

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA99/270

**TITLE: Players Biscuits Maintenance Employees Enterprise Agreement
1999**

I.R.C. NO: 99/4832

DATE APPROVED/COMMENCEMENT: 20 September 1999 and commenced 1 April 1999

TERM: Expires 1 April 2001

**NEW AGREEMENT OR
VARIATION:** New. Replaces EA 98/251

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 19

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all Players Biscuits employees bound by the terms of the Metal and Engineering (State) Award, located at 106-128 Parraweena Road, Miranda NSW 2228

PARTIES: Players Biscuits Pty Limited -&- The Australian Workers' Union, New South Wales

FILED

9 SEP 1999

OFFICE OF THE INDUSTRIAL
REGISTRAR

PLAYERS BISCUITS PTY LTD

MAINTENANCE EMPLOYEES

ENTERPRISE AGREEMENT

1999

Registered
Enterprise Agreement

Industrial Registrar

1. TITLE

This agreement shall be known as the **Players Biscuits Maintenance Employees Enterprise Agreement 1999**.

2. ARRANGEMENT

The agreement is arranged as follows:

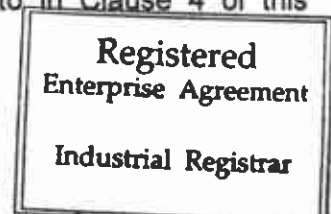
<u>Subject Matter</u>	<u>Clause No</u>
Application	3
Christmas Period and Annual Leave	14
Classification/Competency Standards	17
Consultative Committee	19
Contract Labour	16
Date and Period of Operation	5
Disputes Settlement Procedure	22
Employee Stand-By Arrangements	12
Flexible Meal Breaks	13
Hours of Work	8
No Extra Claims	21
Occupational Health & Safety Committee	18
Official Union Meetings	23
Overtime	26
Parties Bound	4
Payment of Wages and Payslips	11
Relationship to Parent Award	6
Renegotiation and Review	25
Roster for 5.30am Start	9
Rostered Day Off (RDOs)	10
Sick Leave	15
Training Leave	20
Uniforms and Protective Footwear	24
Wages	7

Appendices

- A. Employment Security/Redundancy Agreement
- B. General Company Policies
- C. Job Descriptions

3. APPLICATION

This agreement shall apply at Players Biscuits, 106-128 Parraweena Road, Miranda NSW 2228 to all employees who are bound by the terms of the Metal and Engineering (State) Award insofar as those provisions relate to the parties referred to in Clause 4 of this agreement.



4. PARTIES BOUND

The parties to this agreement are:

- a) The Australian Workers' Union;
- b) Players Biscuits;
- c) All employees whether members of the organisation of employees named in this clause or not who are engaged currently or in the future in any of the occupations, trades, industries or callings specified in the Metal and Engineering (State) Award.

5. DATE AND PERIOD OF OPERATION

This agreement shall remain in force until 1st April 2001.

6. RELATIONSHIP TO PARENT AWARD

This agreement shall be read wholly in conjunction with the Metal and Engineering (State) Award provided that where there is any inconsistency between this Agreement and the Metal and Engineering (State) Award, this agreement shall take precedence to the extent of any inconsistency.

7. WAGES

Employees who are bound by this agreement shall be paid a wage increase of 14%. This will be paid as follows:

1 st April 1999	3.5%
1 st October 1999	3.5%
1 st April 2000	3.5%
1 st October 2000	3.5%

The wage increase specified in this clause shall be payable in addition to the current agreed rates of pay at the enterprise and shall be paid for all purposes of the award/s specified in Clause 6 hereof on and from the date of ratification.

8. HOURS OF WORK

The spread of hours shall be between 6am and 6pm, Monday to Friday.

Day Shift	6am to 2.30pm	} Any variation to these hours will be done through consultation and agreement.
Afternoon Shift	2pm to 10pm	
	3pm to 11pm	
Night Shift	10.30pm to 6.30am	

9. ROSTER FOR 5.30 am START

A voluntary roster system will be implemented by maintenance staff to guarantee that a maintenance fitter will always be available for the 5.30 am start. The purpose of which is to cover start-up of machinery on day shift. The employee will be paid overtime for the first thirty minutes and will then work 8 hours in total.



10. ROSTERED DAY OFF (RDOs)

Where possible five working days notice will be given by employees to management prior to the taking of a requested RDO. RDO's will be rostered by mutual agreement.

