



HSE Research Reports

Annex 3: Specifications for producing camera ready copy and electronic files for HSE research reports

Issued by the
Research Procurement Unit



HSE Research Reports

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Research Procurement Unit

This specification has been produced to ensure consistency in the content, layout and presentation of Contract Research Reports and Offshore Technology Reports. The specification when followed will also ensure that quality assurance procedures are being met.

Contractors should aim to comply with the requirements of this specification but:

- it may be altered with the approval of the Health and Safety Executive publications section via RPU;
- it assumes that authors and keyboard operators will follow good basic practice;
- it gives no advice on writing style or the detail of the report content; and
- it is not a suitable layout for a first draft submitted for comment and discussion as it leaves insufficient room for notes, alterations or corrections.

The Health and Safety Executive retain the right to return any pages that do not conform to the specification.

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1 INTRODUCTION

This guide is intended to help authors follow a standard and consistent style when preparing their research reports for publication by the Health and Safety Executive (HSE).

It covers the general order, layout and presentation standards required.

The copy supplied by authors forms what is known as ‘camera ready copy’, ie the pages supplied are those used by the printer to print from.

Some key things to remember when drafting and preparing a report are:

- Clarity (of language, layout, order, diagrams etc).
- Ease of use for the reader; eg do headings clearly signpost the text?
- Language; keep it simple and jargon free where possible.
- Drawings, diagrams, tables and charts can help to convey information visually. However, they must be of good quality, properly captioned and labelled. Again simplicity is preferred.

By following the standards set out in this guide you will be doing all that is necessary to supply high quality text that will be of an acceptable standard for publication.

The Health and Safety Executive retain the right to return any pages that do not conform to the specification.

2 INTERNET PUBLISHING

It is HSE's policy to publish all research on the HSE website (free to download). It is therefore essential that an electronic copy of the final report is supplied. We require the document to be typed in Microsoft Word format, and submitted to the Research Strategy Unit (RSU) together with the camera ready copy. Also, a pdf (portable document format) of the final document should be provided with all security elements removed. The electronic files can be provided on either floppy disc(s), CD-ROM, Zip or Jaz.

You can contact HSE for advice at any time. Contact details are on page 20.

3 ORDER OF THE SECTIONS

A report does not necessarily need to contain all the pages and parts listed below. However, where some or all are used they should follow the order:

- Cover
- Title page
- Copyright page
- Acknowledgements
- Foreword
- Contents
- Executive summary
- Introduction
- Chapters/sections
- Appendices
- References
- Bibliography
- Glossary
- Index

Sample pages are reproduced in the appendices to this report to help you see what pages should look like.

COVER

The cover should contain the full correct title of the report, the name of the author (usually the authoring organisation).

You do not need to try to layout the cover, title page and copyright page in any way, as this is done by HSE.

TITLE PAGE

The title page should contain:

- The full title of the report as agreed with the nominated HSE project officer.
- The title wording should be identical to that on the front cover.
- Name(s) of author(s), along with academic/professional qualifications and parent body (usually the contractor).
- Descriptive abstract of 150-200 words. The wording to be agreed with the nominated HSE project officer.
- Where any other organisation has been involved in funding the work, their name needs to be included on the title page.
- Disclaimer using the following words: 'This report and the work it describes were funded by the Health and Safety Executive. Its contents, including any opinions and/or conclusions expressed, are those of the author(s) alone and do not necessarily reflect HSE policy'.

The title page is a right-hand page. It is unnumbered.

COPYRIGHT PAGE

The copyright page is the reverse of the title page and is the first numbered page, being numbered (ii). It will appear as a left-hand page in the published book.

HSE will set this page. You do not need to provide text.

ACKNOWLEDGEMENTS

If included, acknowledgements of contributions or other sources of help can be placed here.

FOREWORD

Not essential.

Usually short.

CONTENTS

The contents list is essential. It should start on a right-hand page and include:

- All first and second level headings (but not lower levels)
- Appendices*
- References*
- Bibliography*
- Glossary*
- Index*

The contents list should match exactly the headings used in the report with the appropriate page number against the heading.

