

Instructions for Use

MOD Form 799(N/O/A)
(Revised May 23)

Non/Off Aircraft Maintenance Work Order Log - MOD Form 707A(N/O/A)

1. **General.** The Non/Off Aircraft Maintenance Work Order Log (N/O/A MWOL) is to be used to record details of all Non/Off Aircraft Maintenance activities. All in-use documents of the MOD Form 707A(N/O/A) are to be retained in a MOD Form 700C. The MOD Form 700C is to contain, as a minimum, the MOD Forms 713, 799/1, 707A(N/O/A), 799A(N/O/A), 799/5B(IS) and 799(N/O/A).
 2. **Controlled Forms.** Authorized personnel are responsible for insertion and removal of the MOD Form(s) 707A(N/O/A) to and from the MOD Form 700C using a MOD Form 713, Register of Controlled Forms, which is itself a controlled form. The MOD Form 713 is used by entering the number of the appropriate controlled form in the 'Form No.' block as required. Controlled forms are to be inserted or removed from the MOD Form 700C iaw the MOD Form 799/1.
 3. The MOD Form 707A(N/O/A) is used to control the raising of Maintenance Work Orders (MWO).
 4. **Insertion of MOD Form 707A(N/O/A).** The person inserting a MOD Form 707A(N/O/A) into the MOD Form 700C is to:
 - a. Enter the Originating Ship/Stn/Unit and Work Centre codes under Bay Identifier (JAP 100C-02 or MOD Form 799/5B(IS)).
 - b. Enter Bay SNOW allocation, as allocated by local management.
 - c. Enter the next sequential number, from 001 to 999. When sheet '999' has been used, sheet numbering is to restart from '001'.
 5. **Removal of MOD Form 707A(N/O/A).** A MOD Form 707A(N/O/A) is not to be removed until all entries have been completed and empty lines ruled through. The form can then be removed and stored iaw the local instructions.
 6. **Disposal of MOD Form 707A(N/O/A).** The MOD Form 707A(N/O/A) is to be disposed of iaw MAM-D Part 1 Chapter 2.3.
 7. **Raising an Entry on MOD Form 707A(N/O/A).** The person detailing the Maintenance activity is to complete the blocks as follows:
 - a. **Originating Reference Number (ORN).** Insert the appropriate from the following:
 - (1) Aircraft ORN for Aircraft originated faults, taken from associated MOD Form 731.
 - (2) For all other arisings, copy the SNOW, work area/bay identifier code and date into the format identified below.
 - b. **JCN/LITS WO No:** (Logistic Information Systems (LIS) users only). Enter the Job Control Number (JCN) generated by the associated LIS system.
 - c. **Originator's Printed Name:** Print the name of the person entering the Maintenance activity.
 - d. **SNOW:** Enter the next consecutive number from the bay allocation.
 - e. **Date:** Enter the date the SNOW was raised in the following format: DDMMYY.
 - f. **B/F:** The 'B/F' block should be initiated with a tick on the following occasions:
 - (1) When several entries are made for which the ORN and originator's printed name is the same.
 - (2) or multiple line entries where the originator's printed name, Maintenance activity and NSN/Part No. are the same.

Note: Full details are required for the first entry on each sheet.
 - g. **NSN/Part No:** Enter either the full NSN or Part No. of the component.
 - h. **Serial No:** Enter the Serial No. of the component, if available.
 - i. **Description:** Enter a brief description of item.
 - j. **Symptom/Work Required:** Enter a brief description of the Maintenance activity required.
 - k. **MWO Raised:** Insert tick to indicate an MWO has been raised.
8. **Closing a MOD Form 707A(N/O/A) Entry.**
- a. **Serviceable, U/S or Scrap:** Circle the appropriate condition of the component.

Note: Where the condition U/S is used, it may be further amplified with an entry in the 'Action Taken' block.
 - b. **Total Working Hours:** Enter the total working hours expended for completion of the Maintenance activity (Optional, may be used as a management aid).
 - c. **Action Taken:** Enter brief details of any action taken and/or cross-referencing.
 - d. **Co-ord Printed Name:** Enter the name of the person co-ordinating the MWO.
 - e. **Date:** Enter the date of co-ordination in the format DDMMYY.

S	N	O	W							D	D	M	M	Y	Y
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