Chapter 0.0

Table of Contents

<table>
<thead>
<tr>
<th>Chapter 00</th>
<th>Preliminaries</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>Table of Contents</td>
<td>17</td>
</tr>
<tr>
<td>0.2</td>
<td>Index</td>
<td>9</td>
</tr>
<tr>
<td>0.3</td>
<td>Preface</td>
<td>12</td>
</tr>
<tr>
<td>0.4</td>
<td>Definitions and Abbreviations</td>
<td>6</td>
</tr>
<tr>
<td>0.5</td>
<td>Changes</td>
<td>17</td>
</tr>
<tr>
<td>0.6</td>
<td>Individual MOD Form/Format Changes</td>
<td>17</td>
</tr>
<tr>
<td>0.7</td>
<td>Individual MOD Form/Format Sponsor Changes</td>
<td>17</td>
</tr>
</tbody>
</table>
# Chapter 0.1

## Table of Contents

<table>
<thead>
<tr>
<th>Chapter 00</th>
<th>Preliminaries</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>Table of Contents</td>
<td>17</td>
</tr>
<tr>
<td>0.2</td>
<td>Index</td>
<td>9</td>
</tr>
<tr>
<td>0.3</td>
<td>Preface</td>
<td>12</td>
</tr>
<tr>
<td>0.4</td>
<td>Definitions and Abbreviations</td>
<td>6</td>
</tr>
<tr>
<td>0.5</td>
<td>Changes</td>
<td>17</td>
</tr>
<tr>
<td>0.6</td>
<td>Individual MOD Form/Format Changes</td>
<td>17</td>
</tr>
<tr>
<td>0.7</td>
<td>Individual MOD Form/Format Sponsor Changes</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 01</th>
<th>Catalogue of Forms</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Catalogue of Forms and Formats – General</td>
<td>9</td>
</tr>
<tr>
<td>1.2</td>
<td>Catalogue of MOD Forms (300 – 699 Series)</td>
<td>9</td>
</tr>
<tr>
<td>1.3</td>
<td>Catalogue of MOD Forms (700 – 719 Series)</td>
<td>17</td>
</tr>
<tr>
<td>1.4</td>
<td>Catalogue of MOD Forms (720 – 798 Series)</td>
<td>17</td>
</tr>
<tr>
<td>1.5</td>
<td>Catalogue of MOD Forms (799 Series)</td>
<td>17</td>
</tr>
<tr>
<td>1.6</td>
<td>RAF Forms 1000 – 8000</td>
<td>9</td>
</tr>
<tr>
<td>1.7</td>
<td>Catalogue of Forms (Miscellaneous)</td>
<td>9</td>
</tr>
<tr>
<td>1.8</td>
<td>Catalogue of Formats</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 02</th>
<th>MOD Form 700 Documentation - Instructions for Use</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Instructions For Use – General</td>
<td>8</td>
</tr>
<tr>
<td>2.2</td>
<td>Instructions For Use – MOD Poster 300 – 699 Series</td>
<td>1</td>
</tr>
<tr>
<td>2.3</td>
<td>Instructions For Use – MOD Form 700 – 719 Series</td>
<td>1</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Instructions For Use – MOD Form 712A</td>
<td>11</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Instructions For Use – MOD Forms 700D, 713A &amp; 713B</td>
<td>1</td>
</tr>
<tr>
<td>2.3.6</td>
<td>Instructions For Use – MOD Forms 714 Series and 715 Series</td>
<td>6.4</td>
</tr>
<tr>
<td>2.4</td>
<td>Instructions For Use – MOD Form 720 – 798 Series</td>
<td>1</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Instructions For Use - MOD Form 743</td>
<td>1</td>
</tr>
<tr>
<td>2.4.2</td>
<td>General Information - Engineering Record Cards</td>
<td>1</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Instructions For Use - MOD Forms 735 to 754 Series</td>
<td>2</td>
</tr>
<tr>
<td>2.4.5</td>
<td>Instructions For Use – MOD Forms 755(MS) Series</td>
<td>1</td>
</tr>
<tr>
<td>2.4.7</td>
<td>Instructions For Use - MOD Form 756 Series</td>
<td>7.2</td>
</tr>
<tr>
<td>2.4.8</td>
<td>Joint Aircraft Recovery and Transport Documentation - Instructions for Use</td>
<td>11</td>
</tr>
<tr>
<td>2.4.9</td>
<td>Instructions For Use - MOD Formats 791 and 792 Series</td>
<td>14</td>
</tr>
<tr>
<td>2.4.10</td>
<td>Instructions For Use - MOD Format 740(SDC)</td>
<td>1</td>
</tr>
<tr>
<td>2.4.11</td>
<td>Instructions for Use - MOD Formats 762 Series</td>
<td>6.3</td>
</tr>
<tr>
<td>2.5</td>
<td>Instructions For Use – MOD Form 799 Series</td>
<td>1</td>
</tr>
<tr>
<td>2.6</td>
<td>Instructions For Use – RAF Form 1000 – 8000 Series</td>
<td>1</td>
</tr>
<tr>
<td>2.6.1</td>
<td>Instructions For Use - RAF Form 3806A</td>
<td>1</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Personnel Technical Records - Instructions For Use</td>
<td>1</td>
</tr>
</tbody>
</table>
### 2.7 Instructions For Use – Miscellaneous Forms

- 2.7.1 Instructions For Use – Army Form B6766 – Planned Alteration Control/Completion Certificate
- 2.7.2 Instructions For Use - Army Form B6836

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Miscellaneous Procedures</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Not used</td>
<td></td>
</tr>
</tbody>
</table>

### Chapter 04 MAED Conventions and Guidance

- 4.1 Military Air Environment Documentation - Conventions and Guidance
- 4.2 Guidance on Completing MOD Forms 707B(ADP) & 707B(IS)
- 4.3 Guidance on Certifying MOD Forms 707MP & 707MS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>MAED Conventions and Guidance</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Chapter 0.2

Index

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

- The content of this chapter has been removed. Readers should utilize the pdf search facility when looking for specific terms.
Chapter 0.3

Preface

►Chapter completely revised at Issue 12. No amendments marked in chapter body◄

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Applicability</td>
<td>2</td>
</tr>
<tr>
<td>2 Structure and layout</td>
<td>2</td>
</tr>
<tr>
<td>3 Conventions</td>
<td>2</td>
</tr>
<tr>
<td>3.1 Abbreviations</td>
<td>2</td>
</tr>
<tr>
<td>3.2 Mandated written entries</td>
<td>2</td>
</tr>
<tr>
<td>3.3 End of chapter marking</td>
<td>3</td>
</tr>
<tr>
<td>3.4 Equivalent functions</td>
<td>3</td>
</tr>
<tr>
<td>3.5 Chapter and paragraph numbering system</td>
<td>3</td>
</tr>
<tr>
<td>3.6 Changes</td>
<td>3</td>
</tr>
<tr>
<td>4 Referencing</td>
<td>3</td>
</tr>
<tr>
<td>4.1 General</td>
<td>3</td>
</tr>
<tr>
<td>4.2 Referencing between chapters</td>
<td>3</td>
</tr>
<tr>
<td>4.3 Referencing within a chapter</td>
<td>3</td>
</tr>
<tr>
<td>4.4 Definitions</td>
<td>3</td>
</tr>
<tr>
<td>5 Amendments</td>
<td>4</td>
</tr>
<tr>
<td>5.1 General</td>
<td>4</td>
</tr>
<tr>
<td>5.2 Amendment categories</td>
<td>4</td>
</tr>
<tr>
<td>5.3 MOD Form/Format 765 compilation</td>
<td>4</td>
</tr>
<tr>
<td>6 Sponsor details</td>
<td>4</td>
</tr>
<tr>
<td>6.1 List of Sponsors</td>
<td>4</td>
</tr>
<tr>
<td>6.2 Sponsor responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>6.3 Change of Sponsor</td>
<td>5</td>
</tr>
<tr>
<td>7 Logistics Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>8 Publication</td>
<td>5</td>
</tr>
<tr>
<td>9 Advice and Guidance</td>
<td>5</td>
</tr>
<tr>
<td>9.1 General</td>
<td>5</td>
</tr>
<tr>
<td>10 Contact Information</td>
<td>6</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

The Manual of Maintenance and Airworthiness Processes Supplement – MOD Form 700 Series of Forms (MAP-02) constitutes a comprehensive list and description of Military Air Environment Documentation (MAED) processes used in the UK Military Air Environment (MAE).

The MAP-02 is accessed using a landing page from either the MAA Defence Intranet or MAA Internet websites, and consists of the following:
1. A pdf file (this document) that includes the preliminary chapters, MOD Form 700 Documentation Instructions for Use chapters and a MAED Conventions and Guidance chapter.

2. Hyperlinked tables arranged in numerically ordered sections to form the Catalogue of Forms and Formats (formerly Chapters 1.2 to 1.8).

3. Platform specific hyperlinked Indexes that provide an alternative method of navigating to the forms for a specific platform (formerly Chapters 5.1 to 5.9).

1.2 Applicability
The content of the MAP-02 supports the 4000 Series of RAs and the MAP-01, which collectively regulates the Continuing Airworthiness Engineering activity required to sustain military in-service aircraft as safely and efficiently as possible. Its content is focussed as much on coherent engineering practices and mission effectiveness as it is with airworthiness.

2 Structure and layout
The structure and layout of the MAP-02 Chapters will differ depending upon their content; as such, the convention used in the MAP-01 is not applicable. Chapters will include the following information, where applicable:

1 Introduction. A brief description of the chapter content and any background information necessary for the reader to understand the context.

2 Associated publications or instructions. A list of associated publications (including titles) that are not directly referred to within the chapter, but which may aid subject clarity.

3 Superseded Instructions. A list of superseded instructions, including their titles.

4 Applicability. States the applicability of the chapter.

5 Compilation Guidance. Generic information for all users.

6 Instructions for Use. Detailed information and responsibilities specific to a role or individual.

7 References. A list of instructions from APs, leaflets, orders, articles, etc, that are referenced within the chapter. The list may include web addresses.

3 Conventions
3.1 Abbreviations
Common abbreviations, eg MOD, NDT, AP, etc, need not be defined within a chapter. For more specialist abbreviations, the normal convention of defining the abbreviation at first use applies.

3.2 Mandated written entries
Where a specific wording is mandated for entry on an MOD Form, Job Card, etc, it will be indented and highlighted as in the following example:

‘I certify that work is completed in accordance with…[enter details]’
The mandated entry will be written in **bold** and advice on the written entry entered in square brackets.

### 3.3 End of chapter marking

In the hard copy version, the end of a chapter is signified by the statement “End of Data Module” being displayed in the footer section at the end of the text.

### 3.4 Equivalent functions

All references to engineering function, appointments and tradesmen are to be interpreted as also meaning appropriately authorized civilians and non-engineering personnel of equivalent status and competence who are employed by the MOD or by contractors that are required to comply with the 4000 Series of RAs.

### 3.5 Chapter and paragraph numbering system

The legal numbering system is used to identify chapters and paragraphs. This is a hierarchical numbering system that allows numbering to 5 levels of detail from ‘1.’ to ‘1.1.1.1.1’.

### 3.6 Changes

Amended text will be highlighted as follows:

1. Change marks, consisting of inward-facing pairs of ►red◄ arrowheads which identify the start and end of the amended text, ie ►Amended◄ text.
2. Deleted text by just inward-facing ►red◄ arrowheads, ie ►◄.

Where a chapter’s content is substantially changed, for instance following a regulatory review, the statement “Chapter completely revised at Issue XX. No amendments marked in chapter body” will appear immediately below the chapter title.

### 4 Referencing

#### 4.1 General

Chapters and paragraphs are organized to ensure that information is presented within its correct context. Referencing is similarly designed to ensure that information is presented within the context of a chapter.

#### 4.2 Referencing between chapters

To ensure that the principles in paragraph 4.1 apply, references between chapters are made to a chapter number and **not** to a paragraph within the chapter, eg ‘see RA 4151 and Chapter 4.3’.

#### 4.3 Referencing within a chapter

To ensure that the principles in paragraph 4.1 apply, references within a chapter are made to a paragraph number, but **not** to a numbered list, eg ‘see item 3 of paragraph 3.2’; however, reference may be made to an item in a numbered list from an item in the same numbered list.

#### 4.4 Definitions

Where words have a specific meaning, see MAA02, otherwise the Oxford English Dictionary (OED), definitions should be used.
5 Amendments

5.1 General
In order to maintain an audit trail of changes and integrity of information, changes to the MAP-02 and associated Catalogue of Forms may only be implemented by the DSA-MAA-Reg-CAw4 team. Furthermore, proposed changes must be submitted using one of the following:

1 MOD Form 765, contained in Chapter 1.4 of the MAP-02.
2 MOD Format 765, contained in Chapter 1.8 of the MAP-02.

Part 3 of the MOD Form/Format 765 is to be completed and signed by the appropriate Sponsor before they can be implemented. Further information regarding MOD Form/Format 765 compilation and Sponsors is detailed in Paragraphs 5.3 and 6 of this Chapter, respectively.

5.2 Amendment categories
Amendments to forms fall into three distinct categories:

1 Revision. The amendment of an existing form.
2 Obsolete. The withdrawal of an existing form.
3 Establishment. The introduction of a new form.

5.3 MOD Form/Format 765 compilation
Guidance on the compilation of the MOD Form/Format 765 can be found in MAP-01 Chapter 8.2.1. In addition, the following information is provided for assistance:

1 For forms and formats not sponsored by DSA-MAA-Reg-CAw4-MAPLIS, the MOD Form/Format 765 is to be submitted to the appropriate Sponsor for completion of Part 3, prior to being sent to the group mailbox (DSA-MAA-Reg-CAw4@mod.gov.uk).
2 For forms and formats sponsored by DSA-MAA-Reg-CAw4-MAPLIS, the MOD Form/Format 765 is to be submitted to the group mailbox (DSA-MAA-Reg-CAw4@mod.gov.uk) for completion of Part 3.
3 If the proposed changes also affect the associated Instructions for Use and both forms are sponsored by the same individual, both changes may be captured on the same MOD Form/Format 765. In all other cases, a separate MOD Form/Format 765 is required for each affected form or format.

6 Sponsor details

6.1 List of Sponsors
Details of specific form and format Sponsors can be found in the tables contained within MAP-02 Chapter 1 - Catalogue of Forms. Sponsors are to be identified by their primary role (eg DSA-MAA-Reg-CAw4-MAPLIS or DES C17CSAEC17-SM3).

6.2 Sponsor responsibilities
Individuals are encouraged to familiarise themselves with the forms and formats that they sponsor and regularly check that the details contained within the MAP-02 Chapter 1 tables are correct.
6.3 **Change of Sponsor**

If the Sponsor details are found to be incorrect or if a change of Sponsor is deemed necessary, notification of Sponsor change is to be submitted to the MAA in one of the following ways:

1. If the requirement for a change of Sponsor is identified during the amendment of the associated form, the following statement is to be included in Part 3 of the MOD Form/Format 765:

   “[Insert new Sponsor primary role details] is assuming responsibilities of Sponsor for the [insert MOD Form No.] and is appropriately authorized to do so.”

   Part 3 of the MOD Form/Format 765 is then to be approved by the new Sponsor.

2. If the requirement for a change of Sponsor is identified during normal business (e.g., changes to personnel or roles), notification is to be submitted via e-mail to the group mailbox (DSA-MAA-Reg-CAw4@mod.gov.uk).

7 **Logistics Information Systems**

A variety of Logistic Information Systems (LIS) provide functionality for the creation and control of alternative Unsatisfactory Feature Reports.

Whilst it is appreciated that use of LIS can expedite the process, it has also been identified that, due to access restrictions, form Sponsors may be unable to complete Part 3 of the report on LIS. In this case the amendment procedure at paragraph 5 is to be used.

8 **Publication**

Updates to the MAP-02 (released as Issues) will be promulgated on the MAA Intranet and Internet websites. Where timing of updates to these separate websites differ, primacy resides in the most current version of either website available at any location.

9 **Advice and Guidance**

9.1 **General**

The DSA-MAA-Reg-CAw4 team may be approached for advice and guidance relating to the MAP-02. However, the following points should be taken into consideration before making an approach:

1. The DSA-MAA-Reg-CAw4 team will not engage in the development of forms for trial purposes or the development of solutions to meet regulatory requirements.

2. The responsibility for carrying out any background research is the responsibility of those requesting advice and guidance.

3. Acceptable Means of Compliance (AMC), Guidance Material (GM) and associated processes will be explained and where appropriate, examples of good practice may be offered.
4 Proposed Alternative AMC, GM and associated processes may be debated, but will be without prejudice or commitment to the outcome of any subsequent applications through either of the Alternative AMC and Request For Change processes.

10 Contact Information
MAP-02 queries can be directed to DSA-MAA-Reg-CAw4 team; contact details as follows:

1 DSA MAA Reg CAw4, Juniper Level 1, Wing 4, #5104, MOD Abbey Wood North, Bristol, BS34 8QW.

2 Tel: MOD Abbey Wood (9679) Ext 82551 or 030679 82551.

3 E-mail: DSA-MAA-Reg-CAw4@mod.gov.uk (this is a multi-user account).
Chapter 0.4

Definitions and Abbreviations

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

The content of this chapter has been transferred to MAA02 - Military Aviation Authority Master Glossary. This Ghost Chapter is left in as a signpost for the reader.
Chapter 0.5

Chapter Changes

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chapters</td>
<td>1</td>
</tr>
</tbody>
</table>

LIST OF TABLE

Table 1. List of Changes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 00</strong></td>
<td>Preliminaries</td>
</tr>
<tr>
<td>0.1</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>0.2</td>
<td>Index</td>
</tr>
<tr>
<td>0.3</td>
<td>Preface</td>
</tr>
<tr>
<td>0.4</td>
<td>Definitions and Abbreviations</td>
</tr>
<tr>
<td>0.5</td>
<td>Chapter Changes</td>
</tr>
<tr>
<td>0.6</td>
<td>Individual MOD Form/Format Changes</td>
</tr>
<tr>
<td>0.7</td>
<td>Individual MOD Form/Format Sponsor Changes</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 01</strong></td>
<td>Catalogue of Forms</td>
</tr>
<tr>
<td>1.1</td>
<td>Catalogue of Forms and Formats – General</td>
</tr>
<tr>
<td>1.2</td>
<td>Catalogue of MOD Forms (300 – 699 Series)</td>
</tr>
<tr>
<td>1.3</td>
<td>Catalogue of MOD Forms (700 – 719 Series)</td>
</tr>
<tr>
<td>1.4</td>
<td>Catalogue of MOD Forms (720 – 798 Series)</td>
</tr>
<tr>
<td>1.5</td>
<td>Catalogue of MOD Forms (799 Series)</td>
</tr>
<tr>
<td>1.6</td>
<td>RAF Forms 1000 – 8000</td>
</tr>
<tr>
<td>1.7</td>
<td>Catalogue of Forms (Miscellaneous)</td>
</tr>
<tr>
<td>1.8</td>
<td>Catalogue of Formats</td>
</tr>
</tbody>
</table>

The table below lists the chapters that have been added or changed since the last amendment.

*Table 1. List of Changes.*
<table>
<thead>
<tr>
<th>Chapter 02</th>
<th>MOD Form 700 Documentation - Instructions for Use</th>
<th>Reason For Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Instructions For Use – General</td>
<td>None</td>
</tr>
<tr>
<td>2.2</td>
<td>Instructions For Use – MOD Poster 300 – 699 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.3</td>
<td>Instructions For Use – MOD Form 700 – 719 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Instructions For Use – MOD Form 712A</td>
<td>None</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Instructions For Use – MOD Forms 700D, 713A &amp; 713B</td>
<td>None</td>
</tr>
<tr>
<td>2.3.6</td>
<td>Instructions For Use – MOD Forms 714 Series and 715 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4</td>
<td>Instructions For Use – MOD Form 720 – 798 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Instructions For Use - MOD Form 743</td>
<td>None</td>
</tr>
<tr>
<td>2.4.2</td>
<td>General Information - Engineering Record Cards</td>
<td>None</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Instructions For Use - MOD Forms 735 to 754 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4.5</td>
<td>Instructions For Use – MOD Forms 755(MS) Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4.7</td>
<td>Instructions For Use - MOD Form 756 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4.8</td>
<td>Joint Aircraft Recovery and Transport Documentation - Instructions for Use</td>
<td>None</td>
</tr>
<tr>
<td>2.4.9</td>
<td>Instructions For Use - MOD Formats 791 and 792 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.4.10</td>
<td>Instructions for Use - MOD Format 740(SDC)</td>
<td>None</td>
</tr>
<tr>
<td>2.4.11</td>
<td>Instructions for Use - MOD Formats 762 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.5</td>
<td>Instructions For Use – MOD Form 799 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.6</td>
<td>Instructions For Use – RAF Form 1000 – 8000 Series</td>
<td>None</td>
</tr>
<tr>
<td>2.6.1</td>
<td>Instructions For Use - RAF Form 3806A</td>
<td>None</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Personnel Technical Records - Instructions For Use</td>
<td>None</td>
</tr>
<tr>
<td>2.7</td>
<td>Instructions For Use – Miscellaneous Forms</td>
<td>None</td>
</tr>
<tr>
<td>2.7.1</td>
<td>Instructions For Use – Army Form B6766 – Planned Alteration Control/Completion Certificate</td>
<td>None</td>
</tr>
<tr>
<td>2.7.2</td>
<td>Instructions For Use - Army Form B6836</td>
<td>None</td>
</tr>
<tr>
<td>Chapter 03</td>
<td>Miscellaneous Procedures</td>
<td>Reason For Change</td>
</tr>
<tr>
<td></td>
<td>Not used</td>
<td>N/A</td>
</tr>
<tr>
<td>Chapter 04</td>
<td>MAED Conventions and Guidance</td>
<td>Reason For Change</td>
</tr>
<tr>
<td>4.1</td>
<td>Military Air Environment Documentation - Conventions and Guidance</td>
<td>None</td>
</tr>
<tr>
<td>4.2</td>
<td>Guidance on Completing MOD Forms 707B(ADP) &amp; 707B(IS)</td>
<td>None</td>
</tr>
<tr>
<td>4.3</td>
<td>Guidance on Certifying MOD Forms 707MP &amp; 707MS</td>
<td>None</td>
</tr>
<tr>
<td>Chapter 05</td>
<td>Specific Platform Indexes</td>
<td>Reason For Change</td>
</tr>
<tr>
<td>5</td>
<td>Specific Platform Indexes</td>
<td>Removed (17)</td>
</tr>
</tbody>
</table>
# Individual MOD Form/Format Changes

## Table of Contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual MOD Form/Format Changes</td>
<td>1</td>
</tr>
</tbody>
</table>

## 1 Individual MOD Form/Format Changes

A full list of form and format changes is provided in Chapter 0.6 Table 1, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Table 1 was last updated at Issue 17.

The entry for each form/format details the following:

- Form/Format No.
- Form/Format Title.
- Type of change: Revised, Established or Obsolete.
- Change details.
- Old stock.
- Comments.
Chapter 0.7

Individual MOD Form/Format Sponsor Changes

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Individual MOD Form/Format Sponsor Changes</td>
<td>1</td>
</tr>
</tbody>
</table>

1 Individual MOD Form/Format Sponsor Changes

A full list of form and format sponsor changes is provided in Chapter 0.7 Table 1, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Table 1 was last updated at Issue 17.

The entry for each form/format details the following:

- Form/Format No.
- Form/Format Title.
- Old Sponsor.
- New Sponsor.
## Chapter 01

### Catalogue of Forms

<table>
<thead>
<tr>
<th>Chapter 01</th>
<th>Catalogue of Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Catalogue of Forms and Formats – General</td>
</tr>
<tr>
<td>1.2</td>
<td>Catalogue of MOD Forms (300 – 699 Series)</td>
</tr>
<tr>
<td>1.3</td>
<td>Catalogue of MOD Forms (700 – 719 Series)</td>
</tr>
<tr>
<td>1.4</td>
<td>Catalogue of MOD Forms (720 – 798 Series)</td>
</tr>
<tr>
<td>1.5</td>
<td>Catalogue of MOD Forms (799 Series)</td>
</tr>
<tr>
<td>1.6</td>
<td>RAF Forms 1000 – 8000</td>
</tr>
<tr>
<td>1.7</td>
<td>Catalogue of Forms Miscellaneous</td>
</tr>
<tr>
<td>1.8</td>
<td>Catalogue of Formats</td>
</tr>
</tbody>
</table>
Chapter 1.1

Catalogue of Forms and Formats – General

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 Regulatory Governance</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Regulatory Cross-reference</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Additional Information</td>
<td>1</td>
</tr>
<tr>
<td>3 Release statement</td>
<td>2</td>
</tr>
<tr>
<td>4 Printing of Forms</td>
<td>2</td>
</tr>
<tr>
<td>4.1 Printing from the Catalogue of Forms</td>
<td>2</td>
</tr>
<tr>
<td>4.2 Printing from a logistics information system (LIS)</td>
<td>2</td>
</tr>
<tr>
<td>5 Amendment procedure</td>
<td>2</td>
</tr>
</tbody>
</table>

LIST OF TABLES

Table 1. MOD Form Paper Specifications. ................................................................. 2

1 General

1.1 Introduction

The Catalogue of Forms and Formats is an authoritative list of military aviation engineering documentation available for use in the UK Military Air Environment (MAE). It is compiled for inclusion as part of the ►Manual of Maintenance and Airworthiness Processes Supplement - MOD Form 700 Series of Forms (MAP-02)<, published on the MAP-02 landing page, on the MAA Defence Intranet and Internet web sites.

Within the MAP-02 landing page, all forms and formats are listed in tables arranged in numerically ordered sections, and are accessed by hyperlinks within each table.

Note:

Platform specific hyperlinked Indexes provide an alternative method of navigating to those forms used by a specific platform.

New or revised forms and formats are published under an NAA and updated in the relevant table within the MAP-02 landing page on the MAA Defence Intranet and Internet web sites. MAP-01 provides guidance on the development and use of MAP-02 forms.

2 Regulatory Governance

2.1 Regulatory Cross-reference

This chapter supports the 4000 Series of RAs.

2.2 Additional Information

Nil.
3 Release statement
The information contained within the Catalogue of Forms and Formats described at paragraph 1 has been compiled and checked by DSA MAA Reg CAw personnel for accuracy.

4 Printing of Forms
4.1 Printing from the Catalogue of Forms
The Catalogue of Forms is to be used for reference only and is not to be used to print forms for routine usage within the MAE, unless the form is annotated as 'To be downloaded from the MAP-02 as required' in the comments column. However, in extremis, it is permissible to print a form and use it temporarily until the correct form can be supplied through DE&S Logistic Commodities Services (LCS). Any forms printed from the MAP-02 should be on the same colour of paper as the original form. (See notes 2 and 3).

4.2 Printing from a logistics information system (LIS)
Increasingly, many forms are being generated from within LIS and printed on Front Line Command printers. Whilst specific paperweights are no longer specified, it remains a Duty Holder responsibility to ensure that LIS based systems use suitable material when printed, to remain legible throughout the retention period of the document outlined in MAP-02. (See notes 1, 2 and 3).

Notes:
1 RA4311 states that aviation engineering documentation shall be retained to maintain an airworthiness audit trail with acceptable means of compliance and guidance material contained in MAP-01 Chapter 7.6. Forms.
2 The following advice is issued regarding the minimum technical specification of paper used to print engineering documentation. High paperweight carries more ink, increases opacity, and is more likely to withstand normal handling and filing. High opacity is desirable to reduce print show-through, and high paper whiteness improves the contrast to printed areas, providing a more distinct appearance of printed text.
3 It is recommended that when printing forms/formats, the colour paper specified in MAP-02 Chapters 1.2-1.8 should be used. Local orders may authorize printing on uncoloured paper if required.

Table 1. MOD Form Paper Specifications.

<table>
<thead>
<tr>
<th>Retention Category</th>
<th>Examples</th>
<th>Paperweight (g/m²)</th>
<th>Opacity (%)</th>
<th>Whiteness CIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,B,D &amp; M</td>
<td>Leading particulars, registers, Equipment History Cards, maintenance Forms, LIS generated documents.</td>
<td>120</td>
<td>96</td>
<td>160</td>
</tr>
<tr>
<td>C &amp; E</td>
<td>Daily use &amp; Flight Servicing Forms</td>
<td>100</td>
<td>94</td>
<td>160</td>
</tr>
</tbody>
</table>

5 Amendment procedure
Refer to MAP-02 Chap 0.3 Para 6
Chapter 1.2

▸ Catalogue of MOD Forms (300 - 699 Series) ◆

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1 ▸ Catalogue of MOD Forms (300 - 699 Series)

The Catalogue of MOD Forms (300 - 699 Series) has been extracted from this Chapter and the information transferred to an electronic Chapter 1.2, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.2 was last updated at Issue 8.

◆
Chapter 1.3

Catalogue of MOD Forms (700 - 719 Series)

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

1 Catalogue of MOD Forms (700 - 719 Series) .................................................................1

The Catalogue of MOD Forms (700 - 719 Series) has been extracted from this Chapter and the information transferred to an electronic Chapter 1.3, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.3 was last updated at Issue ►17◄.
Chapter 1.4

Catalogue of MOD Forms (720 - 798 Series)

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1 Catalogue of MOD Forms (720 - 798 Series)

The Catalogue of MOD Forms (720 - 798 Series) has been extracted from this Chapter and the information transferred to an electronic Chapter 1.4, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.4 was last updated at Issue 17.
Chapter 1.5

Catalogue of MOD Forms (799 Series)

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Catalogue of MOD Forms (799 Series)</td>
<td>1</td>
</tr>
</tbody>
</table>

1 Catalogue of MOD Forms (799 Series)

The Catalogue of MOD Forms (799 Series) has been extracted from this Chapter and the information transferred to an electronic Chapter 1.5, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.5 was last updated at Issue 17.
Chapter 1.6

RAF Forms 1000 - 8000

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

1  RAF Forms 1000 - 8000

RAF Forms 1000 - 8000 have been extracted from this Chapter and the information transferred to an electronic Chapter 1.6, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.6 was last updated at Issue 8.
Chapter 1.7

Catalogue of Forms (Miscellaneous)

1 Catalogue of Forms (Miscellaneous) ................................................1

1 Catalogue of Forms (Miscellaneous)

The Catalogue of Forms (Miscellaneous) has been extracted from this Chapter and the information transferred to an electronic Chapter 1.7, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.7 was last updated at Issue 8.
Chapter 1.8

Catalogue of Formats

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Catalogue of Formats</td>
<td>1</td>
</tr>
</tbody>
</table>

1 Catalogue of Formats

The Catalogue of Formats has been extracted from this Chapter and the information transferred to an electronic Chapter 1.8, which can be found on the MAP-02 pages on the MAA Defence Intranet site and MAA Internet site. Electronic Chapter 1.8 was last updated at Issue ▶17◀.
## Chapter 02

### Table of Contents

<table>
<thead>
<tr>
<th>Chapter 02</th>
<th>Preliminaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Instructions For Use - General</td>
</tr>
<tr>
<td>2.2</td>
<td>Instructions For Use - MOD Poster 300 - 699 Series</td>
</tr>
<tr>
<td>2.3</td>
<td>Instructions For Use - MOD Form 700 - 719 Series</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Instructions For Use - MOD Form 712A</td>
</tr>
<tr>
<td>2.3.5</td>
<td>Instructions For Use - MOD Forms 700D, 713A &amp; 713B</td>
</tr>
<tr>
<td>2.3.6</td>
<td>Instructions For Use - MOD Forms 714 Series and 715 Series</td>
</tr>
<tr>
<td>2.4</td>
<td>Instructions For Use - MOD 720 - 798 Series</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Instructions For Use - MOD Form 743</td>
</tr>
<tr>
<td>2.4.2</td>
<td>General Information - Engineering Record Card</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Instructions For Use - MOD Forms 735 to 754 Series</td>
</tr>
<tr>
<td>2.4.5</td>
<td>Instructions For Use - MOD Forms 755(MS) Series</td>
</tr>
<tr>
<td>2.4.7</td>
<td>Instructions For Use - MOD Form 756 Series</td>
</tr>
<tr>
<td>2.4.8</td>
<td>Instructions For Use - MOD Form 767 Series</td>
</tr>
<tr>
<td>2.4.9</td>
<td>Instructions For Use - MOD Formats 791 and 792 Series</td>
</tr>
<tr>
<td>2.4.10</td>
<td>Instructions For Use - MOD Format 740(SDC)</td>
</tr>
<tr>
<td>2.4.11</td>
<td>Instructions For Use - MOD Formats 762 Series</td>
</tr>
<tr>
<td>2.5</td>
<td>Instructions For Use - MOD Form 799 Series</td>
</tr>
<tr>
<td>2.6</td>
<td>Instructions For Use - RAF Form 1000 - 8000 Series</td>
</tr>
<tr>
<td>2.6.1</td>
<td>Instructions For Use - RAF Form 3806A</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Personnel Technical Records - Instructions For Use</td>
</tr>
<tr>
<td>2.7</td>
<td>Instructions For Use - Miscellaneous Forms</td>
</tr>
<tr>
<td>2.7.1</td>
<td>Instructions For Use - Army Form B6766 - Planned Alteration Control/Completion Certificate</td>
</tr>
<tr>
<td>2.7.2</td>
<td>Instructions For Use - Army Form B6836</td>
</tr>
</tbody>
</table>
Chapter 2.1

Instructions For Use – General

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Applicability</td>
<td>1</td>
</tr>
<tr>
<td>1.3 Outline</td>
<td>1</td>
</tr>
<tr>
<td>2 Amendment procedure</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction
This chapter provides Instructions For Use (IFU) for MOD Forms that have neither an associated MOD Form 799 (IFU) nor have IFU printed on the back of the form.

1.2 Applicability
This document applies to all military aircraft engineering documentation authorized for use in the Military Air Environment.

1.3 Outline
This chapter has been constructed to mirror the ►Catalogue of Forms and Formats sections published on the MAP-02 webpages on the MAA Defence Intranet and Internet sites.◄These IFU are contained within the respective chapters in Chapter 2. They are as follows:

1 Chapter 2.2 – Instructions For Use – MOD Poster 300 – 699 Series.
2 Chapter 2.3 – Instructions For Use – MOD Form 700 – 719 Series.
3 Chapter 2.4 – Instructions For Use – MOD Form 720 – 798 Series.
4 Chapter 2.5 – Instructions For Use – MOD Form 799 Series.
5 Chapter 2.6 – Instructions For Use – RAF Form 1000 – 8000 Series.
6 Chapter 2.7 – Instructions For Use – Miscellaneous Forms.

2 Amendment procedure
►Refer to MAP-02 Chap 0.3 Para 6.◄
Chapter 2.2

Instructions For Use – MOD Poster 300 – 699 Series

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

Individual sub-chapters of this chapter detail Instructions For Use (IFU) for some of the miscellaneous forms listed in Chapter 1.2 that neither have associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
# Chapter 2.3

*Instructions For Use – MOD Form 700 – 719 Series*

## Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

## 1 General

### 1.1 Introduction

Individual sub-chapters of this chapter detail Instructions For Use (IFU) for some of the miscellaneous forms listed in Chapter 1.3 that neither have associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
Chapter 2.3.1

Instructions For Use – MOD Form 712A

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 Compass swing procedures using MOD Form 712A</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Correcting swing</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Calibration swing</td>
<td>2</td>
</tr>
<tr>
<td>2.3 Standard swing</td>
<td>2</td>
</tr>
<tr>
<td>2.4 Refined swing</td>
<td>2</td>
</tr>
<tr>
<td>3 Reference</td>
<td>3</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the Instructions For Use for MOD F712A; see Chapter 1.3.

2 Compass swing procedures using MOD Form 712A

The following procedures must be used when carrying out a compass swing of an aircraft where a MOD F712A is used for recording the actions carried out. Great care must be taken by the compass swing team to ensure that both the datum instrument and aircraft compass systems are read simultaneously, to their limits of accuracy. The compass system must be allowed to settle after each change of heading before the actual reading is taken, since one inaccurate reading may necessitate the whole swing being repeated. The current limits of accuracy for individual systems are detailed in the relevant aircraft maintenance manual.

Note:

For the refined compass swing, the Watts Datum Compass must be used in accordance with ►AP3456 Volume 5, Chapters 14 and 16◄.

2.1 Correcting swing

The purpose of the correcting swing is to reduce all the correctable coefficients to within the limits set. This swing may have to be repeated several times to achieve the required accuracy. Each correcting swing must be entered in sequential blocks on the front page of the MOD F712A. The procedure is as follows (all headings must be within 5E of those stated):

1 Head the aircraft on South; record the aircraft and datum compass readings.
2 Head the aircraft on West; record the aircraft and datum compass readings.
3 Head the aircraft on North; record the aircraft and datum compass readings.
4 Head the aircraft on East; record the aircraft and datum compass readings.
5 Calculate and record the deviations (datum heading minus compass heading).
6 Sum the deviations algebraically and divide by 4 to find coefficient A.
7 Apply coefficient A to the compass reading (SIGN UNCHANGED) and correct the compass.
8 Calculate coefficient B:
\[ B = \frac{(\delta E - \delta W)}{2} \]
9 Apply coefficient B (SIGN UNCHANGED) to the resultant compass reading after correcting for coefficient A and, with the aircraft still on East, correct the compass.
10 Calculate coefficient C:
\[ C = \frac{(\delta N - \delta S)}{2} \]
11 Turn the aircraft to South, record new aircraft compass heading, apply coefficient C (SIGN CHANGED) to this reading and correct the compass.

When there are no coefficients to be corrected, the calibration swing may start; see paragraph 2.2.

2.2 Calibration swing
The purpose of the calibration swing is to ensure that coefficient A has been removed and that the residual deviation is within the limits laid down in the relevant aircraft maintenance manual.

2.3 Standard swing
The following procedure must be used for the standard swing:

1 In the “aircraft approx heading” column of the calibration swing, record the aircraft heading at 45 degree intervals, on successive lines, beginning at SW (225 degrees).
2 Place the aircraft on each of these heading intervals in turn and record readings in the deviation columns.
3 Check coefficient A by calculating the algebraic sum of the deviations recorded and dividing by eight.
4 If the deviation figures are within tolerance and no further adjustment is required for coefficient A, the swing can be terminated and the residual deviation graph interpolated.

2.4 Refined swing
The following procedure must be used for the refined swing:

1 In the “aircraft approx heading” column of the calibration swing, record the aircraft heading at 30 degree intervals, on successive lines, beginning at SSW (210 degrees).
2 Place the aircraft on each of these heading intervals in turn and record the aircraft and datum compass readings in columns (d), (e) and (f) as necessary.
3 Calculate the deviation on each heading and record in the deviation columns.

4 Check coefficient A by calculating the algebraic sum of the deviations recorded and divide by twelve.

5 If the deviation figures are within tolerance and no further adjustment is required for coefficient A, the swing can be terminated and the results used to produce the Fourier Analysis.

3 Reference
This chapter makes reference to the following publication:

► AP 3456 Volume 5, Flight Instruments. ◄
Chapter 2.3.5

Instructions For Use – MOD Forms 700D, 713A & 713B

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General ................................................................. 1</td>
</tr>
<tr>
<td>1.1</td>
<td>Introduction ....................................................... 1</td>
</tr>
<tr>
<td>2</td>
<td>MOD Form 700D – ERC Holder ................................. 1</td>
</tr>
<tr>
<td>3</td>
<td>MOD Form 713A – Register of aircraft log book contents .... 1</td>
</tr>
<tr>
<td>4</td>
<td>MOD Form 713B – Register of Assembly/Component ERCs ....... 1</td>
</tr>
<tr>
<td>4.1</td>
<td>Front page ............................................................... 1</td>
</tr>
<tr>
<td>4.2</td>
<td>Centre page ........................................................ 2</td>
</tr>
<tr>
<td>4.3</td>
<td>Back page ............................................................. 2</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction
This chapter details the instructions for use for the control of component technical records within the MOD F700D and the use of MOD Forms 713A and 713B.

2 MOD Form 700D – ERC Holder
MOD F700D consists of Kardex-type pockets contained in a hard-backed binder, providing a stowage in which all current Engineering Record Cards (ERCs) may be held for an aircraft. The binder and contents accompany the aircraft documents when an aircraft is transferred.

3 MOD Form 713A – Register of aircraft log book contents
MOD F713A is a register of the contents for the sections of the MOD F700A.

An MOD F713A is to be filed in the front of Sections 8 and 9 of the MOD F700A. On aircraft where the MOD F700D has been introduced, the MOD F713A is used for the recording of information in Sections 8, 9, and 12 of the MOD F700A only.

The form may also be used as an index for other sections of the MOD F700A if required.

4 MOD Form 713B – Register of Assembly/Component ERCs
MOD F713B provides an index for all ERCs other than those forming the Airframe Record. It has two sections and provision is made to record the following information:

4.1 Front page
Attention is drawn to the instructions for the use of ERCs regarding serial numbering of forms.

Installation. Records the components and serial number, life consumed by the component at installation and the date.

Removal. Records the date, life consumed at removal, reason for removal, where transferred to and signature of authorized person.
4.2 **Centre page**
The centre page contains the continuation list of installation/removal details together with a section for aircraft identification containing type, mark and serial number.

4.3 **Back page**
The back page is a continuation of the installation/removal details.
Chapter 2.3.6

Instructions For Use – MOD Forms 714 Series and 715 Series

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 MOD Form 714A – Assembly History Card</td>
<td>1</td>
</tr>
<tr>
<td>3 MOD Form 714C – LAU 7A Gas Receiver Record Card</td>
<td>1</td>
</tr>
<tr>
<td>4 MOD Form 715 Series – Survival Equipment/Aircrew Equipment Assembly Record</td>
<td>1</td>
</tr>
<tr>
<td>4.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>4.2 MOD Form 715 – Survival Equipment/Aircrew Equipment Assembly Record</td>
<td>2</td>
</tr>
<tr>
<td>4.3 MOD Form 715/1 – AEA/Component Record</td>
<td>3</td>
</tr>
<tr>
<td>4.4 MOD Form 715/2 – Maintenance and Transfer Record</td>
<td>4</td>
</tr>
<tr>
<td>4.5 MOD Form 715/3 – Repair, Replacement and Deviation Record</td>
<td>5</td>
</tr>
<tr>
<td>4.6 MOD Form 715/4 – Modification and Instruction Record</td>
<td>5</td>
</tr>
<tr>
<td>4.7 MOD Form 715/5 – Life Consumption Record</td>
<td>6</td>
</tr>
<tr>
<td>4.8 MOD Form 715/6A - Section 6 - CELB Programming / Almanac Update Record</td>
<td>6</td>
</tr>
<tr>
<td>4.9 MOD Form 715/6B - Section 6 - GPS Programming / Almanac Update Record</td>
<td>7</td>
</tr>
<tr>
<td>4.10 MOD Form 715(Drill) – Survival Drill Equipment Record Card</td>
<td>7</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the instructions for use of component technical records within the MOD F714 and MOD F715 Series.

2 MOD Form 714A – Assembly History Card

MOD F714A provides an historical record of air-launched guided weapon components and must be raised for each component. Compilation of the form is self-explanatory.

3 MOD Form 714C – LAU 7A Gas Receiver Record Card

MOD F714C provides a complete historical record of the LAU 7A Gas Receiver and must be raised for each component. Compilation of the form is self-explanatory.

4 MOD Form 715 Series – Survival Equipment/Aircrew Equipment Assembly Record

4.1 Introduction

The following paragraphs contain descriptions of, and instructions for using, the MOD Form 715 series that are used to maintain historical records for Survival Equipment (SE) and Aircrew Equipment Assemblies (AEA). The forms are designed for retention in A4 landscape (Misc Form 1245) or a Kardex System.
The record for an SE/AEA item will consist of an MOD F715 plus a minimum of one each of MOD Form 715/1 to 715/4 inclusive. The MOD F715/5 must be raised as detailed at paragraph 4.7. The MOD Form 715/6A and 715/6B must be raised as detailed in paragraph 4.8 and 4.9.

Entries must be made in blue/black ink, except where otherwise stated. Life expiry dates are to be annotated in red ink. Entries made in error are not to be erased, but ruled through and initialled by the person making the correction. Dates must be entered in the format ‘DD MMM YY’ (eg 28 FEB 08).

Note:

The Note on MOD F715 – Register of Forms – is not applicable to the RN.

4.2 MOD Form 715 – Survival Equipment/Aircrew Equipment Assembly Record
MOD F715 is used as the lead sheet for an SE/AEA item record. The form provides the following information:

1 A record identification by serial number and subject item.
2 A record of relevant management information.
3 Registration of associated MOD Forms 715/1 to 715/6.
4 Certification of specified items. (At manufacturer and contractor’s works only).

4.2.1 Instructions for use

4.2.1.1 Responsibilities for raising
At manufacturer’s and contractor’s works, the Quality Officer (QO) i/c Quality Assurance Section (QAS) must ensure that the manufacturer/contractor raises an MOD F715, as appropriate, for life rafts and for quick release fittings (QRFs) fitted to parachutes and parachute assemblies. For all other SE and AEA (Aircrew List), an MOD F715 must be raised by the user unit.

Note:

Additionally, at manufacturer and contractor’s works only, the Manufacture/Proofing/Surveillance Certificate must be completed, as appropriate, by the QAS.

4.2.1.2 Compilation
The person raising MOD F715 must complete the blocks as detailed in the following paragraphs.

4.2.1.3 Item identification
Enter the following details:

1 Ident No. Section/reference number, NATO stock number and part number. For AEA, enter ‘AEA’.

Note:

Aircraft harnesses have a reference number that is only used for identification of a complete assembly for each aircraft seat.

2 Description. Item description. For AEA, enter ‘AEA’; for omnibus items, record description (e.g. Coverall Aircrew Mk 16).
Chapter 2.3.6

3 Type/Mark. Item, type and mark. For AEA, enter the aircraft type in pencil.
4 Serial No. Manufacturer’s serial number. For AEA, enter ‘AEA’.
5 Unit Serial No. Unit, squadron or flight serial number in pencil.

Notes:
1 The Unit Serial Number is used to link all the forms in the record. When an item is transferred between units and a new Unit Serial Number is allocated, the old number must be erased and the new number entered on all the registered forms in pencil.
2 Manufacturers and contractors may leave the Unit Serial Number box blank. Users must allocate and enter the unit, squadron or flight serial number for an item received with an MOD F715 compiled by a manufacturer or contractor.

4.2.1.4 Register of associated forms
One each of MOD Form 715/1 to 715/4 must be raised; MOD F715/5 must be raised as detailed at paragraph 4.7 and registered in the Register of Forms block. The MOD Form 715/6A and 715/6B must be raised as detailed in paragraph 4.8 and 4.9.

4.2.1.5 Management information
This block must be completed as appropriate, ensuring that details of any outstanding modifications, instructions and bay maintenance are recorded. Unit serial number, rank and date due information must be recorded in pencil.

4.3 MOD Form 715/1 – AEA/Component Record
MOD F715/1 is used to record identification, lifing and replacement details of AEA and components of the subject item.

4.3.1 Instructions for use
The person raising MOD F715/1 must annotate the parent MOD F715 and must copy the unit serial number and sheet number from the parent MOD F715. A separate line is then to be raised for each of the following:
1 Item of AEA.
2 Lifed component.
3 Item having a serial number.
4 Item requiring scheduled maintenance.

4.3.1.1 Entries
Entries must contain the following information:
1 Item No. (a). Item number.
2 AEA or Component (b). Description of the AEA or component. Up to twenty-five like items (e.g., Coverall Aircrew Mk 16) held for casual flight or SME purposes may be omnibus recorded on one MOD F715.
3 Date Fitted (c). Date fitted or issued, as appropriate.
4 Lot No.(d) top line. Lot number, as applicable.
5 Serial No. (d) bottom line. Serial number, as applicable.
6 Size (e) top line. Size.
7  Qty. (e) bottom line. The quantity is only to be entered where items are not serial numbered but have the same lot number.

8  Type (f) top line. Type.

9  Mark (f) bottom line. Mark.

10 Date of Manufacture (g) top line. Date of manufacture. Dates must be in the format DD MMM YY’ (eg ‘28 FEB 09’).

11 Replacement Date (g) bottom line. Date replacement due, entered in red ink. Dates must be in the format ‘DD MMM YY’. For on-condition items, enter ‘LOC’.

Note:

The replacement date may not relate to the date of manufacture.

The remaining columns are used to record up to three replacements of the recorded items. When a replacement has occurred, the appropriate line and column must be completed by entering the following:

12 Date of Fitting (h). Replacement date.

13 Lot No. (j) top line. Lot number of replacement item, as applicable.

14 Serial No. (j) bottom line. Serial number of replacement item, as applicable.

15 Date of Manufacture (k) top line. Date of manufacture of replacement item.

16 Replacement Date (k) bottom line. Date replacement due, entered in red ink. Dates must be in the format ‘DD MMM YY’. For on-condition items, enter ‘LOC’.

Note:

When all three change columns for one sub-component or item are filled and a further change is required, the complete entry must be ruled through and a new line started.

4.4 MOD Form 715/2 – Maintenance and Transfer Record
MOD F715/2 is used to record SE/AEA maintenance details and inter-unit transfers.

4.4.1 Instructions for use
The person raising MOD F715/2 must annotate the parent MOD F715 and copy the unit serial number and sheet number onto the MOD F715/2.

4.4.1.1 Maintenance record
Details of required maintenance tasks must be entered as follows:

1  Item No. (a). The item number copied from the relevant line of the MOD F715/1.

Note:

When several items require the same maintenance, these items may be recorded individually on a single line (eg 1, 2, 3, 4: not 1-4).

2  Type of Maintenance (b). Type and periodicity of the maintenance required (eg BM 15 – Bay Maintenance 15 weekly).

3  Date Due (c). Date maintenance due.

4  Work Order ORN (d). On completion of maintenance task, record the Originator’s Reference Number (ORN).
Details of the next required maintenance for the item must be entered in the next available line, as detailed in items 1-3 inclusive.

**Note:**

When some items of AEA are not available, they should be noted in the Management Information box of the parent MOD F715 and maintained as soon as possible. This is not an authority to extend a periodicity.

### 4.4.1.2 Transfer details

Completion of Section 2b is self-explanatory.

### 4.5 MOD Form 715/3 – Repair, Replacement and Deviation Record

MOD F715/3 provides a brief description of any work carried out other than embodiment/satisfaction of modification or technical instructions, scheduled maintenance or replacement of life-expired equipment. Full details of repairs and replacements must be recorded on the appropriate MOD Form 707 and entered on the MOD F715/3, complete with their authority and the associated details.

### 4.5.1 Instructions for use

The person raising an MOD F715/3 must annotate the parent MOD F715 and copy the unit serial number and sheet number onto the MOD F715/3.

Details of all repairs, replacements and deviations from the Standard List must be recorded by entering the following:

1. **Item No. (a).** The item number copied from the relevant line of the MOD F715/1.
2. **Date (b).** Date work completed.
3. **Work Details (c).** A brief description of the work.
4. **Work Order ORN (d).** The ORN of the relevant work order.
5. **Flying Hours (e).** If applicable.

### 4.6 MOD Form 715/4 – Modification and Instruction Record

MOD F715/4 is used to record all relevant modifications and technical instructions.

#### 4.6.1 Instructions for use

The person raising an MOD F715/4 must annotate the parent MOD F715 and copy the serial number and sheet number onto the MOD F715/4. An MOD F715/4 block must be opened for each item of equipment recorded on the MOD F715/1 that is currently subject to a modification or technical instruction.

An entry must be made for each modification or technical instruction, as follows:

1. **Date (a).** Date on which the modification or technical instruction was embodied/complied with.
2. **Mod/Inst. No. (b).** The type and number of the modification or technical instruction (eg Mods, RTIs, STIs, etc).
3. **Work Order ORN (c).** The ORN of the relevant work order. Under column (c) in the shaded area, enter description of the equipment.
4. **Item No. (d).** Item number from MOD F715/1.
4.6.2 **Modification or technical instruction removal**
When a modification or technical instruction is removed from an item of equipment, the appropriate entry must be ruled through in red ink; details of the removal must be entered in red ink on the next line.

4.6.3 **Modification or technical instruction cancelled or superseded**
When a modification or technical instruction is cancelled or superseded, the appropriate entry must be ruled through in blue ink and details of the suspension or cancellation entered in blue ink on the next available line.

4.7 **MOD Form 715/5 – Life Consumption Record**
MOD Form 715/5 is used to record consumption of Life Measurement Units (LMUs). Pre-numbered boxes are provided for convenient recording of the consumption of up to 500 LMUs.

Note:
- To be used on equipment, as detailed in DAP108A-0006-2(N/A/R)1.

4.7.1 **Instructions for use**
The person raising the MOD F715/5 must annotate the parent MOD F715 and copy the serial number and sheet number onto the MOD F715/5. The LMU applicable to the item must be defined by ticking the appropriate box in the Life Measurement Units block and the Authorized Life block must be completed by entering the maximum permitted number of LMUs in red ink.

Note:
- When MOD F715/5 is raised for an item having only part of its life remaining, the consumed LMU numbers and associated ‘Date’ boxes must be crossed off.

As each LMU is consumed, the appropriate LMU number must be crossed off and the date must be entered.

4.8 **MOD Form 715/6A - Section 6 - CELB Programming / Almanac Update Record**
MOD Form 715/6A is used to record the Supervisors stage checks carried out on the CELB.

4.8.1 **Instructions for use**
The person raising a MOD Form 715/6A, must annotate the parent MOD Form 715 and copy the unit serial number and sheet number onto the MOD Form 715/6A.

Details must be recorded entering the following:
1. **Work Carried out (a).** Enter the publication reference that the work was carried out in accordance with.
2. **Item Number (b).** Enter the item number recorded on the MOD Form 715/1.
3. **AL/AIL (c).** Enter the publication issue state that the work was carried out in accordance with.
4. **Work Order ORN (d).** The SPINS version/number and the date, time group.
5. **Supervisors Initials (e)**. The supervisor undertaking the stage checks, must initial each stage check stating that the information within the CELEB is correct. (All stage checks must be initialled).

6. **Tradesman’s Signature and Name (f)**. Signature and printed name of the tradesman undertaking the task.

7. **Supervisors Signature and Name (g)**. Signature and Name of the Supervisor, supervising the task.

### 4.9 MOD Form 715/6B - Section 6 - GPS Programming / Almanac Update Record

MOD Form 715/6B is used to record the ALMANAC maintenance carried out on the CELB.

#### 4.9.1 Instructions for use

The person raising a MOD 715/6B must annotate the parent MOD Form 715 and copy the unit serial number and sheet number onto the MOD Form 715/6B.

Details must be recorded entering the following:

1. **Type of GPS (a)**. State the type of GPS/CELB.
2. **Item Number (b)**. Enter the Item Number recorded on the MOD Form 715/1.
3. **AL/ALI (c)**. Enter the publication issue state that the work was carried out in accordance with.
4. **Work Order ORN (d)**. State when the Almanac/SARDOT was updated, version and date, Time Group.
5. **Tradesman’s Signature and Name (e)**. Signature and printed name of the tradesman undertaking the task.
6. **Supervisors Signature and Name (f)**. Signature and Name of the Supervisor, supervising the task.

### 4.10 MOD Form 715(Drill) – Survival Drill Equipment Record Card

#### 4.10.1 Instructions for use

MOD F715(Drill) is used for recording maintenance on survival drill equipment.

The record card allows for multi-recording like items (omnibus system) and recording equipment grouped in sets (eg life rafts, operating heads, CO₂ cylinders and PSPs).

The drill equipment identified below may be omnibus recorded:

1. Helmet, aircrew.
2. Coveralls, immersion.
3. Coveralls, aircrew.
4. CO₂ cylinders (non-disposable only).
5. Operating heads.
6. Oxygen masks.

**Note:**
Only like items (eg Coveralls Mk 16A) may be omnibus recorded on one record card. Local management may wish to group life raft equipment into sets in preference to the omnibus system.

4.10.2 Completion of record cards
4.10.2.1 Equipment Details
The procedure for completing this section is as follows:

1. **Unit Serial No.** Enter local identity number (if required).
2. **Item Description.** Enter equipment identity.
3. **Type/Mark.** Enter type/mark of item.
4. **Serial No.** Enter serial number of item.
5. **DoM.** Enter date of manufacture.
6. **DTD.** Enter date entered into drill use.
7. **DLD.** Enter date item life expires in drill use.
8. **Size.** Enter size of item (if applicable).

**Note:**
When items are recorded as an assembly, the main item for that assembly should be entered.

4.10.2.2 Assembly/Component Record
The procedure for completing this section is as follows:

1. **Item No.** Enter item number in sequence.
2. **Description.** Enter name of item.
3. **Type/Mark.** Enter type and mark of item.
4. **Size.** Enter size of item (if applicable).
5. **Serial No.** Enter serial number of item.
6. **DoM.** Enter date of manufacture.
7. **DTD.** Enter date entered into drill use.
8. **DLD.** Enter date item life expires in drill use.

**Note:**
The Replacement Item columns provide the facility to record one replacement for each item. When this facility is used, items 5 to 8 must be ruled through in blue/black ink.

4.10.2.3 Modifications and Instructions Record
The procedure for completing this section is as follows:

1. **Item No.** Enter item number (from assembly/component record).
2. **Date.** Enter date that the modification/technical instruction was embodied.
3. **Mod/Inst No.** Enter modification/technical instruction number.

**Note:**
When a modification or technical instruction has been removed from the equipment, the entry must be ruled through in red. If cancelled or superseded, the entry must be ruled through in blue/black ink.

4.10.2.4 Maintenance Record

The procedure for completing this section is as follows:

1. **Date.** Enter date maintenance task was carried out.
2. **Certificate of Work.**
   - 2.1 Enter all details of modifications and technical instructions.
   - 2.2 Include all repair work in accordance with the relevant AP.
   - 2.3 Annotate maintained/prepared/packed for drill use, quoting any cylinder/operating head fitted to life raft/life preservers for the purpose of drill.
   - 2.4 For omnibus items, record item number(s) and type of operation carried out.
   - 2.5 When several items require the same maintenance they may be recorded individually on a single line (eg 1, 2, 3, 4: not 1-4).
3. **Man Hours.** Enter combined tradesman/supervisory man-hours.
4. **Tradesman Sig.** Enter normal signature of tradesman.
5. **Supervisor Sig.** Enter normal signature of supervisor.

4.10.2.5 When MOD F760 action is required, an ORN must be generated by entering the unserviceable item into the section workbook and recording the details of action taken, including cross-reference of the ORN under Certification of Work.

4.10.2.6 When a Drill Record Card is complete, raise a new card, transferring all relevant details. The old card must be retained for a minimum period of three months. In the case of liferafts the card(s) must be retained and returned with the life raft.

4.10.2.7 When drill liferafts are Beyond Economical Repair (BER) they must be disposed of in accordance with DAP108A-0006-2(N/A/R)1, CH11.1.

4.10.3 Wet Drill Life Preservers

Mod F715/5 is to be attached to the Mod F715(Drill) and is to be completed as detailed in para 4.7.
Chapter 2.4

Instructions For Use – MOD Form 720 – 798 Series

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

Individual sub-chapters of this chapter detail Instructions For Use (IFU) for some of the miscellaneous forms listed in Chapter 1.4 that neither have associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
Chapter 2.4.1

Instructions For Use – MOD Form 743

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 MOD F743 – Aircraft Engineering Documents Transfer Certificate</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the Instructions for Use for the MOD F743 – Aircraft Engineering Documents Transfer Certificate.

2 MOD F743 – Aircraft Engineering Documents Transfer Certificate

This form must be raised in duplicate on all occasions when transferring aircraft or engines, listing all documentation being transferred. The instructions for use are contained on the reverse side of the form.

One copy must be forwarded to the receiving unit and the second copy must be filed in the MOD Form 700A Section 12. The receiving unit must carry out receipt checks of documents and return the form, with the Receipt and Discrepancy Certificate completed, to the despatching unit.
Chapter 2.4.2

General Information – Engineering Record Cards

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2.1</td>
<td>3</td>
</tr>
<tr>
<td>2.2</td>
<td>3</td>
</tr>
<tr>
<td>2.3</td>
<td>3</td>
</tr>
<tr>
<td>2.4</td>
<td>4</td>
</tr>
<tr>
<td>2.5</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3.1</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4.1</td>
<td>4</td>
</tr>
</tbody>
</table>

LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1. Airframe Records.</td>
<td>2</td>
</tr>
<tr>
<td>Figure 2. ECU or Complex Major Assembly Records.</td>
<td>2</td>
</tr>
<tr>
<td>Figure 3. Modular Engine Records.</td>
<td>2</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

Engineering Record Cards (ERCs) are designed to maintain a permanent technical record of usage, major servicing, repairs and modifications to airframes, aero-engines and other specified equipments including installation and custodian details. For aircraft types that use an Information System (IS) for asset management and work recording, ERCs are held electronically within the IS and can be printed as a generic ERC for aircraft or components being dispatched outside the IS boundary.

ERCs are designed to complement each other when used in connection with major assemblies such as airframes. Whilst specific ERCs required to support specific aircraft and associated equipment are listed in the relevant Topic 5A1, the basic relationships between the cards are as detailed in Figures 1 to 3 below.
Figure 1. Airframe Records.

- MOD Form 744: Airframe Record Card
- MOD Form 753: Inspection, Test and Modification Certificate at Depth
  - MOD Form 745: Maintenance Record
  - MOD Form 746: Modification Record
  - MOD Form 747: SI/STI Record
  - MOD Form 748: Miscellaneous Record
  - MOD Form 751: Weight and Moment Record

Figure 2. ECU or Complex Major Assembly Records.

- MOD Form 749: Assembly Record Card
- MOD Form 753 - Inspection, Test and Modification Certificate
  or
- MOD Form 752 - For items without MOD Forms 735/735A when their use is to be monitored
  - Component Record Cards for those components listed on MOD Form 749

Figure 3. Modular Engine Records.

- MOD Form 750: Modular ECU Record Card
- MOD Form 749: Assembly Record Card (if required)
- MOD Form 735 or MOD Form 735A
- Component Record Card for each module of the engine
2 Raising Engineering Record Cards (ERCs)

2.1 Project Teams
The Project Team (PT) must determine whether a component, assembly or sub-assembly requires an ERC based on one or more of the following:

1. It has a fatigue life.
2. The life is expressed in more than one parameter.
3. It requires periodic calibration or proof testing.
4. It is sufficiently complex and subject to frequent in-service repairs or maintenance that justifies the maintenance of a discrete technical history.
5. It is subject to multiple overhaul periods at Depth.

The PT must ensure that all user units, Front Line Commands (FLCs), Depth organizations and the manufacturer are informed of any amendments to, or new requirements for, ERCs.

2.2 Contractors
The appropriate contractor is responsible for ensuring that ERCs are raised for the designated equipment and a unique serial number given to that equipment prior to its delivery into service in accordance with RA 5502.

2.3 Records
Components requiring ERCs will be recorded on the supply computer. A list of components requiring ERCs is maintained by the PT in the Topic 5A1 and includes part number, section and reference number, description, manufacturer and ERC type.

2.4 Local engineering histories
When a local engineering history is required to be kept, units may raise log cards under local management control for components not falling into the above categories. These are not to be recorded in the Topic 5A1, IS, supply computer, transferred between units or given to the manufacturer.

2.5 Service establishments
Service establishments must raise ERCs as continuation cards of the original ERC as follows:

1. MOD F745, MOD F746, MOD F747 and MOD F748. These ERCs may be used as continuation cards for assembly/component ERCs when it is uneconomical to open new ERCs.
2. Change of part number. If the embodiment of a modification changes the manufacturer's part number and/or the stores reference number of equipment previously supported by an ERC, a new ERC must be raised containing all relevant information. The new ERC must take the next available serial number.
3. Reconditioning. Assemblies or components not having a finite life (eg ECUs) must have a new ERC raised at each reconditioning, with the relevant information transferred to the new ERC and the re-conditioned life restarted at nil. The new ERC must take the next available serial number.
4. Assemblies or components having finite lives with an intermediate reconditioning must have the original ERC reissued and all lifing must be cumulative from new.

5. Multiple Life Measurement Unit (LMU) recording may be effected using MOD F752 in place of a specific ERC section, provided that an entry to that effect is made in that section. In such cases, the MOD F752 must be retained with the subject ERC.

3. **Loss of ERCs**

   The loss of an ERC must be reported to an authority level J, who must instigate a full investigation and report his findings to the appropriate PT. Equipment with a lost ERC must be quarantined at the Stn/Ship/Unit reporting the loss until either the ERC is found or disposal instructions are issued by the PT.

3.1. **Aircraft on Information Systems (IS)**

   Aircraft utilizing an IS for asset tracking will have ERC information stored electronically, except for that historical information that has been archived. Loss of ERC information from the local IS database (server) or standalone PC may be regained from the central IS database through the Logistics Application PT.

4. **Instructions for the use of ERCs**

   Record card serial numbers are entered in ink and serial number totals in pencil. For any aircraft or component the initial record card will be serial number ‘one’. Subsequent record cards will be numbered in sequence and must be opened as soon as one of the information spaces in the open card becomes full. The card must be closed and carry the note ‘see record card Serial No ……’. Record card numbers two, three, etc, must be attached to record card number ‘one’.

   When continuation cards (MOD F745, MOD F746, MOD F747 or MOD F748) are initiated, the serial number of the next card raised must be entered in the relevant section of the parent record card.

4.1. ‘Support Installation’ or ‘Related Assembly’

   The terms ‘Support Installation’ or ‘Related Assembly’ appearing on MOD F735, MOD F735A and MOD F749 must be interpreted as the airframe; if a component forms part of an ECU, the ECU; and if the component forms part of a complex assembly, the complex assembly.
## Chapter 2.4.3

**Instructions for Use – MOD Forms 735 to 754 Series**

**Table of contents**

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General .............................................................................................................3</td>
</tr>
<tr>
<td>1.1</td>
<td>Introduction .........................................................................................................3</td>
</tr>
<tr>
<td>2</td>
<td>MOD Form 735(NVG) – Night Vision Goggles and Image Intensifier Tube Records .............................................................................................................3</td>
</tr>
<tr>
<td>2.1</td>
<td>Instructions for use ..............................................................................................3</td>
</tr>
<tr>
<td>3</td>
<td>MOD Form 735 – Fiche Matricule D'equipment/Component Log Card ..................4</td>
</tr>
<tr>
<td>4</td>
<td>MOD Form 735A – Component Record Card ............................................................7</td>
</tr>
<tr>
<td>4.1</td>
<td>Section 1 – Authorized Life ..................................................................................7</td>
</tr>
<tr>
<td>4.2</td>
<td>Section 2 – Transfers and Installation Details .......................................................7</td>
</tr>
<tr>
<td>4.3</td>
<td>Section 3 – Modifications ....................................................................................8</td>
</tr>
<tr>
<td>4.4</td>
<td>Section 4 – Special Technical Instruction (STI) .....................................................8</td>
</tr>
<tr>
<td>4.5</td>
<td>Section 5 – Servicing Instruction (SI) ..................................................................8</td>
</tr>
<tr>
<td>4.6</td>
<td>Section 6 – Service Modifications .....................................................................8</td>
</tr>
<tr>
<td>4.7</td>
<td>Section 7 – Miscellaneous instructions ................................................................8</td>
</tr>
<tr>
<td>4.8</td>
<td>Section 8 – Items fitted subject to a fatigue life ....................................................8</td>
</tr>
<tr>
<td>4.9</td>
<td>Section 9 – Component Details ...........................................................................9</td>
</tr>
<tr>
<td>4.10</td>
<td>Section 10 – Maintenance, Major Repairs and Reconditioning ..............................9</td>
</tr>
<tr>
<td>5</td>
<td>MOD Form 735A(Supp) – Component Record Card (Supplement) .........................9</td>
</tr>
<tr>
<td>5.1</td>
<td>Form serial number .............................................................................................9</td>
</tr>
<tr>
<td>5.2</td>
<td>Section 1 – Component details ..........................................................................10</td>
</tr>
<tr>
<td>5.3</td>
<td>Section 2 – Component life record ....................................................................10</td>
</tr>
<tr>
<td>6</td>
<td>MOD Form 735B – Engineering Log Card .............................................................10</td>
</tr>
<tr>
<td>6.1</td>
<td>Section 1 – Identification of Equipment ...............................................................11</td>
</tr>
<tr>
<td>6.2</td>
<td>Section 2 – Contract No ....................................................................................11</td>
</tr>
<tr>
<td>6.3</td>
<td>Section 3 – Inspection and Test Certificates .......................................................11</td>
</tr>
<tr>
<td>6.4</td>
<td>Section 4 – Weight .........................................................................................11</td>
</tr>
<tr>
<td>6.5</td>
<td>Section 5 – Authorized life ..............................................................................11</td>
</tr>
<tr>
<td>6.6</td>
<td>Section 6 – Life Guarantees .............................................................................11</td>
</tr>
<tr>
<td>6.7</td>
<td>Section 7 – Remarks ........................................................................................11</td>
</tr>
<tr>
<td>6.8</td>
<td>Section 8 – Transfer and Installation details .......................................................11</td>
</tr>
<tr>
<td>6.9</td>
<td>Section 9 – Reconditioning – Repairs – Maintenance ..........................................13</td>
</tr>
<tr>
<td>6.10</td>
<td>Section 10 – Engineering Changes ..................................................................13</td>
</tr>
<tr>
<td>6.11</td>
<td>Section 11 – Major Components Fitted ..............................................................13</td>
</tr>
<tr>
<td>6.12</td>
<td>Visible Edge ....................................................................................................14</td>
</tr>
<tr>
<td>7</td>
<td>MOD Form 735C – Transfer and Installation Details continuation sheet ...14</td>
</tr>
<tr>
<td>8</td>
<td>MOD Form 735(BOLNAGB), 735(BOLPV) and 735(NITPV) .........................14</td>
</tr>
<tr>
<td>8.1</td>
<td>MOD Form 735(BOLNAGB), 735(BOLPV) and 735(NITPV) Origination ..........14</td>
</tr>
<tr>
<td>8.2</td>
<td>Continued Use: ...............................................................................................14</td>
</tr>
<tr>
<td>9</td>
<td>MOD Form 744 – Airframe Record Card ..........................................................15</td>
</tr>
<tr>
<td>9.1</td>
<td>Section 1 – Date first issued to service ............................................................15</td>
</tr>
<tr>
<td>9.2</td>
<td>Section 2 – Airframe Record ..........................................................................15</td>
</tr>
<tr>
<td>10</td>
<td>MOD Form 745 – Maintenance and Repair Record Card ....................................15</td>
</tr>
<tr>
<td>10.1</td>
<td>Record of Repairs, Important Rectifications and Reconditioning ....................16</td>
</tr>
<tr>
<td>10.2</td>
<td>Record of Maintenance (Not used by RN) ......................................................16</td>
</tr>
</tbody>
</table>
10.3 Faults Deferred for Major Repair / Reconditioning Programmes (Not applicable to the RAF) ................................................................. 16
10.4 Aircraft Details ........................................................................ 16
10.5 Record of Changes in Classification or Periods of Storage .......... 16
10.6 Major Maintenance or Periodic Base Maintenance ..................... 16
10.7 Record of Non-flying Periods .................................................... 17
11 MOD Form 746 – Modification Embodiment Record Card .............. 17
11.1 Section 1 – Modifications Embodied .................................... 17
11.2 Section 2 – Aircraft Details ................................................ 17
12 MOD Form 746C – Multiple Assembly Modification State Record Card.. 17
12.1 Compilation .......................................................................... 17
13 MOD Form 747 – SI / STI Record Card ........................................ 18
13.1 Section 1 – Servicing Instruction Record .................................. 18
13.2 Section 2 – Special Technical Instruction Record ...................... 18
13.3 Section 3 – Aircraft Details .................................................. 18
13.4 Section 4 – Other Categories of Special Technical Instructions ...... 18
14 MOD Form 748 – Miscellaneous Record Card ................................. 18
14.1 Section 1 – Service Modifications ........................................ 19
14.2 Section 2 – Signal Instructions ............................................ 19
14.3 Section 3 – Aircraft Details ................................................ 19
14.4 Section 4 – Miscellaneous Instructions ................................... 19
15 MOD Form 749 – Assembly Record Card ....................................... 19
15.1 Section 1 – Authorized Life .................................................. 19
15.2 Section 2 – Transfer and Installation Details ............................ 19
15.3 Section 3 – Modification .................................................... 20
15.4 Section 4 – Special Technical Instruction (STI) ................. 20
15.5 Section 5 – Servicing Instruction (SI) .................................... 21
15.6 Section 6 – Service Modification ...................................... 21
15.7 Section 7 – Miscellaneous instructions .................................. 21
15.8 Section 8 – Components fitted ........................................... 21
15.9 Section 9 – Assembly Details ............................................. 21
15.10 Section 10 – Maintenance, Major Repairs and Reconditioning ... 21
15.11 Section 11 – Weight and Moment Changes ............................ 22
16 MOD Form 749A – Gun history log book ........................................ 22
16.1 Section 1 – Equipment Reference Number and Description ....... 22
16.2 Section 2 – AP Reference, Manufacturer’s Serial Number, Date Taken Into Use ........................................................................ 22
16.3 Section 3 – Transfer Details .................................................. 22
16.4 Section 4 – Affix MOD Form 753 ........................................ 23
16.5 Section 5 – Modifications – Service Embodiment ....................... 23
16.6 Section 6 – Initial SI Satisfaction ........................................ 23
16.7 Section 7 – STIs Satisfied ................................................... 23
16.8 Section 8 – Miscellaneous instructions .................................. 23
16.9 Section 9 – Maintenance and rectification ............................... 23
16.10 Section 10 – Components Replaced ..................................... 23
17 MOD Form 749B – Assembly Record Card .................................... 23
17.1 Section 1 – Authorized Life .................................................. 23
17.2 Section 2 – Transfer and Installation Details ............................ 24
17.3 Section 3 – Maintenance, Major Repairs and Reconditioning ....... 24
17.4 Section 4 – Repair Organization Remarks ................................ 25
17.5 Section 5 – Visible edge ........................................................ 25
17.6 Section 6 – Modification .................................................... 25
17.7 Section 7 – Technical Instruction (TI) ................................................................. 25
17.8 Section 8 – Servicing Instruction (SI) .................................................................. 25
17.9 Section 9 – Service Modifications ........................................................................ 25
17.10 Section 10 – Miscellaneous Instructions ............................................................... 25
17.11 Section 11 – Weight and Moment Changes ............................................................. 26
18 MOD Form 749B(Supp) – Assembly Record Card (Supplement) ............................. 26
19 MOD Form 749(ECLS) – Engine Cyclic Life Supplement ......................................... 27
19.1 Compilation ............................................................................................................. 27
20 MOD Form 750 – Modular Engine Change Unit Record Card ................................... 27
20.1 Section 1 – Authorized Life .................................................................................... 28
20.2 Sections 2 & 3 – STIs, SIs and Miscellaneous Instructions and Modifications .. 28
20.3 Section 4 – Transfer and Installation Details ............................................................ 28
20.4 Section 5 ................................................................................................................ 28
20.5 Section 6 – Record of Modules and Components .................................................... 28
21 MOD Form 750A – Engine Installation Record ......................................................... 29
22 MOD Form 751 – Aircraft Basic Weight and Moment Card ...................................... 29
23 MOD Form 752 – Equipment Usage Record Card ..................................................... 30
24 MOD Form 753 – Inspection Test and Modification Certificate ............................... 30
25 MOD Form 754 – Record Card for Bags Re-Usable (WVR) for Aero– Engines/ECUs ................................................................. 31

LIST OF TABLES
Table Page

Table 1. MOD Form 735 Guide to Sections .................................................................... 4

1 General

1.1 Introduction

This chapter details the instructions for use of component technical records within the MOD F735 to MOD F754 Series. Refer to Chapter 2.4.2 for general information on Engineering Record Card (ERCs).

2 MOD Form 735(NVG) – Night Vision Goggles and Image Intensifier Tube Records

The following paragraphs describe the MOD Form 735(NVG) that is used for the generation and maintenance of historical records for Night Vision Goggles (NVG) and Image Intensifier Tubes. The form is used by the maintainer to control the scheduled maintenance of the NVG.

2.1 Instructions for use

Refer to Chapter 2.4.2 for general ERC instructions.

