

SOUTHERN FEDERATION of MODEL ENGINEERING SOCIETIES

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Southern Federation AGM Cardiff 10 March Southern Federation Rally Cambridge 8 Sept



L to R: Mike Williams, Chairman of Cardiff Society or MES, our host, Daniel Bell, Matthew Kenington, Tom Williamson, Harrie Wills, Noah Eggar and Mike Chrisp, Southern Federation Awards Officer.

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EDITORIAL

We are a tad late with this edition as we held it up in view of two important events, GDPR and the Boiler Test Code 2018, both of which are now upon us.

The BTC is in the process of being delivered to member societies and no doubt many will be collected at Doncaster.

Of perhaps greater impact upon us will be the General Data Protection Regulations due to come into effect 25 May 2018. No doubt you will have received messages from concerns you have dealt with asking your permission to let them hold data on you. The world at large out there is taking this very seriously and to assist us with the same degree of rigour, Southern Federation staff have worked extremely hard to provide you with advice, guidance and a self assessment questionnaire in the web site. We suggest strongly that even if you are not too computer literate, find a club member who is to help you. This is serious

stuff. And this might be a moment to answer the question, "Why be a member of the SF?" For precisely the reasons just revealed, Peter and Martin must have devoted over 400 man-hours researching and checking this subject.

The AGM at Cardiff allowed us to welcome Dr Paul Naylor to the committee, a welcome addition and to hear Tony Wood give us his annual, insurance report, always useful to keep us aware of what we ought not to be doing.

Of course we are always grateful for the support of the 'young engineer's from Polly Engineering, Andy and Jayne in particular.

This news letter is certainly not a few pretty pictures of summer fun but a message of some serious issues where we hope the work done will assist societies in the safe management of their affairs.

David Goyder, Newsletter Editor

CHAIRMAN'S CHAT

The winter months have sadly seen the passing of several of the senior members, the old boys, from the ME club of which I am secretary. When I joined the club these old boys were extremely willing to advise, mentor and generally help myself and fellow new younger members understand and gain the skills needed to become competent model engineers. Now, along with those of a similar age, I am rapidly approaching a time when the title old boy is becoming applicable to me.

This makes me realise that if the ME hobby is to survive and prosper that it's now that my and my generation of old boys, if we don't already do so, need to take on the role advising and mentoring new and younger members. We, and by we I mean not only the senior members of my club but those of all clubs, need to be willing to pass on the knowledge

that we have gained over many years. I may be wrong but I feel that this is currently all the more important as our education system has less and, in some instances, no facilities to teach basic engineering skills and our industrial sector, or what's left of it, has minimal use for skills considered by some to be old fashioned. This is not to say that we old boys should not be receptive to new ideas and technologies that are currently and will increasingly in the future find their way into our hobby but just a plea to not let the old skills pass with the passing of the old boys.

Sermon over, may I wish you all, old boy and youngster, a successful season of summer events and remind you that at least at this time of year the rain is becoming warmer.

Bob Polley Chairman

Southern Federation of Model Engineering Societies

Please, please, please, keep your email addresses up to date!

Every quarter when we send an email message to the 'prime contacts' of member societies telling them that the newsletter is available, we get back about a dozen "Undelivered Mail Returned to Sender" and we are told further "johndoe@something.com; Host or domain name not found."

It is pretty easy to track these people down and so we spend an evening or two calling these people to ask them to update their email address. Some tell us they do not know how to do it so we do it for them and

incidentally have a nice chat. Others just are not there so we send a letter by the snail post and that usually gets it changed.

You can update this information yourself and that would make our lives a little easier and save my phone bill!!!

If you have problems accessing or changing data then please contact the webmaster by using the "Need any Help?" home page or contact membershipsecretary@sfmes.co.uk and we will do our best to help".

Southern Federation Annual General Meeting hosted by Cardiff MES or shall we call it the celebration of youthful

This was quite a party! Annual General Meetings are supposed to be formal, serious and solemn affairs to review the conduct of the business, the performance of the officers and the general well being of the organisation. What does one do when it is taken over by the youth of the hobby? Just get on with it and what a splendid celebration it was!!

First of all, the official business was conducted as one would expect. All of you will have read the officer's reports and been able to comment as you wish and any issues were sympathetically managed by our Chairman Bob Polley, but the consensus seemed to be that the shareholders are happy and satisfied.

Next our Chairman recognised the contribution of a long serving committee member, Ivan Hurst, who had decided to retire. The Federation honoured him with a Vice-Presidency that will allow him to contribute but with slightly less onerous duties.



Southern Federation chairman, Bob Polley presenting Ivan with his gift and the Federation's thanks for a job well done.

Now followed the presentations of awards and certificates and of course the Polly Award to the young engineers. This year five young peoples' work stood out and each received an award. Mike Chrisp became the 'Master of Ceremonies' for this section and commenced by thanking Andy and Jayne Clarke for their continuing generosity with the Polly Engineering Limited Prize. Regrettably Andy and Jayne were unable to join us in Cardiff. Then Mike introduced Tom Williams



Tom is sixteen, joined Hereford SME in the late summer of last year and has already made excellent progress in his short time as a member of their Young Engineers group. Tom's been learning about silver brazing and

lathe work. Quick to follow instruction, he's demonstrated a good understanding of the processes involved and has made a first class job of a double-ended tailstock die holder. Tom may not yet have had the opportunity to make much of a contribution to Society activities but his mentor, Wally Sykes, tells us he's a credit to the future of the Society. Our Chairman Bob Polley presented Tom with a Commended certificate and a £10 cash prize.