If headings are numbered throughout the report this should be reflected on the contents page.

EXECUTIVE SUMMARY

The executive summary is an essential part of the report. Its purpose is to provide a clear and concise summary of the contents of the report, highlighting the essential points, and so allowing the reader to decide whether they need to read the whole report. The executive summary must not refer the reader to other parts or sections of the report; it must stand alone.

Starts on a right-hand page.

INTRODUCTION

It may be a stand-alone section, or it may be the first paragraph of the first chapter/section. Either way it starts on a right-hand page.

* Where these are included in the report.

CHAPTERS/SECTIONS

Each chapter/section should start on a new right-hand page.

See pages 7 and 8 for details of page numbering.

Each chapter/section should have a clear heading.

4 PRELIMINARY PAGES

CHAPTERS/SECTIONS

Each chapter/section should start on a new right-hand page and should have a clear chapter/section heading.

Where appropriate, a report of experimental work should follow the sequence:

- introduction
- theory
- experimental procedures
- results
- discussion
- conclusions
- recommendations

REFERENCES

Bibliographic details of the references cited in a report should be presented consistently.

Essential details are: author's name, title of reference (and of publication, if different), publisher's name and reference, date and place of publication, confidentiality (if restricted).

If a report contains only a few references, it may be better to detail each one as a footnote on the appropriate page of the report.

The 'Harvard System' is acceptable.

See Appendix 1 (page 22) for an example of reference layout.

BIBLIOGRAPHY

A bibliography or further reading list can be listed separately. These are items consulted during your research but are not directly referred to in the text.

APPENDICES

Added if necessary to contain supplementary data, etc.

The page numbering sequence should continue through from the main report into the appendix or appendices.

May be laid out in a different style to the main chapters or sections.

GLOSSARY

Glossary, definitions, abbreviations and notation sections may be useful, especially in a heavily mathematical or technical report.

INDEX

Not essential.

5 STANDARD PAGE LAYOUT

PAGE

The first line of a page should not be the last line of a paragraph.

The last line on a page should not be a heading nor the first line of a new paragraph.

PAGE EDGE MARGINS

Allow 30 mm (1.25 in) margin at the top, bottom and both sides of all text on all pages.

Do not allow text, labels, numbering, diagrams or other material to extend beyond these margins, except the page number.

PAPER

White.

A4 size.

BODY TEXT

11 point Times, text justified.

Single spacing.

Avoid excessive hyphenation at line ends.

Use *bold italic* instead of underlining where appropriate.

PARAGRAPHS

First word should not be indented.

Number chapters/sections, headings and subheadings using decimal numbering.

Do not number paragraphs.

PAGE NUMBERING

Lower case Roman numerals (i, ii, iii) are used for all preliminary pages.

The title page is always a right-hand page and is the first page (page i) but does not show its number.

From chapter/section 1 onwards, all pages are numbered in Arabic (1, 2, 3). This sequence should continue through any appendices.

Chapter/section 1 should start on a right-hand page (and will be page 1).

All pages must show a page number including blank pages.

Centre page numbers at the bottom of the page.

Same font and size as body text.

Identical style on every page.

LISTS

Be consistent in style throughout report.

In a list made up of short single-line items use bullets or (a), (b), (c).

FULL STOPS

Not necessary after:

- accepted abbreviations
- acronyms
- initials in names
- captions of figures and tables
- headings or labels
- non-sentence footnotes
- reference numbers

FOOTNOTES TO BODY TEXT

9 point Times, *italic*, aligned left.

Positioned at the bottom of the page.

COLOUR

The use of colour should be minimal and avoided wherever possible. It should not be used simply as an embellishment. Colour should only be used if it is vital to aid interpretation or to illustrate specific features, eg warning signs, complex graphs etc. Text must never be in colour.

6 HEADINGS AND LISTS

NUMBERING

Number headings using a consistent 'decimal' system.

