

# Instructions for Use

## MOD Form 705CCS - COMSEC Check Sheet (A) and COMSEC Check Signature Sheet (B)

### COMSEC Check Sheet (A) and COMSEC Check Signature Sheet (B) - MOD Form 705CCS

1. **General.** The MOD Form 705CCS is used to record the details of each COMSEC controlled equipment fitted to the Aircraft and to record the physical checks carried out to ensure the security of the COMSEC equipment fitted. Separate arrangements are made for the control of 'carry on' hand held devices. The MOD Form 705CCS consists of 2 parts and is used as follows:
  - a. COMSEC Check Sheet (A) is used to record details of COMSEC components replaced on the Aircraft:
    - (1) Details of equipment cannibalized/removed or replaced are to be entered, followed by the authorized COMSEC holder's name and signature.
    - (2) The unit Crypto Custodian and Eng Ops are to be informed and the relevant blocks are to be initialled.
  - b. COMSEC Check Signature Sheet (B) is used to record and identify COMSEC checkers. Printed name should be full name (block capitals). Initials should be individual to the person and the same style as their signature.
2. **Insertion and Removal.** MOD Form 705CCS is a controlled form and is to be inserted into, and removed from the MOD Form 700C in accordance with the instructions for controlled forms on MOD Form 799/1. A new MOD Form 705CCS is to be inserted on the first day of each month.
3. **Completion.** When entering details of COMSEC/Crypto equipment on MOD Form 705CCS the following fields are MANDATORY:
  - a. Quantity.
  - b. Short/Equipment Title.
  - c. Serial/Copy Number.
4. Checks of COMSEC equipment are to be undertaken as follows:
  - a. **Daily User Checks:**
    - (1) Aircraft under Engineering Organization control:
      - (a) Where an Engineering Organization is 24 hour staffed then

COMSEC equipment checks on the Aircraft are to be carried out on every change of watch. The COMSEC equipment check is to be certified by the oncoming watch.

(b) Where an Engineering Organization is not 24 hour staffed then COMSEC equipment checks are to be carried out when the Aircraft is first accessed and at the end of each working day or work period. Where the Engineering Organization is not 24 hour staffed but a watch change occurs then a COMSEC equipment check must take place at change of watch and at the end of the working day or working period. The COMSEC equipment check is to be certified by the oncoming watch.

(2) Aircraft under Captain's control:

(a) When the Aircraft is under the Captain's control, the Aircraft Captain is responsible for carrying out the COMSEC equipment checks.

b. **Holder's Weekly Checks.** Holder's weekly checks are to be carried out by the authorized COMSEC holder from the Aircraft's parent squadron, or in the case of deployed Aircraft, the designated COMSEC holder on the deployment. On completion of the check, authorized holders are to sign in the appropriate block on the MOD Form 705CCS(A).

c. **COMSEC Custodian Monthly Checks.** COMSEC Custodian monthly checks are to be carried out by the unit COMSEC Custodian. These checks are to be undertaken randomly on an opportunity basis. On completion of the check, the COMSEC custodian is to sign in the appropriate block on the MOD Form 705CCS(A).