



# Kelly Integrated Transport Services Ltd. Quarterly Newsletter

May - September 2009



**John Tuite  
Managing Director**

Following on from the previous newsletter, I am delighted to announce that as at April 30<sup>th</sup>, we are on target to achieve our anticipated growth performance for 2009. Despite the current challenging economic climate, I believe we are in a strong position to thrive in the current market thanks to our forward order book with our valued client base. Over the last quarter, there has been a marked increase in the volume and value of tender opportunities that we have been completing. A striking aspect of this has been the amount of potentially new clients that we have been bidding into; this bodes very well for the company. To help with this workload and our continued growth, we will be strengthening our estimating team by recruiting a senior estimator and assistant in the very near future.

I would like to congratulate Robert Burnside and his team in Scotland, on the successful delivery of the Network Rail DOO Scheme to time and budget for Thales. We have had excellent feedback directly from Network Rail and

have been recommended to a number of companies as a direct result of the successful delivery of this project. There is no better way to advertise ourselves. A special word of thanks to Gary Murphy, our employee of the quarter, Gary rescued a small child that had fallen from a station platform, whilst working on one of our sites on the DOO project. Thank you to Kezia Reid, our Quality Manager and her team for achieving the Sector 12A and 12B. This accreditation will allow us to provide traffic management on our existing Highways works, ensure that we are more competitive in bids and extend our service offering in our Highways Department. To you all please keep up the great work.

As you can all see, we are investing in growing our team to continue developing our company. In order to maintain this development, we need your continued support, hard work and dedication. In this regard, **You** are the most important aspect of our business as each of you is a company representative and by your actions, like our employee of the month, can demonstrate just how good we all are. The key for us all in these recessionary times is to continue to give our best possible service in a very competitive manner.

## Health & Safety Site Visits with Nigel Bird



**Eugene Gallen, Martin Donohoe and Nigel Bird (KITS HSQE Manager) on the A1 inspecting an ERT site in Leicester.**

Over the past few months my work has taken me all over the country, stretching from Glasgow, the Leicester area and the London Underground (LUL). The major sites I have been visiting are:

- Dalmuir in Glasgow – Thales Doo, with Project Manager Robert Burnside, working on platforms.
- ERT Project (Serco) at present in the Leicester area - with Project Manager Gerry O'Shea working installing new orange motorway SOS phones.
- Thales Jubilee Northern Upgrade Project (JNUP) – LUL with Project Manager Brian Thomas, site inspections being carried out mainly in new Signal Equipment Room's.

- Connect Contract with Thales, LUL, Project Manager Dave Gamble has been visited.

In general over the past few weeks the overall attitude towards safety has been encouraging. Going forward we need to show continual improvement with all aspects of safety on site.

Minor findings on all sites have included Personal Protective Equipment (PPE) and uniform issues. To ensure uniforms and other PPE issues are addressed on the Connect Project new 'Man Bags' are planned to be issued in the near future.

## Behind the Scenes

### Lauren Skinner - H&S Assistant Francesca Kyriacou - QUENSH Co-ordinator

Francesca and Lauren work together as a team under the management and guidance of Kezia Reid, Quality & Environmental Manager. The girls also assist Nigel Bird, Health & Safety Manager, with any day to day H&S issues.

Francesca has been working at Kelly's since July 2007 as



QUENSH Co-ordinator.

She is one of the first points of contact when you start at K.I.T.S administering all of the new staff inductions, medicals, D&A's, and all technical training.

Lauren has been working at Kelly's since September 2008 as Health & Quality assistant. Many of you will have met or spoken

with her when you started with the company or when refreshing your client permits and certifications. Lauren also monitors the staffs working hours and calibration register for pro-

### Razia Ali Project Co-ordinator



Razia joined K.I.T.S. in June 2008 as the Project Co-ordinator for Verizon Business, Morrisons, Network Rail Clapham, Thales LUL and TT Pumps.

Her main responsibilities are to ensure the smooth running of the cost centres on a daily basis, dealing with the administration side of the projects, liaising with suppliers and placing orders.

Amongst her varied duties, she deals with Bay Suspension Applications and payments, raising purchase orders, confirming fleet list, plant list, van sheets, booking accommodation/flights for civil engineers, ordering PPE kits and dealing with queries from the public.



### Linda Pham Project Co-ordinator

Working alongside supervisor Juan Vivier and Project Manager Dave Gamble, Linda is the Project Co-ordinator on the SMP (Serco Maintenance Project).

