

Sec. 34253
1935

1.—EXAMINATION OF PREVENTIVE OFFICERS FOR PROMOTION

1. The examination for promotion to the rank of Chief Preventive Officer, announced in Omnibus Weekly Order 13/1935, Part 6, will be held in London on 12th November, 1935 and following days.

The Time Table is as follows:—

On 12th November, 1935, at the Medical Examination Hall (1st Floor), 8-11, Queen's Square, Bloomsbury, London, W.C.1:—

10 a.m. to 12.30 p.m. First written paper.

2 p.m. to 4.30 p.m. Second written paper.

On 13th November, 1935, and following days at the Custom House, Lower Thames Street, London, E.C.3:—

Oral Examination.

2. For the purpose of the written examination each candidate will be designated by a number which will be notified to him in due course. He will be notified at the same time on which date and at what hour he will be required to attend for oral examination. The latter particulars will also be notified to Collectors. Unless otherwise instructed, candidates will return to their home ports and resume duty immediately after the written examination.

3. Collectors will allow candidates such special leave with pay as may be necessary for their attendance at the examination. In the case of the written examination the leave granted should enable candidates to arrive in London on the preceding day. Travelling and subsistence allowances will be sanctioned at the ordinary rates.

Sec. 100523
1933

2.—CHIEF PREVENTIVE OFFICER'S DIARY

A quarterly diary titled "Chief Preventive Officer's Diary" (C. & E. No. 198), containing 100 pages, has been approved and supplies are now available. The new diary is to be substituted for the "Waterguard Pocket Journal" (Book C. No. 19) so far as Chief Preventive Officers are concerned and is to be brought into use forthwith. The first diary is to be continued in use during the remainder of the current Quarter only, a new diary being taken into use on the 1st January, 1936.

While no definite rules are laid down for the keeping of the diary, each Chief Preventive Officer is to enter in it a general résumé of his day to day activities and this record is to be available for future reference by the diarist or his superior officers.

The entries in pages 1 to 92 should, for example, cover such matters as:—

- (1) Hours of attendance on duty;
- (2) Stations, Docks, etc., visited and whether staff seen;
- (3) Brief note of actual supervision of work in progress, e.g. rummages, baggage examination, receipt of duty, shipment of stores, deck cargoes being measured, etc.;
- (4) Re-examination per check of actual items of work, e.g. checks of stores, examinations of seals, etc.;
- (5) Brief references to important seizures and investigations and to minor disciplinary matters dealt with personally;
- (6) Absences from the main station on business, e.g. at Police Courts or at remote ships and outstations.

Space is provided at the foot of these pages for "Forward Notes" for daily guidance such as appointments to be kept, reports due, ships expected, and any special matters to be attended to on the day noted.

The blank pages 93 to 96 for "Notes and Memoranda" will be available for the noting of such subjects of interest as important Board's files, staffing arrangements, suspect ships and people, or of matters arising out of the practical application of regulations, etc., while the expenses columns in pages 97 to 100 can be used for jotting down at the time particulars of expenses incurred.

Requisitions for the supplies of the new book required up to the date of the next annual requisition are to be made in the usual manner.

These instructions give effect to a decision of the Departmental Whitley Council on the subject.