

Instructions for Use

Omnibus Work Order - MOD Form 707P Omnibus Work Order Continuation Sheet - MOD Form 707PA

Introduction

1. The Omnibus Work Order (MOD Form 707P) and associated Continuation Sheet (MOD Form 707PA) permit convenient recording of non-Maintenance Data reportable work, ie:

- a. Identical non-MDS reportable work carried out on many identical items. (eg Bay Maintenance of 100 Aircraft passenger seat harnesses).
 - b. Identical non-MDS reportable work repeatedly applied to the same item over a period. (eg Daily Servicing of a particular ground installation each day for a month).
 - c. A mixture of non-MDS reportable work repeatedly applied to the same item or many identical items over a period (eg Daily, Weekly and Monthly Servicing of a particular or several ground installations for a given period).
2. When appropriate, an Omnibus Work Order may be used in place of a Maintenance Work Order (MOD Form 707B(ADP)/(IS)) or Engineering Work Order (MOD Form 707K) to record details of work done and the certificates of tradespersons.
3. Normally, a MOD Form 707P may remain open for a period of one calendar month. Exceptionally, local management may extend the period of use to a maximum of 3 calendar months.

General

4. The Omnibus Work Order is to be registered in the relevant Work Order Log (eg MOD Form 707A(ADP)) in accordance with the Instructions for Use for that log (see JAP 100C-02). The allocated Serial Number of Work (SNOW) then applies to ALL work undertaken, individual elements being identified by Line No. and, where appropriate, by item Serial No.

Note: There is no restriction to the number of work lines/items that may be recorded. Each Omnibus Work Order provides 12 lines and each Continuation Sheet carries 15. A maximum of 30 Continuation Sheets may be raised against each Omnibus Work Order, so 462 lines may be recorded in the first sequence. Thereafter, Sheet/Serial Numbers may be used to continue the record if required.

5. Where work is undertaken as detailed in **Paragraph 1**, individual items may be released for use when completed subject to the relevant line being co-ordinated.

(ie Items may be returned to use while the Omnibus Work Order remains open because, under the terms of the hierarchical co-ordination procedures detailed in MAM-P, Chapter 2.4, the line co-ordination covers all essential engineering and recording requirements).

Omnibus Work Order Compilation - MOD Form 707P

Area 1

6. Compile as follows:

- a. **Sheet/Serial No.** Complete as required by local management (See **Paragraph 4 Note**).
- b. **Work Type.** Enter the appropriate Work Type code taken from **Table 1** overleaf.
- c. **Originating Ship/Sqn/Unit.** Complete, as follows:
 - (1) Prime Work Types 01, 02, 14, 52 & 64. Enter the Unit code taken from **Table 2** overleaf.
 - (2) Supplementary Work Types 11, 20, 61 & 70. Enter the Originator's Unit code taken from the relevant Work Order, if available, or from the Equipment Conditioning Label.
- d. **Originating Reference No. (ORN).** Enter the SNOW, Aircraft Serial No. (if applicable), Day, Month and Year copied from the relevant Work Order Log entry.
- e. **Task No.** Complete as required by local management.
- f. **Reporting Ship/Sqn/Unit.** Enter the Unit code taken from **Table 2** overleaf.
- g. **Work Centre.** Enter the Work Centre code taken from **Table 2** overleaf.
- h. **Continuation Sheets.** Cross off the next number in sequence when an Omnibus Work Order Continuation Sheet (MOD Form 707PA) is raised.
- i. **Item.** Enter a brief description of the subject item(s) and, where appropriate, the Prefix (see **Table 3** overleaf) and Ident No.
- j. **Work Detail/Options and References.** Enter full details of the work to be done. Include Options where applicable, the Maintenance task to which the options refer and any reference documents required. (eg AP details,

Drawing No, etc). (Options can be multiple tasks ie: Daily, weekly and monthly servicings on one or several items of the same equipment type).

Area 2

7. Each line used is to be compiled, as follows:

- a. **Line No. (Untitled boxes at top left of each work line).** Enter the next Line No. in sequence using leading zeros where appropriate.
- b. **Item Serial No.** Where appropriate, enter the Item Serial No.
- c. **Work Done.** The tradesperson is to complete the block as appropriate with Option indicator or tick in the box.
- d. **Tradesperson.** The tradesperson is to sign (see MAM-P, Chapter 2.4) and complete the 'Printed Name', 'Time', 'Date', 'Trade Code' (see **Table 4**) and 'Working Hours' boxes, as appropriate (where additional tradespersons provide non-technical assistance, they are to complete the same boxes on subsequent adjacent lines using the same line number. On each such 'Assistance' line, the Work Done block is to be crossed off).
- e. **Supervisor.** The Supervisor is to sign (see MAM-P, Chapter 2.4) and complete the 'Printed Name', 'Time', 'Date', 'Trade Code' (see **Table 4**) and 'Working Hours' boxes, as appropriate. (The Supervisor boxes on 'Assistance' lines (see **Paragraph 7 d**) are to be crossed off).
- f. **Co-ordinator.** The Co-ordinator is to sign (see MAM-P, Chapter 2.4) and complete the 'Printed Name', 'Time' and 'Date' boxes (where 'Assistance' lines have been used (**Paragraph 7 d**), cross off the Co-ordinator boxes on all but the last line).

Area 3

8. **Trades/Working Hours.** Where required by local management, the Co-ordinator completing **Area 5** is to totalize and enter the working hours for each Trade code recorded in the work lines.

Area 4

9. **Management Aid.** Available for use as required by local management.

Area 5

10. **Final Co-ordination.** The Co-ordinator is to strike through any unused work lines and complete **Area 3** as detailed in **Paragraph 8**. They are then to sign (see MAM-P, Chapter 2.4) and enter their name and the time/date.

Omnibus Work Order Continuation Sheet Compilation - MOD Form 707PA

Area 1

11. Compile as follows:

a. **Originating Reference No. (ORN).** Enter the SNOW, Aircraft Serial No. (if applicable), Day, Month and Year copied from the parent Omnibus Work Order.

b. **707P Sheet/Serial No.** Where appropriate, enter the Sheet/Serial No. copied from the parent Omnibus Work Order.

c. **Continuation Sheet No.** Enter the next number in sequence (ie enter the same number as that crossed off the 'Continuation Sheets' block on the parent Omnibus Work Order).

Area 2

12. Compile each work line as detailed in **Paragraph 7 Area 2**.

Table 1 - Work Type Codes

For Non-MDS Reportable Omnibus Work Only in Place of:		707B	707K
On Aircraft	Prime:	01	-
Non/Off Aircraft (Excluding Communications-Electronics)(C-E)	Prime:	02	14
	Supplementary:	11	20
Non/Off Aircraft (CE Only)	Prime:	52	64
	Supplementary:	61	70

Table 2 - Unit Codes

(To be completed by Eng Records)

Orig Ship/Sqn/Unit				
Work Centre				

Table 3 - Ident Prefix Codes

Type	Code
Section/Reference No.	A
NATO No.	B
Part No.	C
Naval Reference No.	F

Table 4 - Trade Codes

A Tech M	23	CWP (working hours recorded)	57
A Tech Av	25	CWP (working hours not recorded)	19
AMM	28	Synthetic Trainer	31
AI Erect	49	Survival Equipment	42
Other*	30	Surface Work	43
A Eng Tech	60	CIS Engineering	63
Aircrew/TG11 Operator	58	Photo	40
Avionics	62	Civillian Radio	54
Air Elect	36	Civilian Non Technical	51
Airframe/NDT	33	Airbourne Technician	64
Propulsion	34	Stat/Data Analyst	65
Weapons	35	Travel	21
Gen Tech M/Gen Tech E and Gen Tech WS	44	*For use on LITS only, to be used when no other code listed is applicable.	