No more than two employees will take a day after a weekend or long weekend as an RDO. At least one electrician will be rostered on day shift

11. PAYMENT OF WAGES AND PAYSLEIPS

Employees will receive wage entitlement and pay slips weekly on the Thursday. Pay slips will state all entitlements or when this is not available due to the accounting system, employees will be able to access such information on request.

12. EMPLOYEE STAND-BY ARRANGEMENTS

Employees will be paid six hours double-time pay for eight hours standby. This may well be paid regardless of employees being called in. (Refer to company policy in appendix B).

13. FLEXIBLE MEAL BREAKS

Meal breaks will be staggered by consent between management and employees so there is continuous operation of the plant.

14. CHRISTMAS PERIOD AND ANNUAL LEAVE

Employees will be advised by management of production shut down dates by mid November or earlier where possible.

No more than 50% of the maintenance staff will take annual leave or RDO's during production shutdown over the Christmas/New Year period. Shut down is normally from 20th December – 6th January inclusive but these dates are flexible. Shut down will be for a maximum of three weeks. If for any reason this period needs to be beyond 3 weeks this will be agreed between the Company and the Union.

Employees will not be required to work Christmas Day, Boxing Day, New Year's Day or any public holiday during this period.

Maintenance staff will guarantee that key maintenance staff will be available for the first production week after the Christmas period. These employees will be confirmed prior to the shutdown period.

15. SICK LEAVE

Employees will be required to produce a doctor's certificate or a statutory declaration after two days of sick leave. Pay entitlements will not be held up during the period or when an employee is under investigation. If an employee is absent on a Monday, Friday or directly after an RDO, a certificate must be produced. Refer to company policy in appendix B. Employees will be entitled to five (5) days sick leave after three (3) months of continuous service. Employees will be entitled to ten (10) days sick leave per annum after twelve (12) months service.

Registered
Enterprise Agreement
Industrial Registrar

16. CONTRACT LABOUR

The parties to this agreement agree that limitations should apply to the engagement of contractors and the engagement of labour from labour hire agencies. Except in cases of emergency, the union delegate will be informed prior to contractors being brought on site.

17. CLASSIFICATION/COMPETENCY STANDARDS

The parties agree that at an appropriate time during the life of this agreement, they will review the National Metal and Engineering Industry Competency Standards and appropriate implementation on site.

Job Descriptions and classifications for Maintenance employees are as per attached in Appendix C.

18. OCCUPATIONAL HEALTH & SAFETY COMMITTEE

An elected Maintenance Employees Representative elected by the maintenance staff will be placed on the established Safety Committee which is responsible for identifying all the safety needs of the plant.

19. CONSULTATIVE COMMITTEE

An elected Maintenance Employees Representative elected by the maintenance staff will be placed on the established Consultative Committee.

20. TRAINING LEAVE

The company at its discretion shall provide paid leave to employees to attend company agreed accredited vocational training that will benefit the company's operational needs. The company at its discretion shall provide paid leave to employees to attend Trade Union Training courses up to a maximum of 4 days per year.