See Appendix 2 (page 23) for an example of numbering of headings.

GENERAL

This full hierarchy of headings may not be necessary for all reports or all parts of one report.

As far as possible the following should be avoided in headings:

- 'The' as the first word
- mathematic symbols
- many words
- abbreviations

Do not insert a full stop at the end of a heading.

Do not underline headings.

No logos should appear on the pages.

7 HEADING LEVELS

FIRST LEVEL

Used for chapter/section headings.

Top of a new page.

14 point Arial, all capitals, **bold**, centred.

Followed by two space returns.

SECOND LEVEL

11 point Arial, all capitals, **bold**, aligned left.

THIRD LEVEL

11 point Arial, **bold**, aligned left.

Initial capital for first word of heading only, rest of heading in lower case.

FOURTH LEVEL

Should be avoided wherever possible.

If this level of heading cannot be avoided, use:

- 11 point Arial, ***bold italic***
- possibly unnumbered

8 TABLES

HEADINGS

Every table must have a heading, positioned above the table and centred.

11 point Arial, table reference in **bold**, title in normal.

Initial capital for T of Table and first word of caption only, rest of caption in lower case.

No full stop at the end of a heading, eg:

Table 1 Example of a table heading

All tables should be consecutively numbered in the order they are referred to in the text (preferably as part of a simple, non-decimal, Arabic system).

Table layout should be consistent throughout the report.

RULES

As few rules as possible should be used. Ruled lines should be 1 point weight.

Horizontal continuous line, not broken.

Vertical rules should be avoided.

COLUMN HEADINGS

Every column should have a heading.

10 point Times, ***bold italic***, text aligned left in the column.

Initial capital for first word in each column heading only, rest in lower case.

Units of measurement in brackets.

No full stops at the ends of column headings.

COLUMN TEXT

10 point Times, text aligned left.

Numbers should be aligned consistently.

WIDTH

Tables should be within the margin frame (30mm/1.25in) on all sides.

Wide tables should be rotated to fit onto a landscape page.

If tables extend beyond the normal boundaries, contact HSE for advice on presentation.

POSITION ON PAGE

As soon as possible after the paragraph of text in which the table is first mentioned.

A table should not be split unnecessarily over two pages.

The first line of the heading of a table and/or the last line of the table or its footnote should be separated from the surrounding text by at least one line space.

Layout, spacings etc should be consistent throughout all tables of a report.

FOOTNOTES TO TABLES

Presented so that they clearly refer to the table.

9 point Times, *italic*, aligned left.

Positioned at the bottom of the page.

See Appendix 3 (page 24) for an example of table presentation.

9 FIGURES

LINWORK

Clarity is important. Good quality, first generation line drawings must be supplied.

Graphs should have a minimum of grid lines.

Tones can help.

Avoid over-complicated illustrations.

All illustrations in a report should share the same style of linework.

LABELS

Preferably initial capital followed by lower case letters.

No full stops at the ends of labels.

Axis labels on graphs should run parallel with the relevant axis and should state any units of measurement used.

Vertical labels should be rotated anticlockwise from the horizontal, not clockwise.

The style and size of all labels should be consistent throughout a report.

COMPUTER GRAPHICS

Computer-drawn graphics are acceptable if they satisfy all the requirements for 'linework', 'labels' etc.

SIZE AND POSITION ON PAGE

Figures should be big enough to clearly communicate the information. More than one figure may be fitted onto a page and clear small figures may be positioned side by side.

Wherever possible, avoid the use of foldout or two-page illustrations. Any foldouts should be right-hand pages (with odd page numbers).

A figure too wide to fit on a portrait page should only be rotated to fit onto a landscape page as a last resort - if this is necessary it should be rotated anticlockwise so that the top of the figure will be on the left of the portrait page.

10 CAPTIONS

FIGURE CAPTIONS

Every figure must have a caption, positioned below the figure and centred.

11 point Arial, figure reference in **bold**, title in normal.

Initial capital for F of Figure and first word of caption only, rest of caption in lower case.

