

DEPARTMENT OF

POSTS AND TELECOMMUNICATIONS REPUBLIC OF SOUTH AFRICA MICROWAVE DIVISION

> TRAINING SD2B

SIGNATURES

DIREKTEUR INGENIEURSWESE (MIKROGOLF)

DIRECTOR ENGINEERING (MICROWAVE)

JSM 0160

Welcome to the tower. We hope your stay with us will be a pleasant one and that you will be able to gain some knowledge into the workings and the reason for the microwave tower.

Various sections that you will come into contact with here in the tower are: Construction

Maintenance
Microwave control

MIMNAC computer control

Panel repairs
Special investigations

OA and Stores

ATTENDANCE HOURS:

Start time at JSM : 07H00, end time : 16H30.

You will be rotated between sections to give you exposure to the microwave environment, this will occur at the beginning of every month. You will be advised of this by the last week of of every month.

SECURITY:

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Security is of vital importance in this tower, so in order that you do not have any problems in this regard, please ensure that you have your permit visible on yourselves at all times.

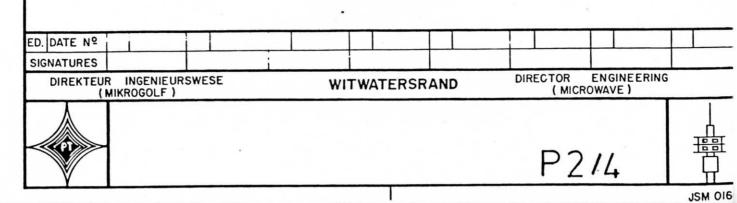
TEA AND LUNCH TIMES:

Lunches and teas are as follows:

Morning tea 09H15-09H30 09H30-09H45 11H45-12H30 12H45-13H30 Afternoon tea 15H15-15H30

Afternoon tea 15H15-15H3U 15H3U-15H45

Please see that you adhere to these times. There is no excuse to be in the kitchen at any other times.



RECREATION FACILITIES:

The tea and kitchen facilities are open to members only. If you wish to belong to the tea club you must pay in advance of every month to myself or the Chief Technician SD2B.

Tea subs are R6.00 per month or part thereof.

LEAVE :

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As per every other section, leave must be put in at least one month prior to the date you request, and must go via the Chief Technician SD2B.

Absence from duty must be reported to the section head by 07H30 every morning by yourself. Failure to do this will mean a please explain. The tower number is

EVACUATION:

Evacuation regulations must be adhered to. Follow any exersises strictly and do not take the exercise in a joking manner, next time your life could be at stake.

COURSES:

An introductory microwave course will be run over approx. ten days to give you a good grounding on the microwave techniques.

USAGE OF PO VEHICLES:

Vehicles have been allocated to various Chief Tech's and should be used with discretion. Return the vehicle books and keys as soon as you return from a trip as the vehicle might be in urgent need.

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BALCONY SAFETY INSTRUCTIONS:

All personnel working on the roof, balcony or Lev21 must adhere to the safety regulations. Failure to do so will be treated as an act of misconduct.

Under no circumstances should anybody look into hornfeeds

Do not leave any loose objects lying around on the balconies.

DRESS:

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Dress regulations of the Department are enforced at JSM. Anyone not adhering to these will be reprimanded.

The above was intended for your information. This means that you have no excuse that you have not seen and heard these basic rules in the tower !!.

TRAINING SD2B

87-11-11

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