

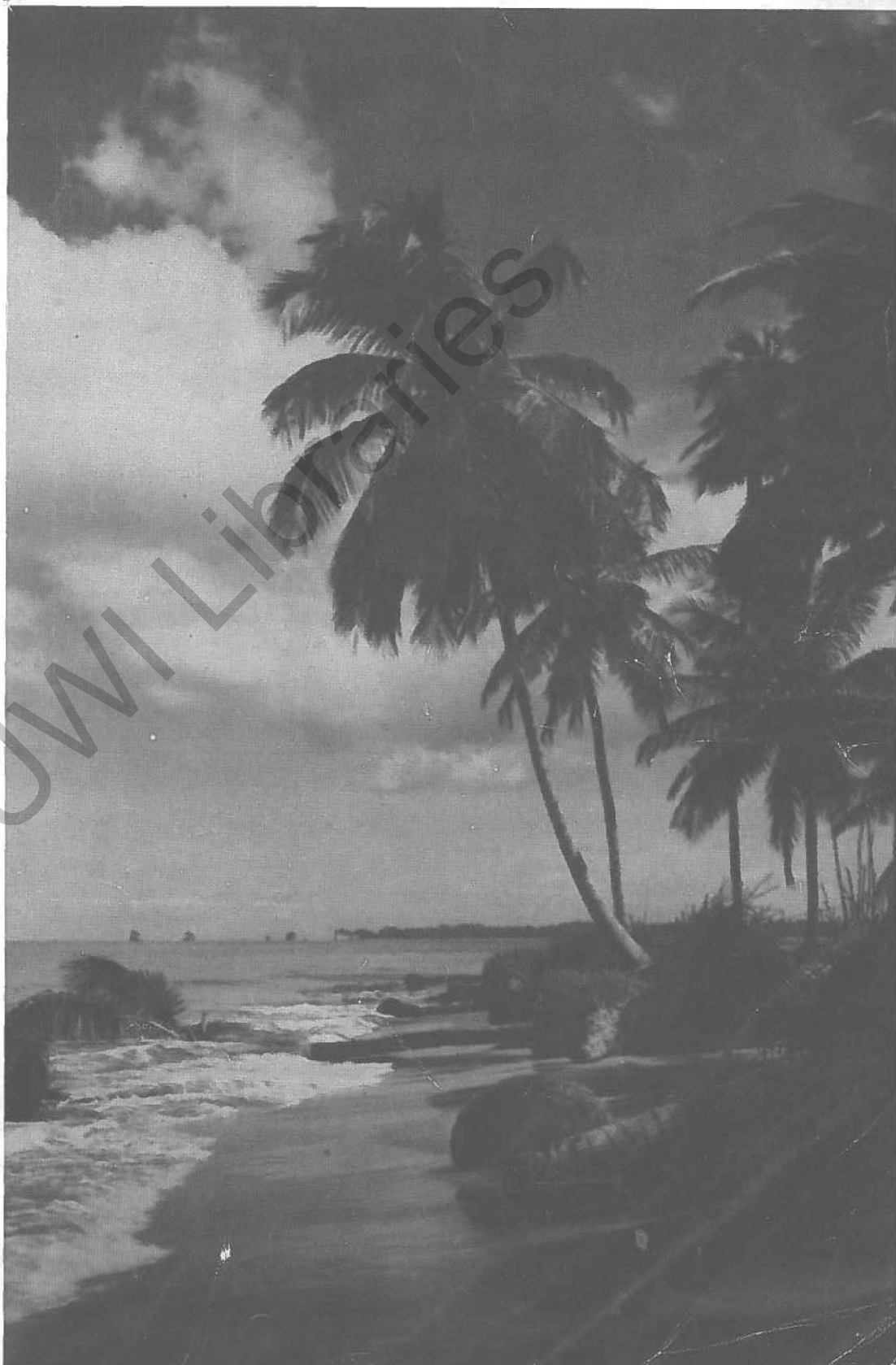
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UBOTIMES



Vol 3 #4



SEPTEMBER
1952



Hail and Farewell

On the occasion of the recent change in General Managers your Editor invited Mr. W. E. Madden, who has now taken up an appointment in our London Office, and Mr. G. L. Reid, who has succeeded him in Point Fortin, to send messages to the Staff and Employees of the Company.

We are pleased to be able to publish these below:



Mr. Madden, in characteristic fashion, has devoted a considerable portion of his farewell message to commending the interests of the Company and its employees to my wife and myself. Any individual or community should of course always live for the future rather than the past; nevertheless I am sure that I am voicing the general opinion when I say that Mr. Madden's modesty does not blind us to the very great contributions which he and his wife made to so many phases of life in and around Point Fortin.

As for ourselves, we also have been greeted by spontaneous expressions of welcome and friendship, which are a source of great encouragement and help to both of us. This reception, combined with the obviously constructive and interesting nature of our job, have made an extremely favourable impression on us and make us enthusiastic to do our utmost to live up to the high standard set by our predecessors. I can only ask for your continued support and assure you that we shall always be doing our best to fulfil this objective.

G. L. Reid

Both my wife and myself were quite overcome by the sentiments of goodwill expressed to us before our departure from Trinidad. When we arrived, some three and a half years ago, we were greeted by so much genuine friendliness and willing help from everyone, that we could only react in the same way. We have been happier in Trinidad than in any other country where we have worked together and we are both very sorry to leave its shores. Our only consolation is that we know that the leadership of U. B. O. T. is safe in the hands of Mr. and Mrs. Reid and we are confident that, when we return to visit you, as we certainly shall, we shall find that the happy relationship between employees and Management, which we left, will have been maintained by our successors.

W. E. Madden



UBOTIMES

THE HOUSE MAGAZINE OF

THE UNITED BRITISH OILFIELDS OF TRINIDAD LIMITED

TRINIDAD — BRITISH WEST INDIES

VOL. 3 No. 4

ISSUED QUARTERLY

SEPTEMBER, 1952

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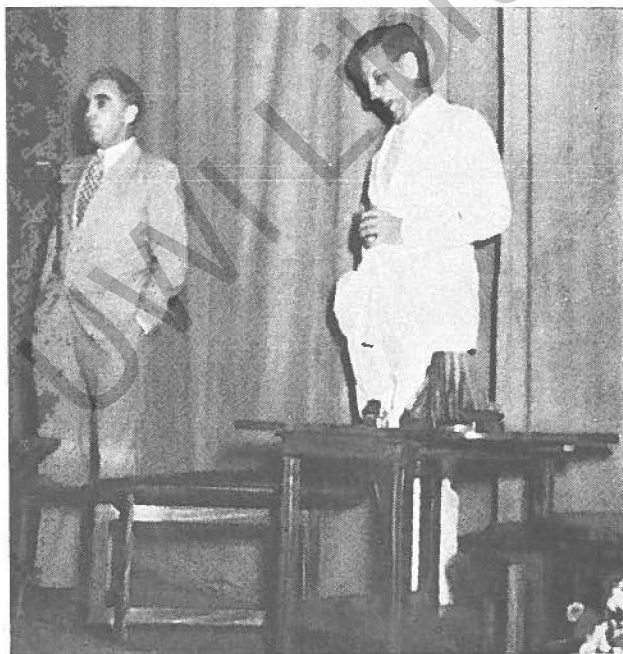
Around the Departments

MR. W. E. MADDEN, who has been General Manager in Trinidad since October, 1948, has been appointed to an executive position in the London Offices of the Shell Group and has now left to take up this appointment. He has been succeeded as General Manager by Mr. G. L. Reid, formerly of the London Office. During the time Mr. Madden was in Trinidad he took considerable interest in the welfare of the Staff and Employees of U.B.O.T. Ltd., and in the schools and churches of the district, besides finding time to interest himself in the communal activities of Point Fortin as a whole. These interests were shared by Mrs. Madden and her charming manner and genuine interest in any worthy cause will be greatly missed. Prior to Mr. Madden's departure, he received several presentations from the Staff and Employees in Point Fortin, Penal and our Port-of-Spain Office, and from individual groups in which he had been particularly interested.

Before Mr. Madden left Trinidad your Editor invited him to give us a farewell message for publication in UBOTIMES, and at the same time we invited our new General Manager, Mr. G. L. Reid, to also give us a message for publication. We are glad to be able to reproduce these messages on our inside front cover.

In saying farewell to Mr. & Mrs. Madden, we wish them both the best of good luck and prosperity in their new environment and extend a sincere welcome to Mr. and Mrs. G. L. Reid and their daughter.

We are informed that Mr. R. Cameron, of the Port-of-Spain Office, was successful in reaching the quarter-finals of the Island-wide Junior Table Tennis Championship for 1952 before he was unfortunately knocked out. We wish him better luck on his next attempt.



Mr. J. L. Andrews and Mr. W. E. Madden at the presentation function to the latter held in the United British Club. Part of the furniture beautifully made from local woods which formed the presentation, is shewn in our photograph.

Mr. U. Mohammed, of the Accounts Department, Port-of-Spain Office, and his partner, emerged winners for the Northern Zone of the Island-wide Ramseran Duplicate Bridge Tournament. Congratulations to them.

We have been asked by his colleagues in the Refinery Engineering Section to extend their good wishes to Mr. A. Best on the occasion of his transfer to the Marine Section in Port-of-Spain.

Mr. R. Joseph, of the Shipping Section, and Mr. H. Chan Sing, of the Materials Section of our Port-of-Spain Office, have resigned their positions with the Company. We extend our best wishes to them in their new undertakings.

The Shipping Section of our Port-of-Spain Office recently welcomed an old friend in the person of Captain Watkins, who was Master of the s.s. "FUSINUS" when this vessel was operating in Trinidad waters. Captain Watkins is now Master of the Anglo-Saxon Petroleum Company's tanker "TENAGODUS" and was recently awarded the M.B.E.

Dr. I. C. McLennan, formerly of the EXD., has been transferred to the Shell Administration in Indonesia. A farewell party in honour of Dr. McLennan was given by the Staff and employees of the EXD. Laboratory when Mr. T. Tittle and Mr. J. Badal presented him with a token of appreciation and wished him every success in his new appointment.

The infant daughter of Mr. Sullivan Stafford, of the M. & O. Section, and Mrs. Stafford, was christened recently at St. Mark's Anglican Church, Point Fortin, when she received the names Irma Juliet. A christening party at the home of Mr. and Mrs. Stafford followed.

Due to her impending marriage, Nurse M. E. Jones, of the Medical Department Nursing Staff, has resigned her position with the Company. She has been replaced by Nurse Thompson who was until recently on the Nursing Staff of the Colonial Hospital, Port-of-Spain. We extend our best wishes to Nurse Jones.

Our Estate Police Force recently had the honour of being inspected by Brigadier A. C. F. Jackson, Commanding Officer of British Caribbean Forces, on his visit here from



Brigadier A. C. F. Jackson followed by Assistant Superintendent J. W. Wilson, inspecting our Estate Police Force.

Jamaica. The Brigadier was accompanied on his inspection by Assistant Superintendent J. W. Wilson and at the termination of the parade he congratulated our men on their smart appearance.

Former Estate Constable J. Ryan has resigned his position with the Company in order to take up an appointment in Canada. Before his departure Estate Constable Ryan was the guest of honour at a farewell party held for him by members of the Estate Police Force when the opportunity was taken to present him with a farewell gift.

The Estate Police Force and Watchman Service acquitted themselves well at the St. Patrick's Division Police Force Sports held at Siparia on the 10th of August. Mr. E. Toussaint was the winner of the 100 yds. dash and he also assisted Estate Constables M. Pierre, E. Harewood and H. Mondezio to win the Half-mile Relay Race. Our con-

gratulations to all of them. Incidentally, Mr. E. Toussaint is now in charge of physical training at the Apprentices Hostel and we feel sure he will maintain the high standard previously set by Mr. J. Beccles.

