



## Kelly Integrated Transport Services Ltd. Quarterly Newsletter

October - January 2010



**Peter White**  
Operations Director

This is the third issue of our staff newsletter since we introduced it in January of this year with the aim of improving our company communications. The response has been positive and your comments have enabled us to improve the content of each issue. Thank you for the feedback and please continue to let Laurie know if you have any ideas for improving the newsletter.

Many of you will be aware that K.I.T.S. operates in the 3 principle UK transportation market sectors of Highways, Heavy Rail and Metro. I would think that we have all been affected in some way by the countries current gloomy economic climate. It is therefore encouraging for us all that the market sectors in which we deliver our works still plan extensive investment in major transportation projects over the next decade. Our core skills of

telecoms, signalling, electrical and civil works place us in an excellent position to work with our clients on a number of these projects.

Currently we are in the 4<sup>th</sup> quarter of this financial year and I am pleased to tell you that our financial performance is robust. Of equal importance, our safety performance record has been excellent and our reputation with our clients for the quality of our delivery remains intact. The outlook for 2010 / 11 is optimistic for us all, this is underpinned by the continuation of current works into 2010 and the securing of new contracts in all 3 sectors.

Whilst this is of some security to our company and to each one of us, it is vitally important that we sustain the current high standards of site safety and quality of delivery on site that you all contribute to achieving.

Finally, on behalf of the Kelly Board of Directors, thank you for your dedication and contribution to our projects in 2009 and I wish you all a good Christmas and prosperous new year.

## Kelly I.T.S. Ltd in Scotland

**J Murphy & Son:** As part of the Telecoms National framework contract, we are the sole contractor in the UK with J Murphy & Son. The work involves splicing of fibre straight through Joints and Fibre Terminations within previously installed Relocatable Equipment Rooms. For this task we have around six fibre engineers who each work with a Controller of Site Safety in the field. We also have around four copper engineers in the field throughout the country terminating and testing.

In addition we have recently been awarded a Migration contract which will be a variation to our existing contract. This will include installation of additional copper cable, termination and interim test of each cable between a distribution cabinet and signalling centre. There will also be additional civils work to be undertaken.

**Thales Framework Scotland:** We have recently completed the Strathclyde Driver Only Operator Scheme for Thales. In addition, our work on the Elderslie Loop (part of the Glasgow Airport Rail link) included the installation, terminating and testing of Lineside telephones, terminat-

ing and testing of 30 pair and 100 pair copper cables within new distribution cabinets and relay rooms, the installation and testing of screening joints and the installation and testing of fibre joints.

This job was a major challenge for our company as we also had to joint and test a live poorly conditioned 50 year old 103 pair cable at night. With only six hours available within the outage and possession it was a major challenge for our engineers to successfully deliver.

I would like to say a big thank you to all of our team directly involved in successfully completing this difficult and high profile project.

**Network Rail North-west:** Over recent months our Civils teams have been working on a power and signalling project for Network Rail within the Manchester area. This involved the installation of two new under-track crossings, the installation of power and signalling cables by Road Rail vehicle and by hand, and general light civils works which included the installation of brick and slab access stairs within the railway infrastructure.



## Behind the Scenes

### Slips, Trips & Falls

#### Slips, Trips and Falls.

Nearly 11,000 workers suffered serious injuries as a result of a slip or trip in 2008.

#### Key Areas Where Slips, Trips and Falls May Occur

**FLOORING** – The floor in a workplace must be suitable for the type of work activity.

**STAIRS** – High visibility nosings, suitable handrail, equal height and width of riser's threads.

**CONTAMINATION** – Most floors only become slippery if they are contaminated.

**CLEANING** – Affects every workplace.

**PEOPLE OR HUMAN FACTORS** – How people act and behave in their work environment can affect slips and trips.

**ENVIRONMENT** – Light, noise, wet, cold and condensation.

**FOOTWEAR** – Can play an important part on preventing slips and trips.

#### How to Prevent Slips and Trips?

- Use your initiative
- Make sure the floor is clean and dry
- Clean up spillages immediately
- Dispose of waste materials
- Remove any obstructions
- Avoid any trailing leads
- Store all plant equipment etc .safety and in the correct location.
- Keep work stations clear of obstacles
- Ensure you have adequate lighting
- Highlight any change in floor levels, slopes or obstructions
- Wear sensible