Mike introduced next, Daniel Bell.

Daniel is fourteen and is also a member of the Hereford Society's Young Engineers group. Daniel is building an electrically powered Foden lorry. Learning about fabrication, welding,



turning, milling, electronics and 3D printing along the way, he also has a passion for Mamod steam engines and fairground rides. Daniel's mentor, Wally Sykes, tells us he can be found at all Society events and is always keen to help at public running days. He's passed his 7 1/4 Inch Gauge Society Bronze Award and is preparing for his Silver Award. Bob presented Daniel with a Special Award Certificate and a £25 cash prize.

The third young engineer to be honoured was twelve year old Matthew Kenington.

Matthew recently joined the Hereford Society's Young Engineers group. Interested since the age of five, Matthew has recently completed an oscillating engine based on a published

design and built to his own CAD drawings using manual turning and milling and CNC milling. He recently became the proud owner of a 3 1/2 inch gauge Tich locomotive which he's currently overhauling. Matthew's mentor, Bill Hall, tells us he's a keenly interested junior member of Wye Valley RS, regularly helps to set up for public running, enjoys engaging with visitors on site and at exhibitions and is competent to drive battery electric and steam locomotives.

Bob present Matthew with a Special award Certificate and a 25 cash prize.



Southern Federation Annual General Meeting hosted by Cardiff MES or shall we call it the celebration of youthful



Next was another fourteen year old, Harrie Wills. Harrie is also a member of Hereford Society's Young Engineers group. Harrie started his training by building a G1 truck, progressed to building a radio controlled G1 locomotive and, with dad's help, has built a G1 track in their garden. He also

likes to work on derelict vintage locomotives and carriages and has recently purchased a 5 inch gauge battery electric shunter. Harrie's mentor, Wally Sykes, tells us Harrie has been involved with the construction of a GWR garden railway entrance arch and is always keen to help on public running days. He's passed his 7¼ Inch Gauge Society Bronze Award and is preparing for his Silver Award.

Harrie received a Special Award Certificate and a £25 cash prize.

Mike Chrisp now introduced this years Prize winner, Noah Eggar.

Noah is fifteen years old and also a member of Hereford Society's Young Engineers group. Noah's mentor, John Arrowsmith explains how Noah joined Hereford SME at the age of eight, has grown into a very useful and respectful young man involved in many aspects of the Society's activities and continues to progress with his model engineering work with many completed projects to his credit including his G1 GWR Collett locomotive which he hopes to have ready for showing at the Midlands Model Engineering

Exhibition in October. Noah has bought a 1982 1000cc Mini *Mayfair* for complete restoration and has already made good progress. By his own effort, he secured summer work experience with the Morgan Car Company. He's also an active member of his local scout group.



Chairman Polley presents Noah Eggar with Southern Federation Trophy & Polly Model Engineering Prize, a £50 Polly Model Engineering voucher and a £50 cash prize.



Many thanks to the parents, guardians, grandparents, mentors, enthusiasts and the young engineers themselves.

Southern Federation Annual General Meeting hosted by Cardiff MES or shall we call it the celebration of youthful

Their work



Made by 16 year old Tom Williams, a double-ended tailstock die holder.



Matthew Kenington is twelve and has recently completed an oscillating engine based on a published design and built to his own CAD drawings



Daniel Bell is fourteen and is building an electrically powered Foden lorry.



Fourteen year old Harrie Wills started his training by building a G1 truck,



Noah Eggar is fifteen years old and continues to progress with his model engineering work with many completed projects to his credit including his G1 GWR Collett locomotive.

Walker Midgley Insurance Report

We are privileged to hear from Tony Wood at the AGM to learn what has been happening in the world of insurance, the claims made and their final disposition. The experiences of others can always be a good lesson to find out what to prevent!

As usual I will start my report with details of claims made beginning with an update on the 7 claims which were outstanding at last year's AGM and I will follow with details of the claims reported during the last 12 months. I will give brief anonymous details but if any of the involved clubs are here today and would like to expand or give further background details please feel free. We can all learn by the experiences of others.

During the report you will hear me use the term 'Reserve' so just a quick word on what that means. Insurance companies, like all companies, have to publish their accounts but unlike ordinary trading companies they do not buy

stock and then sell, hopefully, at a profit. Insurance companies sell insurance and it is not until later that they know if they have made a profit, that is when the claims paid are less than the premiums received. In order that insurance company accounts show an accurate picture a 'reserve' is set when a claim notification is received and this is basically a worst case payment scenario. Those reserves are then entered in to the accounts which means that the accounts show, at any one moment in time, a more accurate reflection of the financial position. As mentioned reserves are worst case scenario and hence are usually quite large. The majority of claims will be settled at a figure below the initial reserve figure.