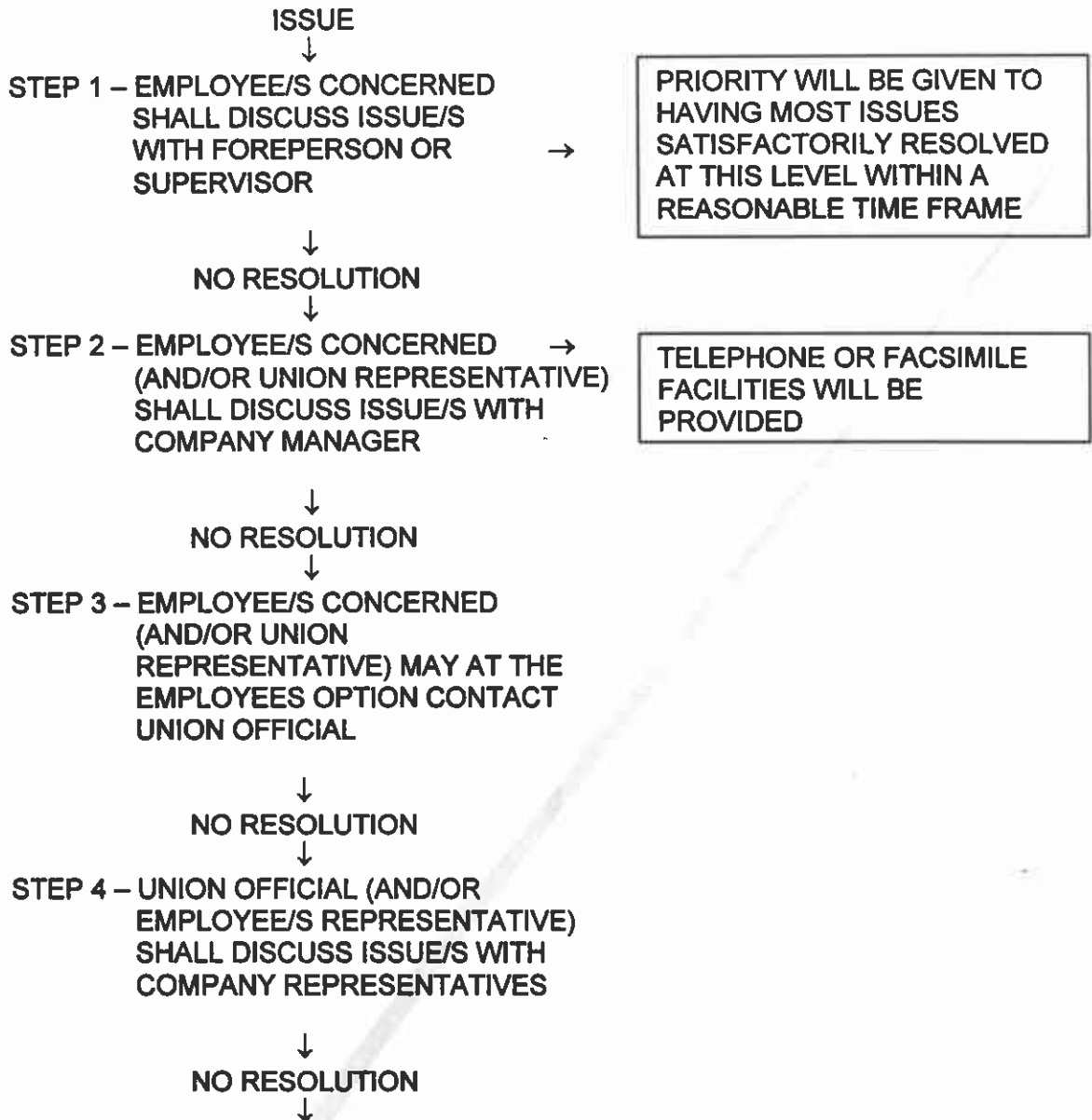
21. NO EXTRA CLAIMS

The parties agree that they will not, for the duration of this agreement, pursue any extra claims for changes in relation to the matters dealt with by this agreement.



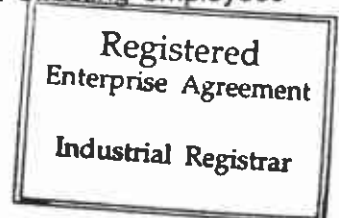
22. DISPUTES SETTLEMENT PROCEDURE

In the event of any issue or grievance arising, any such issue or grievance or any other like matter shall be dealt with in accordance with the following steps:



If settlement cannot be reached through the above steps any party to this Agreement shall take the appropriate steps to have the issue/s referred to the Industrial Relations Commission of New South Wales (including, where agreed, to a board of reference) for conciliation and if necessary, arbitration.

While the above procedure is being carried out work should continue in a safe, normal manner and all parties to this Agreement will endeavour to see that no strike, ban or limitation is in place. If the dispute involves a management decision effecting employees then the status quo will remain until the dispute is resolved.



23. OFFICIAL UNION MEETINGS

A minimum of 24 hours notice as early as possible will be given to management when employees require a union meeting. All scheduled work will be covered whilst meetings are held. "Official union meetings" are scheduled by either the union delegate or an elected official of the union.

24. UNIFORMS AND PROTECTIVE FOOTWEAR

The company will supply all employees with (6) sets of uniforms and (1) pair of protective footwear and a warm weather jacket. Uniforms/jackets will be replaced according to reasonable fair wear and tear basis. Uniforms will be laundered at the company's expense. Uniforms/jackets shall be used for work purposes only and not taken or worn off the factory site. These items remain the property of the company at all times.