### K.I.T.S. Electrical Division



**Brendan Lavin**  
NICEIC Electrical Supervisor

Recently we promoted Brendan Lavin to the post of Electrical Supervisor to oversee the development of our electrical resources and our electrical testing capabilities and also to implement a computerised NICEIC administration software.

Amtech Fast Test Plus (NICEIC software) is the latest technology in the electrical certification industry. It enables the company to do all certification on the P.C. which is much more efficient and environmentally friendly. The software also keeps K.I.T.S at the forefront of the industry which in the current climate is very important.

Brendan works with our Project Managers for electrical works delivery and also our Senior Estimator to give technical support to our tendering activities.

### K.I.T.S. Mentoring Scheme



Kelly ITS Ltd placed 15 trainees with varying ranges of signalling experience into the scheme which has been run by the company through the current JNUP project on the London Underground Network.

Of the 15 trainees engaged 12 completed the mentorship programme with 11 successfully completing Workplace and Competence assessments carried out by Kelly I.T.S. Ltd IRSE qualified

assessors. All staff who completed the programme were issued their IRSE Installer licences in late September. Re-

maining trainees engaged on the scheme are progressing towards completion of their individual programmes with another 2 due to be put forward for assessment in early November with the final trainee due in the early part of 2010. Such has been the success of the scheme that our client, Thales RSS have agreed to continue the programme which will allow the company to bring a further 6 trainee installers into the scheme in the future.



## Behind the Scenes

### Quality & Environment



As a company we hold a number of accreditations, two of these are ISO 9001:2008 Quality Management System and ISO 14001:2004 Environmental Management System.

The 9001 Quality Management System covers more than just the quality of the final product or service that we provide to our Clients. The Quality Management System covers all stages of our work from tendering, processing issued work, recruiting and training staff, ensuring work is completed to the correct standards, communicating and toolbox talks, dealing the any customers complaints and invoicing for the completed works. Key processes and procedures followed are documented, these are audited to ensure compliance and identify where improvements in the processes can be made. The company strive to make continual improvements

in our processes.

14001 Environmental Management System aims to ensure that we understand the impacts that all our activities have on the environment and where possible Kelly ITS Ltd need to measure the impacts take actions to reduce these. To maintain this standard Kelly I.T.S. must make continual reductions on the impacts that we have on the environment. Improvements can be reductions in the volumes of waste sent to landfill or reducing the volumes of energy used.

BSI carry out audits every 6 months to verify that we are working to both the standards, 9001 and 14001. These audits include looking at all the processes that we say we follow and field operations by carrying out site visits

### Mandatory wearing of K.I.T.S. Workwear

All staff are reminded that the wearing of K.I.T.S. workwear on site is a mandatory requirement. Please ensure that you take advantage of this free issue clothing, it is very important to the company that all staff present and promote the desired K.I.T.S. image whilst on site. If you have any problems with your workwear contact your Line Manager or Project Administrator.

### New Faces



**Chris Marsack**  
Head of Signalling



**Ronnie Nye**  
Signal Manager (LUL).

Our Rail Signalling Division has continued to expand in 2009. As a consequence we have taken on 2 very experienced signalling professionals to help manage the technical and practical aspects on the Signalling Division.

