

Trimmer



Commissioning and Service Manual

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Version 1.2 Trimmer
July 2004 English

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2 Owner Registration

TO ENSURE SIBERT INSTRUMENTS SUPPLIES YOU WITH ANY NECESSARY HARDWARE, SOFTWARE OR DOCUMENTATION UPDATES, PLEASE ENTER YOUR COMPANY DETAILS, DETACH THIS PAGE AND FAX OR POST TO:-

| | | |
|--|---|---|
| SIBERT INSTRUMENTS CENTRE HOUSE THE PINES BROAD STREET GUILDFORD SURREY GU3 3BH ENGLAND | TELEPHONE: FAX: EMAIL: | +44 (0) 1483 739100 +44 (0) 1483 302699 Sales@Sibert.co.uk |
|--|---|---|

| | |
|--|--|
| COMPANY NAME: ADDRESS: CONTACT: | |
| FAX: PHONE: EMAIL: | |

I would like to register for a username and password for the Sibert Customer web site (please specify email address above)

DO NOT WRITE BELOW THIS LINE

| | |
|--|--|
| Trimmer SERIAL NUMBER | |
| DATE OF MANUFACTURE | |
| QA ENGINEER SIGNATURE and STAMP | |

3 Important Notices

3.1 Safety Notices



Please do not switch on this equipment unless the operating manual has been fully read and understood. If there is any difficulty in understanding, or a translation is required, please contact the address below:



Ne mettez pas cet équipement sous tension avant d'avoir entièrement lu et compris le manuel d'utilisation. Si vous rencontrez des difficultés de compréhension ou avez besoin d'une traduction, contactez l'adresse suivante:



Bitte schalten Sie die Geräte nicht ein, bevor Sie das Bedienungshandbuch vollständig gelesen und verstanden haben. Wenn dabei Verständnisschwierigkeiten auftreten oder Sie eine Übersetzung benötigen sollten, wenden Sie sich bitte an die nachfolgende Adresse:



Non accendere questa apparecchiatura senza prima avere attentamente letto e compreso il Manuale delle istruzioni. In caso di difficoltà di comprensione, o se si richiede una traduzione, si prega di contattare il seguente indirizzo:



Deze apparatuur pas inschakelen als u de handleiding helemaal hebt gelezen en begrepen. Mocht er iets zijn dat u niet begrijpt, of mocht u een vertaling nodig hebben, neem dan contact op met het onderstaande adres:



No encienda este equipo antes de haber leído y comprendido El Manual de Funcionamiento correspondiente. Si tuviera alguna dificultad en comprenderlo o necesita una traducción, sírvase contactar con la dirección siguiente:

3.2 Information Content

All rights reserved. Reproduction of any part of this manual, program or software in any form whatsoever without the express written permission of Sibert Instruments is strictly forbidden.

All efforts have been made to ensure the accuracy of the information in this manual, however the contents of this manual are subject to change without notice.

Sibert Instruments shall not be liable against any damages or problems arising from the use of options, consumables or spares, other than those supplied or designated by Sibert Instruments.

The above notwithstanding, Sibert Instruments can assume no responsibility for any errors in this manual or their consequences.

3.3 Sales and Service Address

SIBERT INSTRUMENTS
CENTRE HOUSE
THE PINES
BROAD STREET
GUILDFORD
SURREY
GU3 3BH
ENGLAND

TEL: +44 (0) 1483 739100 (Sales)
+44 (0) 1483 739110 (Service)
FAX: +44 (0) 1483 302699
EMAIL: Sales@Sibert.co.uk
Technical@Sibert.co.uk

3.4 Safety Instructions

3.4.1 Site Selection

When selecting the installation site for the equipment and the pertaining components, relevant health and safety procedures should be followed.

Applicable technical and building regulations must also be observed.



The Trimmer has been tested under “A” weighted continuous sound and does not exceed 70 decibel noise levels.

The unit must be placed on a suitable level surface offering the system firm support.

Ensure there is sufficient surrounding clearance for maintenance and cleaning operations.

Sibert Instruments recognises the need for and produces a purpose made bench for the Trimmer accommodating machine together with the filter and regulation unit.



Do not deposit any objects in front or on top of the unit.



Hoses and electrical cables must be laid in a manner to prevent tripping and damage.

3.4.2 General Notes on Safety

All persons concerned with the installation, commissioning, operation, maintenance and repair of the system and its components must have read the operating instructions, particularly those on Safety. If necessary, in-house instruction should be provided, specifically taking into account the qualifications of the individual persons.