2.1.1 Retention and disposal

MOD Forms 735(NVG) must be retained for the Service life of the associated NVG and thereafter must be archived for a period of twelve months.

2.1.2 Origination

The person raising MOD Form 735(NVG) must carry out the following:
Enter ‘1’ of ‘1’ in the Card Serial Number section. Ensure the first number is in ink and the second in pencil.

2 Enter the NVG type details.

3 Complete Blocks 1 and 2 if the information is readily available.

4 Enter the Serial Number and NATO Stock Number (NSN) details of the NVG.

Complete Block 4 if the information is readily available. This block is designed for maintainers to record a brief maintenance history of the NVG.

Complete Blocks 5 and 6 for Modifications, Servicing Instructions (Technical) (SI(T)) and miscellaneous instructions that are already embodied. The date and Originator’s Reference Number (ORN) columns are also to be completed, if known.

2.1.3 Continued use

Blocks 1 and 6 must be updated whenever there is an occurrence that affects the relevant block.

The Maintenance Due section must be annotated in pencil with the date that the next scheduled maintenance is due.

As soon as one section of the MOD Form 735(NVG) is full, a continuation MOD Form 735(NVG) must be raised and numbered sequentially, eg ‘2 of 2’. The previous MOD Form 735(NVG) is then to be closed by ruling through all unused spaces and the pencilled element of the card serial number of this and all preceding MOD Forms 735(NVG) must be amended accordingly.

3 MOD Form 735 – Fiche Matricule D’equipment/Component Log Card

The MOD Form 735 is used for recording the life history of components fitted to aircraft of Anglo-French manufacture. As the MOD Form 735 contains an inspection and Test Certificate, there is no requirement to raise an additional MOD Form 753.

This log card consists of eleven sections listed below; a detailed explanation is given only where the section heading is not self-explanatory.

Table 1. MOD Form 735 Guide to Sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identification of equipment.</td>
</tr>
<tr>
<td>2</td>
<td>Contract number.</td>
</tr>
<tr>
<td>3</td>
<td>Inspection and test certificate.</td>
</tr>
<tr>
<td>4</td>
<td>Life guarantees.</td>
</tr>
<tr>
<td>5</td>
<td>Remarks. Manufacturing concessions must be recorded here.</td>
</tr>
<tr>
<td>6</td>
<td>Modifications embodied.</td>
</tr>
<tr>
<td>7</td>
<td>Special Technical Instructions.</td>
</tr>
<tr>
<td>8</td>
<td>Servicing Instructions.</td>
</tr>
</tbody>
</table>
Section 9
Reconditioning. This section has five columns (see below) and is used to record major repairs and reconditioning.
Column 1 – Type.
Column 2 – Repair unit.
Column 3 – Date completed.
Column 4 – Life consumed. Enter, in appropriate units, total life consumed since new on completion of work (test included).
Column 5 – Remarks. To contain information that the maintenance organization considers necessary for the user.

Section 10
Authorized life. The authorized life of a component can be given in a variety of life measurement units (LMUs).
Column 1 – Units. Enter the aircraft AP number Topic 5A1.
Column 2 – Type. Enter the type of LMUs, eg flying hours, calendar times, firings, landings, fatigue units.

Notes:

1. All entries in Section 10 must be made by the users.

2. Columns under Periodic Maintenance are used to record the authority for the authorized life quoted, eg Topic 5K and AL No. … Before using the component, the user unit must ensure that the quoted life is still current.
Section 2.4.3

Section 11

Description

Transfers, installations, repairs and replacements. Any transfer, installation, removal, bay maintenance or repairs must each be recorded on a separate line of the log card. The six columns are detailed below.

Note:

Transfer and installation details are not to be completed when a component is transferred whilst installed in an aircraft, ECU or other support installation.

Column 1 – Unit. Give the name of the unit, establishment or manufacturer that, in the case of transfer, despatched the assembly: alternatively, in the case of installation, removal or movement within a unit, the unit which handles the assemblies.

Column 2 – Transfer date. Give the effective date of the installation, removal, etc.

Column 3 – Location. Give the location which may be either the unit, establishment or manufacturer to which the individual assembly is sent in the case of a transfer; the number, type and mark of the support installation on or from which the assembly is either mounted or removed; or a sub-unit, for example a workshop or stores.

Column 4 – Life consumed. This part of the log card is divided into the three parts detailed below; the life consumed in each part must be given in the LMUs shown in Section 10.

1 Part 1 – Support Installation. Enter the life consumed of the support installation on or from which the component is installed or removed at the time of the actions.

2 Part 2 – Item Part. When a component is removed from an aircraft or assembly, the life consumed whilst on that aircraft or assembly must be entered in this column.

3 Part 3 – Total Item. Give the total life consumed by the component since it was last reconditioned. Should the component not have been reconditioned, give total life since new.

Column 5 – Authority for Transfer. Give the authority for transfer, reason for removal or details of repairs carried out. For installation, annotate column 'Installation'.

Column 6 – Job Card Serial No./Serial Number Of Work (SNOW). Enter as applicable.

Note:

A series of spare boxes at the bottom of block 11 must be used to show section, reference, description and serial number of the component. When fitted in a 'Kardex'-type tray, this information will be on the visible edge.
4 MOD Form 735A – Component Record Card

MOD F735A has ten sections and provision is made to record the information contained within the following paragraphs under this heading:

1 With reference to the front page of the record card, attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).

2 The MOD Form 753 (Inspection, test and modification certificate) is affixed to the centre page of the record card.

4.2 Section 1 – Authorized Life

Under this heading there are four blocks. In the first, enter the number of the relevant AP Topic 5A1 only.

4.3 Section 2 – Transfers and Installation Details

Transfers, installations and removals must each be recorded on a separate line of the record card.

**Date.** Enter the effective date of the transfer, installation, removal, etc.

**Unit from.** Enter the name of the unit, workshop, establishment or manufacturer which:

1 Despatches the component in cases of component transfer.
2 Installs/removes component on/from support installation.

**Note:**
Transfer and installation details are not to be completed when a component is transferred whilst installed in an aircraft, ECU or other support installation.

**Unit to/installed in/removed from.** Enter the location after movement, which may be:

3 The unit, establishment or manufacturer to which the individual component is sent in the case of transfer.
4 The type and serial number of the support installation to which the component is mounted or from which it is removed.
5 A sub-unit; for example a workshop or store.

**Note:**

Only enter the unit/ship/air station workshop: do not enter a sub-unit, ie the hydraulic bay of a mechanical workshop.

**Life consumed of.** This part is divided into the three sub-columns below. The life consumed in each part must be given in relevant Life Measurement Units (LMUs), eg hours, landings, shots, etc.

6 Support Installation – Enter life consumed of the support installation on/from which the component is installed/removed.
7 Component Part – When a component is removed from a support installation, the life consumed whilst on that installation must be entered in this column. When instructed by the Project Team (PT), life consumed since bay servicing is also to be entered in this column.
8 Component Total – Enter the total life consumed since new or reconditioning. Refer to Chapter 2.4.2, paragraph 2.5, statements 3 & 4.

Authority for transfer/reason for removal. Give the authority for transfer or reason for removal. For installation, annotate column ‘Installation’. Where applicable, enter the short title of the aircraft PT authorizing the transfer, followed by the reference.

4.4 Section 3 – Modifications
Enter the modification numbers for those Design Modifications embodied on this equipment by the user with date or reference. When a Design Modification is removed, draw a diagonal line through the modification number.

4.5 Section 4 – Special Technical Instruction (STI)
Enter the STIs embodied on this equipment, with date or reference. If entered for record purposes only, record the STI on one line and bracket together directly below with the reason, for example:

(STI/ELEC/44B)
(NA Post-Mod 192)

4.6 Section 5 – Servicing Instruction (SI)
Enter each SI actually carried out on the equipment and the date at initial application.

4.7 Section 6 – Service Modifications
Enter Service Modifications embodied on this equipment with date or reference. Legacy Naval Service or other Command Modifications will also be recorded in this section.

4.8 Section 7 – Miscellaneous instructions
Enter Urgent Technical Instructions (UTIs)/Routine Technical Instructions (RTIs) and any other miscellaneous instructions embodied on this equipment. Legacy Naval and Local Technical Instructions will also have been recorded in this section.

4.9 Section 8 – Items fitted subject to a fatigue life
Enter all information necessary for the user to record ‘Life Consumed’ information for items fitted to the main component where required as below:

1 Serial number. Enter the serial number of the item.
2 Description. Give item description.
3 Authorized Life. Refer to the relevant aircraft Topic 5A1.
4 Life consumed at fitment. Divided into three sub-columns:
   4.1 Date – the date the item is fitted.
   4.2 Component – enter the life consumed of the main component on which the item is fitted.
   4.3 Item – the total life consumed by the item at fitting.
5 Life consumed at removal. Divided into three sub-columns:
   5.1 Date – the date item is removed from the main component.
5.2 Component – enter the life consumed by the main component when the item is removed.

5.3 Item – enter total life consumed by the item on removal.

4.10 Section 9 – Component Details
Enter details of the component. These details become a visible edge when fitted in a ‘Kardex’-type tray. A component can be built up from a number of items, each of which has its own life. The life of the component at any one time will be dictated by the item with the least life remaining (ie the ‘Limiting Item’). When a time-expired item has been replaced, the item with the least life remaining will become the limiting item. This cycle will continue until the component itself becomes life expired. For this reason the ‘Limiting Item’ and ‘Due Removal’ blocks must always be completed in pencil, along with the ‘Installed In’ block.

4.11 Section 10 – Maintenance, Major Repairs and Reconditioning
This block is used to enter brief details of the following:

1 Maintenance. Work carried out on a component in the course of fault rectification or investigation. The recording of adjustments that alter basic settings and the removal and replacement of sub-components.

2 Major repairs. Work that is outside the resources of a squadron or unit backed by station/carrier facilities and is normally carried out by aircraft yards and civilian contractors.

3 Reconditioning. A comprehensive examination and restoration of material to a specified standard.

4 Manufacturing concessions. These must be recorded in this section as follows:

4.1 Date.

4.2 Across the next three columns, insert:
   ‘MANUFACTURING CONCESSION No. ....... APPLIES’.

4.3 In ‘Work Detail’ column, insert brief details of concession.

Note:

5 For Major Repairs, the life consumed column must show life used since last reconditioning (should the component not have been reconditioned, enter total life since new).

6 For Reconditioning, the life consumed column must show life used since new.

5 MOD Form 735A(Supp) – Component Record Card (Supplement)
MOD F735A(Supp) consists of a form serial number header together with two sections. Provision is made to record the information contained within the following paragraphs. With reference to the front page of the record card, attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).

5.1 Form serial number
The form serial number, starting in sequence at No.1, must be entered by the person raising the form. When full, a new form must be raised and the ‘Continued on Form Serial No: ...’ block must be completed.
Note:
The person raising the first MOD Form 735A(Supp) must annotate on the relevant MOD Form 735A, underneath the Component Record Card header, the statement 'MOD Form 735A(Supp) attached'. If the component has more than one MOD Form 735A, each one must be annotated with this statement.

5.2 Section 1 – Component details
Enter component details in the appropriate blocks as required.

1 IPSAT Serial No. These initials stand for Identifiable Parts Serialisation And Tracking, and is the unique component serial numbering system used by GKN Westlands to ensure traceability within the company. For a component with no IPSAT number, rule through this box.

2 Batch No. If applicable, enter the manufacturer’s batch number: if not, rule through this box.

5.3 Section 2 – Component life record
Entries must be recorded, in the relevant columns, whenever the component is installed or removed from a parent assembly or, if transferred as part of the parent assembly, as follows:

1 Component installed in. On installation, enter the description and serial number (in columns (a) and (b) respectively) of the parent assembly in which the component is installed.

2 Component life consumed at installation. Enter the component Maximum Fatigue Life (normal related) in column (c) and, in column (d), the component hours consumed at installation (normal related).

3 Component life consumed at removal. Enter the actual hours consumed by the component whilst fitted to the parent assembly and the Penalty Factor Number (PFN) in columns (e) and (f) respectively. It should be noted that the PFN will vary depending on the mark and role of the aircraft to which the assembly is fitted and is listed in the CLR.

4 Enter the Hours Normal Related (column (g)), by multiplying the hours consumed by the component whilst fitted (e) by the PFN (f).

5 Total life consumed. Enter in the Total Hours Consumed (normal related) column the figures obtained by adding the numbers in columns (d) and (g).

5.3.1 Remaining life
To establish the remaining life of the component complete the following calculation:

\[
\text{Max fatigue life} - \text{Hours at installation} = \text{Hours Available} \div \text{Penalty Factor Number}
\]

or:

\[
\text{Column (c)} - \text{Column (d)} = \text{Hours Available} \div \text{Column (f)}
\]

6 MOD Form 735B – Engineering Log Card
MOD Form 735B is used for recording the life history of equipments fitted to aircraft of Tri-national (British/German/Italian) manufacture and consists of 11 sections detailed below.
MOD Form 753 is not required for components using MOD Form 735B, as the ERC contains an Inspection and Test Certificate.

6.1 **Section 1 – Identification of Equipment**
Personnel raising MOD Forms 735 must enter the equipments:

1. Description.
2. NSN/Reference number.
3. Part Number.
4. Mark or Type.
5. Serial Number.
6. Supplier.

6.2 **Section 2 – Contract No**
Provision is made to record the contract of manufacture and also for two subsequent repairs or reconditioning. These must be completed by contractors or Depth maintenance organizations.

6.3 **Section 3 – Inspection and Test Certificates**
Provision is made to record an inspection and test following manufacture and also after two subsequent repairs or reconditioning. These must be completed by contractors or Depth maintenance organizations.

6.4 **Section 4 – Weight**
Provision is made to record the equipment’s weight following manufacture and also after two subsequent repairs or re- conditionings. These must be completed by contractors or Depth maintenance organizations.

6.5 **Section 5 – Authorized life**
The authorized life of the equipment must be entered, including the relevant Life Measurement Unit (LMU) eg hours, landings. When an item of equipment has two or more LMUs, all lives must be entered.

6.6 **Section 6 – Life Guarantees**
Provision is made to record guarantees following manufacture and also after two subsequent repairs or reconditionings. These must be completed by contractors or Depth maintenance organizations.

6.7 **Section 7 – Remarks**
Enter any relevant remarks, including any manufacturing concessions that are applicable.

6.8 **Section 8 – Transfer and Installation details**
Transfers, installations and removals must each be recorded on a separate line as follows:

**Note:**

An entry is not required when the equipment is transferred as part of the support assembly.

1. **Date.** Enter effective date of the transfer, installation, etc.
2 **From Unit-Inst No.** Enter:

2.1 In the case of a transfer, the Unit, Station, Establishment or Manufacturer from which the equipment is transferred.

2.2 In the case of an installation, the Unit, Station, Establishment or Manufacturer which handles the equipment.

2.3 In the case of a removal, the type and number of the support installation from which the equipment is removed.

3 **To Unit-Inst No.** Enter the location after transfer, installation, removal which may be:

3.1 In the case of a transfer, the Unit, Establishment or Manufacturer to which the equipment is sent.

3.2 The type and number of the support installation to which the equipment is fitted.

3.3 A sub-unit, eg workshop or store.

4 **Life Used.** This part of the section is divided into three sub-columns. Life consumed in each part must be given in the relevant LMUs (eg hours, landings, shots) as follows:

4.1 **Support Installation.** When the equipment is fitted to a support installation, the support installation's consumed life must be entered in this column.

4.2 **Equipment / LMU.**

4.2.1 When a component is fitted to a support installation, its consumed life (including factored hours, if applicable) since new or reconditioning, must be entered in this column. This figure is entered in the ‘Life used at installation’ column of MOD Form 728 located within Section 7 of the aircraft's MOD Form 700, for those platforms not tracking equipment using an LIS.

4.2.2 On removal from the support installation, the life used whilst fitted to that installation must be added to the entry at fitment and the total entered in this column.

4.2.3 When the equipment is reconditioned (as detailed in Section 9) this column must revert to zero.

4.3 **Equipment / Total.**

4.3.1 When the equipment is fitted to a support installation, its total consumed life (including, if applicable, factored hours) since new must be entered in this column.

4.3.2 On removal from the support installation, the life used whilst fitted to that installation must be added to the entry at fitment and the total entered in this column.

4.3.3 Reconditioning an item has no effect on the life recorded in this column; this column will therefore never return to zero.

5 **Reason for Change Authority.** Enter the authority for transfer, reason for change, and where applicable, the Maintenance Work Order (MWO) ORN.

6 **Certification.** This column is not for Service use.
6.9 Section 9 – Reconditioning – Repairs – Maintenance
Maintenance, repairs and reconditioning must be recorded by entering the:

1. **Date.** Date work completed.
2. **Unit and Location.** Unit and location, eg Hydraulic bay completing the work.
3. **Job No.** MWO ORN.
4. **Work Details.** Details of the work completed, including information on items removed or replaced.
5. **Certification.** No Service use.

6.10 Section 10 – Engineering Changes
Modifications (Design and Service), Service Instructions (Technical) (SI(T)) and Miscellaneous Instructions must be recorded by entering the:

1. **Date.** Issue date of the modification, SI(T) or Miscellaneous Instruction.
2. **Change/Type No.** Type of change and identifying number, eg Mod 123, STI 246, SI 345.
3. **Date Completed.** Date work completed.
4. **Inspection.** MWO ORN.
5. **Maintenance Officer.** This column is not for UK use.
6. **Unit and Location.** Unit and Section completing the work.

6.11 Section 11 – Major Components Fitted
Serially numbered major components that can be removed or replaced by the user must be recorded by entering:

1. **Part No.** Component part number.
2. **Serial No.** Component serial number.
3. **Description.** A brief description of the component.
4. **Auth Life.** The authorized life, including the LMU, of the component.

Note:
This entry must be made in pencil to allow for subsequent changes in authorized life.

5. **Life Used at Fitment / Life Used at Removal.** These two columns are each sub-divided into four columns and must be completed by entering the:

5.1 **Date.** Date at fitment or removal.
5.2 **Equip.** Equipment usage at fitment or removal of the component.
5.3 **Component / TSCO.** Component life consumed since last reconditioning or complete overhaul at fitment or removal.
5.4 **Component / TT.** Total component life consumed since new at fitment or removal.
6.12 **Visible Edge**
Equipment details must be entered by the person raising an MOD Form 735B.

**Installed in.** This block must be completed in pencil when the equipment is fitted to a support installation.

**FDR.** An equipment can be built of a number of components, each of which has its own life. The life of the equipment will be limited by the component with the least life remaining (**The limiting component**). When a life-expired component is replaced, the item with the least life remaining becomes the limiting component. This cycle is repeated until the equipment itself becomes life expired. For this reason, the limiting component, and when it is due replacement, must be entered in the ‘FDR / Equip’ and ‘FDR / LMU’ blocks in pencil.

7 **MOD Form 735C – Transfer and Installation Details**
continuation sheet
MOD Form 735C is a continuation sheet to MOD Form 735B (Tri-nation ERC) for recording transfers between units and installation in, or removal from, support installations or aircraft, including the life consumed.

Personnel raising MOD Form 735C must enter the “Sheet No” in the header detail. Numbers must run consecutively, starting with number 1. The MOD Form 735C must be retained with the parent MOD Form 735B.

Transfers, installations and removals must each be recorded on a separate line as detailed in paragraph 13 of the MOD Form 735B.

8 **MOD Form 735(BOLNAGB), 735(BOLPV) and 735(NITPV)**
MOD Forms 735(BOLNAGB), 735(BOLPV) and 735(NITPV) are used for recording maintenance actions and generating historical records for BOL 304/304A NAGB Structure/Pressure Vessel and LAU 7A Receiver and are used by the maintainer to control the scheduled maintenance of the BOL 304/304A and LAU 7A.

8.1 **MOD Form 735(BOLNAGB), 735(BOLPV) and 735(NITPV) Origination.**
The person raising an MOD Form 735(BOLNAGB), 735(BOLPV) or 735(NITPV) must carry out the following:

1. Enter ‘1’ in the Sheet No section.
2. Enter the header details.
3. Complete the Modification Record and SI(T) Record blocks for modifications and instructions that are already embodied; the date columns must also be completed, if known.
4. Complete the Maintenance Record if the information is readily available (note that this block is designed for maintainers to record a brief maintenance history).

8.2 **Continued Use:**
1. Blocks must be updated whenever there is an occurrence that affects the relevant block.
2 On receipt of a completed MOD Form 739(BOLNAGB), 739(BOL 304) or 739(LAU7), the applicable MOD Form 735(BOLNAGB), 735(BOLPV) or 735(NITPV) must be updated.

3 As soon as one section of an MOD Form 735(BOLNAGB), 735(BOLPV) or 735(NITPV) is full, a continuation MOD Form 735(BOLNAGB), 735(BOLPV) or 735(NITPV) must be raised and numbered sequentially, eg ‘2’. The previous MOD Form 735(BOLNAGB), 735(BOLPV) or 735(NITV) must then be closed by ruling through all unused spaces.

9 MOD Form 744 – Airframe Record Card

MOD Form 744 consists of five sections contained within the front, centre and back pages. Provision is made to record the information contained within the following paragraphs.

With respect to the front page of the record card, attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).

The Inspection Test and Modification Certificate (MOD Form 753) and the ‘Y’ list, if available, are affixed at the centre page.

9.1 Section 1 – Date first issued to service

Record the date the airframe was first issued into service.

9.2 Section 2 – Airframe Record

Record the MOD Form numbers, the title and serial numbers of cards associated with the airframe record, for example:

745/Servicing and Repair Record/1, etc.

Note:

It is advisable to leave spaces between entries to allow for continuation cards. Component and assembly record cards (MOD Forms 735, 735A, 749 and 750) must not be entered on the Airframe Record Card.

9.2.1 Section 3 – Transfer details

Records the movement of the airframe between manufacturers and units.

9.2.2 Section 4 – Aircraft details

Records the aircraft type, mark and serial number.

9.2.3 Section 5 – Aircraft accident record

Enter all accidents as defined in RA1400 to 1440 in which the airframe has been involved. Under ‘Report Number’ enter the SNOW or ORN if no accident signal reference is available. This block must also be used to record any hazardous incidents in which the airframe has been involved, eg lightning strike, overtorque, etc.

10 MOD Form 745 – Maintenance and Repair Record Card

MOD Form 745 provides a record of scheduled maintenance and significant repairs completed on equipment. It consists of seven sections and provision is made to record the information contained within the following paragraphs. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).
10.1 **Record of Repairs, Important Rectifications and Reconditioning**

This section is used to record brief details of:

1. **Repairs.** Work that is outside the resources of a squadron or unit backed by ship or air station facilities and is normally carried out by 1710 NAS Repair, Defence Support Group (DSG), or a civilian contractor.

2. **Important Rectifications.** Work carried out to the airframe structure to preserve and maintain material in a serviceable condition.

3. **Reconditioning.** A comprehensive examination and restoration of material to a specified standard.

The “Reference No” block must be used to record the ORN of the MWO or the contract number under which the work was undertaken. The “Work Centre” must be the unit or company completing the task.

**Notes:**

4. Any modification concessions applicable to major repair or reconditioning programmes must be entered in this section.

5. All repairs to the airframe structure, eg skin replacement, oversize tail pylon bushes, etc, must be entered in this section.

6. Any repairs or rectifications carried out as a result of hazardous incidents or accidents must be entered in this section. The work details column must include the authority for the work carried out. Entries must include standard repair categories and codes.

10.2 **Record of Maintenance (Not used by RN)**

This is a record of scheduled maintenance completed. This section may also be used to forecast scheduled maintenance.

Each scheduled maintenance due on the equipment must be entered in a separate column. The “due” and “extended to” blocks may be completed in pencil to allow for changes in periods between maintenance or further extensions.

10.3 **Faults Deferred for Major Repair / Reconditioning Programmes (Not applicable to the RAF)**

This section must be used for recording longstanding deferred faults that have been assessed as not impairing the operational capability or safety of the aircraft and which do not require rectification until a major repair programme or component replacement makes it cost-effective. The transfer must be authorized by the Local Quality Assurance Coordinator (LQAC) or his deputy. The date must be the original date of entry in the Acceptable Deferred Faults Log (ADF Log or MOD Form 704).

10.4 **Aircraft Details**

Enter details of the aircraft type, mark and serial number.

10.5 **Record of Changes in Classification or Periods of Storage**

Enter changes in classification or periods of storage of the airframe.

10.6 **Major Maintenance or Periodic Base Maintenance**

Enter brief details.
10.7 Record of Non-flying Periods
When scheduled maintenance is suspended, the ORN of the work order must be entered in the ‘In’ column. On resumption, the work order ORN for the resumption must be entered in the ‘Out’ column and the period for which the maintenance was suspended must be entered in the ‘Period’ column.

11 MOD Form 746 – Modification Embodiment Record Card
MOD Form 746 consists of two sections and provision is made to record the information contained within the following paragraphs. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).

11.1 Section 1 – Modifications Embodied
This section provides a record of the embodiment and removal of modifications as described below:

All modifications embodied by personnel to an aircraft or equipment at a Forward organization must be recorded in this section. The modification number and MOD Form 707 series SNOW, or date if SNOW is unavailable, must be recorded in the space provided.

Partial embodiments are recorded as above, but a suffix, for example a, b, or c, will follow the modification number. Further partial embodiments of the same modification with a different suffix and SNOW must be recorded as separate entries.

Should a modification be removed, the original modification number entry must be ruled through with a diagonal line from top left to bottom right and the modification number entered again in the next available space, with the SNOW or date when removed if SNOW unavailable. All entries referring to removal of a modification must be in red ink.

If the modification is applicable to a particular item of equipment that has its own ERC, it must be recorded as above on its own ERC and also on the airframe MOD Form 746.

11.2 Section 2 – Aircraft Details
Enter details of the aircraft type, mark and serial number.

12 MOD Form 746C – Multiple Assembly Modification State Record Card
MOD Form 746C is used for nominated Line Replacement Units (LRUs) to record compliance with miscellaneous technical instructions and the modification states of sub-assemblies.

12.1 Compilation
The instructions for the use of this MOD Form are as follows:

1. Raise an MOD Form 746C for each nominated equipment held.
2. Complete Field 3 only.
3. File cards in the aircraft MOD Form 700D or attach them to the relevant unit if uninstalled.
4 Complete Fields 1 and 2 on receipt of the LRU by a Forward organization workshop as follows:

4.1 Field 1 – record all technical instructions embodied.

4.2 Field 2 – enter reference number, title, serial number and modification state of each sub-assembly within the LRU. Enter the serial number in pencil to allow for changes of a sub-assembly.

5 Whenever a modification is embodied on a sub-assembly, strike through the appropriate record number. Should it be required to change the information in Field 2 other than for any modification additions and serial number changes, delete the whole entry and enter the new information on an unused line.

6 Record Last Inspection date and Elapsed Time Indicator in pencil in the respective boxes.

13 MOD Form 747 – SI / STI Record Card
MOD Form 747 has four sections and provision is made to record the following information. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).

13.1 Section 1 – Servicing Instruction Record
This section is used to record the initial satisfaction of Servicing Instructions (SIs). Compliance with an SI must be recorded vertically down the columns by entering the number of the Instruction in the “SI No” box, and either the date or MOD Form 707 series SNOW in the “Date/Reference” box. When an instruction is not applicable, due to modification state, etc, the number must be recorded and Not Applicable (NA) (with brief reasons) annotated in the date/reference column.

If an SI is applicable to a particular equipment that has its own ERC, it must be recorded, as above, on its own ERC and also on the airframe MOD Form 747. On the airframe MOD Form 747 instead of the date/SNOW, the title of the equipment must be recorded; for example, for ‘SI LYNX 6/99’ the words ‘Tail Rotor Gearbox’ would go in the Date/Reference box.

13.2 Section 2 – Special Technical Instruction Record
This section is used to record Special Technical Instructions. They must be recorded using the same principles as for SIs (see above).

13.3 Section 3 – Aircraft Details
Enter aircraft details in the appropriate space.

13.4 Section 4 – Other Categories of Special Technical Instructions
Enter the title of the category, eg Electrical, Armament, etc, at the top of each column. Record compliance as for Sections 1 and 2 above.

14 MOD Form 748 – Miscellaneous Record Card
MOD Form 748 has four sections and provision is made to record the information contained in the following paragraphs. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2).
14.1 **Section 1 – Service Modifications**
This section is used to record Service Modifications, Special Order Only (SOO) and legacy Naval Service Modifications (NSM). SOO modifications must be recorded in vertical columns starting from the top right hand corner, NSMs from the top left hand corner. The modification number and date or MOD Form 707 series SNOW must be recorded in the space provided.

Partial embodiments are recorded as above, but a suffix (a, b or c, etc) will follow the modification number. Further partial embodiment of the same modification with a different suffix and SNOW must be recorded as separate entries. Should a modification be removed, the original modification number entry must be ruled through with a diagonal line from top left to bottom right and the modification number entered in the next available space with the date or SNOW appertaining to its removal. All entries referring to removal of a modification must be made in red ink.

14.2 **Section 2 – Signal Instructions**
This section is used to record all signal instructions that have been complied with. Each vertical column is used for one Authority. Enter the signal number and the date of compliance or the MOD Form 707 series SNOW.

14.3 **Section 3 – Aircraft Details**
Enter relevant aircraft details in the appropriate spaces.

14.4 **Section 4 – Miscellaneous Instructions**
This section is used to record the initial satisfaction of a miscellaneous instruction. The compliance with an instruction must be recorded vertically down the columns by entering the title and number and date of the MOD Form 707 series SNOW. If a miscellaneous instruction is applicable to a particular equipment which has its own ERC, it must be recorded as above on its own ERC and also on the airframe MOD Form 748; however, instead of the date/SNOW, the title of the equipment must be recorded, eg for ‘RTI/LYNX 6/08’, write ‘Airframe Rescue Hoist’ in the Date/Reference box.

15 **MOD Form 749 – Assembly Record Card**
MOD Form 749 card consists of eleven sections contained within the front, centre and back pages. Provision is made to record the information contained within the following paragraphs under this heading.

With reference to the front page of the record card, attention is drawn to the instructions for the serial numbering of forms (see Chapter 2.4.2). The Inspection Test and Modification Certificate (MOD Form 753) is attached at the centre page.

15.1 **Section 1 – Authorized Life**
Under this heading there are four blocks. In the first, enter the number of the relevant Air Publication Topic – 5A1 only.

15.2 **Section 2 – Transfer and Installation Details**
Transfers, installations and removals must each be recorded on a separate line on the record card.

**Note:**
Transfer and installation details must not be completed when a component is transferred whilst installed in an aircraft, ECU, or other support installation.

**Date.** Enter the effective date of the transfer, installation or removal, etc.

**Unit From.** Enter the name of the unit, workshop, establishment or manufacturer that despatches the assembly in the case of transfer of the assembly; or installs or removes the assembly on or from the support installation.

**Note:**

Only enter the unit, ship or air station workshop; do not enter a sub-unit, eg the hydraulic bay of a mechanical workshop.

**Unit to/Installed in/Removed from.** Enter the location after movement that may be:

1. The unit, establishment or manufacturer to which the assembly is sent in the case of transfer.
2. The type and serial number of the support installation to which the assembly is mounted or removed, eg ZF236, ECU 990000.
3. A sub-unit, eg workshop or store.

**Life consumed.** This part of the record card is divided into three sub-columns; the life consumed in each part must be given in the relevant LMUs:

4. Support Installation – Enter the life consumed of the support installation on or from which the assembly is installed or removed.
5. Assembly Part – When an assembly is removed from its support installation, the life consumed whilst on that support installation must be entered in this column. When instructed by the PT, life consumed since bay maintenance must also be entered in this column.
6. Assembly Total – Enter total life consumed since new or reconditioning. Refer to Chapter 2.4.2, paragraph 2.5, statements 3 & 4.

**Authority for Transfer/Reason for Removal.** Give the authority for transfer or reason for removal and, for installation, annotate the column 'Installation'. Where applicable, enter the short title of the PT authorizing the transfer, followed by the reference.

### 15.3 Section 3 – Modification

Enter the modification numbers for those embodied on the assembly by the user with date or reference. When a modification is removed, draw a diagonal line through the modification number. It should be noted that the embodiment or removal of a modification may entail action in Section 11.

### 15.4 Section 4 – Special Technical Instruction (STI)

Enter the STI embodied on this assembly, with date or reference. If entered for record purposes only, record the STI on one line and bracket together directly below with the reason, for example:

(STI/GEM/55B)
(NA Post-Mod 192)
15.5 **Section 5 – Servicing Instruction (SI)**
Enter each SI actually carried out on this assembly and the date at initial application.

15.6 **Section 6 – Service Modification**
Enter Service Modifications embodied on this assembly, with date or reference. Legacy Naval Service or other Command Modifications will be found recorded in this section.

15.7 **Section 7 – Miscellaneous instructions**
Enter Routine, Urgent Technical and other miscellaneous Instructions embodied on this assembly. Legacy Naval and Local Technical Instructions will be found recorded in this section.

15.8 **Section 8 – Components fitted**
Give details of those lifed components fitted to an assembly that may be service replacements and/or components for which a Component Record Card is maintained.

- **Serial number.** Enter the serial number of the component.
- **Description.** Give component description.
- **Authorized life.** Enter ‘Topic – 5A1’.

**Life consumed at fitment.** Divided into these three sub-columns:

1. **Date.** Enter the date of fitting component.
2. **Assembly.** Enter the life consumed of the assembly onto which the component is fitted. It should be noted that, when MOD Form 749 is used in conjunction with MOD Form 750, this column refers to a module of the ECU.
3. **Component.** Total life consumed by component at fitting.

**Life consumed at removal.** Also divided into three sub-columns:

4. **Date.** Date the component is removed from the assembly.
5. **Assembly.** Enter the life consumed by the assembly when the component is removed.
6. **Component.** Enter the total life consumed by the component on removal.

15.9 **Section 9 – Assembly Details**
Assembly details must be entered here, this becoming the visible edge when inserted in a ‘Kardex’ type tray. An assembly can be built up from a number of components, each of which has its own life. The life of the assembly at any given time will be dictated by the component with the least life remaining (ie the ‘Limiting Component’). When a time-expired component has been replaced, the component with the least life remaining will become the limiting component. This cycle will continue until the assembly itself is life expired. For this reason the two blocks ‘Limiting Component’ and ‘Due Removal’ should always be completed in pencil on the card or on the Kardex ½” matt white signal strip.

15.10 **Section 10 – Maintenance, Major Repairs and Reconditioning**
This block is used to enter brief details of the following:
Maintenance. Work carried out on an assembly in the course of fault rectification or investigation; also the recording of adjustments that alter basic settings and the removal and replacement of components.

Major repairs. Work that is normally outside the resources of a squadron or unit backed by ship or air station facilities and normally carried out by DSG and civilian contractors.

Reconditioning. A comprehensive examination and restoration of material to a specified standard.

Manufacturing concessions. These must be recorded in this section as follows:

1. Date.
2. Across the next three columns, insert: ‘MANUFACTURING CONCESSION NO...... APPLIES’.
3. In the work detail column, insert brief details of the concession.

Notes:

4. For major repairs and reconditioning the life consumed column must show life consumed since new.
5. The size of the column headed ‘Job No’ is insufficient to cater for the full recording of ORNs; therefore some overlap to the ‘Assembly Life Consumed’ column is accepted.

15.11 Section 11 – Weight and Moment Changes
This block is only applicable to non-modular aero-engines or ECUs and is self-explanatory.

16 MOD Form 749A – gun history log book
MOD Form 749A consists of eleven sections with provision for the recording of the information contained within the following paragraphs under this heading.

16.1 Section 1 – Equipment Reference Number and Description
This block is self-explanatory.

16.2 Section 2 – AP Reference, Manufacturer’s Serial Number, Date Taken Into Use
This block is self-explanatory.

16.3 Section 3 – Transfer Details
Enter the following information:

Date. Enter effective date of transfer, installation or removal.

Unit From. Enter unit, ship, air station, workshop or pod serial number from which the gun is transferred.

Unit To. Enter unit, ship, air station, workshop or pod serial number to which the gun is transferred.

Unit Serial No/Position. Enter pod serial number.
16.4 **Section 4 – Affix MOD Form 753**
Affix the Inspection, Test and Modification certificate to this Section.

16.5 **Section 5 – Modifications – Service Embodiment**
The procedures for the embodiment or removal of modifications are as follows:

**Modifications embodied.** Record modifications embodied by Service personnel in this section. Enter the modification number and date of embodiment or ORN. Partial embodiments are recorded as above with a suffix (a, b or c, etc) following the modification number. Further partial embodiments of the same modification with a different suffix and date or ORN must be recorded as separate entries.

**Modifications removed.** On removing a modification, rule through the modification number diagonally and re-enter the modification number and removal date or ORN in the next available block. All entries referring to modification removal must be made in red ink.

16.6 **Section 6 – Initial SI Satisfaction**
Record the initial satisfaction of Servicing Instructions (SI) in this section. Enter the SI number with reference to the MWO SNOW and date.

16.7 **Section 7 – STIs Satisfied**
Record Technical Instructions in this section using the same principles as for SIs (above).

16.8 **Section 8 – Miscellaneous instructions**
Record miscellaneous instructions and signals, etc, using same principles as for SIs (above).

16.9 **Section 9 – Maintenance and rectification**
Enter details as required, including all after-firing inspections. This section will constitute a lifing record for the gun.

16.10 **Section 10 – Components Replaced**
Enter the replacement of components as required.

16.11 **Section 11 – Inspection Certificate – Depot Repair**
Not for Service use, only to be used by DSG.

17 **MOD Form 749B – Assembly Record Card**
MOD Form 749B consists of eleven sections with provision for recording information contained within the following paragraphs under this heading. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2). This form differs from the MOD Form 749 in content and layout to allow for the recording of assemblies with different lifing parameters and complexity.

17.1 **Section 1 – Authorized Life**
Under this heading there are four blocks. In the first, enter the number of the relevant Air Publication Topic 5A1 only.
17.2  **Section 2 – Transfer and Installation Details**

Transfers, installations and removals must each be recorded on a separate line on the record card.

**Note:**

Transfer and installation details must not be completed when a component is transferred whilst installed in an aircraft.