Linda joined K.I.T.S in October 2008 and focuses on helping with the daily planning and programming of ANPR (Automatic number plate recognition) and TME (Traffic Monitoring Equipment) sites. She ensures all gang members have the essential equipment and materials needed to construct these sites.

Linda has regular contact with the crew members to gain completion updates on site and is able to deal with any issues that may occur. Once a site is completed, she makes completion packs which she then forwards on to our client.

### Siani Wallace & Nuray Demir Project Co-ordinators - ERT Contracts

Siani and Nuray both work alongside each other on the ERT (Emergency Roadside Telephones) contract as project co-ordinators and also look after Thales Stansted and Siemens Colchester contracts. They are based in the office at Edmonton.

Nuray has been working with K.I.T.S since 2007 and Siani since 2008. During their time at K.I.T.S. they have both been responsible for the



smooth day to day administration of ERT.

They ensure that the four gangs (consisting of 2 men each) have everything needed to complete there jobs on a daily/weekly basis. Together Siani and Nuray place orders for various equipment, aggregates and PPE. They book Roadspace, set up programmes and complete a numerous amount of spreadsheets which helps to monitor all work being done or which needs to be done on the ERT contract.

Siani and Nuray work brilliantly together and strongly believe that there is no 'I' in team.

### Dawn Jackson - Project Co-ordinator Sophie Smith - Project Co-ordinator

Dawn and Sophie work very closely together supporting the Thales Rail Signalling Project which consists of approximately 140 site staff.

They are both managed by Carol O'Shea but work along side Brian Thomas who is the Project Manager for the Thales Rail Signalling Project.

General duties that the girls deal with on a day to day basis are, ensuring all their engineers, both current and new, have essential PPE, tools



and equipment necessary for their daily duties on site.

They also ensure that all their engineers complete and submit their weekly time-sheets and work alongside the Commercial team to resolve any queries they may have.

They also monitor the fuel usage of the K.I.T.S project and control the issue of fuel vouchers.

Dawn also deals with Admin issues for Eley Shared and K.I.T.S. Admin.

## Behind the Scenes



**Liz Macleod**  
**Project Office Manager**

Liz joined the company in 2004 and is based in the Glasgow office which is managed by Project Manager Robert Burnside.

She is responsible for all aspects of administration required to ensure the smooth running of a busy project office. Part of her day to day role includes the preparation and reporting of weekly sales to the commercial team in Edmonton, purchasing and obtaining competitive estimates from our approved suppliers, plant hire, fleet, wages, compiling and submitting Client key performance indicators

within the required timescales and progress reports.

Liz also ensures that all training requirements are carried out for Glasgow including Assessments/recertification courses, Toolbox Talks etc.

Currently running with three Projects, Murphy Group, NWR Northwest and Thales DOO Liz ensures that all RIMINI and Task Briefings are issued in a timely manner to the 9 squads consisting of between 2 and 5 men.

Working as part of a busy team, Liz appreciates the efficiency of the site supervisors in their handling of the reports she requires from them to enable her to carry out her duties.

## New Faces



**Aidan Tobin**  
**Quality Engineer**

Aidan joined K.I.T.S. in February as the Quality Engineer. He is currently familiarizing himself with the different contracts and once fully trained his remit is to provide an independent view of the field quality across all contracts.



**Liam Burke**  
**Assistant Quality Surveyor**

Liam Burke recently joined Kelly Integrated Transport Services Ltd. in the position of Assistant Quantity Surveyor. Liam has good previous experience in this role and is qualified with a Degree in Commercial Management in 2008. Liam will be assisting with all day to day commercial tasks within the company.

## Quality Assurance for Signalling Project



**Brian Allpress - Project Manager**  
**Ian Snook - Signalling Quality Engineer**

Brian Allpress and Ian Snook have been remitted to provide signal engineering quality assurance support to Kelly I.T.S. Initially they will work alongside Brian Thomas (Signalling Project Manager) to benchmark quality of the Thales Rail Signalling installation works. This will involve a high percentage of time on site with our signalling staff analysing Thales provided Punch lists and establishing a regular communication with all our Thales signalling staff. It is important that we maintain a high standard of installation both as individuals and as a company.

## K.I.T.S Introduces New Mentoring Scheme!



**Brian Thomas**  
**Signalling Project Manager**

In January this year K.I.T.S. introduced an IRSE Licensed mentorship scheme within the JNUP project. The scheme is aimed at upskilling trainee staff to full Installer status within 6 months of joining the company.

Staff who have been identified as suitable to mentor the trainees oversee all aspects of signalling installation from cable preparation to the full installation of trackside signalling equipment carried out by the trainee.