25. RENEGOTIATION AND REVIEW

The parties agree to commence negotiations no later than three (3) months prior to the expiration of this agreement.

26. OVERTIME

All overtime to be at double time (except for public holiday which are double time and a half).

i. Call Outs

Definition:

A call out is a return to work at the request of the company for the purpose of rectifying an urgent or emergency breakdown. A call out is paid for a minimum of 4 hours at double time irrespective of the amount of time worked up to that 4 hour period.

When called out, the fitter/electrician will work to the direction of the shift manager to ensure the ongoing operation of the factory. He must ask the manager before leaving the site if the situation regarding the call out has been resolved or if there are any other breakdown matters requiring attention before leaving. This does not mean that work will be found on a non-essential nature to fill the paid call out period.

A call out starts from the time the call is received by the fitter/electrician where there is agreement to come in as soon as possible for up to a maximum period of an hour of being called.

If the call out is within six (6) hours of normal shift start the employee has the option of:

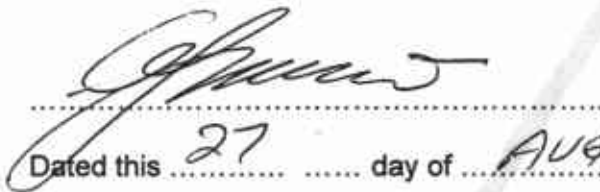
- Staying for a full shift (eight (8) working hours) and leaving after this. Payment would be at four (4) hours at double time for the call in and four (4) hours at normal time (with any shift allowance) for the remainder of the shift. If work is done after these eight (8) hours it will be on overtime that is at the discretion of the manager.
- Take the time for the call out and add to this the one (1) hour travel time and start the normal shift this amount of time later without loss of pay. For example if an employee was called out and attended work for two (2) hours, he would start his usual shift three (3) hours later than normal and still be paid for eight (8) hours. (Total payment would be four (4) hours call out and eight (8) hours normal).

Signed for and on behalf of
The Australian Workers' Union


.....

Dated this 31st day of AUGUST 1999

Signed for and on behalf of
Players Biscuits


.....

Dated this 27 day of AUGUST 1999

Registered
Enterprise Agreement
Industrial Registrar

MAINTENANCE DEPARTMENT CLASSIFICATION

			%	105% Apr-98	3.50% Apr-99	3.50% Oct-99	3.50% Apr-00	3.50% Oct-00
C12	Level 0	Trades Assistant	87.4000	15.2250	15.7579	16.3094	16.8802	17.4710
C10	Level 1	Entry Level	100.0000	17.4300	18.0401	18.6715	19.3250	20.0013
		A. Fitter no additional qualifications	102.5000	17.8658	18.4911	19.1383	19.8081	20.5014
		B. One qualification	105.0000	18.3015	18.9421	19.6050	20.2912	21.0014
		C. Three or more qualifications	105.0000	18.3015	18.9421	19.6050	20.2912	21.0014
		D. Electrician	107.5000	18.7373	19.3931	20.0719	20.7744	21.5015
		E. One Qualification	110.0000	19.1730	19.8441	20.5386	21.2574	22.0015
		F. Three or more qualifications	105.0000	18.3015	18.9421	19.6050	20.2912	21.0041
C9	Level 2	> 12 months service	107.5000	18.7320	19.3876	20.0662	20.7685	21.4954
		A. Fitter no additional qualifications	112.5000	19.6035	20.2896	20.9998	21.7348	22.4955
		B. One qualification	110.0000	19.1730	19.8441	20.5386	21.2574	22.0015
		C. Three or more qualifications	112.5000	19.6035	20.2896	20.9998	21.7348	22.4955
		D. Electrician	115.0000	20.0445	20.7461	21.4722	22.2237	23.0015
		E. One Qualification	115.0000	20.0445	20.7461	21.4722	22.2237	23.0015
		F. Three or more qualifications	120.0000	20.9160	21.6481	22.4057	23.1899	24.0016
	Level 3	Leading Hand						
	Level 4	Supervisor						

Registered
Enterprise Agreement
Industrial Registrar

APPENDIX A

EMPLOYMENT SECURITY/REDUNDANCY AGREEMENT

1. NOTICE

For employees with between 1 and 5 years service notice in accordance with following scale.