There were seven claims outstanding at the last meeting – the progress report is: -

Date	Details
04/05/15	5 in raised track derailment. Claims from mother, father and two children. Payments to date are £3000 damages and £2910 costs Claims from the minors remain outstanding and reserve reduced from £53,890 to £32,995.
10/05/15	Lady passenger put her foot on riding car footboard whilst dismounting and lost balance. Reserve was £9600 now closed nil payment.
13/06/15	Ground level derailment. Mother and son injured, both taken to hospital by ambulance. Liability admitted, awaiting medical evidence. Reserve remains at £20340
28/05/16	Derailment, father and child fell off. Child injured – formal claim received. Awaiting medical evidence. Reserve remains at £9,960
29/08/16	Spark burn to child. Solicitors letter received. Awaiting medical evidence Reserve remains at £5,425
23/09/16	Club buildings hit by lightning. CCTV system and telephone system both damaged. Awaiting engineers report. Reserve was £4,702 now settled £1,650.85
25/09/16	Lady visitor fell off picnic bench seat. Reserve was £8,135 now closed nil payment

The following thirteen claims have been reported since the last meeting: -

09/04/17	Ground level derailment – child cut knee possibly requiring stitches No formal claim received. Closed nil payment
17/04/17	Spark burns to two children, liability denied, no response to date. Reserve £7210.00
01/05/17	Lady suffered burn on foot following split hot tea drink. Closed nil payment
27/05/17	Child grazed knee Closed nil payment
29/05/17	Personal accident claim - Member was in home workshop using wheel polisher. Glove caught in wheel dragging hand in resulting right thumb being ripped off.

Walker Midgley Insurance Report (Cont'd)

18/06/17	Passenger fell off due to medical condition which causes balance problems No formal claim. Closed nil payments
25/06/17	Derailment causing injury to two children and two adults No formal claim received. Closed nil payment
01/07/17	Child injured following raised track derailment – taken to hospital No formal claim received Closed nil payment
09/07/17	Derailment – lady passenger grazed knee Awaiting supporting medical evidence. Reserve £10450
03/08/17	Two adults and one child suffered injuries following derailment No formal claim received Closed nil payments
17/08/17	Break in at clubhouse – items stolen Closed payment made £205.79
03/09/17	Passenger fell from carriage after derailment. Reserve - £3999
04/12/1	Loco damage whilst in store at club Closed payment made under the member's own policy £2400.00

Adding the outstanding new claims to the outstanding old claims there are a total of 7 claims outstanding as at today.

I always say this but it is worth repeating - if you have an incident which might, and remember perhaps only might, result in a public liability claim please make sure that it is logged and that statements are taken straight away whilst people can remember accurately what happened, old Chinese proverb weakest ink better than strongest memory, then get in touch with us and report it. Also don't forget RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995)

If an incident happens and correspondence is received please do not try to handle the claim yourself. We must be told of the incident or of the claim as soon as it practically possible and please send to us, without acknowledgement, any letters received. If someone telephones tell them it is with your insurers and give them our telephone number, let us handle it. Insurers do not want you writing or talking to any person

involved, such involvement by you could prejudice settlement. You pay the insurance premium – let the insurers handle the claims – that is what we are here for.

As part of the public liability claim investigation process the insurers are quite likely to ask for a copy of your up to date risk assessment so please make sure that your risk assessment is updated at least every year or more frequently if any changes to your buildings, track or site etc have been made. Insurers may also need a copy of any RIDDOR report made. Please make sure that your repair and regular maintenance records (track, club locos, club rolling stock etc) are completed and up to date. Don't forget it is not sufficient to just do the maintenance - you need to evidence that it was done, what exactly was done and when it was done. As with Risk Assessments and RIDDOR reports your maintenance records could be required in the event of a public liability claim.

Tony Wood
Walker Midgley Insurance Brokers
Sheffield Tel 0114 250 2770

More insurance comments

Members Insurance

Another reminder – cover for individual members is available for their models locos etc and for home workshops – it is quite surprising how few members take out this cover. I suspect a lot are under the impression that there will be cover under their home contents insurance but that could be doubtful. If you think that your models or your workshop are covered that way it is recommended that you get confirmation in writing from your home contents insurers.

Model Road Steam Insurance

As the name suggests cover for miniature steam traction engines but also includes miniature road vehicles driven by internal combustion engines or electric motors. Cover includes Road Traffic Act cover. In order to qualify must be up to and including 6 in scale

Van Lorry and Low Loader

Many model engineers have a van which they use for transporting their models, locos or traction engines. We have a Van Lorry and Low Loader policy which provides fully comprehensive social domestic and pleasure only cover with any driver over age 25. There is an annual mileage limit of 6000 miles. The premium is very competitive and may well give a good

saving over standard commercial vehicle policies.

Renewals

We're just coming up to the busiest renewal period – the vast majority of societies have a renewal date of 1st April. There is no reason for a 1st April renewal date other than historical, you can have a renewal date at any time during the year and it is easy to change – we just charge a pro rata premium from the old date up to the new date. More and more societies are changing to a date later in the year when perhaps the cash flow is a bit better after a period of public running, or to fit in with their membership year. If you are interested in changing your renewal date please get in touch with us.

So far everything seems to be going smoothly, the renewals for individual members go out well before the actual renewal date and club & society schedules and certificates are going out as soon as we receive the completed renewal instruction form but if anyone is having problems with their renewal please let us know.

Tony Wood

Walker Midgley Insurance Brokers

Sheffield

Tel 0114 250 2770

Seminars for Boiler Inspectors

For the past three years, there has been a Boiler Inspectors Seminar in the spring and autumn.

Jointly organised and sponsored by Southern Federation of Model Engineering Societies and Northern Association of Model Engineers (NAME) the seminars have visited many locations and 350+ boiler inspectors and would-be boiler inspectors have benefited from the opportunity.

The Maidstone in January 2018 was fully booked and a great success.

The Spring seminar at Peterborough is now fully booked thanks to Marion Parker of the Peterborough Society of Model Engineers and her work as delegate co-ordinator.

The new Boiler Test Code will be no doubt discussed

as it is soon due for release. The basic principles of boiler examination and testing will not have changed but there are bound to be some new do's and don'ts tucked away somewhere!

Next seminar will be in the autumn. The location is influenced by delegate interest so it would be wise to indicate your interest now to Peter Squire. He can be contacted at email secretary@sfmes.co.uk or phone 01327-342167.

In equal importance to the location is to find a club with sufficient premises and a desire to host the seminar, possibly in the north midlands or the north west this Autumn.

Peter Squire

Secretary and Boiler Seminars

Boiler Test Code - News

After a great deal of work by representatives of the 10¼" Gauge Railway Society, the 7¼" Gauge Society, the Association of 16 mm Narrow Gauge Modellers, the Gauge 1 Model Railway Association, the Midland Federation of Model Engineers, the Model Power Boat Association, the Northern Association of Model Engineers and the Southern Federation of Model Engineering Societies, a new version of the Boiler Test Code (BTC) is about to be released.

If the present production schedule is met, this will be known as the "May 2018 version"

This new version has had the benefit of input from those organisations that have a primary interest in the smaller boilers and gas tanks. Accordingly, the guidance for those is much more comprehensive than it has been in the past. The decision was taken to divide the BTC into three volumes – Vol. 1 – larger boilers, Vol. 2 – smaller boilers (i.e. less than or equal to 3 bar litres) and Vol. 3 – small gas tanks. That was done to make it easier for people to find the parts relevant to their particular requirement. Inevitably, there is a lot of overlap in the general sections between the volumes, but it reduces the confusion of "does this bit apply to me?"

The new BTC is not significantly different to the previous one in its basic requirements. No substantive changes have been made to things like

test pressures, test procedures, certificate validity periods, etc. Almost all the changes have been made to clarify previous anomalies, uncertainties and contradictions. Inspectors should find the actual requirements quite familiar.

The existing Test Certificates for larger boilers have not been altered. A new certificate for smaller boilers and gas tanks has been devised. However, the SFED will continue to use the existing small boiler certificate pads until the current stock has been used up. Is it not clear at present how the new small boiler and gas tank certificates will be managed but, for SFED member societies, that will not be an issue for some time yet as the old certificates will not be used up for, possibly, some years. This does mean that SFED affiliated clubs and societies may be presented with the new style small boiler and gas tank certificates by visitors.

The new Boiler Test Codes will be issued free of charge to SFED affiliated clubs on a pro-rata basis, based on their previous boilers returns or as a percentage of their registered membership numbers. From the issue date, the new Test Codes and an example of the new certificate for small boilers and gas tanks will also be available as downloads from the SFED website.

It should be remembered that the BTC shall be considered as the Written Scheme of Examination as described in the PSSR, when used in conjunction with the test certificate associated with an individual boiler. Every boiler owner must have at least one copy of the BTC in their possession. However, it is not necessary to have one copy of the BTC for each boiler owned.

Bob Walker

Welcome to SF Committee Dr Paul Naylor

Paul is a Fellow of the Institution of Mechanical Engineers having had a working career in the engineering industry including holding a number of directorships in various companies.

Three years ago he took early retirement, leaving his last role as a Management Consultant to concentrate on his leisure activities, as well as some part time lecturing at Brunel University.



In the 1990s he joined Frimley and Ascot Locomotive Club, becoming Chairman in 2003 and acting Chief Engineer in 2014. He resigned from these posts late in

2017 and volunteered for the Southern Federation Board at the last AGM. He has a home workshop and has built a number of locomotives including a 5" A4, a 7.25" Holmside and a 7.25" US wood burner to his own design and patterns but based on a locomotive by Mason in the 1850's. His current project is a 5" mogul loosely based on a K4 but in reality a way to use up accumulated miscellaneous castings!

He believes that the Southern Federation

has a potent role in promoting the hobby as well as being a forum for exchanging good practice and wishes to support this.

The end of the Day at the Wayward Railway



The Wayward Railway sent me, as membership Secretary, a lovely card with their payment, it is just too good not to share it with you.

Steam Operated Drain Cocks by Peter Squire

I was never happy with the automatic draincocks fitted to my engine, but equally was not keen on levers and cables to operate plugcocks. All too fiddly and vulnerable.

I soon realised that some club members had steam operated drain cocks on their Simplex locomotives, and these seemed to be a sensible way forward. The design was known as Okadeedrain cocks, involving a small conical piston within the body of the unit to seal the escape of water and steam from the cylinder when held in place by steam from a valve on the backhead.

