

**SPECIAL INSTRUCTIONS (TECHNICAL) (SI(T)) – GENERIC TEMPLATE FOR ROUTINE TECHNICAL INSTRUCTIONS (RTI) / URGENT TECHNICAL INSTRUCTIONS (UTI)**

PROTECTIVE MARKING	
<p>Note: This SI(T) template is equally applicable whether raising a UTI or RTI. The originator is requested to delete the terms when not applicable.</p>	
SI(T) Reference:	(UTI / RTI) / Category / Serial No (followed by suffix letter for amendments) (eg UTI / TOR / XXX)
Date of issue:	
From:	Enter Publication Authority details
<p><b>Enquiries.</b> All enquiries relating to the technical or administrative content of this SI(T) should be made to the issuing Delivery Team (DT).</p> <p>1. <b>TITLE.</b> To include short introduction and background information.</p> <p>The title must include:</p> <ol style="list-style-type: none"> <li>URGENT TECHNICAL INSTRUCTIONS* or ROUTINE TECHNICAL INSTRUCTIONS* (*delete as appropriate).</li> <li>Instruction reference number, eg (UTI / RTI) / TOR / XXX. The reference number must be made up of 3 parts. The first part denotes the type of Instruction. The second part denotes the applicable category, as laid out in RA 5405 Annex A<sup>1</sup>. The third part is the unique serial number (plus suffix letter, if amended version) allocated by the issuing Type Airworthiness Authority (TAA) or Commodity Chief Engineer (CE) as appropriate. Serial numbers must run consecutively, with separate series for each type of Instruction.</li> <li>Nomenclature of the main assembly, system, equipment or part affected, and a brief description of the fault, eg FIN ATTACHMENT – CRACKING.</li> <li>The Reference of any superseded Instruction, if applicable, in brackets, eg (Superseding – UTI / TOR / XXX (plus suffix letter, if amended version)).</li> <li>Logistical Information System (LIS) reference, if applicable.</li> </ol> <p>2. <b>APPLICATION</b></p> <ol style="list-style-type: none"> <li><b>Equipment In Use.</b> State the application of the Instruction to in-use equipment, ie to which Air System, Air System mark, guided weapon, engine change unit or other equipment by description, mark, stores management code, reference number or part number and, where applicable, serial number. State in this paragraph any application of the Instruction to fly-away packs / priming equipment packs, flight simulators, synthetic trainers, fatigue test specimens, Ground Instructional Air Systems and ground training aids. Where the Instruction is being applied, or otherwise satisfied by modification action, to new production Air Systems or equipment before delivery to the Service, the serial number of the first item so satisfied is also to be included in this paragraph. The DT is responsible for allocating new stores management codes, reference numbers or NATO stock numbers as required.</li> <li><b>Equipment In Store.</b> State the application of the Instruction to Air Systems in storage and to not-in-use equipment (excluding fly away / priming equipment packs). The DT must discuss its contents with the relevant staffs responsible for Air Systems in storage and for not-in-use equipment.</li> </ol>	

<sup>1</sup> Refer to RA 5405 – Special Instructions (Technical).

3. **REASON FOR INSTRUCTION AND ASSOCIATED INFORMATION**

- a. **Reason**. Provide a brief summary of the circumstances that gave rise to the Instruction and state, in general terms, the examination, remedial and reporting actions required.
- b. **Effect of Any Previous Instruction**. State briefly any previous related Instruction (UTI / RTI) and whether compliance with any has a bearing on the application of this Instruction being issued.
- c. **References**. Detail any necessary references; the following sequence must be used:
  - (1) **Hazard and Maintenance Information (Safety and Maintenance Notes)**. Specify the Aircraft Publication (AP) and Topic number of the Air System or equipment Hazard and Maintenance Information (Safety and Maintenance Notes) concerned.
  - (2) **Other Publications**. List other relevant publications by AP and Topic number or equivalent.
  - (3) **Drawings**.
    - (a) **Attached**. Identify any drawing that is attached to the Instruction. Give precise location reference points and dimensions to work points within drawings. Drawings must be A3 (Landscape) or A4 in size, drawn in ink and must meet the requirements of the Defence Technical Document Guidance.
    - (b) **Existing Contractor's Drawings**. List any applicable existing Contractor's drawings. The appropriate DT must obtain Contractor's drawings that will be required by units and liaise with the appropriate TAA or Resident Project Officer (RPO) to ensure that all necessary drawings will be available when required.
    - (c) **Repair Scheme**. Provide instructions to units on how to obtain relevant repair schemes.
  - (4) **Non-Destructive Testing (NDT) Techniques**. Include the identification numbers of any relevant NDT techniques.
  - (5) **Spares and Special Tools**. Provide details of spares and special tools, listed by their supply management code and reference or part numbers. Include details of any special supply arrangements made – especially where the source is non-Service. The appropriate DT must verify all reference and stock numbers quoted and ensure that stocks are available to units before the Instruction is issued.
  - (6) **List of Hazardous Substances**. List any substance, required by the Instruction that is defined as being hazardous to health by Regulation 2 of the Control of Substances Hazardous to Health Regulations (1988), contained in the Health and Safety at Work Act 1974.
- d. **Structural Integrity**. Identify any Structural Integrity implications of the Instruction. The DT concerned must identify any structurally significant items affected by the Instruction and list those elements of sub-paragraphs 4b and 5b (Work Required) that must be undertaken by qualified personnel. For RAF and Army Air Systems and equipment, this must include identifying 'Y' or 'tech' coded items listed in the Topic 5A1, Master Maintenance List. Where there are no Structural Integrity implications, this sub-paragraph must state: "This Instruction has no Structural Integrity implications."

