Instructions for Use

Aircraft Maintenance Log - MOD Form 707A

1. **General.** The Aircraft Maintenance Log (AML) is used to record details of all faults, work required and a brief description of the action taken. Throughout these Instructions for Use the term Maintenance Work Order (MWO) refers to either of the following forms:

a. MOD Form 707B(IS).

b. MOD Form 707B(ADP).

2. **Insertion and Removal of MOD Forms 707A.** MOD Forms 707A are to be inserted and removed from the MOD Form 700C in accordance with the instructions for Controlled Forms on MOD Form 799/1. The authorized person removing a form is to ensure that the next Serial Number of Work (SNOW) in the sequence has been entered on the next MOD Form 707A.

3. **Form Completion.** An Aircraft is placed unserviceable by raising an entry in its AML.

4. The person reporting the fault, or detailing the work required, is to complete the blocks as detailed in the sub-paragraphs below. In addition, if the co-ordinating certificate on the MOD Form 705 has been completed, they are to inform the MOD Form 700C Co-ordinator immediately.

a. **SNOW:** The SNOW is a 4-digit number that is to run consecutively up to a maximum of 9999, before recommencement at 0001.

b. **Date.** Enter the date when the Aircraft was placed unserviceable.

c. **When/How Found** (**WHF) Code.** The WHF block is to be completed by entering for each fault the '**When Discovered Code**' (WDC). Enter the appropriate code justified to the right as follows:

(1) For aircrew reported faults, including all pre-flight faults, enter the WDC code derived from Table 1.

(2) For Groundcrew/Maintenance reported faults or work detailed, insert the relevant WDC using code relating to the entry, from Table 2.

Note:

1. Unused boxes are to be left blank.

2. WDCs are further detailed in T.O. 00-20-2, Appendix H, this has been reproduced in Table 2 for groundcrew use.

d. **Airframe (A/F) Hours.** Enter the airframe hours at which the Aircraft was placed unserviceable, in a decimal format. Refer to Table 3 for conversion values.

eg 1001hrs and 40 mins to be entered as:

	1	0	0	1	7	0

e. **Originators Printed Name.** Print the name of the person entering the Symptom/Work Required.

f. **Symptom/Work Required.** Enter details of the unserviceability, symptom or work required. This should include a short title of any applicable SI(T), MWO, Work Card or ADF/Limitation entry.

g. **B/F Box.** When several entries are made at one time for which the details in Paragraphs 4b, d and e are the same, the details should be completed only for the first entry, and for subsequent entries the B/F block should be initialed. Full details are required for each first entry on a new sheet.

h. **707B Box.** The individual raising the MWO or MOD Form 707B(AFRC), in accordance with the appropriate Instructions for Use, is to tick the '**707B**' block in the AML entry.

i. **LIS JCN.** Not applicable to Airseeker.

5. The individual co-ordinating the MWO or the MOD Form 707B(AFRC), in accordance with the relevant Instructions for Use, is to:

a. Complete the '**Action Taken / Co-ordination**' block of the AML entry by entering a brief synopsis of the work carried out. This is to include sheet/line details for any MOD Form 703 or 704 deferrals.

b. Complete the '**Co-ord Printed Name**' block of the AML entry.

Notes:

1. The action at Paragraph 5b above is not to be carried out until after the MWO or the MOD Form 707B(AFRC) is certified as co-ordinated.

2. When an entry has been raised to allow an update to maintenance records, or LIS data, to be carried out, and providing no maintenance has been undertaken against the relevant SNOW, the individual completing the AML entry may be different to the individual completing the associated MWO.

6. With the exception of aircrew-accepted faults (see Paragraph 10), faults that cannot be eliminated immediately and are acceptable for flight, are to be recorded in accordance with MOD Form 799/2 or MOD Form 799/3 as appropriate.

7. **Pre-Flight Faults (see MAM-P, Chapter 4.1).** When the responsible aircrew member has signed the acceptance certificate on the MOD Form 705, no further maintenance activities are normally undertaken. However, if a fault becomes apparent after the aircrew's acceptance, then only upon specific request from the responsible aircrew member, may an appropriate tradesperson undertake limited corrective maintenance on the Aircraft or its equipment. The extent of pre-flight corrective maintenance is detailed in MAM-P, Chapter 4.1.

8. Should it be decided that corrective maintenance is to be undertaken on the Aircraft, following the acceptance of the Aircraft by the responsible aircrew member, then the following procedure is to be followed:

a. The pre-flight maintenance work is to be documented with an entry in the AML, with completion of the relevant documentation and EMWO if appropriate. Full work recording and co-ordination may be completed post Aircraft departure. However, in all cases, the following entry is to be made in the MWO prior to Aircraft departure:

'Pre-flight maintenance to be carried out.'

The entry is to be cleared by a person holding auth MAMP-G701, stating in the 'Work Done' column:

'Pre-flight maintenance carried out on [insert details of system being maintained], no further flight servicing required.'

Note: Details of any such MWO raised in accordance with Paragraph 8a must be updated within the LIS prior to sortie details being entered.

b. If the tradesperson undertaking the task cannot complete all the necessary remedial action on a pre-flight fault, eg functional test of the affected system, an entry is to be recorded to this effect in accordance with MOD Form 799/2 or MOD Form 799/3 as appropriate. The MWO Co-ordinator is to annotate the SNOW of the entry to which the pre-flight fault relates in the 'Accepted Faults' block of the next After Flight declaration block of the Flight Servicing Certificate.

Aircrew Accepted Faults (see MAM-P, Chapter 4.1) - The following procedure is not applicable if a MOD Form 705C is in use to record changes in aircrew during a period of continuous charge.