**Date.** Enter the effective date of the transfer, installation or removal, etc.

**Unit From.** Enter the name of the unit, workshop, establishment or manufacturer that despatches the assembly, in the case of transfer of the assembly, or installs or removes the assembly on or from the support installation.

**Note:**

Only enter the unit/ship/air station workshop; do not enter a sub-unit, eg the hydraulic bay of a mechanical workshop.

**Unit To/Installed In/Removed From.** Enter the location after movement that may be:

1. The unit, establishment or manufacturer to which the assembly is sent in the case of transfer.
2. The type and serial number of the support installation in which the assembly is installed, or from which it is removed.
3. A sub-unit, eg workshop or store.

**A/C Mark & Role.** Insert the mark and role of the aircraft to or from which the assembly is fitted or removed.

**Support Installation.** Enter the life consumed of the support installation on or from which the assembly is installed or removed.

**Whilst Fitted to A/C at Col (d).** When an assembly is removed from its support installation, enter the life consumed whilst on that support installation (Column (4)).

**Total.** Enter the total life consumed by the assembly since new or reconditioned.

**Total Percentage Life Consumed.** The percentage of ‘recondition life’ used during an installation must be calculated from the authorized life for the mark and role of the aircraft to which the assembly is fitted. A running cumulative total percentage recondition life used must be maintained in this column.

**Authority for Transfer/Reason for Removal.** Give the authority for transfer or reason for removal and, for installation, annotate the column ‘Installation’. Where applicable, enter the short title of the PT authorizing the transfer, followed by the reference.

17.3  **Section 3 – Maintenance, Major Repairs and Reconditioning**

This block is used to enter brief details of:

**Maintenance.** Work carried out on an assembly in the course of fault rectification or investigation; also, the recording of adjustments that alter basic settings and removal and replacement of components.
Major repairs. Work that is normally outside the resources of a squadron or unit backed by ship or air station facilities and normally carried out by DSG and civilian contractors.

Reconditioning. A comprehensive examination and restoration of material to a specified standard.

Manufacturing concessions. These must be recorded in this section as follows:

1 Date.
2 Across the next three columns, insert:
   ‘MANUFACTURING CONCESSION No. .......... APPLIES’.
3 In the work detail column, insert brief details of the concession.

Notes:

4 For major repairs and reconditioning, the life consumed column must show life consumed since new.
5 The size of the column headed ‘Job No’ is insufficient to cater for the full recording of ORNs; therefore some overlap to the ‘Assembly Life Consumed’ column is accepted.

17.4 Section 4 – Repair Organization Remarks
To be completed by Depth Organizations when necessary – only for information details that are not recorded elsewhere.

17.5 Section 5 – Visible edge
Enter details (sect/ref, description, serial number and limiting item details) to give a visible edge when card is fitted in the card index file.

17.6 Section 6 – Modification
Enter the modification numbers for those embodied on the assembly by the user, with date or reference. When a modification is removed, draw a diagonal line through the modification number. It should be noted the embodiment or removal of a modification may entail action in Section 11.

17.7 Section 7 – Technical Instruction (TI)
Enter the TI embodied on the assembly, with date or reference. If entered for record purposes only, record the STI on one line and bracket together directly below with the reason, for example:

(RTI/GEM/55B)
(NA Post-Mod 192)

17.8 Section 8 – Servicing Instruction (SI)
Enter each SI actually carried out on this assembly and the date, at initial application.

17.9 Section 9 – Service Modifications
Enter Service Modifications embodied on this assembly, with date or reference.

17.10 Section 10 – Miscellaneous Instructions
Enter miscellaneous instructions embodied on this assembly.
17.11 **Section 11 – Weight and Moment Changes**
This block is only applicable to non-modular aero-engines or ECUs and is self-explanatory.

18 **MOD Form 749B(Supp) – Assembly Record Card (Supplement)**
MOD Form 749B(Supp) records the details of all lifed components that make up a specific assembly as described below. It consists of a header detail to cross-reference the sheet to the parent MOD Form 749B and a table for recording the lifed components fitted to the assembly. Attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2). The nine columns of the form contain the following information:

**Serial No.** Enter the serial number of the component.

**Description.** Give component description.

**Maximum Fatigue Life (Normal).** Enter the normal figure for each component as detailed in the relevant Air Publication Topic 5A1.

**Life Consumed at Fitment – Assembly.** Enter the life consumed of the assembly at fitment of the component.

**Life Consumed at Fitment – Component (Normal Related).** Life usage at fitment related to the normal figure as detailed in the CRL must be entered as a cumulative total.

**Life Consumed at Removal – During Fitment – Actual.** Enter actual life consumed by the component whilst fitted to the assembly.

**Life Consumed at Removal – During Fitment – PFN.** Enter the Penalty Factoring Number (PFN), where applicable. The PFN will vary depending on the mark and role of the aircraft to which the assembly is fitted. PFNs are available from the CRL.

**Life Consumed at Removal – During Fitment – Normal Related.** Obtain this figure by multiplying the hours expended on the component during fitment by the PFN of the mark and role of the aircraft to which the assembly is fitted.

**Total on Removal (Normal Related).** Obtain this figure by adding the numbers in columns (d) and (g).

**Notes:**

1. An assembly can be built of a number of components, each of which has its own life. The life of the assembly at any given time will be dictated by the component with the least life remaining (ie the limiting item). When a life-expired component has been replaced, the component with the least life remaining will become the limiting item. This cycle will continue until the assembly itself is life expired. For this reason the two blocks ‘Limiting Item’ and ‘Due Removal’ on the card should always be completed in pencil.

2. To establish the limiting life, life at fitment, column (e), of each component is subtracted from the maximum fatigue life (normal), in column (c), and the resultant figure is divided, where applicable, by the PFN for that item on the mark/role aircraft to which the assembly is to be fitted. The component with the
lower hours available is compared with reconditioning life remaining and the limiting item block is endorsed accordingly.

19 MOD Form 749(ECLS) – Engine Cyclic Life Supplement

Engine Low Cycle Fatigue (LCF) consumption is used by the engine overhaul contractor as a basis for reusing rotating components; to ensure both economy and safety, accurate and complete recording is essential. On each occasion that an engine is rejected, the cyclic log card must be updated by calculating the cyclic life consumed during its installation and then calculating the new total. Each installation and removal of the engine must be recorded on a separate line of the log. This card must be attached to the Engine Log Card (MOD Form 749).

Note:

For Astazou XVID engines, when an engine is rejected, the cyclic log card must be updated by calculating the cyclic life consumed during its installation. This is achieved by multiplying the number of engine starts during that period by 1.06. A start is achieved when engine rpm has risen above the point where the start warning light is extinguished.

19.1 Compilation

Provision is made to record the date, engine hours since the last recondition and cyclic life consumed. The column headed ‘Cyclic Life Consumed’ is sub-divided into two columns headed Part and Total. Entries must be made by entering the date, together with:

Engine hours since last recondition – The actual number of engine hours run as a cumulative total since the last reconditioning.

Cyclic life consumed ‘Part’ – The number of cycles consumed for each period of engine running between installation and removal (see Note).

Cyclic life consumed ‘Total’ – The sum of all cycles consumed during the engine running that are recorded in the ‘Part’ column since the last engine reconditioning (see Note).

Note:

If the previous cyclic life is not known, a separate entry (in red ink) of ‘NK’ must be made in the ‘Cyclic Life Consumed’ columns and any further entries in the ‘Total’ column must be suffixed NK, eg ‘105 + NK’.

20 MOD Form 750 – Modular Engine Change Unit Record Card

MOD Form 750 consists of the six sections, detailed below, held on a front, centre and back page. With reference to the front page, attention is drawn to the instructions for the use of ERCs regarding the serial numbering of forms (see Chapter 2.4.2). Where the term ‘Support Installation’ is used on the record card, it must be interpreted as the airframe.
20.1 **Section 1 – Authorized Life**
Under this heading, there are four blocks. In the first, enter the number of the relevant Air Publication, followed by the authorized life of the ECU including the relevant Life Measurement Unit (LMU), eg hours, cycles, etc.

20.2 **Sections 2 & 3 – STIs, SIs and Miscellaneous Instructions and Modifications**
These sections are used to record embodiment of those instructions applicable to the ECU as a whole (eg a common fuel line between several modules and components). Modifications applicable to a specific assembly or component and for which separate record cards are available must be recorded on the relevant record card.

20.3 **Section 4 – Transfer and Installation Details**
Transfers, installations and removals must be recorded on a separate line on the record card as detailed below. Space has been provided to attach the MOD Form 753 (Inspection, Test and Modification Certificate).

- **Date.** Enter effective date of transfer, installation or removal.
- **Unit From.** Enter unit, establishment or manufacturer that dispatches (in the case of transfer), installs or removes the ECU.
- **Unit to/Installed in/Removed from.** Enter unit, establishment or manufacturer to which the ECU is sent (in the case of transfer), the type and number of the support installation to which the ECU was fitted or removed, or the sub-unit (workshop or store).
- **Life Consumed.** Enter the relevant life consumed details (LMUs), for example the hours or cycles for the support installation, ECU part (life consumed whilst on that installation) and the ECU total (life since new or reconditioned).
- **Authority for Transfer/Reason for Removal.** Enter the reason for transfer or removal. For an installation, annotate the column ‘Installation’.

20.4 **Section 5**
Details of the section and reference numbers, description and mark, serial number, limiting assembly component and due removal date entries must be printed along this bottom edge.

20.5 **Section 6 – Record of Modules and Components**
This section gives details of those lifed components and/or components for which an MOD Form 735, 735A or 749 is maintained that are fitted to the ECU, each having its own record card and recorded in this section in the blocks provided.

**Notes:**
1. A modular engine change unit can be built up from a number of modules, assemblies and components each of which has its own life. The life of the ECU at any given time will be dictated by the module or assembly component with the least life remaining (ie the limiting assy/comp). When a life-expired item has been replaced, the item with the least life remaining will become the limiting assy/comp. For this reason the two blocks ‘Limiting Assy/Comp’ and ‘Due Removal’ on the card must always be completed in pencil.
2. In the event of a record card being raised by a Service unit, Section 1 must be completed by the unit raising the card.
21 MOD Form 750A – Engine Installation Record

MOD Form 750A and 750A(HerculesCMk4/5) are used when directed by a PT to:

1. Provide in one document a statement of the life of an engine and its modules/components extracted from the ERCs.
2. Record details of the engine’s installation in an aircraft.

When MOD Form 750A and 750A(HerculesCMk4/5) is in use, the PT may waive the requirement for ERCs to accompany engines, except where they are being transferred to another unit’s responsibility.

The MOD Form 750A and 750A(HerculesCMk4/5) consists of seven sections, which are detailed below:

3. Section 1. Engine details and lifing.
5. Section 3. Component Details (lifed components fitted).
6. Section 4. Associated Component Details, eg items transferred between engines during installations.
7. Section 5. Installation (aircraft installation details).
9. Section 7. Certificates (of NCO IC/Supervisor Engine Bay and NCO IC/Supervisor Engine Change Team).

The NCO IC/Supervisor Engine Bay must raise MOD Form 750A or 750A(HerculesCMk4/5) as appropriate when an engine is made serviceable by completing Sections 1, 2 and columns (a) to (g) (750A) or columns (a) to (i) (750A(HerculesCMk4/5)) of Section 3. He must then complete the certificate in Section 7 and attach the completed form to the engine’s MOD Form 731.

The NCO IC Engine Change Team must:

1. Complete:
   1.1 Column (h) (750A) or (j) (750A(HerculesCMk4/5)) of Section 3.
   1.2 Columns (a) to (h) of Section 4.
   1.3 Section 5.
2. Use the information contained on the form to update the aircraft’s MOD Form 700, Sections 6 and/or 7.
3. Complete the certificate in Section 7 of the form.
4. Attach the completed form to the MWO for the engine change.

22 MOD Form 751 – Aircraft Basic Weight and Moment Card

MOD Form 751 has one section and must be used for recording the aircraft basic weight and moment and the basic C of G position. It must be compiled in accordance with RA 4256 and Chapter 6.5 and AP 119W–0001–1 (Principles of Aircraft Weighing and C of G Determination). The initial figures must be obtained from existing weight and C of G records, by weighing or computing. Subsequent entries made necessary by the embodiment of modifications, component
replacement or changes in the basic equipment, etc, that affect the weight and balance configuration must be recorded as single line entries; group entries covering more than one of these events are not permitted. When an aircraft is re-weighed, details must be recorded in red ink, irrespective of whether or not the figures agree with the previous computed figures. The aircraft type, mark and serial number must be annotated at the top of the first page.

23 MOD Form 752 – Equipment Usage Record Card

MOD Form 752 has been designed not only to record flying times but any other LMU as required, eg landings, hours run, shots fired, etc. It can also be used as an equipment location record. Up to three different LMUs may be recorded for any item of equipment. Provision is made to record the LMU, date, usage on that date, the total usage up to that date and, if required, the location on that date.

24 MOD Form 753 – Inspection Test and Modification Certificate

MOD Form 753 is affixed to Section 1 of the airframe or component record card. It must be raised after new construction, conversion or repair or rectification of an aircraft or component for which a record card is required at the contractors or repair establishment concerned, with the following exceptions:

1. Equipment of Anglo/French origin, which utilizes MOD Form 735 for its ERC.
2. Tri-national equipment that utilizes MOD Form 735B for its ERC.
3. RB199 engines and accessories that utilize MOD Forms 750 (HR1) to (HR7) for their ERCs.

The completion and attachment of the MOD Form 753 for work carried out in the Service is the responsibility of the Quality Assurance Officer or Air Engineer Officer, as appropriate.

The Inspection Test and Modification Certificate consists of a number of sections and, when completed, certifies that:

4. The inspection and test of the equipment have been completed.
5. Complete anti-corrosion treatment has been undertaken when applicable.
6. Modifications listed in the ‘Modifications Embodied’ section have been satisfactorily embodied (see Notes 2, 3 and 4).
7. Modifications listed in the ‘Modifications Removed’ block have been removed (see Notes 2 and 4).
8. Technical Instructions listed in the ‘Technical Instructions fulfilled’ block have been satisfied (see Note 3).
9. The certificate also certifies:
10. The total time flown or run whilst at the unit, when applicable.
11. The weight and C of G position of engines or ECUs.

Notes:

12. ‘Technical Instructions’ for the purpose of this leaflet refer to Special Instructions (Technical) (SI(T)).
13 Modifications for the purpose of this leaflet refer to Design Modifications, Service Modifications and legacy Service Engineered Aircraft Radio Installation and Service Engineered Modifications, as appropriate.

14 In the case of new aircraft, the airframe ‘Y’ Standard may be quoted, plus any variation from that standard.

15 The recording of modifications and SI(T) on the MOD Form 753 does not remove the requirement to record them on the appropriate ERCs.

The MOD Form 753 must be raised by engine repair workshops, aircraft maintenance groups and DSG for the testing or modification carried out at Forward, Depth and by contractor’s working parties for modification programmes.

25 MOD Form 754 – Record Card for Bags Re-Usable (WVR) for Aero–Engines/ECUs

MOD Form 754 must be raised for each new or reconditioned Water Vapour Resistant (WVR) Bag. Compilation of the form is considered self-explanatory. On initial fitment of the bag to the engine or ECU at the engine contractor’s works and on every occasion when a bag is opened, refitted or humidity checked either by the engine or aircraft contractor, the appropriate details must be recorded on the record card:

1 On manufacture or reconditioning, the card must be signed and stamped by an inspector authorized for the purpose.

The card must accompany the appropriate bag during all movements and must be placed in the external pocket provided for this purpose.
Intentionally Blank for Print Pagination
Chapter 2.4.5

Instructions For Use – MOD Form 755(MS) Series

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Associated instructions/publication</td>
<td>1</td>
</tr>
<tr>
<td>1.3 Applicability</td>
<td>1</td>
</tr>
<tr>
<td>2 Use of MOD Forms 755(MS)</td>
<td>1</td>
</tr>
<tr>
<td>3 Instructions For Use (IFU)</td>
<td>2</td>
</tr>
<tr>
<td>3.1 IFU – MOD Form 755(MS1)</td>
<td>2</td>
</tr>
<tr>
<td>3.2 IFU – MOD Form 755(MS1A)(Spares)</td>
<td>2</td>
</tr>
<tr>
<td>3.3 IFU – MOD Form 755(MS2)</td>
<td>2</td>
</tr>
<tr>
<td>3.4 IFU – MOD Form 755(MS3)</td>
<td>2</td>
</tr>
<tr>
<td>3.5 IFU – MOD Form 755(MS4)</td>
<td>2</td>
</tr>
<tr>
<td>3.6 IFU – MOD Form 755(MS5)</td>
<td>3</td>
</tr>
<tr>
<td>3.7 IFU – MOD Form 755(MS6)</td>
<td>3</td>
</tr>
<tr>
<td>4 Reference</td>
<td>3</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction
RA 4258 and MAP-01 Chapter 6.7 detail the Regulation, Acceptable Means of Compliance (AMC), Guidance Material (GM) and associated processes for the use of the Modular Support (MS) storage and transportation system. This chapter details Instructions For Use (IFU) for the suite of MOD Forms 755(MS), contained within Chapter 1.7, that are used to maintain configuration control of the modules in the MS Storage and Transportation System.

1.2 Associated instructions/publication
This chapter is associated with the following instructions/publication:

1 RA 4258 and MAP-01 Chapter 6.7 – Modular Support (MS) Storage and Transportation System.

2 MAP-01 Chapter 0.6 – Commonly Used Information.

1.3 Applicability
This chapter is applicable to Stns/Ships/Units in the Military Air Environment that fall within the scope of the MS project detailed in RA 4258 and MAP-01 Chapter 6.7 and are therefore authorized to use MS to support Sqns/Units engaged on embarked operations.

2 Use of MOD Forms 755(MS)
Stns/Ships/Units must follow the IFU, see paragraph 3, for the suite of MOD Forms 755(MS).
3 Instructions For Use (IFU)

RA 4258 and MAP-01 Chapter 6.7 provides a flow diagram of the MS configuration control process and identifies when the various MOD Forms 755(MS) must be used and by whom. The following paragraphs detail the IFU for individual forms in the suite of MOD Forms 755(MS).

3.1 IFU – MOD Form 755(MS1)

MOD F755(MS1) – Modular Support Stores Demand Log – is used to maintain a record of spares demanded from WSS ATF PO 3. It is important that where spares are demanded to enable a repair or the embodiment of a modification authorized by WSS ATF PO 3 that the cross reference to a MOD F755(MS5) serial number, see paragraph 3.6, is completed. MOD Forms 755(MS1) should be used in association with MOD Forms 755(MS1A)(Spares), see paragraph 3.2.

3.2 IFU – MOD Form 755(MS1A)(Spares)

MOD F755(MS1A)(Spares) – Modular Support Spares Demand – is used to demand spares; completed forms must be sent directly to WSS ATF PO 3. Sqn/Unit Modular Support Controllers (MSCs) should insert their details and complete all columns, especially the reference to AP 119G-1602-3. The forms may be used to make demands for different items by ruling off under each demand line. MOD F755(MS1A)(Spares) should be used in association with MOD F755(MS1), see paragraph 3.1.