Prior to commissioning the system, the user must ensure that all safety conditions are met.



Both this Service Manual and the Operating Manual should be read before attempting to operate the Trimmer.



Only authorised personnel to carry out maintenance or adjustments to this Trimmer.

The system must be maintained and repaired only by persons who are familiar with the system and have been informed about the potential hazards and possess the necessary qualifications.

The pertinent regulations for prevention of accidents and other generally recognised safety and industrial medical requirements must be observed.

3.4.3 Notes on Safety for Operating Personnel

All working methods are forbidden, which:

- constitute a danger to the life and limb of the user or third parties,
- are detrimental to the system or others,
- are detrimental to the safety and proper function of the system,
- are not in compliance with the specified notes on safety.



No safety devices may be removed or rendered inoperative.

If it should become necessary to remove safety devices for setting, repair and maintenance purposes, the safety devices must be replaced immediately on completion of maintenance or repair works, prior to switching the Trimmer on.



Safety devices must be replaced prior to re-connecting Electrical or Pneumatic supplies.

The generally applicable safety rules and regulations for the prevention of accidents must be observed.



Only those items that can be adjusted or maintained by non Sibert personnel are to be accessed or adjusted.



Maintenance and repair may only be undertaken when the unit is switched off and disconnected from the Electrical input supply.



Hazardous voltages are present in this Trimmer.



This Trimmer must be earthed.



Repair work on the pneumatic system may only be carried out when relevant pressures are zero or the supply is disconnected.



The upper guard must be closed and all covers present during normal trimming operation.



When handling nickel Stampers, protective gloves should be worn.



Care should always be taken when handling Cutter Wheels.

3.4.4 Use for the Intended Purpose



This Trimmer is intended solely to trim the outer diameter of CD Matrices / Stampers up to a maximum of 0.40mm thickness (for optimum results, a hardness of 200 +/- 10% HV 0.5 is recommended), for a range of sizes between 145 and 255mm and only with the components supplied and approved by Sibert Instruments.

Use for any other than the intended purpose is considered improper. The manufacturer disclaims all liability for any damage resulting from such use; the user/operator is solely liable.

3.4.5 Spare Parts



Use recommended spare parts only. For a list of authorised spare parts please contact Sibert Instruments.

3.4.6 Terms of Guarantee

Use, other than for intended purpose and unauthorised changes or modifications to the unit and/or its components or programs which are part of the scope of supply of Sibert Instruments, exclude any liability of the Manufacturer for damage caused as a result of such changes or modifications. The warranty/ guarantee of the manufacturer is invalidated.

4 Warning Labels



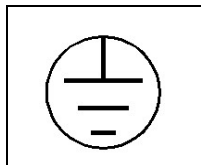
WARNING
DANGER OF INJURY FROM
EDGE OF STAMPER

FOUND ON
LOWER GUARD
ABOVE FRONT
PANEL



EMERGENCY
STOP

FOUND ON FRONT PANEL




FOUND INSIDE BASE
ADJACENT TO
PRIMARY EARTH POINT



WARNING
THIS EQUIPMENT
MUST BE EARTHED

FOUND ON REAR CASTING
ADJACENT TO
ELECTRICAL POWER INLET



DANGER  DO NOT REMOVE COVER UNLESS
DISCONNECTED FROM MAINS
SUPPLY

FOUND ON ALL REMOVABLE
COVERS PROTECTING
ELECTRICAL SYSTEMS

5 Equipment Diagram

5.1 Front of Machine



- | | | | |
|---|----------------------------------|----|--------------------|
| 1 | Upper Guard | 8 | Turntable |
| 2 | Lower Guard | 9 | Transfer Ring |
| 3 | Anti-Vibration Feet | 10 | Cutter Assembly |
| 4 | Back Plate | 11 | Upper Cutter Wheel |
| 5 | Pneumatic Input | 12 | Lower Cutter Wheel |
| 6 | Electrical Input, including Fuse | | |
| 7 | Alignment Ring | | |