Chris Marsack, Head of Signalling brings 25 years of experience in all aspects of railway signaling with both Mainline and Underground railways. He has previously helped deliver projects such as CTRL and the East London line. We hope his knowledge and experience in the industry will help develop and expand the activities of the Signaling group in new directions

Ronnie Nye has started with Kelly I.T.S. as Signal Manager (LUL). Ronnie has over 30 years Signalling experience on the London Underground Network and in particular on the Northern Line signalling infrastructure. His detailed domain knowledge will be of immediate benefit to our signal teams and our project delivery. In addition he will also bring extensive technical and operational knowledge and experience to help deliver future signalling works that are planned for the London Underground Network.



**Jesselynn Donnelly**  
Project Co-ordinator

Jesselynn works alongside Nuray Demir on the Emergency Roadside Telephones (ERT) contract as a project co-ordinator. She is responsible for the day to day administration of ERT placing orders for various equipment, aggregates and PPE. She sets up programmes and completes numerous spreadsheets which help monitor all works on the ERT contract.



**Paul McCarthy**  
Assistant Quantity Surveyor

Paul McCarthy recently joined Kelly Integrated Transport Services Limited in the position of Assistant Quantity Surveyor. Paul qualified with a Degree in Construction Management in 2006. Paul will be assisting with all day to day commercial tasks within the company.



**Peter Flynn**  
Senior Estimator

Peter Flynn recently joined Kelly Integrated Transport Services Limited in the position of Senior Estimator. Peter has very good previous experience in this role and he will be working on the preparation of all our tenders. Liam Burke is now working with Peter in the position of Assistant Estimator.

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

# Recognition!

## Congratulations to the Following Achievements!

Name	Previous Role	Current Role	Name	Licence Gained
<b>Dan Holdcroft</b>	Mechanical Fit Engineer	Mechanical Fit Team Leader	Brian Allpress	A1 Assessor
<b>Kevin Howes</b>	Warehouseman / Assistant Installer	Project Office	Alan Matthews	IRSE Installer Licence
<b>Gareth Harrison</b>	Mechanical Fit Engineer	Project Office	Stuart Meaney	IRSE Installer Licence
			Neil Hardwick	IRSE Installer Licence
			Adrian Gray	IRSE Installer Licence
			Joe Hallam	IRSE Team Leader licence
			Patrick Shovlin	IRSE Team Leader licence
			Stephen Role	17th Edition BS7671:2008 IEE Wiring Regulations
			Sudhir Lodhia	17th Edition BS7671:2008 IEE Wiring Regulations
			Enrico Pagani	17th Edition BS7671:2008 IEE Wiring Regulations



Patrick Shovlin, who recently succeeded in gaining his IRSE Team Leader licence carrying out installation work at Stratford on the JNUP contract

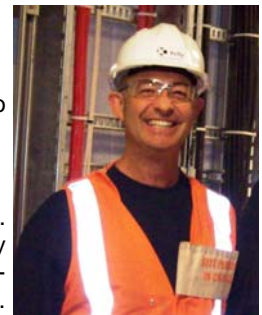
## Congratulations - Richard Lengyel Employee of the Quarter!

Once again we have had some excellent feedback for the Employee of the Quarter and would like to thank you all for your submissions.

Richard Lengyel was nominated for his effort towards quality of work.

"He has been consistently the most helpful and conscientious member of staff on the JNUP project. He has an excellent standard of work himself and is always encouraging other staff to install a very high standard of work. Richard always has time to show new or trainee members of the team techniques and standards of the job but is also willing to take on board any new ideas or knowledge. Richard has a fantastic attitude towards work, the project and is doing an excellent job of maintaining a good reputation for Kelly Integrated Transport Services"

On behalf of Kelly I.T.S. Ltd., Thank you to Richard for continuing to maintain this high standard of work and attitude, also for your dedication and effort on the JNUP Project.



Richard Lengyel  
IRSE Installer

## 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.

## Sudoku Congratulations to Last Quarters Winner - Francesca Kyriacou

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

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

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

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

4	3		9	8		7		2
8		2	7					
	7	9		3				
	8			1	4	6	7	3
7	4	3				2	1	5
2	1	6	5	7			4	
				9		8	5	
					8	1		6
6		8		2	7		9	4