Inspector J. C. Archer, has resigned his position in the Trinidad Police Force in order to take up an appointment with our Estate Police Force. Inspector Archer has served with the Trinidad Police Force for a period of 33 years and is no stranger to this district as he was at one time Station Sergeant at Point Fortin Police Station. Amongst his other duties with our Estate Police Force, Inspector Archer will be



Inspector J. C. Archer who has joined our Estate Police Force.

responsible for training and he will assist Asst. Superintendent Wilson in bringing our Estate Police Force up to the standard where it can be considered one of the best in the Island. We extend our best wishes to Inspector Archer and feel sure all the members of our Estate Police Force will give him their wholehearted support.

In the last issue of UBOTIMES we referred to the 1952 intake of apprentices and we are now able to report that this has been completed. 15 probationers have thus been added to our apprentice strength, bringing the total in the Apprentice Training Scheme to 47. We extend our best wishes to these lads in their future career with the Company, and trust they will take full advantage of the splendid opportunity now open to them.

We are informed that the latest social activity amongst the apprentices is the formation of a Fish Club, of which Mr. I. H. Steels is the President and Apprentices H. Wood and H. Morgan are the Secretary and Treasurer respectively. The object of the Club is to assist those apprentices whose hobby is the keeping and breeding of the many multi-coloured aquarium fish and we wish the Club every success.

Mr. C. B. Mathison, Personnel Officer, recently received a letter from Mr. G. M. Richards, one of our Regional Scholarship Scheme students, who is now at Manchester University. Mr. Richards was spending his six weeks' vacation period at Shell's Central Laboratories at Fulham and Surbiton, where he was to undergo a special vacation course. Before starting on this course, Mr. Richards spent a few days touring in Wales and had taken the opportunity of

climbing Snowdon. He seems to have been unfortunate in missing the Indian Touring Cricket Team, particularly as they were due to play the Third Test Match at the Old Trafford ground in the middle of July, by which time Mr. Richards had left for London.

In past issues of UBOTIMES we have from time to time referred to Mr. John A. Watts, a former member of the Engineering Department Staff, who left us several years ago for the U.S.A. in order to study dentistry. His old colleagues in Point Fortin recently had the opportunity of welcoming Dr. Watts, as he now is, on his return to Trinidad after completing his studies at the New York University where he obtained the degree of Doctor of Dental Surgery. Prior to his departure from New York, Dr. Watts was married to Miss Bertha Munroe and we extend our best wishes to them both.

After having been away from Point Fortin for several years, Dr. Watts was able to appreciate the many improvements which the district has undergone.

The U.B.O.T. Estate Police Force held their 2nd Annual Dance in the U.B.A.A. Mahaica Club at the end of June and this function turned out to be even more successful than the previous one. A large number of guests enjoyed dancing until the small hours of the morning and there can be no doubt that a most enjoyable evening was spent by all those who attended. We should like to take this opportunity of congratulating the Committee on the success of the dance, the proceeds of which, we understand, will go to the Estate Police Force Welfare Fund.

The Annual Prize Distribution at the Point Fortin R.C. Intermediate School took place on the 7th of July when Mr. Wilbur Rahman was presented with the U.B.O.T. Prize won by him. The presentation was made by Mr. W. E. Madden, General Manager, and he congratulated the Head Teacher and Staff on the excellent standard they had achieved.



Mr. W. E. Madden presents the U.B.O.T. prize to Mr. Wilbur Rahman on the occasion of the prize giving at the Point Fortin R.C. Intermediate School.

Mr. Rahman is now employed in the I.R. & P. Department and we wish him the best of luck in his career with the Company.

Mr. J. V. Bastien, Head Teacher of the School, left recently for Scotland where he will take a Post Graduate Course.

We recently had the pleasure of a brief visit from His Excellency Dr. H. Riemens, Netherlands Ambassador to Venezuela and co-Chairman of the Caribbean Commission. His Excellency was entertained and shown round the Point Fortin district by the Netherlands members of our Staff, and he was accompanied by Mr. E. F. H. De Vriendt, General Secretary of the Caribbean Commission who was, until this appointment, a member of the Shell Group's Staff. Mr. H. C. de Silva, Acting Honorary Netherlands Consul in Trinidad also accompanied His Excellency and at the same time took the opportunity of seeing his son who is in our Apprentice Training Scheme.

The General Manager gave a cocktail party in the visitors honour, to which all the Netherlands members of our Staff were invited.

We again hear good news of the Point Fortin Detachment of the British Red Cross Society. The Home Nursing examination has just recently been held, when 12 of the 15 candidates who sat the first examination and 10 of the 11 who sat the second examination were successful. The highest marks gained in the examination were 85 out of a possible 100 awarded to Mr. H. Mohammed, Commandant of the Detachment, while Mr. G. Maharaj secured 84. The following U.B.O.T. employees were among the successful candidates:—Messrs. W. Kitson, C. Hamilton and G. Maharaj (Refinery); P. Cornwallis and M. Rojas (Materials); C. Fullerton and A. Dillon (Engineering); H. M. Singh, U. Charles, D. Lee Sam, S. Thornhill and H. Mohammed (I.R. & P.—Fire & Safety).

A new series of lectures on First Aid are now in progress and any employee who would like to attend should contact the Commandant, c/o of the Fire & Safety Office.

The Secretary of the Southern Division of the British Red Cross Society recently received a request from the Matron of the San Fernando Colonial Hospital for Red Cross personnel to assist in the Hospital during the absence of some of the Nurses who were on their annual picnic. The Point Fortin Detachment responded nobly to the call when seven members attended for two Sundays each.

We are informed that two lady members of the Detachment recently underwent one month's practical training in nursing at the San Fernando Colonial Hospital and we feel sure the Detachment as a whole will benefit from the experience gained. There can be few Red Cross Detachments in Trinidad who display the zeal and energy of our local Detachment and we congratulate them on the splendid work which they continue to do.

The Lost Time Accident statistics for July show that Point Fortin had its best record for two years with only 5 lost time accidents. Whilst this is a very commendable effort, we must not take it for granted that our Safety efforts can be allowed to slacken off and it is up to all of us to see that we lower the figures for the entire year rather than for just one month.

In August we had the pleasure of welcoming to Point Fortin two parties of teachers from Trinidad and other Caribbean areas. The visitors were shown round the Refinery and the Field when the intricacies of oil production and refining were explained and demonstrated. The parties were welcomed by Mr. G. L. Reid, General Manager, and the United British Junior Staff Club Committee kindly placed the Club's facilities at the disposal of the visitors.

We welcome this opportunity of showing some aspects of the Oil Industry to those entrusted with the education of

the young element in Trinidad, and it is to be hoped that other groups will take advantage of the Company's willingness to facilitate such visits.



Some of the teachers who found the Apprentices Technical School of such great interest to them.

Point Fortin recently had the opportunity of welcoming the Elected Members of the Legislative Council when they spent two days touring the Southern Oilfields. Point Fortin was visited on the evening of the 14th and the morning of the 15th of August and accommodation was provided for them at the Company's Guest House. After being entertained by the General Manager on the Thursday evening, our guests were shown around the Refinery on the morning of the 15th. The working of the Vacuum Asphalt Plant was explained and the visitors were taken through the Drum Making Plant where they saw drums being manufactured prior to filling with bitumen and other products. The Ap-

prentices Technical School was also visited and our Legislators had the opportunity of seeing the apprentices in their classroom and also at work in the Shop. After passing through the Company housing estates and the Clubs and Sports Field at Mahaica a visit was paid to Techier Village where a stop was made at the Cottage of Mr. and Mrs. Prout and the Legislators took the opportunity to inspect the interior design.

We were particularly glad of this opportunity to briefly show the Elected Members of the Legislative Council the work which the Company is doing in Point Fortin and the amenities which they are providing not only for the Staff and Employees but for the Point Fortin district as a whole.

* * *

We are pleased to be able to announce the following promotions:—

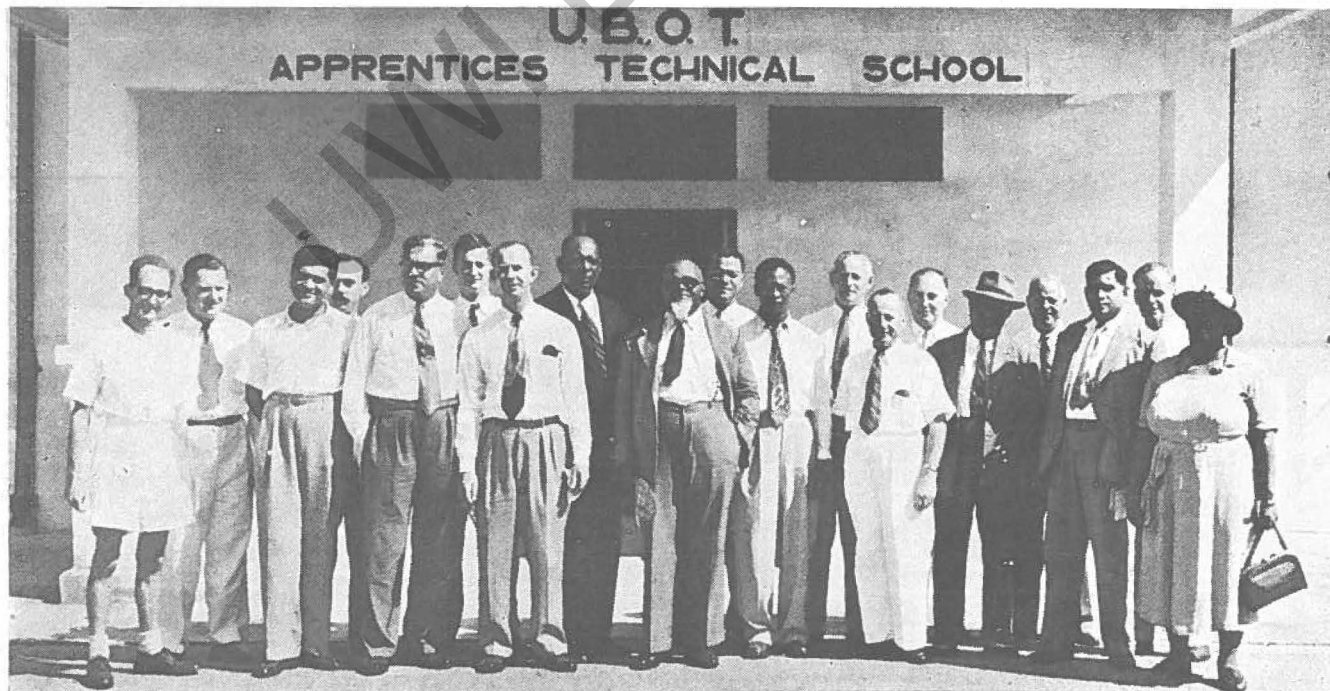
Mr. Kenrick Seow of our Port-of-Spain Office, from Office Boy to Clerk, Grade II.

Mr. Reynold Thomas, Materials Department, from Labourer to Clerk, Grade II.

Mr. Ramberick Wilson, Materials Department, from Checker "A", to Clerk, Grade II.

Mr. Cosmos Andrews, Refinery Power Plant, from Turbine Driver "A", to Foreman Turbine Driver. Mr. Andrews began his career with the Company when he was employed as an Office Boy on the 6th August, 1942. He was transferred to our Apprentice Scheme in June 1943, and indentured for five years as an Apprentice Engine Fitter in the M. & O. Section of the Engineering Department. Having completed his apprenticeship in June 1948, he was made an Engine Fitter "B" and on 1st February 1951, was transferred to the Refinery Engineering Section as a Turbine Driver "B". Mr. Andrews was made a Turbine Driver "A" on the 30th December, 1951, and occupied this position in the Power Plant until his recent promotion.

Mr. Polly Adimoolah, Refinery Shipping, from Gauger "A" to Foreman Gauger. Before his promotion, Mr. Adimoolah had been employed since 1939 as a Gauger "C", "B" and "A".



Members of the Legislative Council accompanied by Company officials, outside our Apprentices Technical School on the occasion of their recent visit.

Mr. Joseph Cape, from Office Boy to Clerk, Grade II, Engineering Department.

Mr. John Allong, Foreman Gauger, Refinery Shipping, to Junior Staff status. Mr. Allong has been employed since 1937 in the capacity of Gauger "B" and "A", and was made Foreman Gauger on the 1st January, 1951.

Mr. Antonio Xavier, Foreman of Materials Department, to Junior Staff status. Mr. Xavier has been employed since 1938 as a Plumber, Compressor Operator, Pipefitter and Fitter in the Engineering Department, and was made a Chargehand on 22nd March, 1943. He was transferred to the Movables Section of the Materials Department on 1st January, 1945, and promoted to Foreman on the 9th February, 1947.

Messrs. F. Dillon and W. Solomon, Plant Attendants of the Refinery Distillation Section, to Junior Staff status.

Mr. Dillon joined the Company's service on the 23rd December, 1943, as a Trainee Gauger in the Refinery Shipping Section and in February 1945 he was made a Gauger "C" on Trumble III. On 26th January, 1947, he was reclassified as a Plant Attendant "B" and worked in that capacity until his transfer to the Distillation Section on 4th December, 1949, when he was made a Plant Attendant "A".

Mr. Solomon was employed by the Company on 1st April, 1942, and worked in the capacity of Labourer and Gauger in the Shipping Section until January, 1947, when he was made a Plant Attendant "B" on Trumble III. In December 1949 he was transferred to the Refinery Distillation Section and reclassified as a Plant Attendant "A".

We congratulate all these employees on their promotions.

* * *

The annual presentation of Long Service Emblems took place in July and those employees with 20 years' service and over received their Emblems at a ceremony held in the Seamen's Club when Mr. W. E. Madden, General Manager, made the presentations. After giving a very interesting account of how the "Shell" trade mark came into being, he told the gathering that whatever part of the world they went to they would find other members of the world-wide Shell family and would always be sure of a welcome. Mr. Madden regretted that this was the last occasion on which he would have the pleasure of presenting Long Service Emblems in Trinidad, and he expressed the hope that he would still see many of the "oldtimers" in Point Fortin when he returned to visit us as he certainly intended to.

Long Service Emblems awarded to employees with 10 and 15 years' service were presented to them at informal "on the job" ceremonies and we have dedicated our centre pages to photographs of some of these presentations as well as those which took place in the Seamen's Club.

We extend our congratulations to the following recipients:—

35 Years :

Messrs. McD. Wilson and J. Davis (Refinery) ; J. Cook (Drilling), and A. Hinds (Port-of-Spain).

30 Years :

Messrs. A. Wilkinson (Estate Police) ; D. E. Felix (Penal) ; E. Joseph (Production), and C. Pierre (Transport).

25 Years :

Messrs. J. Campbell and O. Griffith (Production) ; P. S. Bramwell (Transport) ; E. Eno (Port-of-Spain) ; D. V. Hart and E. L. Legall (Materials) ; A. V. Reyes (Lands & Legal) ; M. V. Crooks (Refinery), and F. Whiteman (Engineering).

20 Years :

Messrs. N. Burnette and A. Pope (Production) ; T. Frederick and C. Learmont (Estate Police) ; T. Hagley and E. Murray (Transport) ; L. Joseph (Penal) ; G. C. Brown (Survey) ; S. A. Ammon (Port-of-Spain) ; C. Joseph, M.

Archibald, Boodram, S. McIntyre, McL. Jackie, and E. Harrington (Engineering) ; A. Bradshaw, D. G. de la Bastide, W. Acco, L. Liddelov, R. Baptiste, R. Hamilton, F. Pierre, S. Redman, U. Joseph, C. Bruno, O. Lewis, L. Graham, D. Joseph, W. Matthew, C. St. C. Williams and J. Allen (Refinery) ; and N. W. Ahin (Medical).

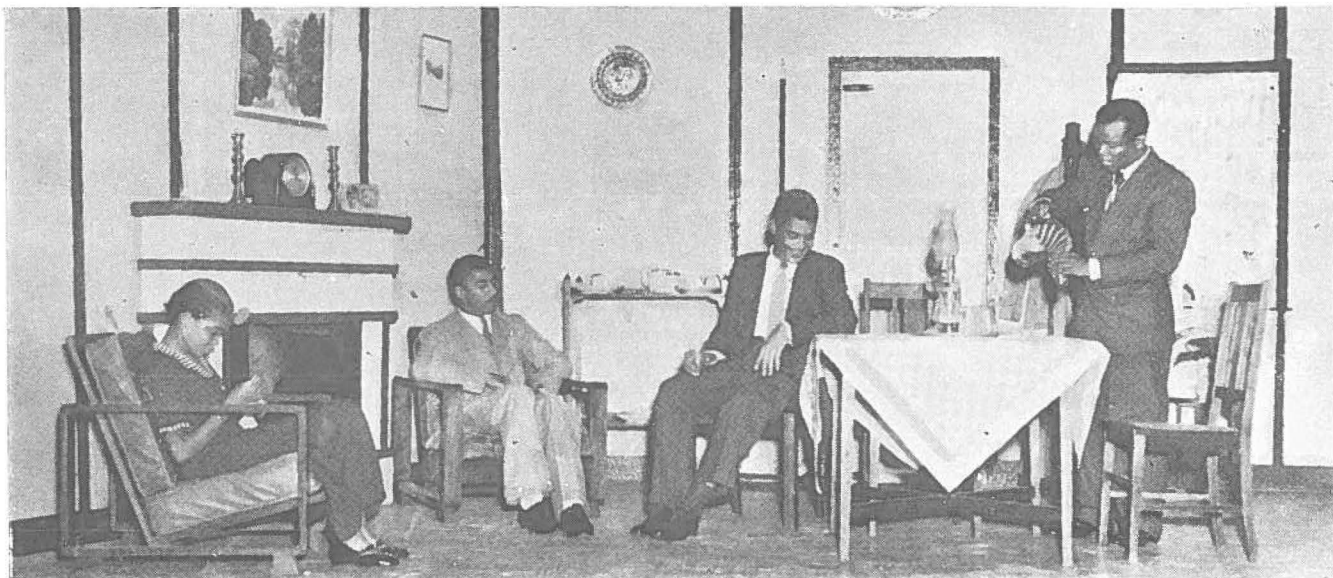
15 Years :

Messrs. J. Aberdeen and J. Lewis (Estate Police) ; N. Ramdin (Transport) ; J. M. Belix and B. Maturasingh (I. R. & P.) ; L. Leeke, J. Jairam, L. Harry, R. Salandy and Ramadeen (Production) ; L. McDonald (Drilling) ; C. Cross and A. Raphael (Geological) ; N. Bernier, J. D. Watt and J. P. Summers (Accounts) ; P. Cornwallis, F. Neptune, E. R. Singh, St. H. Hilaire, A. Mackie and D. Emanuel (Materials) ; A. Wong, E. H. Gwyn and I. Thornhill (Port-of-Spain) ; R. Kanhai, C. Christopher, W. Clarke, L. Daniel, S. Davidson, S. Guerra, J. Paul, W. Henry, J. Gonzales, D. Mathias, A. Cummings, R. Jaggassar, C. Spencer, L. Flanders, H. Williams and E. Lewis (Penal) ; E. James, G. Philbert, P. Sanchez, H. Halls, P. John, D. Wheeler, R. Sookdeo, Manna, Balack, L. Archibald, M. Haniff, A. Acham, J. Green, S. Charles, M. Moore, A. John, T. H. Graham, A. Remy, W. Mathurine, R. Charles, L. Joseph, A. Ignacio, L. Duncan, C. Higgins, M. Phillips, R. Millan, D. John (Engineering), and E. P. John, C. Nakhid, E. Jordan, C. Tekah, Ramnatsingh, J. Warwick, W. Mulcare and E. Snell (Refinery).

10 Years :

Messrs. M. Lewis, I. Jackson, E. V. Brown, F. Thibou, S. Smith, A. Joseph and I. Roberts (Estate Police) ; J. Duprey, C. Guadeloupe, E. Williams, P. Oudnarine, S. Maharaj, C. Davis, S. Alexander, P. Patiram, A. Cadogan, S. Ali and C. Andrews (Transport) ; H. Lee Young, G. Clement, H. Nanchoo I. Geetan, D. Esau and A. Ali (Medical) ; B. Soondar and E. McDowell (I. R. & P.) ; G. O'Shaugnessy, K. Quashie, A. Grenade, S. Maraj, M. Sheerwood, B. Seepaul, D. O'Connor and L. Andrews (Production) ; H. E. Gordon and F. Lee Fai (Secretarial) ; P. Lyon and J. Gomez (Drilling) ; C. Gibbings, S. Narinesingh, B. P. Singh, R. E. Valentine and W. G. Cooke (Accounts) ; D. J. Sedgeley, A. Howard, J. McMillan, A. Lee, P. Thomas, L. Jordan, N. Maignath, H. Halls, P. Liberan, R. Lewis, G. Jones, W. Guadeloupe, A. Raybourne, S. DeSouza, V. Lendor, J. Antoine, C. Thompson, C. St. Paul, D. Gibbs, D. Bailey, T. Coutain, A. Mohamed, P. N. Jackson, V. N. Thompson, A. Headley, D. Richards and A. de Pradine (Engineering) ; G. C. Hinkson, D. H. Ganpatt, H. H. Kanhai, J. A. Kong, A. Luke, J. W. Nicholls, R. Lessey, S. Wilson, T. Vincent, C. Lutchman, Jagdeosingh, L. Alves, P. Huggins and N. Julien (Materials) ; C. P. Kerr, E. Kwang, L. E. Charbonne, J. Moreno, J. Ramirez, G. Lathan, H. Farrell, L. Eno, J. Maiz, J. Larosa and A. Henry (Port-of-Spain) ; B. Supersad, C. Williams, Seemungal, A. Gittens, W. Davis, L. Charles, C. Charles, A. Daniel, A. Bernard, P. Toolsie, L. Subhasingh, B. Singh, F. Simon, Ramnarinesingh Ramadhar, I. A. Maharaj, H. Lewis, J. Jagroope, Harrypersad, Harrypersadisingh, C. Gooding, S. Dass, J. Caton, F. R. Braxton, J. Bissoo, R. Jangeesingh, G. Wilson, A. Barclay, E. Alexander, J. Lewis, M. Poonoon, Ramjohn, A. Marchan, L. Maraj, R. James, B. Ghuran, C. Sukhoo, P. Cadette and R. O'Garro (Penal) ; J. N. Pampellonne, J. Chattergoon, J. Hackshaw, J. E. Sealey, W. Solomon, E. Simon, J. Bowen, R. Maharaj, A. Ramserran, C. Lewis, J. Lendor, M. Charles, E. David, Beasnath, A. Castello, M. Jones, DaCosta McDonald, T. Mohammed, B. Stanislaus, Sewnath, S. Noel, T. Alexander, H. McDougall, R. Paul, H. Jack, J. Ackee, L. Peters, B. Bethel, A. Andrews, C. Blake, F. Yearwood, L. Toney, F. Sucre, M. Raymond, W. Mungo, I. Legall, E. Joseph, C. Gervais, C. Cyrus, L. Hicks, R. Yearwood, C. Samuel, U. Alexander, A. H. Barker, J. Beharry, S. Charles, G. Thomas, E. Pierre, C. Marshall, R. Sylvester, E. Vespyr, C. Lezama and C. Selby (Refinery).