Each week the mentor submits a report on what work the trainee has carried out and grades the trainee according to their performance.

The trainees are also required to attend periodic logbook and report reviews to assess their progress towards full Installer status.

As we move towards the 4 month mark all trainees are progressing well and it is anticipated that a very high percentage will meet their target date.

Due to the success of the scheme, in March KITS were given permission by the client to increase the number of trainees to 13 and early indications are that the new additions to the scheme are progressing very well.

# Recognition!

## Congratulations to the Following Achievements!

Name	Previous Role	Current Role
Martin Brunton	Supervisor	Sub System Manager
Gary Hill	Assistant Installer	Installer
Joe Jupe	Installer	Team Leader
Ian Snook	Supervisor	Signalling Quality Engineer
Paul Yates	Installer	Team Leader

Name	Licence Gained
Cris Buzea	NICEIC QS
Tom Benton	Team Leader
Gary Hill	Installer
Joe Jupe	Team Leader
James Lynch	NICEIC QS
John Martin	Team Leader
Ray McGivern	NICEIC QS
Joe Vernon	Installer
Paul Yates	Team Leader

### We're Recruiting and you could earn £250

Did you know you could earn £250 by recommending a friend to Kelly I.T.S?

If we recruit an employee based on your recommendation and the employee remains employed for a minimum of 3 months, Kelly I.T.S. will pay you £250! Please send all employment enquires to Laurie Wallace.

### Congratulations - Gary Murphy Employee of the Quarter!

We have had some excellent feedback for the Employee of the Quarter and would like to thank you all for your submissions. Congratulations to this Quarters Winner Gary Murphy! Gary's quick judgement resulted in the heroic rescue of a small child who had fallen off the platform and onto the Helensburgh Line. We thank Gary for his prompt actions in this event and continued effort to our Thales DOO Project.

If you feel your colleague, supervisor etc. continuously exceeds expectations, then give them the recognition they deserve and nominate them to be Employee of the Quarter.

**The winner will receive £250.**

Please send along with your contact details, the name of the employee to be nominated, their manager and a brief description as to why you feel they should be nominated. Please send all submissions to Laurie Wallace.

### Contact Us

#### Sick Days -

In the event you are not able to work due to illness, all staff are required to contact 0208 884 6628 and leave a message.

## Word Search Puzzle

```

C W O L L A M H S R A M I M W I E M T
M E S S U O M R A T C E N N M L O A R
N O T A G U O N M E N I L A R P H R E
O R L S U G A R T A L G B B T C T Z S
N E O A T S B M M E E C H R T E A I S
P F L C S T S B N G K R C O I S E P E
A T B P K S R O N R T N C V Y T M A D
R O F V P O E A L R R S U R H P T N G
E F V U S A M S E F R J U J O E E L Q
I F L I D C Y A P E Y P Y N N X E S E
L E A I N G C D T R I D Z M E G W T R
T E N A W L E T N V N E N M Y V S E I
L R L T E R U V S A C C H A R I N E C
W B B O N B O N C V C M B W C H C W E
L E M A R A C M U G G N I W E H C S M
E T A L O C O H C N O I T C E F N O C
V E R U T I F N O C T N A D N O F N B
P O R D M U G M A E R C E C I D V J E
N A E B Y L L E J P O P I L L O L N H
    
```

Complete the Word Search and send in your results along with your contact details by 31st July 2009 to Laurie Wallace and be entered to win £150 in Marks & Spencer's Vouchers!

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

### Congratulations to Last Quarters Winner Razia Ali !!

- |                   |            |                  |            |
|-------------------|------------|------------------|------------|
| AMBROSIA          | CHOCOLATE  | JUNKET           | ROCK       |
| BLANCMANGE        | CONFECTION | LOLLIPOP         | SACCHARINE |
| BON BON           | CONFITURE  | MARSHMAL-<br>LOW | SUGAR      |
| BRITTLE           | CREAM      | MARZIPAN         | SWEETMEAT  |
| BUTTER-<br>SCOTCH | DESSERT    | MOLASSES         | SWEETS     |
| CANDY             | FONDANT    | MOUSSE           | SYRUP      |
| CANDY APPLE       | FUDGE      | NECTAR           | TOFFEE     |
| CANDY FLOSS       | GUMDROP    | NONPAREIL        | TREACLE    |
| CARAMEL           | HONEY      | NOUGAT           |            |
| CHEWING GUM       | ICE CREAM  | PRALINE          |            |
|                   | JELLY BEAN |                  |            |