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MLJ/AMC

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Flavour & Casing Section

To assist you in the formulation of your plans following the transfer of the existing Flavour Manufacturing Section to Southampton, the following is a summary of the work to be carried out by the Branch flavour section after transfer together with appropriate administration details.

1. Issue of Flavours

(a) to No.1 Bond

(b) to P.M.D.

Requisitions for flavours are issued by the Bond and the P.M.D. The quantity of flavour required is calculated by the Flavour Section and this amount with the name of the flavour are entered onto the requisitions and filed. At the end of each month these details are entered in the "Flavour Requisition Book" and monthly totals calculated for stock record purposes. The accumulated requisitions are sent for costing purposes to the Cost Section, General Office. Usages of flavours for the Bond and P.M.D. are recorded in a "Flavour Stock Book" which is sent to the Cost Section at the end of each month.

In the case of flavours for the Bond, Customs Free-Entry Forms are made out, which must be signed by a responsible company employee. These entries are recorded in "Free Entry Book".

2. Preparation and Issue of Casing Materials

(a) for No.1 Bond

Again Customs Free-Entry Forms should be made out as for flavour materials. Daily records of casing ingredients used are kept in the "Casing Usages Book", and at the end of each month total usage calculated for stock record purposes. The Cost Section receives information relating to usage of casing ingredients via the Daily Operation sheets.

(b) for Export

Casing ingredients for export are packed from the stocks held by the Branch for use in the Bond. Replacement casing materials are ordered by Supply Department as required, and information is passed to them via a docket indicating the stock position of each material at the end of the month. New casing ingredients are brought into 63 warehouse, Supply Department and Flavour Section are informed via the

receiving sheet, and the ingredients are stored in the main Stock Room and drawn on as required. Costing of casings for export is done by the Cost Section who receive their information from Supply Department.

3. Issue of PITMAN

H.M. Customs require to be informed by a standard letter, signed by a responsible company employee, of the issue of PITMAN to all operations requiring this additive. Separate records are kept for this item for inspection by the Surveyor and/or Customs Officer.

4. Issue of Insecticides

Insecticide solution is made up for Commercial Road and Seaview Road using Pyrethrum and Camexane concentrates. Stocks of "smoke bombs" are held, and issued to the Time Office (Mr. H. Johnson) as required.

In the future all flavours used by the Branch will be prepared in Southampton and will be delivered in a ready-for-use form, with the exception of those which contain acetic acid. In this case the acetic acid will be supplied separately and the addition made in the Branch. This situation will also apply to flavours received from I.T.C., where acetic acid will be supplied from Southampton in the particular form required. In the case of Golden Virginia Flavour an addition of water will be required to be made in the Branch, since the level of this addition is dependent on the moisture content of the tobacco prior to flavouring. Casing ingredients not used in the Branch, but which are required for export will be packed and despatched from Southampton.

Finally, we would suggest that approximately 3 months before the actual move to Southampton, Mr. Hebron should withdraw gradually from the routine supervision of the Flavour and Casing Section, and the new person responsible for this section should gradually assume his responsibilities. By this means it is hoped that problems of administration would be ironed out well before the move. We also suggest that the present Casing stock issue and reorder procedure, (i.e. via Supply Department) should be adopted for the flavour materials received from Southampton and that stock levels should be decided following discussions between Supply Department and Mr. Hebron.

  
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