The "J. GRANT" Safety Shield Competition continues to evoke much interest amongst Departments and at the end of July Offices were in first place with Engineering Department and Transport and Garage in second and third places respectively. The Drilling and Production groups which were in the fifth and sixth places respectively in June moved up to fourth and fifth places, whilst the Materials group which was in fourth place in June has now dropped to sixth place.



A scene from the United British Junior Staff Club Dramatic Group's production of "The Monkey's Paw".

On Friday, 25th July, the Dramatic Group of the United British Junior Staff Club celebrated their fourth anniversary with the production of two one-act plays and a curtain-raiser. Mr. C. K. Johnson was responsible for the curtain-raiser, "The Colonel Engages His Daughter", by Mary Ingliss; Mr. Frank Weston produced "The Anniversary", by Anton Chekov, and Mr. S. J. Ireson was responsible for the production of the "Monkey's Paw", adapted from a short story by W. W. Jacobs. The performances were dedicated to Mr. and Mrs. W. E. Madden who have so wholeheartedly supported the Group in their very commendable efforts, and at the close of the performances a presentation was made to Mr. Madden.

The standard of production and the acting in general were good and there can be no doubt that the group has several very promising artistes in their midst. It is to be hoped they will not be discouraged by the somewhat derogatory remarks made by one of the critics of the local Press who, we think, should have taken into account the difficulties (especially lack of experience and direction) which the Group have to contend with. Experience is the finest teacher of them all, and young and enterprising Dramatic Groups need all the encouragement they can get if they are not to lose heart. This does not mean that they expect absurd flattery to be showered on them but they do have the right to expect that some consideration should be given

to their difficulties and lack of experience and their efforts judged and understandingly criticised on that basis. In this connection it will be of interest to all Dramatic Groups in this area to know that the Extra-Mural Department of the University College of the West Indies is commencing a Course in dramatics which Mr. S. J. Ireson has undertaken to conduct. To commence with, the Course will consist of two terms of 10 weeks each and will be conducted in the United British Junior Staff Club which the Committee have very kindly placed at the disposal of the Extra-Mural Department. Commencement date is October 2, and any interested group should get in touch with Mr. C. Bowrin of the Accounts Department, who has kindly undertaken the duties of Secretary.

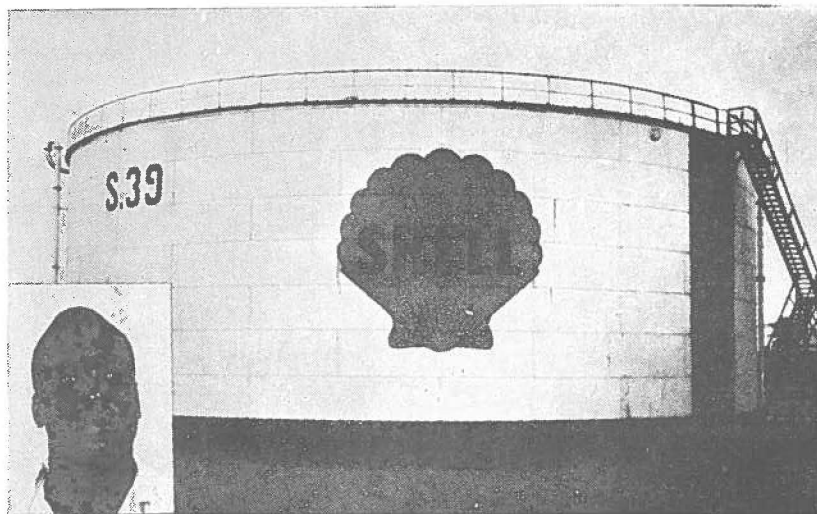
The Dramatic Section of the United British Club have also been in the news recently with the successful production of Rodney Ackland's "Before the Party", a play adapted from a short story by W. Somerset Maugham. Mrs. Joyce Skerrett, who has considerable skill and experience as an amateur actress, was making her debut as a Producer and her first production was well up to the high standard set by the Section in the past. The Section already have another play in rehearsal, this time under the guidance of Mrs. Lilian Lewis, and on this occasion Phillip King's farcical comedy, "On Monday at Eight", has been chosen.



A scene from the United British Club Dramatic Section's production of "Before the Party".

Many admiring glances have been given at the SHELL which has been painted on Tank S.39, overlooking the Cap-de-Ville Road and our readers may be interested to know that the setting out and painting was done by Mr. R. G. Lewis of the Refinery, using a small drawing as a guide. The finished emblem is almost 22 ft. high and the letters themselves are 5 ft. high — almost as tall as the painter.

Congratulations to Mr. R. G. Lewis on a good job.



Mr. R. G. Lewis and the SHELL emblem which he recently painted on Tank S.39.

Although there were fewer entrants than on previous occasions, the Road Safety Quiz conducted in the last issue of UBOTIMES seems to have evoked considerable interest. A remarkable feature of this Competition was the success gained by the Apprentices Technical School. Not only did



Mr. S. J. Ireson, Senior Industrial Relations Supervisor, presents Apprentice Selwyn Moore with the \$20.00 1st Prize won by him in the "UBOTIMES" Road Safety Contest. Some of the Consolation Prize winners may be seen in the background.

they secure the First Prize, but they also carried off five of the Consolation Prizes. The winner was Apprentice Selwyn Moore, whose entry was the first all-correct solution opened and who therefore carried off the \$20.00 prize. The Consolation Prize winners were as follows:—Messrs. W. S. Rahman and M. Jadoo (I.R. & P.—Personnel); A. F. Cummings (EXD.); Hamid Mohamed, F. V. James, R. Bachoo, D. Louison and A. C. Dorset (Apprentices Technical School); F. Lee Fai (Secretarial), and J. D. Rahman (Transport).

We congratulate the winners and hope that the losers will have better luck next time.

A General Meeting of the Apprentices Sports Club was held recently under the Chairmanship of its President, Mr. J. Beccles, when the new Committee was elected. Apprentices O. Smith and A. Howe were elected as Captain and Vice-Captain respectively, Apprentices T. Lloyd and H. Raghunanan were elected as Secretary and Assistant Secretary, and Apprentice A. Dorset was re-elected to fill the post of Treasurer. Group Captains were then elected and Group "A" selected Apprentice A. Legall. Apprentice O. Smith

will captain "B" Group, whilst Apprentice T. Lloyd will lead the "C" Group.

We wish this enterprising club all the luck it deserves.

Mr. E. Sammy, Foreman of the Engineering Department, has been retired from the Company's service on the grounds of ill-health and he has been placed on the Pensioner's list. Mr. Sammy had been employed with the Company for approximately 20 years and was latterly in charge of the Water Purification Plant.

We extend our best wishes and those of his colleagues to Mr. Sammy for a speedy recovery from his illness.

The Safe Driving Certificates and Badges won by U.B.O.T. drivers in the Annual Safe Driving Competition conducted by the Trinidad and Tobago Road Safety Association, were presented recently by Mr. G. L. Reid, General Manager, at a ceremony held in the Transport Department. Mr. J. D. Hall, Assistant General Manager, introduced Superintendent L. C. Preau-Hill, Traffic Officer attached to the Trinidad Police Force at Siparia, who gave our drivers some very useful hints and took the opportunity of reading to them the Driver's "Ten Commandments".

The following is the full list of awards and we extend congratulations to all concerned especially those with 2nd, 3rd and 4th year awards:

1ST YEAR AWARDS: Albert Guy, Cecil Gonzales, Wilfred Henry, Joshua Hunte, Collins Joseph, Gerald Jute, Lamont McSween, Denis Morgan, John Peters, Oswald Phillip, Ethelbert Roberts, Noel Rock, Anthony Tyrrell, Deorajsingh, Hiram Boyce, Byron Greaves, Arthur Christopher, Cephas Charles, Charles Davis, Charles Ollie Davis, Frank Alleyne, Jokhan Bachan, Kuar Balroop, Edward Bowen, Felix Brown, Joseph Davis, Eversley Fabien, Christopher Husbands, Clifford Jardine, Roy Johnson, Reno Johan, Harry Ramsaroop, Kenneth Russell, Gobin Surat and Sukhdeo Seesaram.

2ND YEAR AWARDS: Everest Richards, Solomon Ali, Clarence Andrews, Enoch Andrews, Joseph Alexis, George Belfon, Jable Francis, Leslie Niles, Kenneth Thomas, Lionel Thompson, Francis Alexander, Persad Maharaj, Theophilus Nedd, Fred Passey and Harry Persad.

3RD YEAR AWARDS: Michael Hart, Antonio Acco, Sylvester Acosta, Ashton Charles, Nathaniel Cumberbatch, Anthony Farrell, Sylvester Lavine, Serinaryne Singh, Christopher Trim, Gregorio Dinchong and Alexander Joseph.

4TH YEAR AWARDS : Ahamad Ali, Subrat Ali, Errol Baboolal, William Benrue, Lawrence Bramble, Elton Brerton, Cecil Blades Carlos Carvalho, Augustus Charles, Joseph Daniel, Phillip Diaz, Lionel Lyon, Lionel Francis, Alfred Garcia, Theron Hagley, Frank Harris, Joseph Holloway, Sydney McPhie, Charles Nanan, Paul Oudnarine, George Payne, Dugald Raguette, Eric Rampersad, Joseph Rahman, Edgar James, Archibald Taylor, Edward Williams, Paul Registe, Nearl Frederick, McMillan Alexander, Coleridge Esdelle, Hezekiah Harris, Jadunanan, Jaichand Lowkee, Dill Mohamed, Mohamed Rajah, Ramnanan, Harold Seucharan, Sultan and Joseph Thorne.



Mr. G. L. Reid, General Manager, presents Mr. C. Blades with his 4th Year Safe Driving Award.

We were recently discussing hunting prospects with Mr. Antonio Xavier, Foreman in the Materials Department and well known local hunter, and the talk got round to the hunting which he did in his native British Guiana when he was over there on leave earlier in the year. Game is still very plentiful in the British Guiana hinterland and the country appears to be a hunter's paradise. We are reproducing a photograph given to us by Mr. Xavier showing the results of a single hunting trip, and our local hunters will doubtless look with envy on the results achieved.



The bag resulting from a single hunting trip in the British Guiana hinterland.

Mr. H. P. Kong, who was formerly attached to the Oil and Sales Section of the Accounts Department, has been transferred to the Refinery as Refinery Accountant and we wish him every success in his new position.

* * *

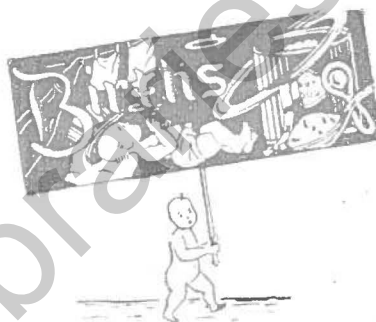
Mr. F. M. Crawford, Drilling Superintendent, has been transferred to the Shell Administration in British Borneo. Before his departure he was the guest of honour at a function held by the Drilling Department Staff when he was presented with a silver serving tray and ice bucket as a farewell gift. We wish Mr. Crawford all the best of luck in his new environment.