No full stop at the end of a caption, eg:

Figure 1 Example of a figure caption

All figures should be consecutively numbered in the order they are referred to in the text (preferably as part of a simple, non-decimal, Arabic system).

Figure layout should be consistent throughout the report.

See Appendix 4 (page 25) for an example of a figure caption.

PHOTOGRAPH CAPTIONS

Every photograph should have a caption, positioned below the photograph, aligned left.

10 point Times, *italic*.

Initial capital for first word of caption only, rest in lower case.

No full stop at the end of caption.

See Appendix 6 (page 27) for an example of a photograph caption.

FOOTNOTES TO PHOTOGRAPH CAPTIONS

9 point Times, *italic*.

Aligned left at the bottom of the page.

Line lengths no longer than the width of the caption.

No full stop necessary at the end of a non-sentence footnote.

See Appendix 6 (page 27) for an example of a footnote to a photograph caption.

11 CHARTS

Charts should not use shading to divide categories. Use cross-hatching with a clear key.

Avoid colour charts where possible as reports are reproduced in black and white.

12 PHOTOGRAPHS AND ILLUSTRATIONS

Photographs should be scanned at high resolution and placed in the text.

All photographs should have a caption. See 'photograph captions' (page 14) for instructions on photograph captions.

See Appendix 6 (page 27) for an example of photographic presentation.

COPYRIGHT

Permission to use photographs and illustrations must be sought from the copyright owner. The source can be acknowledged in the report alongside the photograph or illustration or separately as a footnote.

13 ASSISTANCE WITH GRAPHICS AND ILLUSTRATIONS

If you are unable to supply high quality graphics/illustrations HSE can direct you to suitably skilled illustrators approved by HSE. For further information contact the Format Publishing Manager (see page 20).

14 DEALING WITH NUMBERS AND UNITS

UNITS OF MEASUREMENT

SI units should be used throughout.

A number and its unit should never be separated over two lines of text.

One space should separate the number and the unit eg 2 kg.

LATE CORRECTIONS

Handwritten corrections must *not* be made to the final report.

MATHEMATICAL AND SCIENTIFIC EQUATIONS

Characters (Roman and Greek) representing variables are conventionally set in italics; numerals, constants and operators (eg p , \cos , \exp , e) are set plain.

Any characters not available on the printer should be added using transfer lettering, never handwritten.

Initial capital letters should not be used for operators such as \cos , \exp , \lim .

In general, characters in equations should be typed without spaces between them, but there are major exceptions. A space should be left:

- each side of operators such as $+ - \times \div$ (ideally a 'thick' space);
- between a multiplier and multiplicand when either is a function and between operators such as \cos , \exp , \lim and the function they refer to (ideally a 'thin' space).

Use a minus sign character as appropriate, not a hyphen.

'Nested' brackets should be used in the order $\{[()]\}$.

Numerators should be centred over denominators.

In two-line equations, the fraction rule, the equals sign and any non-fraction characters should all be on the same typing line.

A display equation should be centred between the page-edge margins with its reference number, if any, aligned to the right-hand margin.

The first and last lines of a display equation should be separated from the surrounding text by no more than one clear line space.

Groups of equals signs should be vertically aligned where appropriate (eg in a list of definitions after an equation).

The style and layout adopted for maths settings should be consistent throughout a report.

Units of measurement should be abbreviated in accordance with British Standard 5775: 1982.

See Appendix 5 (page 26) for an example of presentation of mathematical and scientific equations.

COMPUTER PRINTOUTS

Computer printouts (text and graphics) are only acceptable if they satisfy all the requirements described in this style guide. If they do not, the text should be reformatted, reprinted and made up in accordance with this specification.

ABBREVIATIONS

Spell out at first use, show abbreviation in brackets. Use abbreviation thereafter, without brackets in text, eg 'The Health and Safety Executive (HSE)'.

The first use should be accompanied by the full spelling of the word or words.

PHOTOCOPIES

Photocopies are not acceptable for any part of the report.

