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WOODWARD COMPANY
A Division of The Mead Corporation
WOODWARD, ALABAMA 35189

August 5, 1971

TO: Messrs. W. R. Bond, H. C. Davis, L. C. McNeill, L. J. LeBlanc, C. W. Adair, J. W. Hager, G. W. Lewis, J. B. Casey, V. P. Dean, A. Jacobs, W. E. Merriss, Fred McDuff, S. D. Weaver, Horace Beasley, Charles Cobb, Sam Preston, Bill Abercrombie, John Benton, Ralph Jean, Pete Wright, Bill Reed, A. A. Hollingsworth, James Conaway, Gerald Abbott, C. T. Worthy, Len Schmidt, Bill Rich, H. G. Moore, Jr., T. G. Offterdinger, T. E. Stafford, Gordon Buck, Ewald Schmidt, E. J. Tucker, Bill Stoddard, Al Schmidt, Norm Chamberlain, James Jones, Sam Forsgard, L. L. Sample, Charles W. Tipton, Jerry Montgomery, Larry LeBeau, H. L. Hancock, Paul Frees, Nuri Murad, Roy Jackson, J. H. Gross, Hal Middleton, B. E. McDuff, Kenneth W. Thomas, Charles Ford, Jack McAleese, J. L. Scharf

FROM: Stan H. Mooney, Director of Safety - Woodward Company

SUBJECT: Contact with Department of Labor Inspectors

WARNING

If an employer is seeking guidance and consultations from a federal inspector, he should do it by letter or telephone and not invite the inspector to come to his place of business to make a courtesy inspection of his workplace because if the inspector sees violations, he is required to issue citations, order abatement and propose penalties in some instances. We have been advised that photographs, drawings, or sketches may be presented to the inspector for his suggestions at his office without danger of citations, abatement orders and proposed penalties.