

is often performed by operators who lack sufficient training and experience. The writing of passports automatically is clearly a solution to this problem.

NUMBER OF FLEXOWRITERS REQUIRED

18. In determining the number of Flexowriters required it was necessary to know what the peak production figure would be for the busiest week in the year. The busiest period in the year ranges from January through August and the highest weekly production of passports during this time has reached 6,000 or more. In May of 1962, the average weekly production was 5,300 passports. Under present conditions this production can only be achieved by having personnel exceed normal work quotas and by working overtime. Over a protracted period this can lead to higher production costs as a result of decreased efficiency due to employee fatigue.

19. While the provision of enough machines to meet peak workload figures will mean some machine down time during the off season, there appears to be no alternative, for a number of reasons. In the first place, public demand for faster service must be met and in order to achieve this a backlog of applications in excess of one week should not be allowed to accumulate. Secondly, machines cannot be rented because of the requirement for a special type face and platen. If rental was possible then enough machines could be rented or hired, much the same as personnel, to cope with heavy workload situations.