PERIOD OF SERVICE	NOTICE
Up to one year	1 week
1 year to 2 years	2 weeks
2 years to 3 years	2 weeks
3 years to 4 years	3 weeks
4 years to 5 years	3 weeks

For employees with more than five years service 4 weeks notice shall apply.

2. REDUNDANCY PAY

- A) Three weeks pay per year of service.
- B) Part year service is to be pro-rata calculated on a minimum calendar monthly basis.

- 3. "Last on first off" principle to apply all other things being equal.
- 4. Company to call for volunteers first before nominating employees for redundancy.
- 5. All redundant employees shall be paid Long Service Leave on a pro-rata basis from the first year of service.
- 6. There will be no discounting of the redundancy and notice payment referred to above on account of superannuation.
- 7. The company to notify Employment National (formerly the Commonwealth Employment Service) and the relevant superannuation fund managers on behalf of employees made redundant.
- 8. Unconsumed sick leave shall be paid out of termination (redundant employees only).
- 9. The company will provide redundant employees with paid time off, up to a maximum of eight hours, to attend interviews for employment. Payment shall not be made by the company until proof of attendance at an interview is given.



APPENDIX B

Registered
Enterprise Agreement
Industrial Registrar

COMPANY POLICIES

As part of the agreement for pay increases the following company rules and policies have been reinforced.

Company Rules and Policies:

Hygiene:

Due to health and hygiene considerations obligations of all employees for attention to personal hygiene and dress standards:

Specific items are:

- Detailed dress standards (uniforms supplied, clean shoes, no jumpers or pullovers to be worn over the uniform)
- Removal of jewellery (except one plain wedding ring and two earring sleepers)
- Spectacle wearers must use a safety cord
- Beards must be fully contained within a beard cover and mustaches neatly trimmed
- Clean fingernails (no more than 3mm longer than the fingertip, no nail polish and no false nails)
- All hair covered at all times
- No lollies, drink, gum or food in the factory
- No bags taken into the factory, all items other than keys left in lockers

Smoking:

In line with Occupational Health and Safety standards and Food Hygiene standards and laws there will be no smoking permitted outside the designated area. Despite repeated attempts to control this problem some employee persist in smoking where it is not allowed.

Car Parking:

All employees will park in areas allocated and if there is insufficient space they will use street parking. Parking in visitor, shop or staff allocated spaces is not to be permitted.

All drivers will drive their vehicles in a safe and considerate manner when on site. Any dangerous or reckless driving will result in an indefinite ban from using the available parking.

Housekeeping:

1. **Factory** – All personnel must adopt the clean as you go principle. Unless impractical due to safety or operational reasons all spills or messes are to be cleaned when they occur. All work areas must be left in a clean and tidy state.
2. **Locker/Change Rooms** – They must be kept clean and tidy. All dirty clothes must be placed in the lockers provided and all rubbish placed in bins.
3. **Meal/Tea Areas** – All personnel must clean up after themselves, all tables and chairs left clean and rubbish placed in the bins.
4. **Gardens and Parking Areas** – Personnel are not to litter or leave any material in the general areas of the factory. All rubbish including gloves, hats and cups must be placed bins.

Access System and Time Clock:

All employees must use the access system and time clock as instructed.

Personnel identity cards must be kept safe and secure. If cards are lost or stolen this must be used correctly. The doors to the canteen must never be held or kept open with a doorstep. After personnel have entered or left the door must be allowed to close properly.

The time clock swipe unit must be used when starting and finishing work in accordance with the set procedures. Failure to follow the procedures will result in delays to pay processing.

Disciplinary Procedures:

All employees will be subject to the following disciplinary procedures:

1. Failure to comply with company rules and policies will result in a counseling session and verbal warning being issued.
2. Continued failure to comply will result in a written warning being issued.
3. If a written warning has been issued three times for failure to comply with company rules and policies employment will be terminated.

Any employee found stealing any item from the company or another employee will be instantly dismissed.

ENGINEERING STANDBY

Determination of requirement for employees on standby

1. The decision to have engineering employees on standby will be made by the Engineering Manager with reference to the operational requirements of the company.
2. Standbys will be rostered to achieve engineering coverage as efficiently as possible. Outside contractors will be used as a standby only if suitable employees are not available.
3. The alternative to standby is to have a call in situation which may result in significant delays or failure to a response for engineering assistance if employees or contractors are unavailable.