15 FURTHER ADVICE

If you would like any further advice or have queries about any aspect of producing your report, please contact HSE's Format Publishing Section:

Format Publishing Manager
Health and Safety Executive
Room 305, Daniel House
Trinity Road
Bootle
Merseyside
L20 7HE
Tel: 0151 951 4483

APPENDICES

APPENDIX 1 REFERENCE LAYOUT

The *Further reading* references have been arranged in alphabetical order according to their titles.

- 1 *A short guide to the Personal Protective Equipment at Work Regulations 1992* INDG174 HSE Books 1997 ISBN 0 7176 0889 1
- 2 *A step-by-step guide to COSHH assessment* HSG97 HSE Books 1993 ISBN 0 7176 1446 8
- 3 *Assured safe catering: A management system for hazard analysis* 1993 Department of Health ISBN 0 11 321688 2
- 4 *Camera operations on location: Guidance for managers and camera crews* HSG169 HSE Books 1997 ISBN 0 7176 1346 1
- 5 *Construction (Head Protection) Regulations 1989 Guidance on Regulations L25* HSE Books 1992 ISBN 0 11 885503 4
- 6 *COSHH and peripatetic workers* HSG77 HSE Books 1992 ISBN 0 11 885733 9
- 7 *Electrical safety and you* INDG231 HSE Books 1996 ISBN 0 7176 1207 4
- 8 *Electricity at work: Safe working practices* HSG85 1993 ISBN 0 7176 0442 X
- 9 *An index of health and safety guidance for the catering industry* CAIS7 HSE Books 1996
- 10 Association of Chief Police Officers General Policing Committee Standing Sub-committee on Emergency Planning *Emergency procedures manual* 1997
- 11 *Industry guide to good food hygiene practice: Catering guide* Chadwick House Group 1997 ISBN 0900 103 00 0
- 12 HELA *Keeping of LPG in vehicles: Mobile catering units 52/13* HSE Books 1986
- 13 LP Gas Association *Use of LPG cylinders in mobile catering vehicles and similar commercial units* Code of Practice 24 Part 3 LP Gas Association 1996 ISBN 1 87 39118 0
- 14 Au SYZ and Ryan MC *Managing crowd safety in public places: A study to generate guidance for venue owners and enforcing authority inspectors* CRR53 HSE Books 1993 ISBN 0 7176 0780 9

APPENDIX 2 NUMBERING OF HEADINGS

1 INTRODUCTION

1.1 Background

Multiskilling is part of a raft of changes that organisations might introduce with the aim of improving efficiency, competitiveness, reducing costs, improving quality, increasing production and so on. 'Business re-engineering and health and safety management: case studies' (Wright, 1996) reports that eight out of ten companies studied had used multiskilling as part of their process of re-organisation. The companies that had used multiskilling included: power generation, rail, chemical manufacturing and aircraft maintenance.

1.2 Overview of report structure

Section 1 provides an overview of the research rationale, along with a summary of where multiskilling is used, and a discussion of the relevant nomenclature.

Section 2 provides an overview of survey findings. This includes a review of the literature, a discussion of recent incidents and audit reports where multiskilling was criticised, and a discussion of key learning points found in the contemporary case studies.

Section 3 summarises the potential impacts of multiskilling on health and safety.

Section 4 provides management guidelines on how multiskilling is introduced and implemented.

Section 5 describes the life cycle model for multiskilling, as well as how multiskilling can be integrated into normal business planning and management.

1.3 Definitions of multiskilling

The Engineering Employers Federation (EEF) defines multiskilling as 'the acquisition of additional skills, supplementing those already achieved in a given craft' (EEF, 1993). Whilst the Oil Industry Advisory Committee (HSC, 1998) defines multiskilling as 'a way of working where the traditional divisions between work areas and separate disciplines are removed, and individuals are given responsibility for a range of different types of task.' Incomes Data Services state that multiskilling is where workers are trained to undertake 'a limited range of functions in other trades, with due regard to safe working practices' (IDS, 1996). Furthermore they assert that it is not about making employees competent in two disciplines, but equipping staff with additional skills relevant to the efficient running of the business.

