

Step No.	Operation	Key Points or Notes
13.	Boxes then move to the passport writing flexowriter. The tape (see step 10) is inserted in the machine along with a passport, the machine activated and the passport written, extracted, and attached to application which is returned to the box. This operation repeated until all passports in box are written.	
14.	The box then moves to the pasting section where the specimen signature is detached from the application and pasted in the passport along with the applicant's photograph. The seal is also applied at this stage.	A gluing machine is used to moisten the back of the photograph. (Also specimen signature if possible.) An electric sealing machine is used to apply the official seal. <u>Note:</u> If no specimen signature is required on new application form the present task of detaching the signature from the application and pasting it in the passport will be eliminated.
15.	The first copy of the 3" x 5" form is detached from the application, the address on it checked against the mailing address on the application or covering letter and then inserted in a window envelope along with the passport. A check to ensure that the passport is the correct one is also made as well as ensuring that the passport has been completely and accurately processed.	At this stage the boxes are withdrawn from the production line and returned to the incoming mail section. A check list should be provided to ensure that no checking operation is overlooked.