Someone very kindly lent me the shaped 'D' bit to machine out the bodies, and a set was quickly manufactured and fitted. The tricky bit was lapping the little conical pistons into the valve body to get an acceptable seal. In operation they were far more effective than the automatic versions, but required dismantling, cleaning and re-lapping at fairly regular intervals. All part of the constant maintenance regime that we are faced with

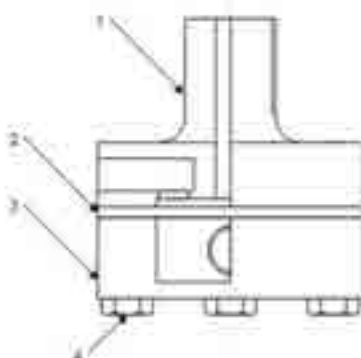
when running steam engines.

During one of my trips to France, I spotted some unusual looking drain cocks fitted to a number of Decauville type engines, and soon realised that they were steam operated. A few discussions using my very best technical French, and the learning of some new terms such as "*purgeur*" for a drain cock, a copy of the design from the '*Confrerie des Amateurs de Vapeur*' (CAV) newsletter was obtained.

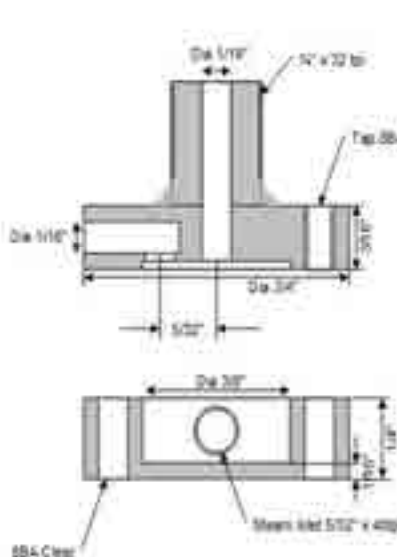
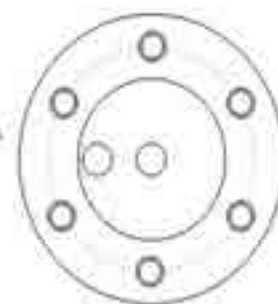
Back in the workshop, a few doodles converted the design from millimetres to '*pouces*' (inches) and a start was made on the lathe. Not really sure why I felt the conversion was necessary but at that time I suppose I was happier using fractions and BA fittings.

A quick foray onto eBay found the PTFE sheet required for the membrane. The end result is a

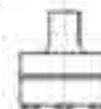
The drawing shows the principles of the design, and the photographs below show two versions of the design. One with the four units piped to a common live steam union, and ready to be fitted to a locomotive with inside cylinders, and the other with a single central valve with and elbow unions on the outside



PRINCIPLE: A 0.5 to 0.75 mm thick PTFE membrane under pressure from steam or water from the inlet will seal the lower end of the outlet from the cylinder. When the steam or water pressure is removed, any water or steam in the cylinder will make its way through the space between the membrane and the upper body to exit via the horizontal outlet. Re-applying steam or water pressure under the membrane will re-seal the outlet.



Scale: Full Size



ITEM NO.	DESCRIPTION	MATERIAL
1	BODY	BRONZE
2	MEMBRANE	PTFE SHEET
3	COVER	BRONZE
4	BOLT	316 STAINLESS

STEAM OPERATED DRAIN COCK

SCALE 3 : 1 AND 1 : 1

I had it all!



I talked with a homeless man this morning and asked him how he ended up this way. He said, "Up until last week, I still had it all. I had plenty to eat, my clothes were washed and pressed, I had a roof over my head, I had HDTV and Internet, and I went to the gym, the pool, and the library. "I was working on my Britannia in the workshop. I had no bills and no debt. I even had full medical coverage." I felt sorry for him, so I asked, "What happened? Drugs? Alcohol? Divorce?"

"Oh no, nothing like that," he said. "No, no.... I was paroled."

Introduction to managing the General Data Protection Regulations (GDPR)

By Southern Federation Secretary Peter Squire and Martin Baker

Please note this is a direct copy from the website resource for member societies to be found in full at <https://www.sfmes.co.uk/public/> when logged on. In the section Understanding the Law

From the level of correspondence received over the last few months, it is clear that GDPR has been exercising the minds, patience, tolerance and time, of individuals involved with the running of clubs and societies.

Since the December 2017 Newsletter there has been a steady trickle of information (I use the word 'trickle' carefully) from the Information Commissioners Office (ICO) about GDPR, and in particular what it may mean to medium, small and micro businesses. I have lost count of the number of phone calls that I have made to the ICO Helpline, to be told "watch our website for information about that" The GDPR is clearly aimed at business who process data for sales and marketing purposes. We have all read of recent breaches in data security, and the implications it has had on some individuals.

Here we are now less than a month away from implementation, and the ICO has not finalised the exemptions for small and recreational organisations, such as village hall committees, bowls' and cricket clubs.

The ICO Working Party 29 is, at the time of writing this, still deliberating about medium, small and micro businesses and the guidance we can offer at this time is our estimate of what is reasonable until the recommendations of WP29 are adopted and published.

Currently the ICO website states;

Please note

The Article 29 Working Party (WP29) is currently considering the scope of the exemption from documentation of processing activities for small and medium-sized organisations.

WP29 includes representatives from the data protection authorities of each EU member state. It adopts guidelines for complying with the requirements of the GDPR.

If necessary, we will update this guidance to reflect the outcome of WP29's discussions.

In the December newsletter, I stated,

"You should start by appointing a Data Protection Officer (DPO), which does not have to be a

committee post but should at least have a designated report to a committee member."

This attracted a fair amount of criticism at the time from over burdened committees who were already finding it difficult to find someone to help run the club. It was at that time the best information available, but this is an area where the ICO statements have become clearer.

*Under the GDPR, you **must** appoint a DPO if:*

- you are a public authority (except for courts acting in their judicial capacity);*
- your core activities require large scale, regular and systematic monitoring of individuals (for example, online behaviour tracking); or*
- your core activities consist of large scale processing of special categories of data or data relating to criminal convictions and offences.*

This applies to both controllers and processors. You can appoint a DPO if you wish, even if you aren't required to. If you decide to voluntarily appoint a DPO you should be aware that the same requirements of the position and tasks apply had the appointment been mandatory.

There are therefore cases where a formally appointed DPO is required by law, but this will not apply to most affiliated societies. SFMES recommends you identify someone as responsible for producing a data protection policy, but also recommends that you avoid calling the person responsible your 'DPO' as the term may under certain circumstances carry with it a presumption of higher duty, authority and accountability. You may consider using the title Data Protection Compliance Leader which is more appropriate to the skills and authorities in a model engineering society.

As with Child Protection, Safeguarding and Health and Safety, new laws have given rise to people establishing overzealous interpretations and hence overzealous and onerous guidance and piles of paperwork. Using the ICO website to determine the data protection requirements for a small organisation will lead to many hours of work, and a pile of un-necessary paperwork. Unfortunately there is no 'one size fits all' process or statement that can be universally applied across model engineering

Introduction to managing the General Data Protection Regulations (GDPR) cont'd

clubs and societies.

The following outlines the major measures required **by law** and identifies relaxations often omitted from ICO headlines and other commercial documentation, that will ease the burden on affiliated Societies.

The ICO has not finalised the exemptions for small organisations such as our Affiliates. So the following guidance is our estimate of what is reasonable until the recommendations of their working group WP29 is adopted.

Caveat

The following is aimed at Societies undertaking Model Engineering as a hobby activity and does not cover activities outside that scope.

Background

The guidance within this section is drawn from GDPR Articles 30 and 32 and from the ICO. These contain important relaxations relevant to model engineering societies often not found in headline documentation issued by the ICO and others.

If you make use of these relaxations, you must ensure that they really apply to you and that means apart from anything else, reading and understanding this lot and making sure it applies to your Society.

Who needs to document their processing activities? [GDPR Article 30]

There are two important watersheds in Article 30, when you have less than 250 employees (most Societies) and when you have less than 9 (a few Societies)

Unless you have more than 250 employees you do not have to keep records of processing or the data you control.

If you have less than 250 employees, you only need to document processing activities that:

- are not occasional; or
- could result in a risk to the rights and freedoms of individuals; or
- involve the processing of special categories of data or criminal conviction and offence data.

Although there is no lawful basis to do so in the context of most of our affiliated societies, the ICO provides general advice nonetheless where certain data is kept. The Federation considers the following as a guideline for small societies and a recommendation for larger societies, those that

keep their data on third party systems such as the internet or who have credit/debit card payment services

- who manages your data protection activities
- what you keep and use it for (typically for the purposes of administering your membership, finances and health and safety)
- your policy including access rights and for how long different data is kept
- where or who keeps / processes your data
- your security measures including breach detection and handling

Note that records of consent are only required if your use of data is in a class of activity that requires consent - such as marketing and then that consent only has to be given by those to whom you market. Most Societies will be able to position their activities so they do not need to ask for consent.

Where a Society undertakes any activities for which there are more controls, documentation is likely to be obligatory; and the measures needed to be taken are more complex (and beyond the scope of our recommendations). Some of these categories include

- marketing
- automated decisions (including writing off members who do not pay their subscriptions - but an automated system can ask a human if it is OK to proceed)
- exchange of data to organisations in the UK or elsewhere within Europe that is not part of your normal trading business of contacting each other
- exchange of data outside of the EU (including use of websites hosted outside the EU)
- about sex offenders and people with other criminal records

Security Measures [GDPR Article 32]

The law requires you and your data processors to implement appropriate technical and organisational measures to ensure a level of security.

Noting that affiliated Societies are small and with limited financial resources, the law does not oblige you to have state of the art security measures. You may take into account the following in deciding what to do.

- costs in relation to your level of turnover and

Introduction to managing the General Data Protection Regulations (GDPR) cont'd

available funds

- the use to which you are putting the data
- the likely risk to the data subjects if there were a security breach
- the extent to which the data is already in the public domain (such as electoral registers)

There are some base obligations that will be seen to apply everywhere

- you need to control access to the data to a sufficient level that you know if a breach has occurred.
- The means that this security at the least is achieved by passwords for electronic systems or by numbered or otherwise controlled keys that are not readily copied for physical copy

This means for paper and other physical filing; that the data must be under appropriate lock and key (the key can be electronic or physical). If data of different classes is available under the same lock and key, some other measure (such as prominent labelling) is used to minimise accidental inappropriate access.