* * *

Mr. B. Maturasingh of the Industrial Relations Office, has been transferred to the Penal Division to take over the clerical duties pertaining to the I. R. Office in that Division. We wish him the best of luck in his new assignment.

* * *

The subject for our front cover is from a photograph of Los Gallos Point taken from Icos Point by Mr. W. A. Van den Bold of the Geological Department, who also took the photograph which formed the subject of our front cover for the March issue of UBOTIMES. Mr. Van den Bold is well known for his artistry with the camera and we are grateful to him for allowing us to use these two fine specimens of his work.



We extend our congratulations to the following :

Mr. Alston Nedd of the Watchman Service, and Mrs. Nedd on the birth of a daughter.

Mr. Lionel Phillip of the Refinery Engineering Section, and Mrs. Phillip, on the birth of a daughter, Janice Leontiel, on the 27th July, at the U.B.O.T. Hospital.

Mr. Cosmos Andrews of the Refinery Engineering Section, and Mrs. Andrews, on the birth of a son, Michael Anthony, on the 3rd August.

Mr. P. W. Archbald of our Port-of-Spain Office, and Mr. Archbald, on the birth of a daughter, Jennifer Margaret.

Mr. L. Brewster of the M. & O. Shops Section, and Mrs. Brewster, on the birth of twin daughters. It is with deep regret we have to record that one of the twins subsequently died and we extend our sympathy to Mr. and Mrs. Brewster.

Mr. T. J. Upton of the Refinery Engineering Section, and Mrs. Upton, on the birth of a son at the U.B.O.T. Hospital.

Mr. W. Charles of the Accounts Department, and Mrs. Charles, on the birth of a son, Kenneth, at the U.B.O.T. Hospital.

Mr. H. Sisley of the Exploitation Department, and Mrs. Sisley, on the birth of a son at the U.B.O.T. Hospital, on the 20th July.

Mr. G. Bowrin of the Accounts Department, and Mrs. Bowrin, on the birth of a son, Gregory Anton, at the U.B.O.T. Hospital, on the 26th July.

Mr. L. Blake of the Refinery Engineering Section, and Mrs. Blake, on the birth of a daughter, at the U.B.O.T. Hospital, on the 27th July.

Mr. B. Goolcharan of the M. & O. Shops Section, and Mrs. Goolcharan, on the birth of a son, Rambran, on August 17th.

Mr. Roy Gittens of the M. & O. Shops Section, and Mrs. Gittens, on the birth of a son, Rudolph, on the 22nd July. The christening took place at St. Paul's Anglican Church, San Fernando, and a celebration was afterwards held at the parents' home.

Mr. L. Busby of the Materials Department, and Mrs. Busby, on the birth of a son, on the 21st August.

Dr. F. E. V. Cant of the Medical Department, Penal Division, and Mrs. Cant, on the birth of a son, on the 29th August.



Mr. Henry Collins of the Transport Department, was married on Sunday, 10th August, to Miss Joyce Augustin of Cap-de-Ville. The wedding was solemnised at St. Mark's Anglican Church, Point Fortin, and a reception was

afterwards held at the home of the bride's parents.

Mr. W. G. Cooke of the Refinery, was married on July 5th to Miss Joan Margaret Stebbings, daughter of Mr. and Mrs. J. Stebbings of London. The wedding took place at St. Mark's Anglican Church, Point Fortin, when the Rev. K. Allen officiated. The bride was given away by Mr. J.



Mr. and Mrs. W. G. Cooke after their marriage at St. Mark's Anglican Church, Point Fortin.

Summers, and Mr. L. C. Allcock performed the duties of bestman. Two charming 5-year-olds, Diane Summers and Carolyn Shrubbs, attended the bride. Following the ceremony, a reception was held at the residence of Mr. and Mrs. J. Summers, and the honeymoon was spent at Tobago.

Mr. R. Bhagwan of the Medical Department Office Staff, was married recently to Miss Kaylo Koodoo, daughter of Mr. and Mrs. Koodoo of Barrackpore. The ceremony was performed according to Hindu rites at the home of the bride's parents and was attended by many friends.

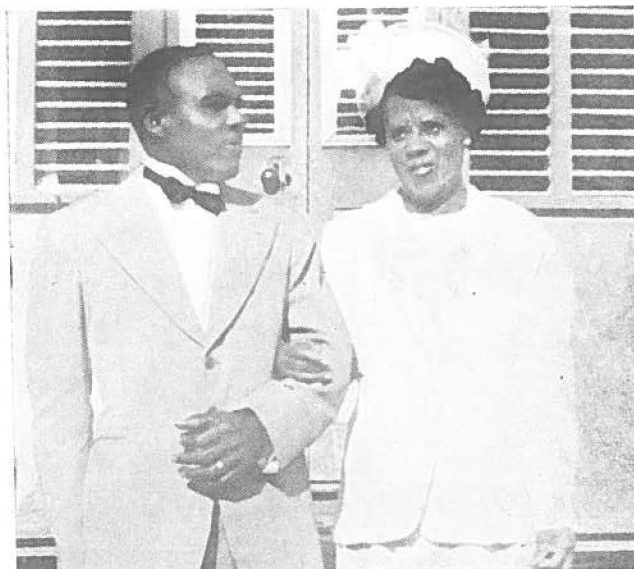
Miss Margaret Dart, a member of the Teaching Staff of the I. R. & P. Department, was married on the 1st August to Mr. James Rees, a member of the Shell Administration Staff in Colombia and who was formerly in Trinidad with a Shell



Mr. and Mrs. J. Rees leaving Christ Church, Cascade, Port-of-Spain, after their marriage.

Seismograph party. The bride was given in marriage by Mr. H. Meaden and a reception was afterwards held at the Queen's Park Hotel. Mr. and Mrs. Rees spent their honeymoon in Grenada and left for Bogota, Colombia, on August 14th.

Mr. Louis Johnson of the Refinery Engineering Section, was married recently to Mrs. Brizend Chapman, at St. Saviour's Roman Catholic Church, St. Joseph. Fr. F. N. Chatfield officiated and a reception was afterwards held at the home of Mrs. Hernandez at Curepe.



Mr. and Mrs. Louis Johnson photographed after their wedding.

PRESENTATION OF LONG SERVICE EMBLEMS



Mr. J. Colquhoun, Engineering Department, presents Mr. C. Higgins with his 15-Year Emblem.



Mr. W. E. Madden, congratulates Mr. D. E. Felix, Medical Department, Penal, after presenting him with his 30-Year Emblem.



Mr. S. A. Ammon, Port-of-Spain Office, is handed his 20-Year Emblem by Mr. W. E. Madden.



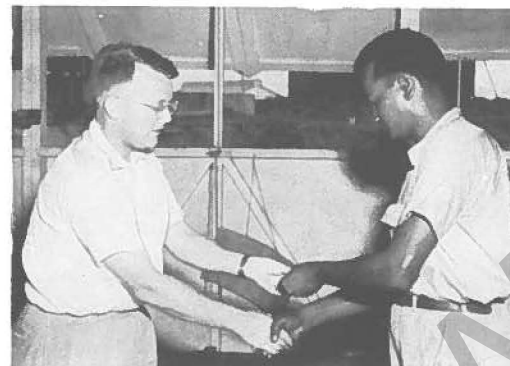
Mr. J. Cook, of the Drilling Department, shakes hands with Mr. W. E. Madden, after being handed his 35-Year Emblem at the Seamen's Club.



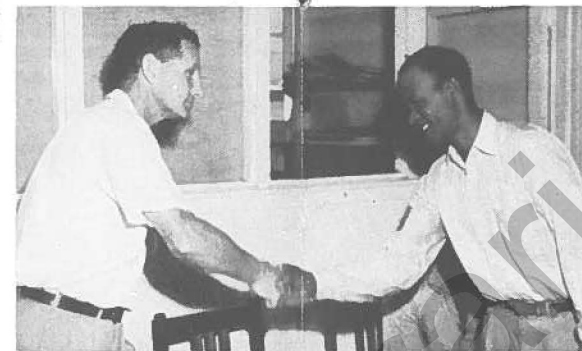
Assistant Superintendent J. W. Wilson, of the Estate Police Force, hands Watchman J. Aberdeen his 15-Year Award.



Mr. S. Narinesingh, Accounts Department, receives his 10-Year Emblem from Mr. C. N. Chater.



Mr. E. J. Dawson, Refinery Manager, hands Ramnotsingh his 15-Year Emblem.



The Drilling Superintendent, Mr. C. J. Hoekendijk, presents Mr. P. Lyon with his 10-Year Emblem.



The Port-of-Spain Office Manager, Mr. D. S. Law, presents Mr. A. Wong with his 15-Year Award.



The Acting Production Superintendent, Mr. H. A. Kay, hands Mr. R. Salandy his 15-Year Emblem.



Mr. G. Clement, Medical Department, receives his 10-Year Award from Dr. D. D. Muir, Acting Chief Medical Officer.



Mr. B. Supersad, Penal, receives his 10-Year Emblem from Mr. R. P. Brown, Field Superintendent.



Mr. H. St. Hilaire, Materials Department, shakes hands with Mr. F. R. Clarke, after being handed his 15-Year Award.



Mr. J. M. Belux, of the Industrial Relations Office, being congratulated by Mr. S. J. Ireson, Senior Industrial Relations Supervisor, after receiving his 15-Year Emblem.



Mr. C. Cross, of the Geological Department, is congratulated by Mr. S. T. Waite, who presented him with a 15-Year Emblem.



The Transport Superintendent, Mr. P. Bramwell, hands Mr. N. Ramdin his 15-Year Emblem.

Mr. Henry Oliver Bridgeman of the Refinery Distillation Section, joined the ranks of the Benedicts on 17th August, when he married Miss Norma Dorset, daughter of Mrs. Ethel Dickerson of Mahaica, Point Fortin. The wedding took place at St. Anthony's Roman Catholic Church, Point Fortin, and was solemnised by Fr. Brophy, O.P. The bride



Mr. and Mrs. H. O. Bridgeman after their wedding.

was given in marriage by Mr. Arthur Dorset, and Mr. Aldwyn Frederick performed the duties of bestman. Following the ceremony, a reception was held at the Union Hall, Point Fortin, at which many friends of the bride and bridegroom were present.

Mr. René van Terheijden of the Engineering Department, was married on the 9th August to Miss Marion Ross, daughter of Mr. and Mrs. Wm. M. Ross of Ayrshire, Scot-



Mr. and Mrs. R. van Terheijden cutting the wedding cake at the reception which followed their marriage.

land. Mr. Ross was formerly Manager of the Trinidad Lake Asphalt Company and his daughter is therefore no stranger to Trinidad. The ceremony was performed at Greyfriar's Church of Scotland, Port-of-Spain, and the bride was given

in marriage by Mr. G. G. Nixon, with Mr. Bryan Sanders acting as bestman. A reception was afterwards held at the Queen's Park Hotel, and the honeymoon was spent in Tobago.

Mr. Samuel Thornhill of the Fire and Safety Section, was married recently to Miss Agnes Robley of Goodwood, Tobago. The ceremony took place at the Goodwood Roman Catholic Church and following a reception at the bride's residence, the couple spent their honeymoon at the Bacolet Hotel, Tobago.

Mr. William Maughan of the Refinery Engineering Section, was married to Miss Phyllis Helen Ammon of San Fernando, on 12th July. The wedding took place at the Church of Notre Dame de Bon Secours, San Fernando, and was conducted by the Rev. Fr. Maurius Maingot. A reception was afterwards held at the home of the bride's parents and the honeymoon was spent at Bombshell Bay, Gasparee.

Mr. D. Gopeesingh of the Refinery Engineering Section, was married on Sunday, 31st August, to Miss Merle Sherwood of Icosos. The ceremony took place at Fullerton R.C. Church, Cedros, and was solemnised by Rev. Fr. Faddy, after which a reception was held at the home of the bride's parents.

We extend our best wishes for the future to all these couples.

Obituary

It is with deep regret we have to announce the following deaths and offer our sincerest condolences to the families concerned:—

The father of Estate Constable G. Jack, which occurred recently in Tobago.

Mr. S. Hagley, brother of Mr. T. Hagley of the Transport Department, which occurred at Port-of-Spain on Friday, 8th August.

Mr. James Celestine of the Refinery Engineering Section, which occurred on the 4th July. The late James Celestine had been employed with the Company for 30 years and his death will be sadly felt by a large circle of relatives and friends.

Mr. Eastman Cudjoe of the Engineering Department, which occurred recently as the result of an accident in San Fernando. The late Eastman Cudjoe had been employed with the Company as a fireman for the past 7 years.

Mr. D. Joseph of the Engineering Department, which occurred at Arouca on the 2nd August. The late D. Joseph had been employed by the Company since July 1951 as a fireman.

Mr. Sydney Ray, stepfather of Mr. S. Thornhill of the Fire and Safety Section, which occurred on July 26th at California Village.

The infant daughter of Mr. W. Peters of the Electrical Section Penal Division.

The mother of Mr. S. Rock of the Electrical Section, Penal Division, and grandmother of the internationally famous West Indies cricketer, Sonny Ramadhin.

The sister of Mr. Edward Gittens of the M. & O. Section, Penal Division.

Mr. G. Superville of the Refinery Shipping Section, which occurred at the U.B.O.T. Hospital, Point Fortin, on 11th July. The late G. Superville had been employed with the Company since 1933 and had a wide circle of friends and acquaintances in the district. The interment took place at Diego Martin Cemetery and was attended by many of his friends and colleagues from Point Fortin.

Mr. E. Manners, Pensioner, who died in Port-of-Spain on 7th July. The late Ernest Manners was retired several years ago after having completed some 30 years' service with the Company.



We extend a welcome to :—

Mr. G. L. Reid (Management), Mr. H. Pogson (Engineering), Messrs. P. Morris, B. L. Decle, D. P. B. Stewart and J. Veldhoen (Drilling), Messrs. S. W. Bracebridge and L.

Lee Young (Materials), Messrs. D. Prent, A. D. Mitchell and S. R. Pounds (EXD.), Mr. R. P. Brown (Penal Division), Messrs. A. H. Davis, B. Ali, J. C. Archer, and Miss K. L. Kinsey (I. R. & P.), Mr. J. A. McGrath (Accounts), Mr. R. A. Lister (Refinery), and Mr. E. E. Pinheiro and Miss E. Thompson (Medical).



Messrs. F. M. Crawford and M. Meyn (Drilling), Messrs. B. J. de Verteuil and B. M. Rostant (Penal Division), Messrs. R. V. Frost and A. Batson (Engineering), Messrs. W. Beets and E. Robinson (Refinery), Messrs. I. C.

McLennan and J. G. MacGown (EXD.), Mr. W. E. Madden (Management), Mr. J. B. Edwards and Miss M. E. Dart (I. R. & P.), Mr. F. R. Gransaul (Production), and Miss M. E. Jones (Medical).

The Manufacture of Bitumen

If you filled a retort which would hold, say, a quart
With a crude oil of asphaltic quality,
And then started to boil the aforesaid crude oil
(Not a task to regard with frivolity !)

You might go up in smoke, or be charred into coke,
But, provided you used much discretion,
You would get from the spout (if it hadn't blown out)
Many vapours in rapid succession.

Each of which you'd condense, if you had any sense,
In a separate can or receptacle,
Feeling frightfully thrilled as each fraction distilled
(Though commercially quite unacceptable.)

If you boiled on and on, till the stuff was near gone,
And the residue quite carbonaceous,
What was in the retort, you might fondly have thought,
Would be bitumen. Highly fallacious ! !

If on bitumen bent, you would have to consent
To a process of more suitability,
And a crude much improved, having first had removed
All its fractions of high volatility.

To avoid a long boil, which is bad for such oil,
You would give it a flash of distillation
Under very high vac., so that nothing would crack,
While ensuring complete separation.

For each bitumen grade to be separately made,
(Though the process is really continuous),
You'd control the extent of the heat as it went
Through the pipe-still, remarkably sinuous.

By the process outlined you would make 'steam refined',
(That's the type most extensively utilized) ;
But with this sort of plant you will see that you can't
Make the grades known as air-blown or oxidized.

So perhaps, on more thought, you'd prefer the retort,
Though it could not perform so extensively,
And would purchase from Shell, who conveniently sell,
The best bitumen quite inexpensively.

(With acknowledgment to our friends in BURMAH-SHELL)

The Secretarial Department

THERE are still many persons who associate the word "Secretary" with the picture of papers flying from the four drawers of a filing cabinet, the secretary being supposed to be in search of a mislaid or wrongly filed letter. In modern day business practice such methods are completely out of date, and it is now recognized that an efficient secretarial system is an essential to any well organized business concern. By avoiding costly delays and minimising errors due to insufficient information being available when dealing with important matters, a smooth-running secretarial office can be of great help to all departments of the Company.

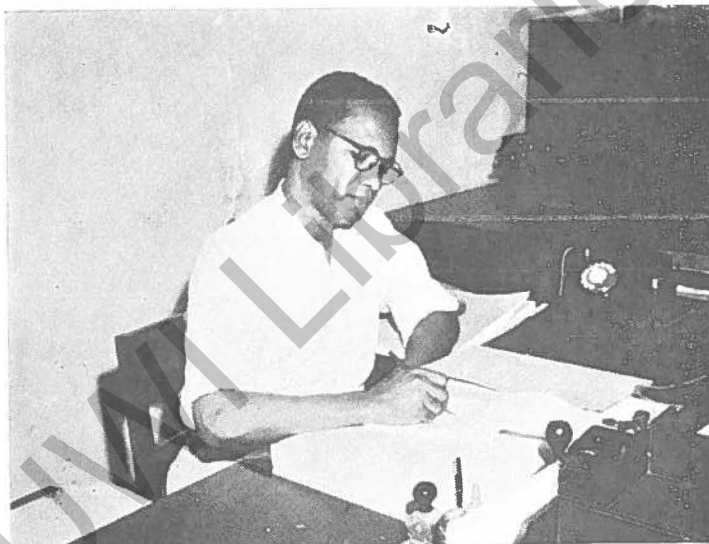
The Secretarial Department is, in effect, the clerical office of the Management of the Company in Trinidad. It consists of a Department Head or Secretary to the Management, three Stenographers, three Filing and Registration Clerks, one Postage Clerk and three Office Boys. The duties of all of these will be explained later in this article.

The department acts as a clearing centre for correspondence addressed to the Company from outside sources and for all outgoing correspondence. Mail from the head offices in London, from Associated companies in London, New York, The Hague, South American countries and other parts of the world, is received at the Company's registered office in Port-of-Spain and forwarded to the Secretarial Department in Point Fortin, whose duty is to route it to the departments concerned. Let us look at this in a little more detail and see how it is done.

Mail from the London offices is opened by Mr. E. Morrison, the Head of the department, and carefully perused and marked for the reply and attention of the departments interested in the subject matter of each letter or other document. Important matters needing the attention of the Management (General Manager, Assistant General Manager and Production Manager) are, after registration, passed to them direct before being sent to the department concerned. The routine matters are registered and forwarded

direct to the departments. Let us follow the course of one such letter as an example. It is a letter from a customer asking for a quotation on a bituminous product. This letter is to be marked for the reply of the Refinery Manager, who is of course in charge of Refinery production. It is also to be seen by the Accounts Department, for information and noting. A red "tick" is therefore placed against the initials "R.M." (Refinery Manager) in the reply column of the date stamp, and a blue "tick" against the initials "C.A." (Chief Accountant). After being seen by the Management the letter is entered in the letter register and forwarded to the Refinery for attention. In due course a reply is returned to the Secretarial Office, attached to the original letter of enquiry. The reply is mailed, and the original letter of enquiry and a copy of the reply are then sent to the Accounts Department for noting,

after which they are returned to the Secretarial Department for filing. The file number has already been put in the top right hand corner of the letters by the Refinery Department. The letters are again registered as returned and then finally filed. Future enquiries of a similar nature will of course be put on the same file, which can at any time be borrowed by the departments concerned on presentation of a loan chit.



Mr. E. Morrison, Head of the Secretarial Department.

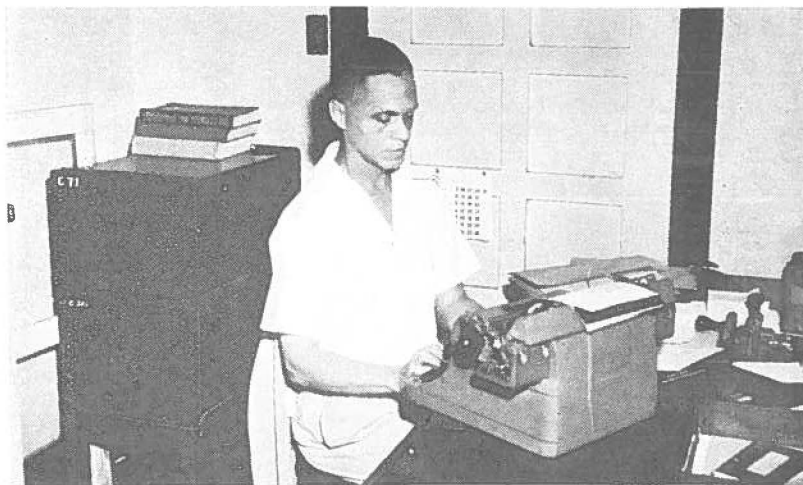
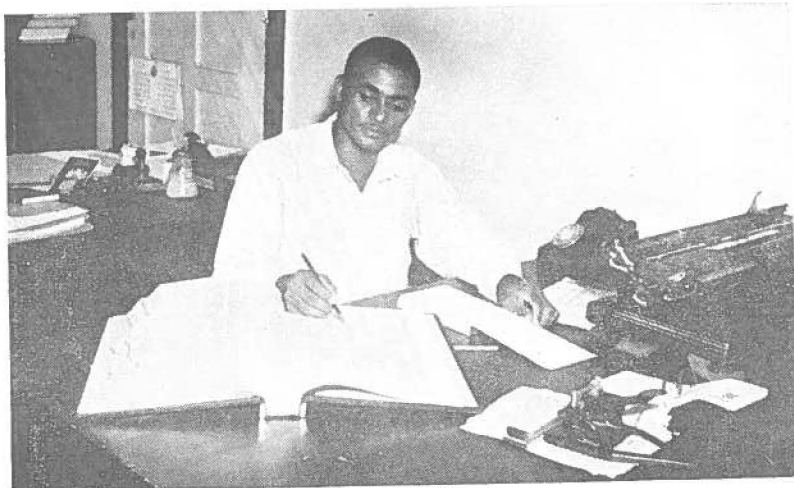
Mr. Morrison, who is in his twenty-fourth year of service with the Company — all of which, with the exception of a few months in the Engineering Department, has been spent in the Secretarial Department — is Secretary to the Management and in charge of the department. His duties include the handling and filing of private and confidential correspondence not freely accessible to all departments, the routing of London and other mail to ensure that Management's time is not wasted on matters that could properly and adequately be dealt with by the various departments, and generally to ensure the harmonious working of the department in co-operation with other departments.