Operation of standby

1. All suitably qualified engineering employees are required to be available for a reasonable amount of the required stand by hours. The available time should be shared as evenly as practicable between them.
2. A roster will be utilised to indicate the date and number of standby hours each engineering employee has completed. The roster will also indicate those employees asked but unable to go on standby.
3. A condition of standby is that the engineering employee must be able to be contacted by factory staff at all times during this period of standby. They must also be in a fit state (not under the influence of alcohol and drugs) to perform engineering duties and be able to present themselves for work as required when on standby.
4. If an engineering employee on standby can not be contacted in the first instance by the factory staff either the engineering manager or foreman will be contacted. They will then attempt to contact the person on standby. If this also fails they will nominate another engineering employee to call in. The employee on standby will be regarded as not having fulfilled the requirements of standby and will not be paid for the shift/s of standby. This will also count as a turn of standby duty as another engineering employee will have been denied this period.

SICK LEAVE

Employees entitled to paid sick leave must provide a Doctors Certificate in the following circumstances:

1. Before or after a Rostered Day Off.
2. Before or after a Weekend.
3. Before or after a Public Holiday (This is also a condition of being paid for the Public Holiday).
4. For two or more days absence.

If a certificate is not presented the employee will not be paid for the period in question.

In accordance with recent changes an employee may use sick leave to care for family members. However, a Doctors Certificate or statutory declaration is required stating that the illness of the person concerned is such as to require care by another person.

Please ensure you take sick leave only when required. If you use it for other purposes they may be insufficient to cover you in times of real need.

APPENDIX C

JOB DESCRIPTION

Position Title: TRADES ASSISTANT

Purpose of Position: To assist issuing of purpose orders and other general duties as required.

Responsible To: Engineering Manager.

Responsible For: N/A unless allocated another employee for training or a specific job.

Duties and Responsibilities:

1. Efficiently carry out all duties allocated.
2. Directly responsible for safe operation of any equipment used and to communicate any safety issues.
3. To communicate effectively and to build working relationships with peers and managers on a long term basis.
4. Issuing of purchase orders to suppliers.
5. Checking goods received.
6. Placing goods received in storage area.
7. Issuing accounts department with a copy of purchase orders and delivery dockets.
8. Operate the water treatment plant when required.
9. Train other personnel as required.
10. Any other duties within skills and ability as required by the engineering manager.

Registered
Enterprise Agreement
Industrial Registrar

Position Title: TRADES ASSISTANT

Purpose of Position: To operate the water treatment plant and other general duties as required.

Responsible To: Engineering Supervisor

Responsible For: N/A unless allocated another employee for training or a specific job

Duties and Responsibilities:

1. Efficiently carry out all duties allocated. These will vary depending upon the requirements of the water treatment plant and priorities of other work.
2. Directly responsible for safe operation of any equipment used and to communicate any safety issues to the supervisor or engineering manager.
3. Communicate breakdowns to Engineering Supervisor or Leading Hand.
4. To communicate effectively and to build working relationships with peers and managers on a long term basis.
5. Ensure the daily log book is kept up to date and any relevant information regarding the operation of the water treatment plant is noted.
6. Write purchase requests for materials and parts.
7. Any suggested training by the Trade Assistant of employees will be supervised by the Engineering Manager. The Trades Assistant will only assist in the training process.
8. Any other duties within skills as required by the engineering manager.



Position Title: LEADING HAND

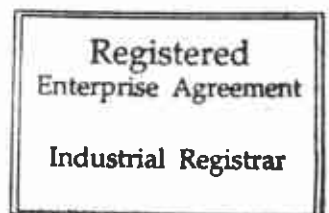
Purpose of Position: To assist the engineering supervisor supervise and carry out set up, installation, repairs, maintenance and modifications of machinery and services.

Responsible To: Engineering Supervisor.

Responsible For: Fitters, trades assistants and any allocated contractors.