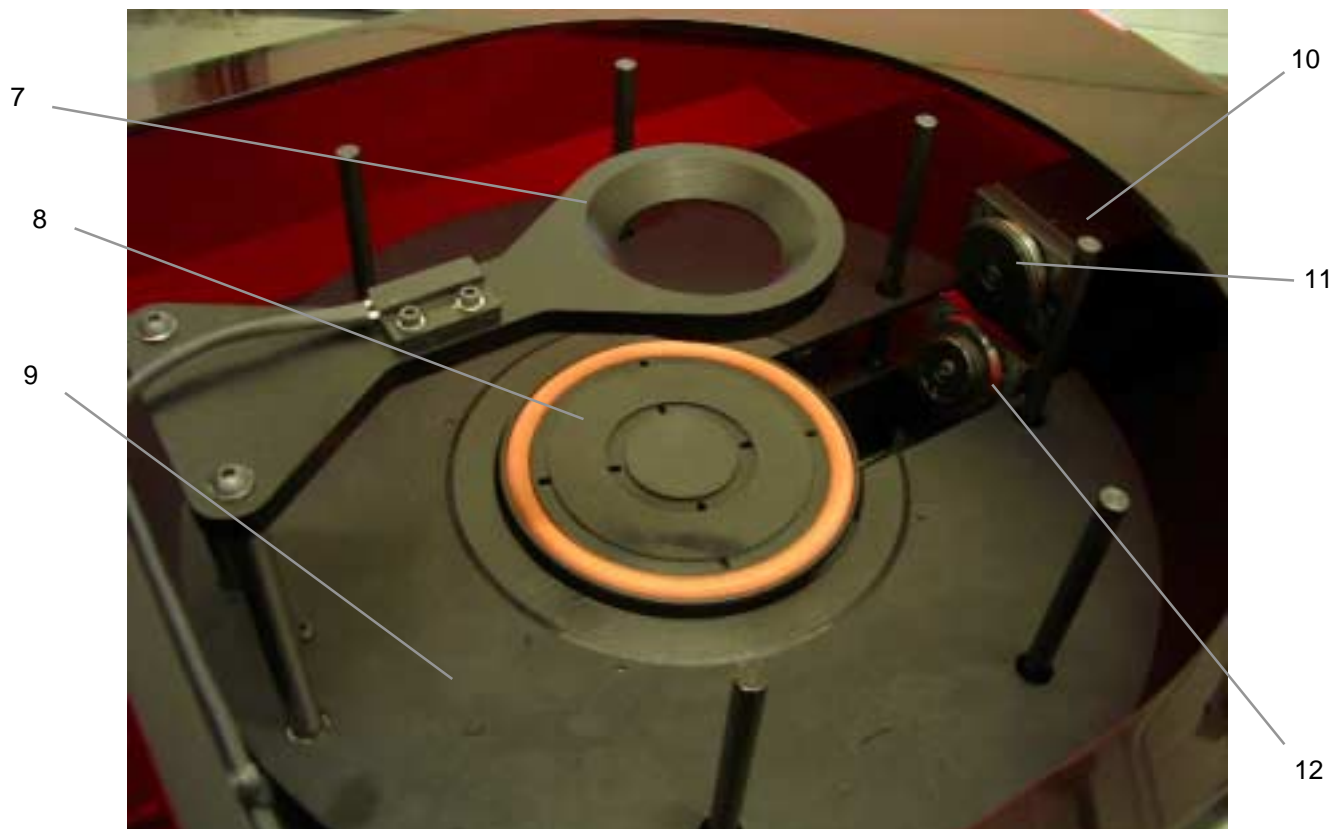
5.2 Rear of machine



- 1 Upper Guard
- 2 Lower Guard
- 3 Anti-Vibration Feet
- 4 **Back Plate**
- 5 **Pneumatic Input**
- 6 **Electrical Input, including Fuse**
- 7 Alignment Ring

- 8 Turntable
- 9 Transfer Ring
- 10 Cutter Assembly
- 11 Upper Cutter Wheel
- 12 Lower Cutter Wheel

5.3 Top of Machine



- | | | | |
|---|----------------------------------|----|--------------------|
| 1 | Upper Guard | 8 | Turntable |
| 2 | Lower Guard | 9 | Transfer Ring |
| 3 | Anti-Vibration Feet | 10 | Cutter Assembly |
| 4 | Back Plate | 11 | Upper Cutter Wheel |
| 5 | Pneumatic Input | 12 | Lower Cutter Wheel |
| 6 | Electrical Input, including Fuse | | |
| 7 | Alignment Ring | | |

6 Accessories

- A1 1 off Operation Manual
1 off Service & Commissioning Manual
- A2 1 off Cutter locking pin
- A3 1 off 13mm A/F Spanner
- A4 1 off Hex Key Set
- A5 1 off Regulator Filter
- A6 1 off Check Unit
- A7 1 off Moulded Mains Lead (Country dependant) *
- A8 2 off Air Pipe (0.8m and 2m) *
- A9 1 off Filter-Regulator Unit *
- A10 1 off Trim diameter adjustment screwdriver
- A11 2 off 1.6A Anti-surge fuse
- A12 2 off 1A Anti-surge fuse
- A13 2 off 500mA Anti-surge fuse



* These items are either fitted to the bench or packed separately in the crate.