The three Stenographers' duties are not strictly confined to stenographic work, as you will soon realize.

The No. 2 of the department, Mr. P. Daly, has been with the department for the last eleven years, having previously worked with the Geological Department for five years. He is the General Manager's stenographer, and is also responsible for the opening and marking out of correspondence from all other sources except London Offices, and West Indian Islands' mail, the last of which is dealt with by our Port-of-Spain office. This mail largely consists of correspondence from our Associated Companies in New York and South America. Mr. Daly is also responsible for the despatch of outward mail to London and New York, and assists with the despatch of outgoing telegrams.

The position of second stenographer was held until quite recently by Mr. H. A. Gordon, but Mr. C. Mejias now occupies this post, and his duties include dictation from the Assistant General Manager, the receipt over the telephone and typing of incoming telegrams relayed via our Port-of-Spain office, copying work, despatch of cables, etc. A large proportion of this Staff member's time is taken up with the typing of cables for distribution to departments. It will be appreciated that cables form a good proportion of the communications coming into the department and they are dealt

Mr. C. Mejias decoding cables after having received them by telephone from our Port-of-Spain Office.



Mr. P. Daly typing a confidential memorandum to London for the General Manager.



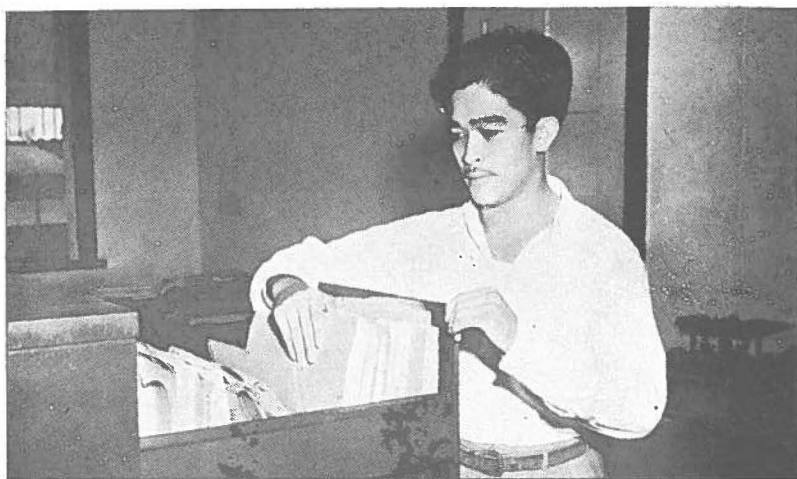
Mr. O. Wilkes is in charge of the Central Filing System.

with in somewhat similar fashion to letters. An inward cable of one part, or subject, is marked for the "action" of the department chiefly concerned in replying thereto, and a c.c. (carbon copy) is sent to the other interested departments. In a cable of many parts each part is typed separately and carefully marked up for "action" or "information" as in the above example. The various parts are typed separately because although two or more parts are some-

times for the action of one department, each part may call for attention by a different section head within the department. By having separate copies delay is avoided as one section does not have to wait on another before it can start to work. Copies of outgoing cables are sent to the departments concerned, and are also placed on the respective subject files.

It is not generally known that most of these incoming cables are partly in code, and the time spent in de-coding adds to the time taken in distributing them. Coding is done for economy and privacy, and confidential cables are of course fully coded.

The third stenographer, Mr. C. A. Rogers, has been with the department for only a few months, having previously worked in the Engineering office for six years, and is now the Production Manager's steno-



Mr. F. Lee Fai extracts a file from the Central Filing System.

grapher. He also assists with a considerable amount of cable and copying work and in order to ensure that no errors have crept in he carefully checks the confirmatory copies of cables that have been received over the telephone from our Port-of-Spain office on the previous day.

Some years ago the Company felt the need of an efficient filing system, and the Numerical System was instituted by an expert from one of our Associated Companies, who was temporarily seconded to us for this purpose. The system, which is housed in the Secretarial office, has run very smoothly since its inauguration. A copy of the Index of the Central Filing System is in the possession of all departments, and they are, of course, mainly concerned with the section pertaining to their own branch of our industry. The number of the file on which a letter is to be placed is indicated in the top right hand corner of the letter before it is returned to the Secretarial Department for filing, and it is thus easy for reference to be made to the file in future. In addition, most departments keep a chronological file of outgoing correspondence which acts as a subsidiary to the Central Filing System.

Now for a peep at the Filing Section personalities. Mr. Otto Wilkes, well-known footballer of a few years ago, and who has now been with the Company for over fifteen years, is in charge of the Section. Mr. Wilkes is blessed with that large

store of patience so necessary to his work, and he is of great assistance to departments in turning up and locating old correspondence. It is also part of his duties to collect and re-route all papers coming into the Secretarial Department from other departments; some of these, after further registration, are redistributed whilst others are filed or mailed. The responsibility is also his for correctly filing correspondence emanating in the Secretarial Department and filed in the Central Filing System.

Mr. David Kong, the No. 2 of the Section, with nine years' service to his credit, takes care of all chronological files, i.e., letters, cables, indents, etc. and also the registration of all incoming letters from our London office.

Mr. F. Lee Fai, who has been with the Section for ten years, is responsible for the general filing and takes care of most of the other correspondence not covered by Mr. Kong. He, too, is possessed of a large store of patience and is most energetic and persevering in his searches.

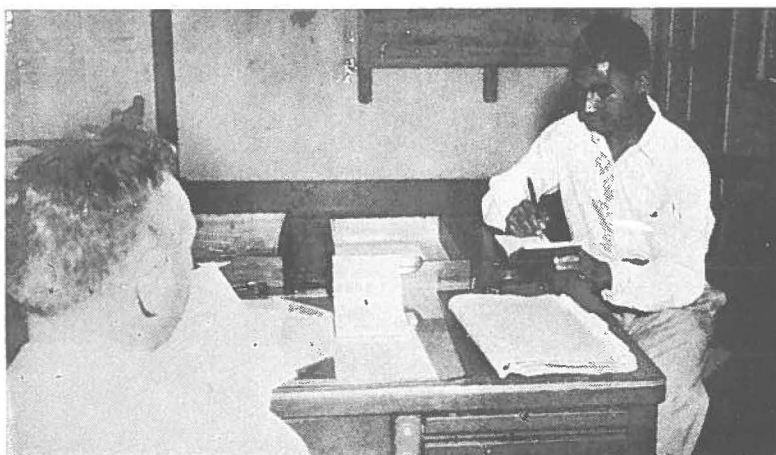
Mr. A. F. Cumberbatch, who was previously with the Engineering Department, is responsible for the registration of inward mail (except that from London) and he also takes care of postage in general, and of the registration of outgoing mail. He also assists with filing and other routine work of the Department.

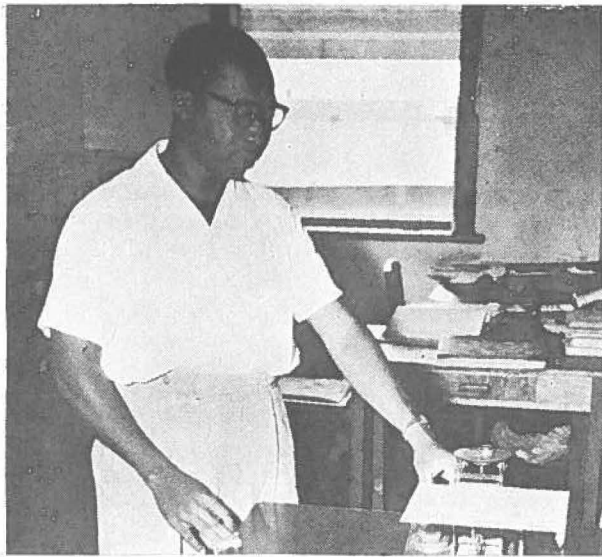
It would be quite simple



Mr. David Kong checking the letter registration ledger.

Mr. C. A. Rogers taking dictation from the Production Manager, Mr. J. L. Andrews.





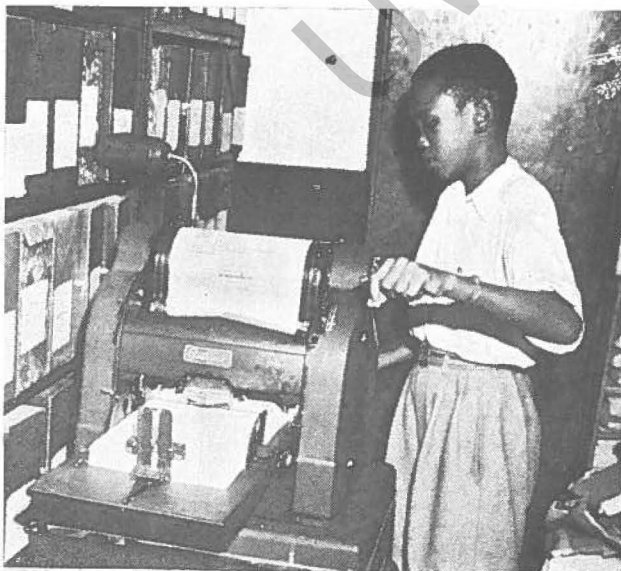
Mr. A. F. Cumberbatch weighing outgoing mail.



The duties of Office Boy George deFreitas, include sorting of mail.

for me to say that our Office Boys, Wilton Alexander and George De Freitas, perform the usual office boys' duties; this, however, is not the case, as the work required of an office boy in this department is somewhat different from other departments. The receipt and delivery of mail to and from the local Post Office, the collection of papers from departments and the re-routing thereof (including the registration of same), the typing of specifications covering documents to our Port-of-Spain and Penal offices, Gestetner duplicating work undertaken for most of the departments of the Company and the Clubs, keep them fully occupied. The training absorbed in approximately three years of service with the department serves them in good stead and we can point with pride to some of our ex-office boys who are now clerks in other departments.

Duplicating work forms an important part of the duties of Office Boy Wilton Alexander.



The department also assists the Company's Staff in the despatch of personal cables and it will be appreciated that at times like Christmas for example the service given assumes quite large proportions.

From the foregoing it is obvious that the Secretarial Department can justifiably claim that it plays a no mean part in maintaining good relationship between Management and departments. That it so well succeeds in maintaining this relationship is due in large measure to the cheerfulness and efficiency of its personnel and a ready appreciation by other departments of the complexities of the work coupled with willingness on their part to co-operate to the fullest.

The Secretarial Office displays the various trophies won by our teams in competition with outsiders and also in the various inter-departmental contests. As will be seen from the photograph below, the display is an imposing one.





Spotlight on Sport

by Clyde McClean

CRICKET



The last issue of UBOTIMES went to Press at a time when it was becoming apparent in which clubhouse the various trophies were going to take up residence until the end of the 1953 Season. In the St. Patrick County Cricket Competition, our 1st XI. finished in second position, pride of place going to Middlesex C.C., a Point Fortin combination; Dynamos Youths C.C., another team hailing from this area, ran off with the 2nd Class Cup. A special word of congratulation must be extended to these Clubs who brought personal glory to themselves in their first season in the competition and championship honours to Point Fortin district.

No cricket season is officially closed until the Annual Dinner given by the Executive Board has been held. This year, the function not only signified the close of the cricket season but was also the occasion for bidding farewell to Mr. W. E. Madden, our General Manager, who has left the Colony on transfer to the London Office. In his address, Mr. C. A. L. McLean, the Chairman of the Section referred to Mr. Madden's wide interest in sport, particularly in cricket, and said he would be missed by all lovers of sport. In his reply, Mr. Madden assured us that Mr. G. L. Reid, his successor, who was also present that evening, was keenly interested in sports and he felt sure there would be no diminishing of interest after his departure. The enjoyable function came to an end with the moving of a vote of thanks by Mr. R. E. Valentine.