Duties and Responsibilities:

1. Efficiently carry out all duties allocated which may include set up, installation, repairs, maintenance, or modification of machinery and services. These duties may be carried out by yourself or delegated to other engineering employees or contractors.
2. Directly responsible for safe operation of any equipment and use of materials used by self and other employees reporting to you. Communicate any safety issues to supervisor or management.
3. To communicate effectively and to build working relationships with subordinates, peers and managers on a long term basis.
4. Respond to breakdowns or calls for assistance and identify problems. Communicate with production and engineering staff to ensure matters are understood and resolved. If unable to respond immediately, communicate to the Fitter Supervisor, Engineering Manager or Production Staff.
5. Document in the engineering workshop diary a brief description of all breakdowns and repairs and any pending action or cautions to be taken.
6. Complete purchase requests for materials and parts and pass these onto the engineering office for processing.
7. Train other personnel as required.
8. Complete the engineering personnel week end roster.
9. Ensure machine changes or setups from the production program are covered in conjunction with the supervisor.
10. Any other duties within skills and ability as required by the engineering manager.



Position Title: SUPERVISOR

Purpose of Position: To supervise and carry out set up, installation, repairs, maintenance and modifications of machinery and services.

Responsible To: Engineering Manager

Responsible For: All fitters, electricians and trades assistants and any allocated contractors.

Duties and Responsibilities:

1. Efficiently carry out all duties allocated which may include set up, installation, repairs, maintenance or modification of machinery and services. These duties may be carried out by yourself or delegated to other engineering employees or contractors.
2. Directly responsible for safe operation of any equipment and use of materials used by self and other employees reporting to you. Communicate any safety issues to management.
3. To communicate effectively and to build working relationships with subordinates, peers and managers on a long term basis.
4. Respond to breakdowns or calls for assistance and identify problems. Communicate with production and engineering staff to ensure matters are understood and resolved. If unable to respond immediately, communicate to the Fitter Leading Hand, Engineering Manager or Production Staff.
5. Document in the engineering workshop diary a brief description of all breakdowns and repairs and any pending action or cautions to be taken.
6. Complete purchase requests for materials and parts and pass these onto the engineering office for processing.
7. Train other personnel as required.
8. Ensure the engineering personnel week end roster is completed.
9. Ensure machine changes or setups from the production program are covered.
10. Any other duties within skills and ability as required by the engineering manager.



Position Title: FITTER

Purpose of Position: To install, repair, maintain and modify machines and services.

Responsible To: Engineering Manager, Supervisor, Leading Hand or Shift Manager.

Responsible For: N/A unless allocated a fitter, trades assistant (T/A) or contractor to work with for a specific job.

Duties and Responsibilities:

1. Efficiently carry out all duties allocated which may include set up, installation, repairs, maintenance or modification of machinery and services.
2. Directly responsible for safe operation of any equipment used and to communicate any safety issues to the supervisor or other appropriate supervisor.
3. Adhere to standard operating procedures and company policies.
4. To communicate effectively and to build working relationships with subordinates, peers and managers on a long term basis.
5. Respond to breakdowns or calls for assistance and identify problems. Communicate with production and engineering staff to ensure matters are understood and resolved. If unable to respond immediately, communicate to the Engineering Supervisor, Leading Hand or Shift Supervisor your position.
6. Document in the engineering workshop diary a brief description of all breakdowns and repairs and any pending action or cautions to be taken.
7. Complete purchase requests for materials and parts and pass these onto the engineering office for processing.
8. Train other personnel as required.
9. Any other duties within skills and ability as required by the engineering manager.



Position Title: ELECTRICIAN

Purpose of Position: To setup, install, repair, maintain and modify machines and services

Responsible To: Engineering Manager, Supervisor or Shift Manager

Responsible For: Not applicable unless allocated a fitter, trades assistant (T/A) or contractor to work with for a specific job

Duties and Responsibilities:

1. Efficiently carry out all duties allocated which may include set up, installation, repairs, maintenance or modification of machinery and services.
2. Directly responsible for safe operation of any equipment used and to communicate any safety issues to the supervisor or other appropriate supervisor.
3. Adhere to standard operating procedures and company policies.
4. To communicate effectively and to build working relationships with subordinates, peers and managers on a long term basis.
5. Respond to breakdowns or calls for assistance and identify problems. Communicate with production and engineering staff to ensure matters are understood and resolved. If unable to respond immediately, communicate to the Engineering Supervisor, Leading Hand or Shift Supervisor your position.
6. Document in the engineering workshop diary a brief description of all breakdowns and repairs and any pending action or cautions to be taken.
7. Complete purchase requests for materials and parts and pass these onto the engineering office for processing.
8. Train other personnel as required.
9. Any other duties within skills and ability as required by the Engineering Manager.