All items are available as **Sibert** supplied spares



7 Unpacking

7.1 Removing machine from crate.

Cut any bands around the crate.



This will detach the cardboard pallet below the crate.

Remove the upper foam section, toolkit, filter regulator unit, airlines and electrical lead from the crate.



The Trimmer weighs 50Kg and therefore 2 people are required to lift it from the crate.



Always lift the Trimmer from the base, never use the guards for lifting purposes.



8 Locating

8.1 Mounting on Bench

The Trimmer should be mounted on a bench of at least 100 cm wide, 80 cm deep. The ideal height of the bench should be 75 cm.

8.2 Bench Description

Sibert Instruments produce a purpose made bench for the Trimmer. This bench accommodates the filter and regulation unit, with an aperture for the pneumatic and electrical supplies.



If the bench selected is not supplied by Sibert Instruments, it must be able to support a minimum of 50Kg.



9 Connecting Supplies

9.1 Electricity Supply

The Trimmer is supplied with a mains supply lead (A7) for connection to the Power Inlet (6) at the rear of the machine.

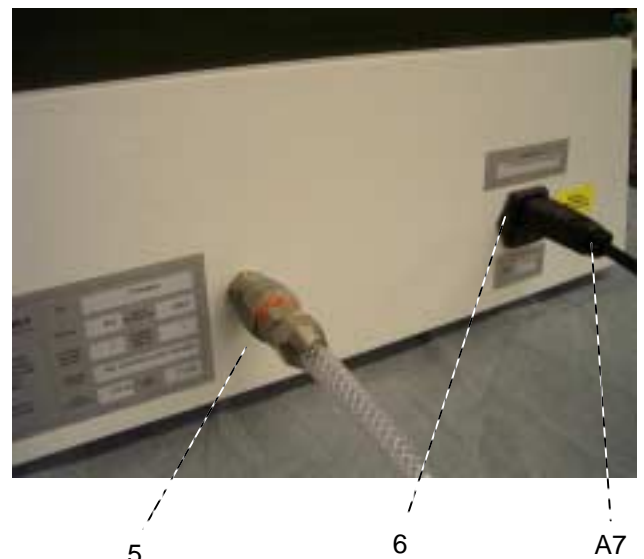
The machine will be delivered to operate in the range:-

AC 100 - 230V \pm 10% 50 - 60 Hz



Check the specification on the back of the machine or see Section 15.

Connect machine to supply only if it conforms to specification.



9.2 Pneumatic Supply

The Trimmer is supplied with a Filter / Regulator Unit (A9) together with an Air Hose (A8) for Connection to the Pneumatic Mains Input (5) at the rear of the machine.



The Sibert Instruments supplied Trimmer bench has the Filter / Regulator unit pre-fitted as shown.



Connect the Filter/Regulator Unit to the mains air supply using the check unit provided. The Regulator top (A9) should be pulled to unlock, adjusted to within 85-115 psi (6-8 bar) then pushed to lock.

Pull top to adjust



9.2.1 Connection

Connect the Filter/Regulator Unit to the mains air supply using the check unit provided.



All pneumatically operated equipment and machinery should only be operated by trained personnel.

Wherever possible, turn off mains air pressure to the check unit.

Make sure that the tailpiece is inserted squarely into the check unit and not at an angle. Push the check unit and tailpiece together.

When the two units are connected correctly, a 'click' will be heard and the sleeve on the check unit will engage onto the tailpiece by locking up against the hexagonal shoulder of the tailpiece.

Next, rotate the grey plastic lock ring on the check unit until the two black arrows are inline.

Check the coupling is correctly engaged by gently pulling each end of the assembly. It should be secure and not pull apart.

Mains air pressure may now be applied

The Regulator (A9) should be pulled to unlock, adjusted to within 85-115 psi (6-8 bar) then pushed to lock.

9.2.2 Release



All pneumatically operated equipment and machinery should only be operated by trained personnel.

Wherever possible, turn off mains air pressure to the coupling assembly.

Rotate the grey plastic lock ring on the check unit through about 90 degrees, until the two black arrows are separated and none of the orange body of the check unit is visible.

Pull the sleeve on the check unit backwards and the tailpiece will be released from the coupling.

Remove the tailpiece and the release is complete.



10 Servicing

10.1 Cutter Wheels Removal

Switch off the trimmer and remove the electrical and pneumatic supplies.

Remove or open the upper guard.

Remove the lower guard by removing six screws (e).

Engage the cutter locking pin (A2) in the upper cutter shaft and remove the screw (f). The upper cutter and washer can now be removed.

Remove the lower cutter and washer using the above method.

Discard the rubber o-ring and the two screws as these items will be supplied in the cutter wheel kit.

10.2 Cutter Wheels Replacement



Cutter Wheels should always be replaced as a set.

Remove the protective wax layer from both cutters and wipe off any oil. Ensure that all mounting faces are clean.

Identify the lower cutter wheel using the photo as a guide. Mount the lower cutter on the lower cutter shaft ensuring that the chamfered face (Y) is away from the turntable.

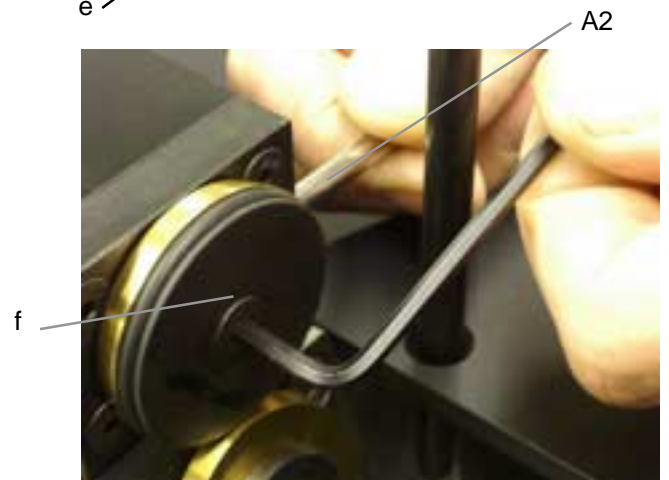
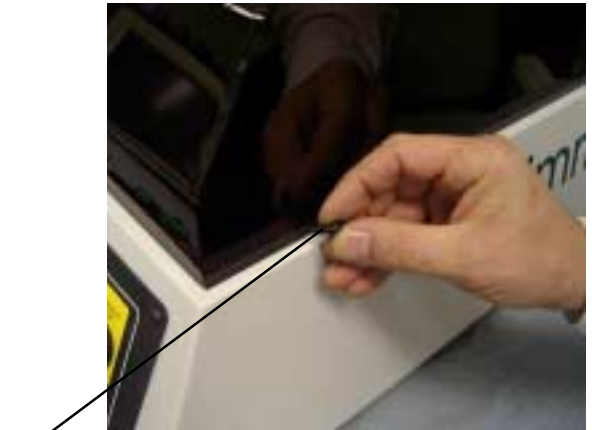
Engage the cutter locking pin and using a new (supplied in cutter wheel set). Tighten the lower cutter and cutter washer to the cutter shaft and remove the locking pin.

Mount the upper cutter on the upper cutter shaft ensuring that the small flat (X) is facing the turntable. Attach the new o-ring (supplied in cutter wheel set) to the front of the upper cutter.

Engage the cutter locking pin and using a new (supplied in cutter wheel set). Tighten the upper cutter and cutter washer to the cutter shaft and remove the locking pin.

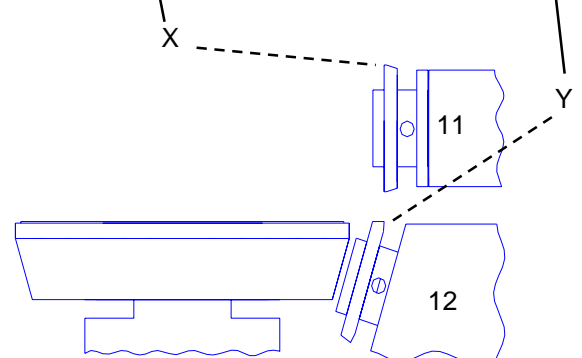
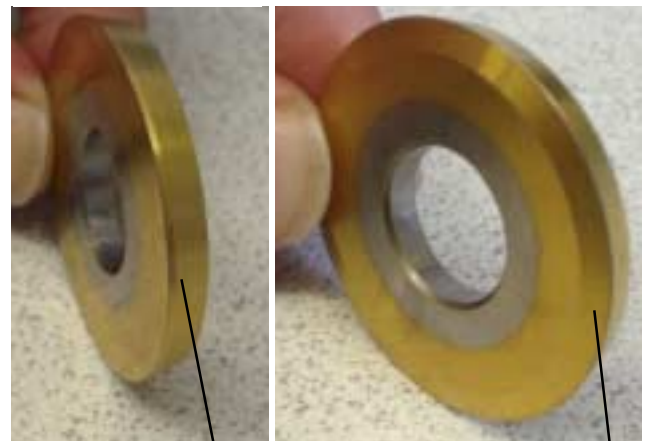


The Cutting wheels require setting before use.



11 - Upper Cutter Wheel

12 - Lower Cutter Wheel



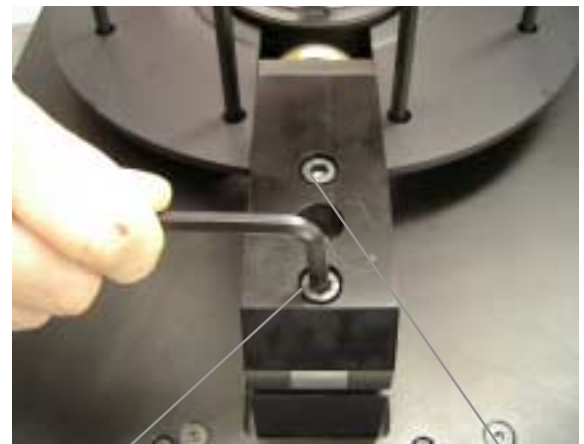
10.3 Cutter wheel Adjustment.



All adjustments must be carried out with both the electrical and pneumatic supplies removed.

Remove the lower guard as described in section 10.1. Slacken screws (g) and (h) as shown in photo. Pull the upper cutter mount towards the front of the machine.

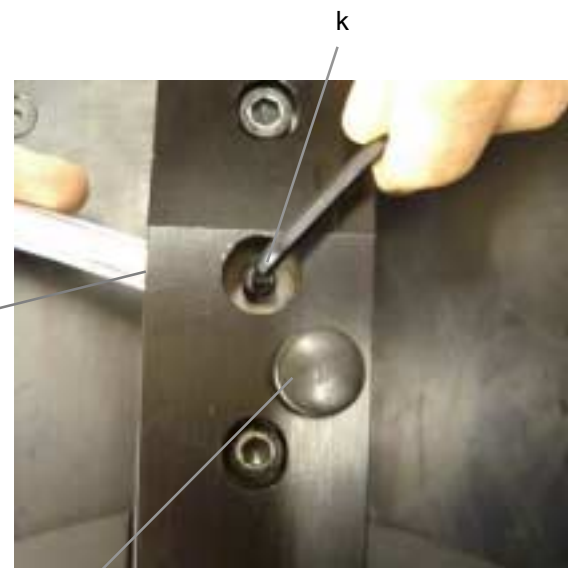
Push the upper cutter mount down until it meets its stop then push it back until it meets the lower cutter.



g h

The cutter overlap is factory set to suit each customer's requirements. However, should there be a requirement for an alternative overlap, it can be adjusted by removing plastic cover (i) and slightly loosening the locknut (j) using the spanner provided in the toolkit and adjusting the stop screw (k) using a 4mm hex key. Turning **clockwise decreases** the overlap, **anti-clockwise increases** the overlap. Remember to retighten the locknut (j) once the correct overlap has been achieved.

Tighten screws (g) and (h) and check wheel positioning by placing a piece of paper between the cutters, pressing down on the cutter mount and carefully rotating the upper cutter clockwise as viewed from the front of the machine.



j

i

If the cutters are correctly set the paper should be cut cleanly in two. If the gap between the cutters is incorrect, the paper will be folded. If this occurs repeat the above steps until correct.

Re-attach the lower guard and connect the electrical and pneumatic supplies.

Test the quality of the cut, preferably on a scrap stamper before proceeding.



11 Fuses



Ensure mains supply is disconnected before attempting to replace any fuse.

11.1 Mains Fuse Replacement

There is one Mains Supply Fuse (6a) fitted externally at the rear of the Trimmer on the right hand side.

The 20mm fuse is as follows:-

| Machine | Rating |
|--------------|---------|
| 100 → 230Vac | T1.6 AL |

There is a spare fuse contained in the fuse holder carrier (6b).

Additional fuses can be found in the Tool case.

The fuse (6a) can be replaced by removing the Moulded Mains Lead and then pulling the small carrier out from beneath the socket.



If the fuse blows on replacement, the reason should be investigated immediately.

