

20. In determining the number of machines required the proposed passport writing system was viewed as having two distinct phases. The first phase is the preparation of the multi-part form and the second, the preparation of the passport. These are discussed separately below.

PREPARATION OF MULTI-PART FORMS

21. A multi-part form will be prepared by a Flexowriter operator when the applications have been cleared through the examination section. It is estimated that each form will take approximately 75 seconds to prepare. This includes the operator's typing time and the spacing time of the machine, which is done automatically by means of a programatic tape. The 75 seconds estimated also allows for the handling of each application - exclusive of any typing time. After deducting a 15 per cent fatigue and personal allowance from the 450 minutes of an operator's working day, there remains 383 minutes of productive time, or 22,980 seconds. Daily production of forms should therefore:-

$$\begin{aligned} &= \frac{\text{Total productive seconds per day}}{\text{Total seconds for each form}} \\ &= \frac{22,980}{75} = 306 \text{ forms per day} \end{aligned}$$

Since each form produced will result in the issue of one passport and using the highest weekly production figure of 6,000 passports, the number of machines required