9. The Responsible Aircrew Member is to ensure an AML entry is raised for each fault that becomes apparent during flight.

10. If the Aircraft Commander deems the fault acceptable for the next sortie they are to:

a. Certify the AML entry for each aircrew accepted fault in the 'Aircrew Accepted Fault' box.

b. Enter the SNOW for each such aircrew accepted fault, together with the SNOWs of any previous aircrew accepted faults, in the 'Accepted Faults' block of the Flight Servicing Certificate, adjacent to their After Flight declaration.

11. Prior to the next crew-in the MOD Form 700C Co-ordinator (or the Aircraft Commander if the Aircraft is on a period of continuous charge) is to enter the SNOW for each such aircrew accepted fault, together with the SNOWs of any previous aircrew accepted faults, in the 'Aircrew Accepted Faults' block adjacent to the Aircrew Acceptance Certificate. If the subsequent Aircraft Commander does not accept any one of the aircrew accepted faults, the aircraft is to be placed unserviceable.

12. On completion of the flying period any faults recorded iaw Paragraph 10 are to be rectified iaw MAM-P, Chapter 4.1, Paragraph 3, and the entry is to be closed in accordance with Paragraph 5.

13. **Flying Requirements (See MAM-P, Chapter 3.1).** Flying requirements and recording of checks/requirements immediately prior to take off are to be recorded in accordance with MOD Form 799/5(AFRC).

Note: Flying requirements may be certified as part of the After Flight Declaration on a pre-printed entry on the MOD Form 705 when detailed by the PT for high frequency Scheduled Flying Requirements.

14. **Extension of Component Life and Deferment of Scheduled or Out of Phase Maintenance.** Refer to MAM-P, Chapter 4.3 for the procedures to follow in order to extend component lives or defer scheduled Out of Phase(OOPs) maintenance tasks. If a lifed component or a scheduled maintenance or OOPs maintenance extension is granted by an authorized person, then the MWO Co-ordinator is to ensure the following actions have been completed:

a. The authorized Engineering Officer has signed the MWO.

b. Enter the extension authorized in the 'Action Taken' block in the relevant AML entry.

c. If applicable, amend the relevant forecast sheet / log iaw the Instructions for Use pertaining to that form.

d. If applicable, the relevant LIS or IMDS is updated by an authorized person.

Note: MWO Co-ordinator is to ensure that the Aircraft Maintenance and Component Replacement Control Document is updated with the details of the extension before co-odination of the AML entry is undertaken. The recording of the extension on IMDS is to be undertaken iaw topic 2(R)1.

e. Complete the AML entry by entering the name of the MWO Co-ordinator.

15. **Tool Control (See MAM-P, Chapter 4.13.1).** Whenever hand tools are required for use on the aircraft the procedures in MAM-P, Chapter 4.13.1 are to be followed.

16. **Off Line Operation.** On occasion Aircraft types that utilize a LIS for work recording and maintenance forecasting, may have a requirement to operate off-line procedures in accordance with the appropriate publication. When co-ordinating the AML entry the individual responsible is to ensure that any short period activities, which will become due within the off-line period, are re-forecast using the appropriate MOD Form 721 or MOD Form 722. Additionally, the person undertaking the recovery procedure is to ensure that all AML entries are entered sequentially.

TABLE 1 - CODE for Aircrew Reported Faults

(1) Flight Phase	
On Ground Prior to Engine Start	109
On Ground After Engine Start	100
During Flight	103
Flight Test	106
(2) Operational Effect	
Ground Abort	2
Air Abort (ESD)	3
Air Abort (No ESD)	8
Duty Not Carried Out	4
Duty Partially Carried Out	5
Flight Limitation	6
Take Off Delay	7
Duty Carried Out	9
ESD = Engine Shut Down	
(3) Flight Safety Hazard	
Yes	Y
No	N

Note: All entries associated with an Aircraft incident are to be classified **'Y'**

The code for an Aircrew Reported Fault is generated from a combination of (1) Flight Phase +(2) Operational Effect + (3) Flight Safety Hazard

TABLE 2 - When Discovered Code

Definition	Code
Before Flight - Abort	A
Before Flight - No Abort	B
In-Flight – Abort	C
In-Flight	D
After Flight	E
Between Flights - Groundcrew (when not associated with an inspection)	F
Ground Alert / Operationally Ready - Not Degraded	G
Thru Flight, Inspection	H
Pre Flight Inspection	J
Hourly Post flight Inspection	K
During Training or Maintenance on Training Equipment	L
Phased/Scheduled/Periodic Inspection	M
Ground Alert	N
Functional Check Flight	P
Special Inspection	Q
Quality Control Check	R
Depot Level Maintenance	S
During Scheduled Calibration	T
Oil Analysis	U
During Unscheduled Calibration	V
In Shop Repair/Disassembly Maintenance	W
Engine Test Cell Operations	X
Upon Receipt or Withdrawal from Supply Stocks	Y
Eddy Current Inspection	0
Magnetic Particle Inspection	1
During Operation of Malfunction Analysis and Recording Equipment or Subsequent Analysis.(MADAR).	2
ISO/Home Station Check	3
Corrosion Control Inspection	4
Interior Refurbishment	5
Other NDI	6
X-Ray Inspection	7
Ultrasonic Inspection	8
Fluorescent Penetrant Inspection	9

TABLE 3 - Minutes to Hrs Decimal Conversion	
Minutes	**Hour/10th's**
1 thru 2	0.0
3 thru 8	0.10
9 thru 14	0.20
15 thru 20	0.30
21 thru 26	0.40
27 thru 33	0.50
34 thru 39	0.60
40 thru 45	0.70
46 thru 51	0.80
52 thru 57	0.90
58 thru 60	Next Whole Number