4. **TIMING AND WORK REQUIRED FOR EQUIPMENT IN USE**

- a. **Timing**. State the time limit in working days / calendar days, or conditions with a specified time limit, for initial application of the Instruction and the repetition frequency. Where the work package is set out in parts, the relevant conditions and time limits for each part must be included. A statement is also to be included where deferment or compliance latitude is permitted at unit level and the authority level, in accordance with RA 4806<sup>2</sup>, of who may authorize the deferment. When an SI(T) is aligned with an existing scheduled maintenance opportunity, the Instruction must state whether its compliance may be deferred in line with that scheduled Maintenance or whether it must

<sup>2</sup> Refer to RA 4806 – Personnel Requirements (MRP 145A.30).

retain its own stated latitude. Where no latitude is permitted a statement to that effect is to be included in the SI(T).

b. **Work Required.** State the examination and remedial action required for in-use equipment. Where there are no record or log cards for the affected assemblies or parts, there may be a requirement to mark the work area or part to indicate satisfaction of the Instruction prior to installation of the component or closure of the access to the work area. Include engineering preparation and recovery work, eg jacking, panel removal / replacement and any caveats relating to satisfaction on armed Air Systems, if applicable. Use this sub-paragraph to define different work centres, in which case the work package must be set out in parts.

c. **Person-hours.** State the estimated person-hours required to carry out the Instruction per Air System or equipment etc (incomplete hours must be expressed in decimals). For planning purposes, quote the person-hours by trades and, where appropriate, include estimates of surface finish or adhesive drying times.

5. **TIMING AND WORK REQUIRED FOR EQUIPMENT IN STORE**

a. **Timing.** State the time limit for carrying out the Instruction.

b. **Work Required.** State the examination and remedial action required on Air Systems in storage and not-in-use equipment. The DT concerned must discuss its content with the relevant staffs responsible for Air Systems in storage and for not-in-use equipment. The work package may cross-refer to sub-paragraph 4b above. If it is not possible to satisfy the Instruction on not-in-use equipment, this sub-paragraph must state 'labelling action only' and include any instructions for labelling stock so affected.

c. **Person-hours.** State the estimated person-hours for carrying out the Instruction per Air System or equipment etc, including unpacking and re-packing times (incomplete person-hours must be expressed as decimals). The Contractor concerned will advise on the person-hours required to unpack and repack not-in-use equipment.

6. **RECORDING.** The DT concerned must specify the Maintenance forms and / or information systems to be used for recording. However, the DT must include appropriate specific statements to identify non-standard requirements.

a. **Equipment In Use.** Provide instructions for recording, and certifying compliance with, the Instruction following satisfaction on equipment in use.

b. **Equipment In Store.** Provide instructions for recording, and certifying compliance with, the Instruction following satisfaction on Air Systems in store or on not-in-use equipment. Alternatively, where the requirement is for 'labelling action only' as described in sub-paragraph 5b above, include a statement on the endorsements to be made on the equipment record or log card.

7. **REPORTING**

a. **Reporting of Faults Found.** State whether advance reports of faults found are required. Fault reports raised in response to an Instruction must include the reference number of the appropriate Instruction. Where rejected items of equipment will be sent to a Contractor, provide labelling and documentation instructions, including the authority and task number, or contract number, for movement of the equipment.

b. **Reporting of Satisfaction or Non-satisfaction of Instruction.** Specify the report format to be used for reporting satisfaction or non-satisfaction of the Instruction. Include addressees for the report.

8. **FOLLOW-UP ACTION**

a. Include instructions for disposal of any parts removed and controls for any lifed items introduced by the Instruction.

b. Describe the follow-up action already initiated, or proposed, that will lead to supersession or cancellation of the SI(T), eg AP or schedule amendment, modification action or changes to a contractor's drawings.

9. **SPECIAL REQUIREMENTS**

- a. **Effect on Operation and/or Handling**. Submit the draft SI(T) to Defence Aircrew Publications Squadron (DAPS) or competent contractor to determine the effect on operation or handling of the Air System or equipment. DAPS or competent contractor are required to provide the statement on the effect on operation and / or handling and, if necessary, the wording to be entered on to the MOD Form 703A1 or MOD Form 703A2 for the Air System.
- b. **Release To Service (RTS)**. State: 'The RTS\* / Release for ship borne operations\* is\* / is not\* affected'.  
 \* Delete as appropriate.
- c. **Electro-magnetic Compatibility (EMC)**. State: 'The EMC of the Air System\* / weapon\* / equipment\* may be\* / is not\* affected'.  
 \* Delete as appropriate.
- d. **TEMPEST Clearance**. State: 'TEMPEST clearance invalidated. TEMPEST test required' \* / 'TEMPEST clearance not affected' \*
- e. **Weight and Moment**. 'The Weight and Moment is\* / is not\* affected'.  
 \* Delete as appropriate.

10. **AUTHORITY**

Issued on Behalf of	Branch	Telephone number – (MOD Network) (Civilian Network)	File Ref No
DE&S PDS Authority *			
DE&S DT *			
Design Organization	Name and Location only	(Telephone number not to be included)	

\* Where appropriate, omit entire line of block.

11. **CONTACT INFORMATION**

Provide DT contact details as appropriate, including out-of-hours contact details.

12. **RECEIPT ACKNOWLEDGEMENT**

Where a TAA or Commodity DT deems it appropriate, an acknowledgement of receipt must be requested from all action addressees. Returns must be collated by the TAA or Commodity DT to ensure that all action addressees have received the Instruction.

Note: This is a mandatory requirement for all SI(T)s sent in electronic format.

Signed:

Issuing Authority: