon. This will be produced to the District Representative on return to the mainland.
- g) I undertake to stay for a minimum period of 6 months, and to forego Bonus should I return within that period. I understand that passages are expensive and not easily arranged.

The salary and allowance commences on the day of ship's departure, ends on the day of return to Cape Town.

5. I understand that there is no question of Trade Union rules and that I have to do any work given me, although I understand I shall be kept to my trade as far as the Leader can arrange.

6. My tools are my responsibility. No reimbursement will be made for any losses on the Island. I undertake to see that my tools are securely locked and fastened whilst in the ship and boats, and understand there will be no compensation for a lost tool box unless I have taken all reasonable precautions for its safety.

7. An outright gift will be made of certain underclothing, but I undertake to reimburse the Government for warm and protective clothing and other articles such as bedding in my charge if I lose them.

8. I accept the fact that should I fail to perform my duties in a reasonable manner, or should I not comply with the Leader's instructions or fail to play my part in the team, some action will be taken against me if the Leader feels he has no other course to adopt. This may involve the mulcting of a portion of the moneys due to me. Should there be an absolute breach, I realise my services may be terminated forthwith on the Island.

9. I shall abide by the Standing Orders of the Island unless instructed to the contrary by the P.W.D. Leader.

I hereby give approval for the Accounts Office of P.W.D. to deduct from my wages money for beer and cigarettes should I purchase them from Transport on the Island.

WITNESS (1)

WITNESS (2)

SIGNED:

.....

.....

DATE: