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ADMIRALTY FLEET ORDERS

TRAFFIC ACCIDENTS AT HOME—PROCEDURE
MAINTENANCE MEN, ETC., IN ADMIRALTY INDUSTRIAL ESTABLISHMENTS—PAY ARRANGEMENTS
DISPOSAL OF REDUNDANT LABOURERS IN ADMIRALTY SUPPLY ESTABLISHMENTS

ADMIRALTY, S.W.1.
11th February, 1943.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

[Signature]

Distribution Limited
To Commanders-in-Chief (not G.-in-G., H.F.), Flag Officers, Senior Naval Officers Ashore, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

Home only.

Note:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.
670.—Traffic Accidents at Home—Procedure

(N.L. 6665/42.—11.2.1943.)

Claims Commission

All claims by or against third parties arising from traffic accidents occurring at home on and after the 1st March, 1943, in which mechanical transport owned or hired by the Admiralty is involved will be dealt with by the Claims Commission, the headquarters of which are at Wing House, Peaceiddy, London W.1 (Telephone: Regent 8131; Telegrams: Claimssoom, Piccy, London).

2. Every traffic accident, whether or not a third party or the property of a third party is involved, which occurs on and after the above date either on or off the highway is to be reported to the officer of the Claims Commission known as the Assistant Director of Claims (A.D. Claims) within whose territorial jurisdiction the responsible unit (see paragraph 4) is stationed, irrespective of the place where the accident occurred. The addresses and territorial jurisdiction of A.D. Claims are given in Appendix A to this Order.

3. The procedure to be followed is set out in paragraphs 8–25 below, and a new form of Traffic Accident Report—Form D.534A—has been introduced to replace the present Form D.534, the use of which will be discontinued as soon as stocks of the present Form D.534A—has been introduced to replace the present Form D.534, the use of which will be discontinued as soon as stocks of Form D.534A are available. Demands for the new form, stating the number of vehicles held by the unit must be kept on record—

4. The Establishment or Depot to which the driver is attached at the time of the accident is the unit responsible for reporting the accident to A.D. Claims and is herein referred to as the "responsible unit." If the responsible unit is not the unit on whose charge the vehicle is held, the latter should be informed of the occurrence, but the report to A.D. Claims is not to be delayed by transmission through any but the direct channel.

5. No claim in respect of any traffic accident which may occur at home on and after the above-mentioned date will be settled by any authority other than the Claims Commission (and see paragraph 21).

6. From that date, in so far as they affect units at home, the instructions set out in M.T. Regulations (B.R.878) will be suspended and replaced by those contained in this Order.

7. This Order does not apply to establishments abroad.

Standing Instructions

8. Report Form.—(a) Every driver of a vehicle must at all times carry on the vehicle Form D.534A in an envelope addressed to the officer commanding the responsible unit, on which should be noted the telephone number of this unit. If he normally undertakes long journeys, he should carry at least two of these forms, each in an addressed envelope.

(b) It will be the responsibility of the Officer i/c M.T. to ensure that—

(i) this instruction is complied with;

(ii) the driver is familiar with the form, the method of completing it and the type of sketch required;

(iii) after every accident a replacement of this form and envelope is effected before the vehicle again proceeds on a journey.

9. All drivers should be impressed with the necessity for careful driving, observance of traffic regulations, road signs and speed restrictions imposed by law and by A.F.O. 4575/42 and 4826/42, and the importance of refraining from saying or doing anything after an accident which could be interpreted as an admission of liability.

10. Particulars of Hired Vehicles.—The following particulars of all hired vehicles held by the unit must be kept on record—

(a) The name, address and telephone number of the owner or contractor.

(b) The name and address of the driver, if supplied by the owner or contractor.

(c) The rate of hire.

(d) Liability (if any) of the Admiralty for repairs and particulars of insurance.

11. Action by Driver.—(a) Before leaving the scene of the accident, the driver of the Service vehicle involved, whether there is any apparent damage or not, will complete Form D.534A in accordance with the instructions contained therein. He will obtain the full names, addresses and occupations of all witnesses and will make a complete note of the apparent damage caused to the other vehicle and a brief note of any injuries sustained.

(b) Should a police officer appear on the scene, the driver will await his permission before continuing his journey. If the police officer requires a statement, the driver and any Service personnel may give this to him but only to him and out of the hearing of any other person.

(c) If the accident occurs near the driver's station and there is the slightest doubt as to whether the vehicle is in a fit state to continue the journey, he will drive it back to his station. If it is immovable, he will report to his station by telephone.

(d) If the accident occurs at a distance from his station and he will not be returning there within 24 hours, he will complete Form D.534A and post it immediately to the officer commanding the responsible unit, in the envelope provided. If there is the slightest doubt as to whether the vehicle is in a fit state to continue the journey he will, if practicable, drive to the nearest Admiralty depot or telephone to it so that the vehicle may be collected.

(e) When making toll or trunk telephone calls, he may ask for the charge to be reversed.

12. Action at Unit to which the Driver first reports.—(a) Steps will be taken to ensure that the Service vehicle, if unable to proceed, is secured and if necessary guarded, and that the damage to it is recorded by a competent officer.

(b) If the unit is not the responsible unit, it will comply with paragraphs 13 (a), 13 (b) and 14 below, and will send to the responsible unit Form D.534A completed as far as possible, the driver's and Service witnesses' statements, an approximate estimate of the nature and the cost of Service repairs and the location of the vehicle, so that the responsible unit can follow the normal repair procedure.

13. Immediate Action at the Responsible Unit.—(a) The driver will be interviewed at the earliest possible moment by an officer, preferably the officer i/c M.T. If the accident occurred on a road to which the public has access and the accident slip at the foot of Form D.534A was not given to a police officer or to the other person involved, the accident must be reported within 24 hours at a police station or to a police officer, even though only service vehicles or personnel were concerned. Failure to do so may result in a police prosecution under Section 22 of the Road Traffic Act, 1930. In Northern Ireland every accident must be reported to the police.

(b) Form D.534A, filled up at the scene of the accident, should be checked by interrogation of the driver to ensure that it has been properly completed and that the sketch is clear.

(c) The form should be completed as far as and including Section "W." Its despatch, however, should not be delayed to obtain additional particulars. A.D. Claims will obtain them.

14. Statements of Driver and Service Witnesses.—An officer will be detailed to obtain from the driver and every available Service witness an interrogated statement of all the facts leading up to the accident and containing sufficient particulars to enable a decision to be arrived at as to responsibility. It is not essential that it should be the same officer who obtains all the statements. The officer taking the statements should countersign them, stating that the witness signed in his presence.

15. In every case where following an accident there is any evidence or suspicion of unauthorised or improper use of a Service vehicle including deviation
from the authorised or direct route an immediate investigation or Board of Enquiry is to be held to determine:

(a) in the case of unauthorised use:

(i) the precautions which were adopted to prevent the vehicle being used without authority or permission;
(ii) the circumstances in which, despite these precautions, the vehicle was obtained and came to be involved in the accident;

(b) in the case of deviation:

(i) the nature of the orders given to the driver;
(ii) whether a work ticket was issued;
(iii) the circumstances in which, despite these orders, the vehicle came to be involved in the accident at the place at which it occurred.

The report and findings of the investigation or Board of Enquiry, together with particulars of any disciplinary action taken, should be forwarded to the Admiralty and a copy of the report, together with the original or copy of any work ticket issued, should be retained by the responsible unit.

If an accident arises out of a latent or mechanical defect in the Service vehicle, full information regarding the defect is to be reported to the Admiralty (Director of Stores) for instructions as to what local action, if any, is to be taken, and a copy of the report is to be forwarded to the A.D. Claims to whom the accident has been reported.

16. Despatch of Report.—(a) Two copies of the driver's statement and of Form D.534A should be made by the unit. All of these should be signed by the driver and both copies of Form 534A should be signed in section “W” by the O.C. Unit, who should state in section “W” whether or not he intends to hold a Board of Enquiry or Investigation.

(b) Two copies of the statements obtained from witnesses will be made.

(c) One signed copy of Form D.534A and of the driver's statement and a copy of the statements of the witnesses should be sent direct to the A.D. Claims within whose territorial jurisdiction the unit is located (see paragraph 2 above and Appendix A) at the earliest possible moment. In most cases this should be within 24 hours of the accident. No covering letter is necessary. If in any case it is not possible to despatch a Form D.534A within 48 hours of an accident, it is imperative that an immediate intimation notification of the accident should be sent to the appropriate A.D. Claims. This report should contain the postal address and telephone number of the unit from which A.D. Claims can obtain any further information which he may require.

(d) The second signed copy of Form D.534A and of the driver's statement and a copy of the witnesses' statements should be kept for future reference.

(e) It is of the utmost importance that the copies should be accurate in every detail, and they should always be checked with the originals.

17. Injury to Service Personnel.—Should the driver and assistant be unable to carry out the above instructions by reason of death or serious injury, the Commanding Officer of the unit to which the accident is first reported will take such emergency steps as are possible to comply with these instructions.

18. Repair of Service Vehicle.—(a) The damaged Service vehicle is to be dealt with in accordance with current repair procedure by the responsible unit.

(b) All forms relating to the repair should be endorsed with:

(i) the word “Accident”;
(ii) date and place of accident;
(iii) name, unit and station of driver;
and should show clearly what damage is attributable to the accident as distinct from that resulting from other causes.

(c) Details of the labour and spare parts required to make good the damage solely caused by the accident (as distinct from those employed in a general overhaul) should be recorded in case they are subsequently needed by superior authority or A.D. Claims. No estimate or statement of actual cost need be prepared until a request from A.D. Claims is received.

(d) Costing, if required, will be in accordance with current regulations.

(e) The O.C. Unit need not concern himself with any question relating to the write-off of the cost of repair. However, if the vehicle is a total loss or beyond economical repair, details are also to be reported in accordance with A.F.O. 4101/41.

19. Repair of Hired Vehicle.—If a hired vehicle is damaged to the extent that it cannot be repaired within eight days, immediate notice of cancellation of the hiring should be given to the contractor by the despatch of a letter in the terms of Appendix B, a carbon copy of which should be attached to Form D.534A sent to A.D. Claims.

20. Damage to Civilian Vehicle.—(a) No inspection of the civilian vehicle will be made unless requested by A.D. Claims.

(b) This request will normally be made by signal to the depot or establishment nearest to the damaged vehicle, notwithstanding that this station may not be concerned in the accident.

21. Communications received.—(a) The original of any communication received from a claimant, interested party, solicitor, insurance company, hospital, doctor, etc., should be passed immediately to the A.D. Claims through the responsible unit. No written acknowledgement by the unit need be made.

(b) It should be marked with (i) date of accident, (ii) name of Service driver, (iii) description of unit, and (iv) unit file reference number.

(c) It must not be acknowledged by the unit.

(d) No correspondence or discussion relating to the accident should be entered into and nothing should be done which might be interpreted as an admission of liability. In the event of any inquiry, claimants should be given the address of A.D. Claims and advised to communicate with him direct.

(e) All correspondence questions, etc., relating to accidents which have been reported prior to the 1st March, 1943, will continue to be dealt with by the Admiralty and any communications received in connection with these accidents should be forwarded to the Admiralty.

22. Assistance to Civil Police.—(a) Every assistance should be given to the civil police to enable service of a notice of intended prosecution or a police summons on, or to take statements from, Admiralty personnel.

(b) If the individual was actually involved in a M.T. accident, the service of the document should be effected or the interrogation carried out in the presence of an Admiralty officer, preferably having some legal knowledge, who should take all particulars. The individual should be encouraged in his own interest to give the police all reasonable information, but should be informed that he is being treated in exactly the same manner as a private citizen and is not obliged to say anything unless he wishes to do so.

(c) Full particulars concerning the police interview should be sent to A.D. Claims immediately.

23. Inquests or Police Proceedings.—(a) It is imperative that immediate notice by signal or by telephone with written confirmation of any fatal accident, proposed inquest or police proceedings should be given, with fullest details, to A.D. Claims, who will arrange in a proper case for legal representation.

(b) Unless requested to do so by A.D. Claims, the O.C. unit will not communicate with the Treasury solicitor or his agents.

24. Writ, Summons or Subpoena.—(a) If a writ or summons (either police or County Court) is served on Admiralty personnel in connection with the accident, it must be sent to A.D. Claims within 24 hours of service, quoting the information set out in paragraph 19 (b) above.
25. Advice from A.D. Claims.—(a) The A.D. Claims may be consulted directly—by telephone if the matter is urgent—on any question arising out of a traffic accident. This should be done in all cases where formerly the Treasury solicitor or Admiralty has been consulted.

(b) All communications addressed by the unit to A.D. Claims should give the date of the accident and the name of the Service driver.

26. Nothing in the foregoing instructions should be regarded as interfering with the requirements of A.F.O. 1404/38, and all reports and matters relating to the loss of services of personnel should therefore continue to be referred to the Admiralty.

APPENDIX A
(referred to in paragraph 2 and 16 (c) of the foregoing order)

Claima Commission
Directory of Assistant Directors of Claims

<table>
<thead>
<tr>
<th>Town</th>
<th>Address</th>
<th>Telephone Number and Telegraphic Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>Stanhope Gate, Mayfair</td>
<td>01/444, Extn. 254</td>
</tr>
<tr>
<td>Aldershot</td>
<td>Cranbrook House, Aldershot</td>
<td>01/80, Extn. 0447</td>
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<td>&quot;Claims, Aldershot.&quot;</td>
<td></td>
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<tr>
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<td>Milford Manor, Salisbury</td>
<td>01/39/34/4</td>
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<td>&quot;Claims, Salisbury.&quot;</td>
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<tr>
<td>Chester</td>
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<td>&quot;Claims, Chester.&quot;</td>
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<tr>
<td>Leeds</td>
<td>Oakhurst, Shadwell Lane</td>
<td>01/6102/1/2, 01/6733</td>
</tr>
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<td>Royston House, Royston</td>
<td>01/2315/7</td>
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<tr>
<td>Edinburgh</td>
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<td>&quot;Claims, Edinburgh.&quot;</td>
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<tr>
<td>Belfast</td>
<td>University Street, Belfast</td>
<td>01/2757/1/2-2</td>
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<td>&quot;Claims, Belfast.&quot;</td>
<td></td>
</tr>
</tbody>
</table>

Territorial Jurisdiction

Surrey, Sussex, Kent (except Metropolitan Police Area), and that part that part falling within the jurisdiction of A.D. Claims, Aldershot.

Gloucester (except Beachley), Oxford, Wilt, Dorset, Devon, Somerset, Cornwall, Becky, and Hants, except that part falling within the jurisdiction of A.D. Claims, Aldershot.


Leeds (except Beachley), Darby, Durham, Leicester, Lincoln, Northumberland, Nottingham, Rutland, Yorkshire.


Scotland, Orkney, Shetland and Fair Isles.

Northern Ireland.

APPENDIX B
(referred to in paragraph 19 of the foregoing order)

Dear Sir,

It is regretted that as the result of an accident which occurred on the .................19...........(make and type of vehicle)...............of...........

H.P., Registration No. .........which you have provided on hire to the Commanding Officer of this unit, has suffered damage to the extent of becoming unserviceable. Consequently notice in accordance with the terms of the hiring agreement is hereby given of the cancellation of this hiring, and you are requested to take immediate steps to collect the vehicle, which is at present at ...............(give location clearly) ............and undertake its repair at the earliest possible moment.

The settlement of the outstanding hiring charges and cost of repairs will be arranged by the Assistant Director of Claims, .....................(insert his address and telephone number) ..................... to whom please address all further communications concerning this vehicle.

From a preliminary non-technical examination it would appear that the following damage has been caused to the vehicle:—

(Insert particulars of damage)

If a replacement is required, add:—

You are requested to inform this Establishment at your earliest convenience whether you are in a position to hire to it another vehicle of a similar type, in which case the outstanding charges in respect of such alternative hiring will be settled by this Establishment.

Yours faithfully,

(A.F.Os. 1404/38, 4101/41, 4573/42 and 4826/42.)

671.—Maintenance Men, etc., in Admiralty Industrial Establishments—Pay Arrangements
(L. 453/42.—11.2.1943.)

By agreement with the Trade Unions concerned, it has been decided that for the duration of the war, the following arrangements should be adopted for Fitters employed in Admiralty industrial establishments at home on the work of maintenance, setting-up or marking off. (So far as " maintenance work " is concerned, these arrangements will apply only to men employed on shore on the installation, erection, maintenance and repair of fixed yard or shop plant, and do not apply to work in ships or other floating craft.)

2. In establishments where the dockyard system of classified rates is in force, men in the above categories not in receipt of a base rate of 56s. (53s. established) a week or more, shall be paid an allowance sufficient to bring their hired rate up to 56s. a week while so employed, this allowance being reckoned for overtime purposes in the same way as ordinary wages. In such cases, ship-repair allowance will not be paid in addition to the "maintenance work" allowance. While so employed on any system of payment by results, the job contracts and earnings of these men will be assessed on their ordinary rates as at present, and payments made accordingly. Where, however, earnings on payment by results fall below time pay calculated on a base rate of 56s. and day pay is, therefore, authorised (under H.D.R., Article 1103), the day pay issued shall be calculated on the 56s. basis.

3. In establishments where the dockyard system of classified rates is not in force, 8s. a week, in addition to the authorised local Fitters' basic rate plus industrial bonus, should be paid to men eligible under the terms of paragraph 1 above. Thus, for example, at R.N. Air Station, Yeovilton, a man engaged on the work described in paragraph 1, will receive the authorised local Fitters' rate of 45s., together with an allowance of 8s. a week, giving a total rate of 53s. plus industrial bonus. Men concerned employed on systems of payment by results in such establishments are to be treated on the same lines as indicated in the second paragraph for H.M. dockyards, etc., except that the figure "Fitters' basic rate plus 8s." must, of course, be substituted for the figure "56s." (Men not at present paid on the basis of the local Fitters' rate plus bonus, for example, Electricians in air stations, who are paid Electrical Contracting Industry rates, will not be eligible for this additional payment.)
4. In establishments where the dockyard system of classified rates is in force, payment under the above arrangements should be made from the pay week in which 1st December, 1942, fell; in establishments where the dockyard system of classified rates does not operate, payment should be made from the beginning of the pay week in which 12th January, 1942, fell.

672.—Disposal of Redundant Labourers in Admiralty Supply Establishments

Agreement has been reached with the Ministry of Labour and National Service that the following procedure should be adopted when, as the result of an inspection by a Ministry of Labour official, it has been apparent that a number of skilled labourers and ordinary labourers in a Naval Stores, Armament Supply, or Victualling Department establishment can be made "redundant" either after substitution by women or by some reorganisation of work:

(i) The Inspecting Officer will, at the close of his inspection, discuss his recommendations with the officer-in-charge of the depot.

(ii) The officer-in-charge will make an immediate report to D. of S., D.A.S., or D. of V., setting out the proposals of the Ministry of Labour official for the withdrawal of labour and the extent to which he himself agrees with the proposals. He will explain how the immediate "redundancy" has been arrived at, and will submit a list giving full particulars of the individual labourers and skilled labourers whom it is proposed to release. In doing so a distinction should be shown between those for whom female substitutes are necessary, and those who can be spared without substitution.

(iii) It has been agreed that any releasable men with less than 12 months' experience in an Admiralty depot will be available for allocation by the Ministry of Labour to any suitable vacancies. The Ministry has, however, agreed to regard, as far as possible, all redundant men with more than 12 months' experience as available, in the first instance, to meet vacancies in other Admiralty establishments and will be prepared to assist by issuing directions to men who are clearly mobile and suitable for submission to approved vacancies in other establishments. The report rendered under (ii) above should accordingly include details of the length of service of the men to be released and any other relevant information.

(iv) The Admiralty will urgently consider proposals for the release of redundant men in the light of future developments, and will notify the officer-in-charge within 14 days of the extent to which proposals for release are authorised. The officer-in-charge will then immediately get into touch with the Ministry of Labour official concerned and inform him of the departmental decision.

(v) A report of the action subsequently taken by the Ministry of Labour will be forwarded to the Admiralty for information in due course.

2. If Ministry of Labour officials find that they are unable to comply with the Admiralty's wishes as to the disposal of the redundant men with more than 12 months' experience, a report giving full details should be sent to the Admiralty immediately to enable the matter to be reviewed.