1.3.1 Vertical multiskilling

The extent to which supervisory or administrative support tasks are learned by individuals. For example a worker takes some element of management, eg production scheduling, quality control, purchasing etc. This could be a team leader or a member of a self-managed team. It can be considered as a form of empowerment. This can also take the form of supervisors/team leaders taking on some of the skills and tasks of (say) fitters.

APPENDIX 3 TABLE PRESENTATION

Table 1 Tools for checking language subsets

<i>Name</i>	<i>Description</i>	<i>Platform</i>	<i>Comment</i>
Lint	C compliance checker	All Unix	Aims at detecting major breaches of C style and sense, hence fairly liberal.
PC lint	C compliance checker	Windows, Unix version available	Also does some type and data flow analysis, including uninitialised variable detection.
Assent	MISRA compliance		Covers the two main safe subsets.
Safer C	MISRA and 'Safer C' compliance	Linux/Windows/ SPARC Unix	Primarily checks software complexity.
Logiscope	User definable rule set	Windows 95/NT, Solaris, HP-UX	

Control and data flow analysis

Control and data flow analysis is aimed at detecting dead code and the use of variables without initialisation. This can also be done by the code slicers. Some of the subset compliance checkers may need to do some code and data flow analysis too.

Table 2 Tools for code and data flow analysis

<i>Name</i>	<i>Description</i>	<i>Platform</i>	<i>Comment</i>
LDRA	Code and data flow analysis.	PCs and Unix	Supports Fortran, C and Ada
MALPAS	Performs code and data flow analysis. Also capable of extracting semantic description from code, and comparison with abstract semantic definition.	VAX VMS. Port to Windows NT some time this year	Supports C and Ada and other languages (given a suitable 'front end' converter)

APPENDIX 4 FIGURE PRESENTATION

See page 14 for instructions on figure captions

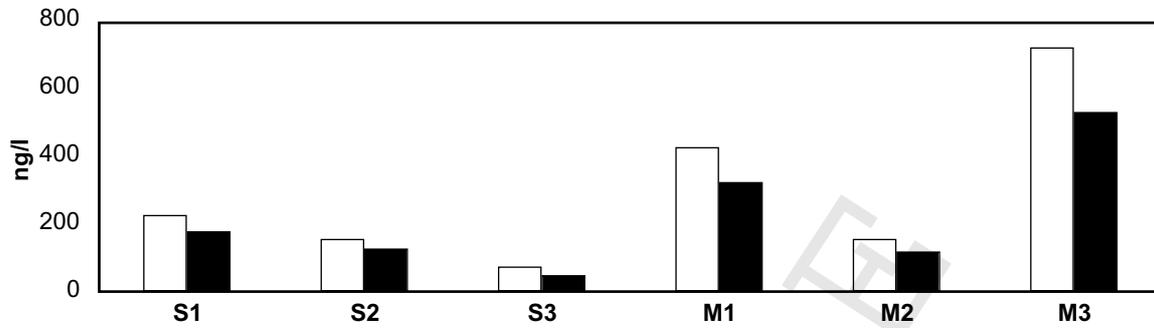


Figure 1 Summary of dissolved concentrates in Thames Estuary (Diuron)

