

INTRODUCTION

1. At the request of the Department of External Affairs, a survey of the Passport Division was undertaken with the following terms of reference:

"To determine the organization, methods procedures and staffing requirements which will result from the proposed mechanization of the passport writing operation in the Division."

2. A study was first made of the present procedures of the Division. When completed a visit was made to the United States Passport Office in Washington, D.C., and its New York City agency office to obtain an appreciation of the mechanized systems used in both locations. These are similar to the system proposed for the Canadian Passport Division.
3. As a result of the foregoing plus an evaluation of the proposed system in terms of need, number and kind of machines, installation cost and anticipated savings a number of conclusions were reached. Chief among these are the following:
 1. That a need does exist for new passport writing equipment.
 2. That the machine most suitable for this purpose is the Flexowriter.
 3. That the number of Flexowriters required, initially, is six.