12 Preventative Maintenance

12.1 Schedule

| |
|---|
| <p>DAILY</p> <ol style="list-style-type: none"> 1 Check sufficient supply air pressure. 2 Check cutters for quality of cut. 3 General clean of cutter wheels. |
| <p>WEEKLY</p> <ol style="list-style-type: none"> 1 Check front panel (i.e. all switches & indicators). 2 Check tightness of cutter wheels. 3 General clean of complete machine. 4 Check the transfer ring for damage. |
| <p>MONTHLY</p> <ol style="list-style-type: none"> 1 Check tightness of securing screws on all guards and covers. 2 Check inside lower guard for debris. 3 Check / clean and drain if necessary the filter/bowl on bench regulator. |
| <p>ANNUALLY</p> <p>Sibert can provide a maintenance package that includes an annual visit by a Sibert Service Engineer</p> |



Only authorised personnel to carry out maintenance or adjustments to this machine.



Maintenance and repair may only be undertaken when the unit is switched off and disconnected from the mains input supply.



Repair work on pneumatic system, may only be carried out when pressure is zero.

12.2 Filter Replacement



The Trimmer must not be operated without filters fitted.

12.2.1 Vacuum Table Filter

The vacuum air from the turntable is filtered to prevent particles being sucked through the Vacuum Pump and causing damage. If the vacuum warning lamp continuously illuminates the filter may have become blocked and need replacement.

Contact Sibert Instruments for an Engineer visit if this Filter needs replacing.



Vacuum loss due to any other cause should be investigated immediately.

12.2.2 Air Line Filter

The Air Line Filter (A9b) should be periodically checked to ensure that it remains clean. If necessary it should be replaced.

Unscrew the outer body by twisting it counter clock-wise. The filter can be removed after unscrewing the retaining screw and cap.

A new filter can then be inserted as shown and the above procedure reversed.

A9b



Disconnect Filter-Regulator from the Pneumatic supply before attempting filter replacement.



13 Cleaning



It is recommended that inspection and cleaning to prevent a build up of dust and nickel particles should be carried out daily.

13.1 Alignment Ring

The Alignment Ring should be wiped regularly with a lint free cloth that has Isopropanol applied sparingly. This will prevent any build up of dust or nickel particles, which could damage the information face of the Stamper.



13.2 Turntable mat, Transfer ring & cutter wheels



Dust and Nickel particles could inhibit the continuous use and extended life of the Turntable & transfer ring and may cause damage to the Stamper back finish.



The Vacuum Turntable (8), Transfer ring (9) and Cutter wheels (11 & 12) should be wiped regularly with a lint free cloth that has Isopropanol applied sparingly. This will prevent any build up of dust or nickel particles.



13.2 Guards

All guards should be cleaned with warm soapy water only.

14 Schematics

14.1 Pneumatic Schematic

Drawing No.

14.2 Pneumatic Layout

Drawing No.

14.3 Electrical Schematic

Drawing No.

14.4 Electrical Layout

Drawing No.

15 Documentation

15.1 Test Certificate

| | | |
|---------------------------|----------------------|----------------------|
| Trimmer SERIAL NO: | <input type="text"/> | |
| CUSTOMER: | <input type="text"/> | |
| COLOUR: | <input type="text"/> | |
| | ELECTRICAL | PNEUMATIC |
| FUSE RATING: | <input type="text"/> | |
| SUPPLY / CONSUMPTION: | <input type="text"/> | <input type="text"/> |
| SCHEMATIC DRAWING NUMBER: | <input type="text"/> | <input type="text"/> |
| SCHEMATIC ISSUE NUMBER: | <input type="text"/> | <input type="text"/> |
| LAYOUT DRAWING NUMBER: | <input type="text"/> | <input type="text"/> |
| LAYOUT ISSUE NUMBER: | <input type="text"/> | <input type="text"/> |
| INSPECTED BY STAMP: | <input type="text"/> | |
| SIGNED: | <input type="text"/> | |
| DATE: | <input type="text"/> | |
| TEST STAMPERS ENCLOSED: | YES | NO |

15.2 CE Declaration of Conformity

DIRECTIVE (89/392/EEC) AMENDED BY (91/368/EEC) AMENDED BY (93/44/EEC)

Name of manufacturer: Sibert Instruments

Full postal address including country of origin: Centre House
The Pines
Broad Street
Guildford
Surrey
Postcode: GU3 3BH
England

Description of product: Automated edge cutting for CD Matrix Stampers.

Name, type or model, batch or serial number: Trimmer

Standards used:

| | | | |
|----------------------|--------------------|--------------------|------------------|
| BS EN 292-1:1991 | BS 4168-7:1982 | BS 4278:1984 | BS EN 60127 |
| BS EN 292-2:1991 | BS 4320:1968 | BS EN 13602:2002 | BS 2950:1958 |
| BS EN 294:1992 | BS 4320:1968 | BS 3692:2001 | BS 5584:1978 |
| BS EN 418:1992 | BS EN 10270-1:2001 | BS EN 10270-3:2001 | BS EN 61347:2001 |
| BS EN 60204-1:1998 | BS 970-1:1996 | BS 5378: 1980 | BS EN 60921:1991 |
| BS EN 1050:1997 | BS EN 485 | BS EN 5499-5: 2002 | |
| BS EN 953:1998 | BS EN 515:1993 | BS EN 954-1:1997 | |
| BS EN 983:1996 | BS EN 573:1995 | BS EN 982:1996 | |
| BS EN ISO 4762:1998 | BS EN 12020-1:2001 | BS ISO 6432:1985 | |
| BS 4168-3:1994 | BS EN 12020-2:2001 | BS ISO 6431:1992 | |
| BS 4168:1994 | BS EN 755:1997 | BS 5200:1997 | |
| BS EN ISO 7380:1998 | BS EN 754 | | |
| BS EN ISO 10642:1998 | BS 5200:1997 | | |

Place of issue: Sibert Instruments, Guildford

Authorised representative Paul Sibert Executive Chairman

Name and Position of authorised signatories:

| | |
|----------------|--------------------|
| James Gray | Managing Director |
| Stephen Knight | Product Manager |
| Allan Harvey | Operations Manager |
| Ian Locke | Project Manager |
| Richard Lewis | QA Supervisor |
| David Humm | Chief Inspector |
| David Gardner | Sales Co-ordinator |

Declaration

I declare that as the authorised representative, the above information in relation to the supply/manufacture of this product is in conformity with the stated standards and other related documents following the provisions of 93/44/EEC Directives.

Signature of authorised signatory **Date**

For further information Telephone +44 (0) 1483 739100
Facsimile +44 (0) 1483 302699

15.3 EU Declaration of Conformity

89/336/EEC Electromagnetic Compatibility Directive, amended by 92/31/EEC and 93/68/EEC
72/23EEC Low Voltage Equipment Directive, amended by 93/68/EEC

Name of manufacturer: Sibert Instruments

Full postal address including country of origin: Centre House
 The Pines
 Broad Street
 Guildford
 Surrey

Postcode: GU3 3BH
 England

Description of product: Automated edge cutting for CD Matrix Stampers.

Name, type or model, batch or serial number: Trimmer

Standards applied:

| | |
|-----------------------------|---|
| EN 55011:- | 1991/MEASUREMENTS IN RADIO INTERFERENCE ON IND. EQUIP./RAD'D. EM. |
| EN 55011:- | 1991/MEASUREMENTS IN RADIO INTERFERENCE ON IND. EQUIP./COND. EM. |
| BS EN 61000-4-2 (Level 4):- | 1995/EMC FOR INDUSTRIAL EQUIPMENT/ELECTROSTATIC DISCHARGE REQ. |
| BS EN 61000-4-4 (Level 4):- | 1995/EMC FOR INDUSTRIAL EQUIPMENT/ELEC. FAST TRANSIENT REQ. |

Other standards required:

| | |
|--------------------|--|
| BS EN 50081-2:- | 1994/ ELECTROMAGNETIC COMP. GENERIC EM. STD./IND. ENVIRONMENT. |
| BS EN 50082-2:- | 1995/ ELECTROMAGNETIC COMP. GENERIC IMM. STD./IND. ENVIRONMENT. |
| BS EN 60204 PT 1:- | 1993/M/C SAFETY FOR ELEC. EQUIP./SPEC. FOR GENERAL REQUIREMENTS. |

Declaration

The technical documentation required to demonstrate that the product meets the requirements of EMC, which includes the Low Voltage Directive, has been confirmed by the signatory below and is available for inspection by the relevant enforcement authorities. The CE mark was first applied in 1995.

Place of issue: Sibert Instruments, Guildford

Authorised representative Paul Sibert Executive Chairman

| | | |
|---|----------------|--------------------|
| Name and Position of authorised signatories: | James Gray | Managing Director |
| | Stephen Knight | Product Manager |
| | Allan Harvey | Operations Manager |
| | Ian Locke | Project Manager |
| | Richard Lewis | QA Supervisor |
| | David Humm | Chief Inspector |
| | David Gardner | Sales Co-ordinator |

Signature of authorised signatory **Date**

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