FOOTBALL



UBOTS, as usual, started training about a month before the season actually commenced and no fewer than fifty players took part in practice games with a view to playing in representative football. For the first time in the history of the U.B.A.A. two 2nd Class teams have been fielded, in addition to the regular first team. UBOT's "A", captained by Clyde McClean, has had an indifferent start in the S.A.F.L. and at the time of writing, they have played 4 matches, won 1, drawn 1, and lost 2. UBOT's "B", led by Clayton Lynch, consists of younger players and they have done better in the four games they have played. Their record is won 2, drawn 1, and lost 1. In their first game against Hawks F.C., a Point Fortin team playing their second year of competitive football, they gave an enterprising performance and held their opponents to a draw. T.P.D. F.C. were the next rivals, and this match gave them their first win. The forward line moved with precision and the defence gave nothing away. Brighton F.C., who had just beaten Hawks F.C., were the next visitors to face our "B" combination at the Mahaica Savannah and a large crowd was present for this match. Playing an uphill game, UBOTS were first to go into the lead through a goal by E. Nimblett, their centre-forward. During the second half of the game Brighton F.C. improved considerably but luck was against them and our boys ran off the winners by the odd goal in three. The first away match for the "B" team was at Forest Reserve and our old rivals have now reverted to their former system of playing only one 2nd Class team. The concentrated strength which they were able to field as a result of this move was too much for our team and we suffered our first defeat of the season. At the time of going to Press, we hold second position in the

League table. Before leaving 2nd Class football, there is yet another UBOTS team which must be mentioned. For the first time for several years, the U.B. Club have entered a team in the League and so far have carried everything before them. They won their first match against the U.B.A.A. "A" team, shared the points with Brighton F.C., defeated T.P.D. F.C. at Palo Seco by a score of 6 — 1, and then defeated Forest Reserve F.C.

The U.B.A.A. 1st Class team opened the season on Sunday, 13th July, when last year's B.D.V. Cup winners, Colts F.C., of Port-of-Spain, journeyed to Point Fortin to engage our lads in a friendly match. The large crowd saw a fast and thrilling game and fine combination work by the Colts front line, with Shay Seymour outstanding, gave our visitors victory by 3 goals to 1. At the conclusion of the game the visitors were entertained at the U.B.A.A. Clubhouse.

Six teams are again taking part in the S.A.F.L. 1st Class Competition and the season was officially opened with the playing of the Hinds Memorial game between North and South Trinidad at Apex. UBOTS gained four places on the South team in the persons of Delbert Charleau, Doyle Griffith, Goslyn Worrell and Fitzroy Hackett. These players acquitted themselves creditably and it was Hackett who scored South's lone goal. So far, UBOTS have played 8 games in the Mark Moody Stuart Shield Competition, and have won 5, lost 2, drawn 1. Our first game, against T.P.D. F.C., was won easily by 5 goals to none, Forest Reserve F.C., one of our toughest opponents, were at home to us for our second engagement. In this game, neither side managed to score and the points were evenly divided. UBOTS next engagement was again away from home, this time at Apex against Spitfire F.C. On this occasion, our boys found the net five times to Spitfire's twice. UBOTS registered their third win when they played Apex F.C. at Point Fortin. In this game, Worrell, our hard kicking inside right, scored twice and Hackett once. Special mention must be made of Kelvin Laidlow, a full back, who previously represented Colts F.C. of Port-of-Spain. His performances in that position have more than justified his selection and we look forward to seeing him reach great heights in his football career.

For the first of our engagements in the Oilwell Supply Cup our opponents were T.L.L. F.C., of Pointe-a-Pierre. Literally hundreds of football fans packed the Mahaica Savannah to witness football of the highest standard. Our team led by Doyle Griffith went into the offensive right from the start and the visiting goal-keeper, Wilcox, was called upon to save some very difficult shots. Laidlow, our full back, and his partner "Robby" Charles again gave sterling performances and the first half was goalless. On the resumption, it was UBOTS who again did the pressing. Gerry Parsons, the visiting full-back, proved to us that he is the most outstanding player in this position in the Island and it was unfortunate that in the fiftieth minute of play, a shot taken by Worrell was deflected off him into the T.L.L. goal. This goal proved to be the deciding one and UBOTS thus ran off winners. Exactly 8 days later, the "giants" again

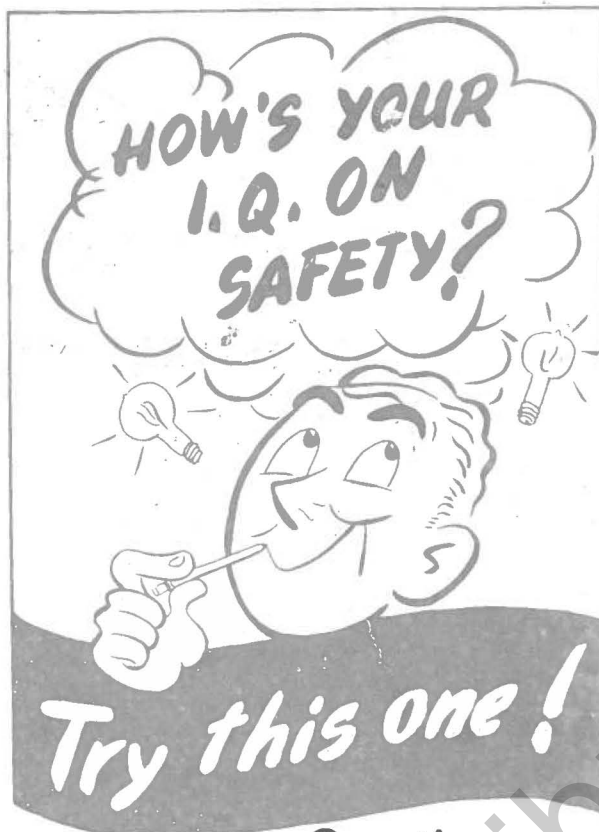
clashed, this time in a Shield game at Pointe-a-Pierre. An even larger crowd was in attendance and both teams had made slight changes in their line-up. On a dry ground UBOTS gave a magnificent display of football in the 1st half and the breather was taken with our boys being 2 goals up and victory seemed assured. Who could have foreseen the amazing display of football to which the fans were treated in the 2nd half when the T.L.L. combination, playing some of the most inspiring football seen in Trinidad for a long time, scored no less than 5 consecutive goals without reply? It was a magnificent comeback and T.L.L. F.C., Pointe-a-Pierre, must be congratulated on their fine performance.

The next match in the Shield series played by our 1st Class combination was on the Mahaica Savannah when we saw a much improved Spitfire F.C. combination defeat our boys by the odd goal in 3 for the best performance registered by this team against us in many years.

In the first round of the Duckham Cup we beat the enterprising Hawks F.C., of 2nd Class fame, by 4 goals to 1 and in the Stephens Charity Cup competition we edged out T.P.D. F.C. in a fast and exciting game by 1 goal to nil.

It was the first time in many years that T.P.D. F.C. were playing at home against our boys, and judging by the mammoth crowd that turned out to see the game, it can safely be said that football will become as popular in that area as it is at Point Fortin. Our opponents played very good football and the final result was not a true indication of the run of play.

Victory in this game qualified us to oppose Spitfire F.C., our recent conquerors, in the semi-final. In anticipation of another splendid exhibition of football, enthusiastic fans from far and near turned up at the Mahaica Savannah on the afternoon of September 6th. The boys in the red shirts, Spitfire, took the field slight favourites to carry off their second game in succession against us, and indeed they nearly did! A spectacular header by A. "Rock" Ribiero, from a right side cross by Ian "Big Chief" Seales, who was making a welcome re-appearance to the game after a three years' lay off due to a knee injury, put Spitfire in the lead. The applause had hardly died down when UBOTS retaliated, and our youthful Clifford McMillan, making his debut in 1st Class football, got the ball past the Spitfire custodian to level the scores. Pandemonium reigned as the twenty-two players fully extended themselves to put their side in the lead. UBOTS were the first to break the deadlock when Roy Hackett scored with a neat header. Spitfire then pressed for an equaliser and got it through a penalty kick awarded them when one of our defenders fouled their left winger, Rupert Crawford. Crawford himself took the spot kick and made no mistake. The full hour's play came to an end with the scores equal and extra time was played in an effort to force a decision. The teams changed around to play a "short" game, and this time UBOTS were first to find the net. Just when it seemed that there would be no further scoring and that UBOTS would go on to play in the final for this coveted trophy, Spitfire's centre forward, Sam Lewis, ran past our defence men and scored off a re-



Rules and Directions

1. The contest is open to all employees of U.B.O.T. Ltd.
2. Only one try per person is allowed.
3. On a sheet of paper write down the letter which corresponds to the correct answer. At the bottom of the sheet fill in your name, registered number and Section, then place in an envelope addressed to the Fire & Safety Office, U.B.O.T. Ltd., Point Fortin. The words "SAFETY QUIZ" must be written on the top left hand corner of the envelope.
4. The first correct or most nearly correct solution opened, will be awarded **TWENTY DOLLARS**. The next most nearly correct solutions opened will be awarded **TEN CONSOLATION** prizes of **FIVE DOLLARS** each.
5. Entries close on Friday 7th November 1952, at 4.00 p.m.
6. The decision of the Company is final in all matters connected with this competition.

Questions and Answers

1. When an industrial accident occurs, the duty of the Foreman or Chargehand is to —
 - (a) Send the man to the doctor, then continue to do the job without any further action.
 - (b) Investigate the cause of the accident and then take suitable action to avoid a similar occurrence.
2. By removal of the mechanical fault —
 - (a) All accidents can be prevented.
 - (b) Only accidents resulting in time lost.
3. The key person in every industrial accident prevention programme is —
 - (a) The Chargehand.
 - (b) The Department Head.
 - (c) The Foreman.
4. The guard on a machine was removed and the machine repaired, after which it was tested out. Should —
 - (a) The guard be put on before the test is made?
 - (b) The guard be put on after the test when the machine is found to be working perfectly?
5. Safety Inspections of plant and processes are made for the purpose of —
 - (a) Maintaining interest and to find out if anything is wrong.
 - (b) To check on the employee to make sure he is doing his job properly.
6. A blower mask is an apparatus used —
 - (a) To provide fresh air to a person working in poisonous fumes.
 - (b) To assist a person whose breathing has stopped.
7. Every lost time accident which occurs results in —
 - (a) Losses to the Company and the employee.
 - (b) Losses to the Company alone.
8. When a person suffers a large open wound, it is essential that two important things must be done immediately. What are they?
 - (a) Send for the doctor.
 - (b) Stop bleeding.
 - (c) Cover up the wound.
 - (d) Report the accident to the Police.
9. The correct stance when lifting objects is to —
 - (a) Keep your back straight and knees bent.
 - (b) Keep your back bent and knees straight.
10. The Safety Organisation in U.B.O.T. aims at eliminating —
 - (a) First Aid Cases only.
 - (b) Accidents involving Lost Time.
 - (c) Both First Aid Cases and Lost Time accidents.
11. If you come across an unsafe condition in your plant or shop, will you —
 - (a) Take action to correct it yourself either by removing the hazard (if within your jurisdiction) or reporting it to your Supervisor?
 - (b) Report it to the Safety Section
12. If an employee in your Section is seriously injured, this has —
 - (a) Nothing to do with you and the job.
 - (b) Has a definite effect on the progress of the job.