For electronic data, that a password of a reasonable strength is required distinct for each individual in order to access the data - the consequences of which are.

- every computer, including those at home of your members used for Society data, with must have a password of reasonable strength to gain access to it - you cannot just open up the machine and use it - this includes mobiles if data is stored on them such as in a phone directory
- computer systems must have a log on system with timeout, and must not transmit any password in plain text over external communications such as the internet

The law does not mandate that your website has to use any encryption standard - and for many Societies the need is not substantive. That said, the general trend in expectations (not the law) is that websites with personal data should use the https:// secure protocol and have appropriate controls for upload, download and backup.

If you do not use a website and share data, then if you use email to send files between each other then you must verify that the email transmission is secure end to end - and for the lay person that is easier

said than done - or use a tool to encrypt the file. Special consideration needs to be taken for memory sticks and removable hard disks which must be secure, either by means of technology or by strict procedures to keep them under lock and key.

Information Audit

This means you need to understand what you are doing in relation to personal data. Only once you understand what you are doing are you then able to ensure that the policies and procedures you put in place are appropriate

We provide you with two spreadsheets for recording your audit which are based on ones provided by the ICO, you should be able to open then in Excel or Open Office. These both are pre-filled in as a starting point for a typical Society. These have been simplified to span only those matters likely to be relevant to a Society; you may find that you can use them as they stand. If you are unsure about these simplifications then please refer to the IC website and use their originals.

Remember that the scope of the audit covers

- paper based files at your society
- paper based files at your members' homes - and every such member has to be recorded individually !!!!
- society computers
- third party computers and websites
- members personal computers that hold society information including contact lists
- backups
- development systems

Before documenting the result of your information audit, assess whether it may be simpler in some cases to cease past practices of allowing members to keep their own records of your business data.

Policy Documents

You should prepare the following directly yourself or by using the **questionnaire** available from the left menu:

- an internal statement of your policy including procedures and review intervals/criteria
- a declaration you may give to people saying to them what data you will keep
- a plan of action to ensure transition to compliance and to keep it that way

Introduction to managing the General Data Protection Regulations (GDPR) cont'd

Our Questionnaire

An option for you is to use our questionnaire online. Very quickly it will provide a good start for smaller societies to the basic documentation you need to have.

The questionnaire will ask about matters determined from your information audit. That is something you have to do but we have pre-populated the audit registers templates available on the web with some standard entries. It is down to you to do the rest.

Once complete, you can generate your policy statement, the data subject declaration and the plan of action tailored to the answers you give.

You can also share, forum style, comments with other people about parts of the questionnaire and you can modify the generated outputs to vary wording or cover additional circumstances.

These outputs can be downloaded in html format. That format will open in Microsoft Word, Open Office etc, or used directly in your own website.

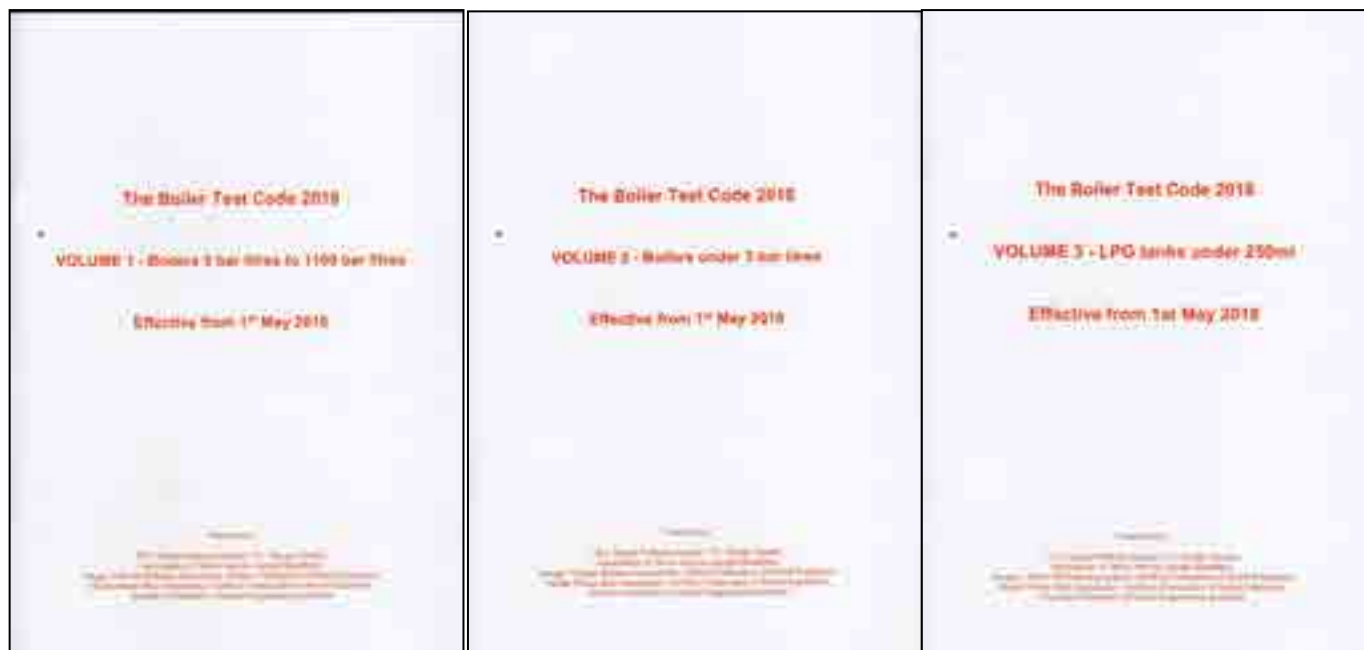
Society officers are the only people who can edit or see the questionnaire for their Society. If your data protection lead manager is not already an officer on the website, then with their consent you can add them to the list of officers so they can perform the task themselves.