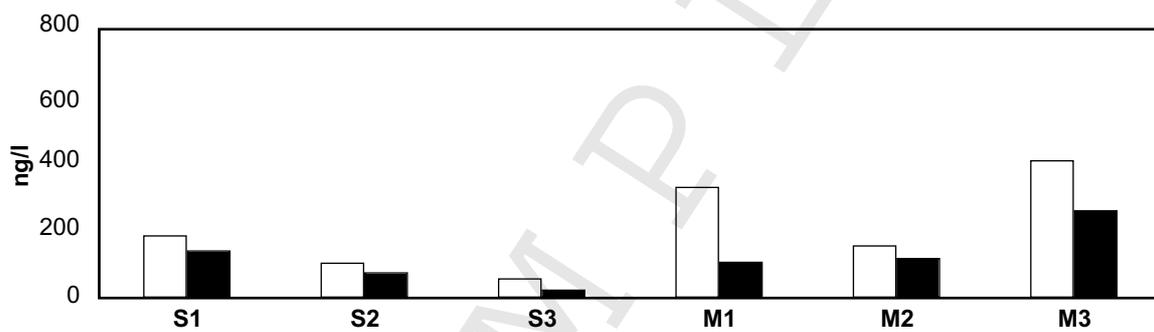


Figure 2 Summary of dissolved concentrates in Thames Estuary (Irgarol)

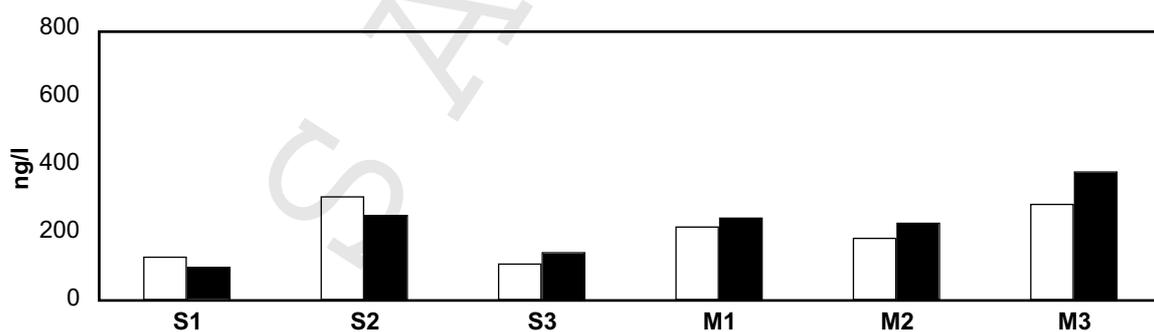


Figure 3 Summary of dissolved concentrates in Thames Estuary (Zinc)

APPENDIX 5 PRESENTATION OF MATHEMATICAL AND SCIENTIFIC EQUATIONS

5 ANALYSIS

5.1 Power spectral densities

Power spectral densities were calculated from the acceleration waveforms; these show the distribution of energy across the frequency spectrum. A frequency resolution of 0.195 Hz was used. The number of degrees of freedom for the power spectrum densities was 48 for a 60-second measurement period (Bendat and Piersol, 1986).

5.2 Transfer functions and coherency

Transfer functions were calculated between acceleration on the vehicle floor (ie the input) and acceleration measured on the seat surface (ie the output) using two different methods: the ‘power spectral density function method’ and the ‘cross-spectral density function method’.

The ‘power spectral density function method’ uses the total energy present in the input and the output signals: the transmissibility, $H_p(f)$, was determined as the square root of the ratio of the power spectral density of the output acceleration, $G_{oo}(f)$, to the power spectral density of the input acceleration, $G_{ii}(f)$:

$$H_p(f) = \left[\frac{G_{oo}(f)}{G_{ii}(f)} \right]^{1/2} \quad (1)$$

The ‘cross-spectral density function method’ uses the proportion of output motion that is linearly correlated with the input motion. The transfer function, $H_c(f)$, was determined from the ratio of the cross-spectral density of the input and output accelerations, $G_{io}(f)$, to the power spectral density of the input acceleration, $G_{ii}(f)$:

$$H_c(f) = \left[\frac{G_{io}(f)}{G_{ii}(f)} \right] \quad (2)$$

The transfer function calculated using the ‘power spectral density function method’ is equal to, or greater than the transfer function calculated using the ‘cross-spectral density function method’.

APPENDIX 6 PHOTOGRAPHIC PRESENTATION

See page 14 for instructions on photograph captions.



*A visit was made to other sites to see the safety procedures in operation**

** Photograph courtesy of HSE*