You will find the Data Protection section of the website within **Understanding the Law** from the left menu at <https://www.sfmes.co.uk> You have to be logged on to see this section.

Peter Squire, Secretary

Martin Baker, IT Manager & Treasurer

Its here! The Boiler Test Code 2018 in three Volumes ... And an additional news item below.



Volume 1

Boilers 3 bar litres to 1100 bar litres

Volume 2

Boilers under 3 bar litres

Volume 2

LPG tanks under 250 ml

The MELG has designed a new combined test certificate for use with small boilers and gas tanks. However, the MELG has also agreed that existing stocks of certificates can continue to be used until the current stocks are used up.

Accordingly, the SFED and its members societies should

continue to use the small boiler test certificates supplied in the pre-printed and pre-numbered pads. For initial Testing and Annual Inspections of gas tanks the certificate entitled "LPG Gas Tank Certificate 2018" can be down loaded from the website.

Bob Walker SFED Safety Officer

News from Guildford — July 7th 8th

The well known annual Rally is changing to a family fun “Railway Gala” weekend event.

The following is quoted from “A new vision for the GMES annual Rally.

The attendance at the rally each year has nearly halved over the last decade and the number of traders has also decreased significantly. It is a trend that has affected all model engineering shows and indicates the changing habits of model engineers, with the rise of internet trading often being cited as the main cause. We have also noticed an increase in the number of families attending, though some have been deterred by the entrance fee that we have charged. In contrast, GMES runs monthly Sunday afternoon public running events

which are extremely well attended by local families and their friends.

The GMES Council of Management has endorsed the view that our annual Rally and Exhibition needs to evolve to meet the new circumstances of our changing world.

We are going to change emphasis from a trading event to an event where local families can enjoy the train rides, the garden railways, the boating pools, and other items being displayed, and also enthusiasts can get together. Consequently, we are going for a change of name to the Stoke Park Railway Gala Weekend.

For more information contact

Bryan Finch, GMES Secretary

bryanfinch@ntlworld.com

As this has been a very serious newsletter, here is something completely different

1. A rat can last longer without water than a camel.
2. Your stomach has to produce a new layer of mucus every two weeks or it will digest itself.
3. The dot over the letter "i" is called a tittle.
4. A raisin dropped in a glass of fresh champagne will bounce up and down continuously from the bottom of the glass to the top.
5. A female ferret will die if it goes into heat and cannot find a mate.
6. A duck's quack doesn't echo. No one knows why.
7. A 2 X 4 is really 1-1/2" by 3-1/2". (Before about 1965, a 2 x 4 was really 1-3/4" by 3-3/4".)
When I was a teenager in the late 50's, a hardwood 2 X 4 would always be cut 2 1/4" X 4 1/4" to allow for a "finished" 2" X 4" board. R.C.
8. During the chariot scene in "Ben Hur," a small red car can be seen in the distance (and Heston's wearing a watch).
9. On average, 12 newborns will be given to the wrong parents daily! (That explains a few mysteries...)
10. Donald Duck comics were banned from Finland because he doesn't wear pants.
11. Because metal was scarce, the Oscars given out during World War II were made of wood.
12. The number of possible ways of playing the first four moves per side in a game of chess is 318,979,564,000.
13. There are no words in the dictionary that rhyme with orange, purple and silver.
14. The name Wendy was made up for the book Peter Pan. There was never a recorded Wendy before.
15. The very first bomb dropped by the Allies on Berlin in World War II killed the only elephant in the Berlin Zoo.
16. If one places a tiny amount of liquor on a scorpion, it will instantly go mad and sting itself to death. (Who was the sadist who discovered this??)
17. Bruce Lee was so fast that they actually had to s-l-o-w film down so you could see his moves. That's the opposite of the norm.
18. The first CD pressed in the US was Bruce Springsteen's "Born in the USA"
19. The original name for butterfly was flutterby.
20. The phrase "rule of thumb" is derived from an old English law which stated that you couldn't beat your wife with anything wider than your thumb.

Marine Model Engineer - A project!



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Boiler Test Code 2018	FREE*
Boiler Test Certificates - Pad of 50	FREE*
Written Scheme of Examination - Pad of 50	FREE*
Small Boiler Test Certificate - Pad of 50	FREE*
Boiler History Record Card - Pack of 10	£3.50
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HSG216 Passenger-carrying miniature railways 'Guidance on safe practice'	£3.00
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These publications are issued free of charge to fully paid up member clubs and societies however for delivery by mail the cost of the postage, as shown, must be borne by the Club/Society placing the order.

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