3.3 IFU – MOD Form 755(MS2)

MOD F755(MS2) – Record of MOD Forms 755(MS3)/MS4) – is used by Sqn/Unit and Typed Air Station (TAS) MSCs to record the raising and movement of MOD Forms 755(MS3), see paragraph 3.4, and MOD Forms 755(MS4), see paragraph 3.5. It is important to record the latter forms' unique serial numbers and to complete cross-references to MOD Forms 755(MS5) serial numbers.

3.4 IFU – MOD Form 755(MS3)

MOD F755(MS3) – Report of Faulty Module and/or Interior Furnishings – is used to report faulty and unsatisfactory aspects of modules or their interior furnishings. Each MOD F755(MS3) must be allocated a unique local serial number, eg MS3/VL/801/001. Standard Unit/Location Codes are detailed in MAP Chapter 0.6. In order that WSS ATF PO 3 and the Defence Packaging Authority (D Pkg A) can manage fault trends it is important that Fields 1 to 6 inclusive are completed as fully as possible. If thought necessary, appropriate cross-references to AP 119G-1602-3 should also be added. Completed MOD Forms 755(MS3) must be sent, via the TAS MSC who must add appropriate comment, to WSS ATF PO 3 who must investigate the reported fault and respond on MOD F755(MS5), see 3.6, detailing what action, if any, is authorized.

3.5 IFU – MOD Form 755(MS4)

MOD F755(MS4) – Proposed Amendment to Module Internal Configuration – is used to report proposals to add or delete items of Aircraft Servicing and Support Equipment (ASSE) to/from modules due to the introduction into service of new or modified ASSE, or for modifications to the internal configuration of modules. Each MOD F755(MS4) must be allocated a unique local serial number, eg MS4/VL/801/001. Standard Unit/Location Codes are detailed in MAP Chapter 0.6. In
order that WSS ATF PO 3 and the D Pkg A can maintain configuration control Fields 1 to 9, as appropriate, must be completed as fully as possible. Completed MOD Forms 755(MS4) must be sent, via the TAS MSC who must add appropriate comment, to WSS ATF PO 3 who must investigate the proposal and respond on MOD F755(MS5), see paragraph 3.6, detailing what action, if any, is authorized.

3.6 IFU – MOD Form 755(MS5)
MOD F755(MS5) – Amendment to Module Internal Configuration – is used by WSS ATF PO 3 to notify Sqn/Unit and TAS MSCs whether repairs, modifications, or amendments to module internal configurations are authorized or not. The receipt of MOD Form 755(MS5), and in particular the MOD F755(MS5) serial number, must be recorded by the TAS and Sqn/Unit MSCs on MOD F755(MS2) and MOD F755(MS6), see paragraph 3.7, and on MOD Forms 755(MS1) and 755(MS1A)(Spares) if spares are required; see paragraph 3.1. Actions authorized on MOD Form 755(MS5) must be complied with within 2 months of receipt of spares. Compliance must be reported to WSS ATF PO 3 by the Sqn/Unit MSC via the TAS MSC using the tear off slip at the bottom of MOD Form 755(MS5); the serial number of the MOD Form 755(MS5) must be inserted.

3.7 IFU – MOD Form 755(MS6)
MOD F755(MS6) – Record of MOD Form 755(MS5) Embodiment – is used by Sqn/Unit and TAS MSCs to record the movement of MOD Form 755(MS5)s and cross-refer to MOD Forms 755(MS3) and 755(MS4).

4 Reference
This chapter refers to the following publication:

Chapter 2.4.7

Instructions for Use – MOD Form 756 Series

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 MOD F756 Series – Aircraft Weighing Forms</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the Instructions for Use for the MOD F756 series – Aircraft Weighing Forms.

2 MOD F756 Series – Aircraft Weighing Forms

This series of forms is used for the recordings, certification and preparation of aircraft for weighing, weighing calculations and results.

Table 1. MOD F756 Series

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD F756C</td>
<td>Aircraft Weighing Report – Multi Point Weighing.</td>
</tr>
<tr>
<td>MOD F756D</td>
<td>Aircraft Weighing Report – Surpluses and Deficiencies.</td>
</tr>
<tr>
<td>MOD F756E</td>
<td>Aircraft Weighing Report – Multi Point Weighing.</td>
</tr>
<tr>
<td>MOD F756N</td>
<td>Aircraft Weighing Report – Multi Point Platform Incidence method (Apache)</td>
</tr>
<tr>
<td>MOD F756Q</td>
<td>Aircraft Weighing Report – Multi Point Platform Method longitudinal and Lateral C of G.</td>
</tr>
</tbody>
</table>

The compilation of these forms is self-explanatory. When completed, the forms must be filed in the Aircraft Maintenance Form Log Book (MOD Form 700A) Section 9.
Intentionally Blank for Print Pagination
Chapter 2.4.8

Joint Aircraft Recovery and Transport Documentation – Instructions for Use

Table of contents

Paragraph Page

1 General ..............................................................................................................................................1
1.1 Introduction ................................................................................................................................1
2 Joint Aircraft Recovery and Transport Documentation ..................................................1
3 MOD Form 767A – Aircraft Recovery & Transportation Instructions & Certificates .................................................................................................................................2
4 MOD Form 767B – Aircraft Recovery and Transportation Clearance Certificates .................................................................................................................................3
5 MOD Form 767C – Aircraft Recovery and Transportation, Loading and Transportation Certificates .................................................................................................................................3
6 MOD Form 767D – Aircraft Recovery and Transportation, Transportation Damage Report .................................................................................................................................4
7 MOD Form 767F – Aircraft Recovery Certificates .........................................................................4

LIST OF TABLES

Table Page

Table 1. Range of Mod Form 767 Series.................................................................................................2
Table 2. MOD Form 767 Series Distribution Details .............................................................................5

1 General

1.1 Introduction

This chapter details the Instructions for Use for the MOD Form 767 series of forms.

2 Joint Aircraft Recovery and Transport Documentation

The Joint Aircraft Recovery and Transport Squadron (JARTS) utilize the MOD Form 767 Series of forms, identified in Table 1, to record:

1 Aircraft or un-crated component transportation including, if required, dismantling and erection.
2 Aircraft recovery.
3 Aircraft assessment.
4 Spares recovery.
Table 1. Range of Mod Form 767 Series

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD Form 767A</td>
<td>Aircraft Recovery and Transportation, Instructions and Certificates</td>
</tr>
<tr>
<td>MOD Form 767B</td>
<td>Aircraft Recovery and Transportation, Clearance Certificates</td>
</tr>
<tr>
<td>MOD Form 767C</td>
<td>Aircraft Recovery and Transportation, loading and Transportation Certificates</td>
</tr>
<tr>
<td>MOD Form 767D</td>
<td>Aircraft Recovery and Transportation, Transportation Damage Report</td>
</tr>
<tr>
<td>MOD Form 767F</td>
<td>Aircraft Recovery Site Clearance Certificates</td>
</tr>
<tr>
<td>MOD Form 767L</td>
<td>JARTS Task Folder</td>
</tr>
</tbody>
</table>

3 MOD Form 767A – Aircraft Recovery & Transportation Instructions & Certificates.

The MOD Form 767A is used to pass instructions and detail the task to the Team Leader. It also acts as a register for all other forms associated with the task, site clearance certification and to close the task.

1 Part A – Task
   The task controller must complete the authorization certificate prior to passing the form to the Team Leader.

2 Part B – Team
   To be completed by the Team Leader, entering the details of the team members. Team members must sign against their name to certify they have been fully briefed by the Team Leader on the task and their responsibilities.

3 Part C – Team Leader’s Certificate
   The Team Leader must initial the appropriate box when a form is raised as part of the task documentation. When applicable, the Maintenance Work Order (MWO) Serial Number Of Work (SNOW) and date must be entered as well as any remarks applicable to the task. The form is completed by the Team Leader signing the signature block on completion of the task. The Team Leader is to carry out a full inspection of the load, with the Losing Unit representative in attendance. Any damage that cannot be reconciled with the load paperwork is to be recorded on MOD Form 767D and accepted by both the Team Leader and Losing Unit representative.

4 Part D – Site Clearance: Losing Unit
   To be completed by NCO or above from the site from which the aircraft or equipment is removed.

5 Part E – Site Clearance: Receiving Unit
   To be completed by NCO or above from the site receiving the aircraft or equipment.
6 Part F – Task Closure
JARTS Plans must ensure all the task documentation is complete, enter any remarks pertinent to the task and close the task by completing the signature block.

4 MOD Form 767B – Aircraft Recovery and Transportation Clearance Certificates.
The MOD Form 767B is used to record that the aircraft is in a safe condition prior to personnel commencing any work or task. The form must be raised by the task controller in duplicate (triplicate should the aircraft be burnt or categorized as scrap).

1 Part A – Explosives Clearance
To be completed by a competent person of the appropriate trade of minimum authority level E.

2 Part B – Radio Active Clearance
To be completed by a Radiac Safety Officer or competent person.

3 Part C – Classified Equipment
To be completed by a competent person of the appropriate trade with a minimum authority level E.

4 Part D – Fuel Drainage
To be completed by a competent person of the appropriate trade with a minimum authority level E.

5 Part E – Substances Hazardous to Health
To be completed by a competent person of the appropriate trade with a minimum authority level E.

6 Part F – Safety Certificate
To be completed by a competent person of the appropriate trade with a minimum authority level E.

7 Part G – Disposal Safety Certificate
To be completed by a competent person of the appropriate trade with a minimum authority level H. (To be completed with part F when the aircraft will be disposed of by burning or sold as scrap.)

5 MOD Form 767C – Aircraft Recovery and Transportation, Loading and Transportation Certificates.
The MOD Form 767C is used to record the loading and inspection of uncrated aircraft or components. Instructions for competent people and consignee are at the top of the page.

1 Header Detail.
Details the task.

2 Part A – Team Leader (Loading)
To be completed by the competent person in charge of the load, or the driver.

3 Part B – Transport Driver (Loading)
To be completed by the Transport Drivers of the Load(s).
4 Part C – Team Leader and/or Driver (Transporting)
   The Team Leader and/or Driver must enter the inspections completed on the
   consignment during the journey and complete the signature box on arrival at the
   destination.

6 MOD Form 767D – Aircraft Recovery and Transportation,
   Transportation Damage Report.
   The MOD Form 767D is used to report any damage that occurs during any phase of
   the task that cannot be rectified within the time scale allotted. An appropriate entry is
   also to be entered in the ►Aircraft Maintenance Log◄ (MOD Form 707A) and a
   MOD Form 707B series form raised. The MOD Form 767D must be raised in
   triplicate which, when completed, must be distributed as detailed in Table 2. The
   form consists of the following four parts.
1   Header Detail
   Details of the task.
2   Part A – Team Leader’s Report
   The Team Leader must fully complete Part A.
3   Part B – Consignee’s Receipt
   The consignee must complete part B as a receipt for accepting a copy of the
   report with part A completed only.
4   Part C – OC JARTS
   Part C must be completed by OC JARTS.

7 MOD Form 767F – Aircraft Recovery Certificates.
   The MOD Form 767F is used on salvage tasks to confirm that the landowner is
   satisfied that total clearance of his land has been effected. It is also to advise the
   ►Defence Infrastructure Organisation (DIO) Remediation Officer◄ that the recovery
   party has completed its task. When completed it must be distributed as detailed in
   Table 2.
   The Team Leader must raise a MOD Form 767F for each landowner on whose land
   aircraft debris lies. It consists of the following four parts:
1   Header Detail
   The Team Leader enters details of the task, the relevant Defence Estates
   Organisation Office and its number in the “Compensation” block.
2   Part A – Defence Infrastructure Organisation(Land)
   The Team Leader must request the landowner to complete part A.
3   Part B – Aircraft Recovery Officer
   To be completed by the Team Leader who initials the appropriate number(s) in
   Part C of the MOD Form 767A.
4   Part C – To be completed by any organization other than those listed above that
   wish to add a report/comment as an annex.
Table 2. MOD Form 767 Series Distribution Details

<table>
<thead>
<tr>
<th>MOD Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD Form 767A</td>
<td>1 copy to Team Leader on site</td>
</tr>
<tr>
<td>MOD Form 767B</td>
<td>1 copy each to: task file, unit receiving aircraft and scrap contractor (when finally disposed)</td>
</tr>
<tr>
<td>MOD Form 767C</td>
<td>1 copy to driver of each vehicle. Passed by driver(s) to load controller or Team Leader on site</td>
</tr>
<tr>
<td>MOD Form 767D</td>
<td>1 copy each to: consignee (part A completed only), Forward (Air) unit and task file</td>
</tr>
<tr>
<td>MOD Form 767F</td>
<td>1 copy (Including copies of any Annexes) each to: task file, Defence Infrastructure Organisation estate manager and each landowner</td>
</tr>
</tbody>
</table>
Chapter 2.4.9

Instructions For Use - MOD Formats 791 and 792 Series

★Chapter completely revised at Issue 14. No amendments marked in chapter body★

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 Quality Occurrence Reporting</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Header</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Part A - Originator’s Report</td>
<td>2</td>
</tr>
<tr>
<td>2.3 Part B – Internal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>2.4 Part C – Tasking Organization</td>
<td>4</td>
</tr>
<tr>
<td>3 Quality Occurrence Investigation Reporting</td>
<td>4</td>
</tr>
<tr>
<td>3.1 Header</td>
<td>4</td>
</tr>
<tr>
<td>3.2 Part A – Investigation Report</td>
<td>4</td>
</tr>
<tr>
<td>3.3 Part B – Follow-Up Action</td>
<td>5</td>
</tr>
<tr>
<td>4 Quality Audit Recording</td>
<td>5</td>
</tr>
<tr>
<td>4.1 Header</td>
<td>5</td>
</tr>
<tr>
<td>4.2 Part A - Quality Audit Summary Report</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Part B – Quality Audit Record</td>
<td>6</td>
</tr>
<tr>
<td>4.4 Retention of audit records</td>
<td>7</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the Instructions for Use for:

1 MOD Format 791 – Quality Occurrence Report (QOR).
3 MOD Format 792 – Quality Audit Record and Summary Report.

2 Quality Occurrence Reporting

The following instructions must be followed when completing MOD Format 791 – Quality Occurrence Report.

2.1 Header

Each QOR is to be allocated a unique reference number, obtained from the Stn/Ship/Unit Quality System Co-ordinator (QSC). The number must comply with the following format: QOR/[organization]/[location]/[year]/[in-year counter], where the organization is the originator’s Stn/Ship/Unit, the location code is as detailed in MAP-01 Chapter 0.6 and the year and in-year counters are 4 and 3 figure identifiers. As an example, the sixth QOR raised by 1 Regt AAC, based at Gutersloh, in 2007 would be QOR/1AAC/GU/2007/006. This QOR reference number is to be inserted into the header of the document in the ‘QOR Reference Number’ field.
2.2 Part A - Originator’s Report

2.2.1 Section 1
Enter the subject of the QOR, date and contact details of the originating organization.

2.2.2 Section 2
Complete the tick boxes as appropriate by selecting one box from the ‘Occasion For Report’ field and one box from the ‘Initial Classification’ field. At this stage the classification is an initial assessment and is for guidance only.

2.2.3 Section 3
Include the Contract No/Allotment No/Task No, as applicable. For QORs raised as a result of an audit, include details of relevant standards, as appropriate.

For equipment/aircraft reports, include:
1. Designation, Mark and Serial number of parent equipment and the component/assembly that is the subject of the report.
2. NSN, Part number or other identifying marks.
3. Date received, from where and method of delivery.
4. Flying hours/Equipment life on receipt/to date.

2.2.4 Section 4
Include a description of the quality occurrence, state how and when the condition was found and give the reference numbers of any originator’s documentation relating to the unsatisfactory condition. In the case of a loose article, identify in detail where it was found and provide a description of the article and its fitted position, if known. Provide details of work done in the area prior to, or since, equipment transfer.

Note:
Comments on the performance of other organizations are not to be made.

State if:
1. Rectification assistance is required.
2. Follow-up reporting action has been taken.
3. The occurrence report is a repetition of a previously reported occurrence; if so, include the respective reference number.

Add details of any enclosures and complete the ‘Originator Details’ fields.

2.2.5 Section 5
The Quality System Owner (QSO) is to review the QOR, decide the course of action to be taken, complete the tick boxes, make comment as appropriate and complete the ‘Originating QSO Details’ fields.

Note:
For internal (on-Stn/Ship/Unit) QORs, the completion of Section 5 may be delegated to the QSC.

2.2.6 Section 6
Distribute as required.
2.3 **Part B – Internal Investigation**

2.3.1 **Section 7**
Detail the internal investigation conducted, including comments on the narrative report and any resulting actions. Where appropriate, this should include details of the root cause, corrective and preventive actions (with respective target dates for completion) and any follow-up activity. Complete the ‘Investigators Details’ fields and forward to the Section Quality Manager/Co-ordinator or Head of Section, as applicable.

2.3.2 **Section 8**
Enter comments as appropriate, complete the ‘Section Quality Manager/Co-ordinator Details’ fields and forward the QOR to the Head of Section.

2.3.3 **Section 9**
Enter comments as appropriate, complete the ‘Head of Section Details’ fields and return the QOR to the Originating QSO detailed in Section 5.

**Note:**
In some circumstances, depending upon the size of the Quality Management System, the Section Quality Manager/Co-ordinator and Head of Section functions may be performed by the same individual. In this instance, a statement to that effect is to be made in Section 9 and certified by the responsible person.

2.3.4 **Section 10**
Complete the tick boxes and enter comments as appropriate. Complete the ‘Originating QSO Details’ fields and forward the report to the QSC.

**Note:**
If, at this stage, the internal investigation is considered complete, the QSO may confirm the initial QOR classification closed and file the QOR.

2.3.5 **Section 11**
The form must be distributed by the QSC as follows:

2.3.5.1 **General**
1. If the internal investigation is complete and no further action is required, return the QOR to the personnel detailed at Sections 4, 8 and 9 of the report.
2. If further internal investigation is required, return the QOR to the respective investigating organization, with copies to the personnel detailed at Sections 4, 8 and 9 of the report.
3. If the QSO requires an external (off-Stn/Ship/Unit) investigation, forward the QOR to the respective investigating organization, with copies to the personnel detailed at Sections 4, 8 and 9 of the report.

2.3.5.2 **Distribution specific to the nature of the QOR**
QORs relating to specific conditions must be distributed as follows:
1. Equipment/aircraft transfers: forward QORs to the allotting organization, with a copy to the equipment/aircraft Delivery Team (DT).
2. Contract activities: forward QORs to the relevant contract manager, with a copy to the Front Line Command (FLC).
3 Inter-Stn/Ship/Unit occurrences: forward QORs to the organization that is the subject of the report. Where the occurrence may affect the delivery of capability, copy the QOR to the appropriate DT and FLC.

4 Internal occurrences: forward QORs to the appropriate internal area for investigation, with a copy to the originator. Where there is a wider equipment issue, copy the QOR to the relevant DT and FLC.

2.4 Part C – Tasking Organization

2.4.1 Section 12
Complete the tick boxes as appropriate and add any supporting comments that may be needed to qualify the Tasking Organization decision. Complete the 'QSC Details' fields.

2.4.2 Section 13
Distribute as necessary.

Note:
If a QOIR is raised at this point, a copy of the originating QOR should be forwarded to the investigating organization, with another copy retained on file, pending resolution.

3 Quality Occurrence Investigation Reporting
The following instructions must be followed when completing MOD Format 791A – Quality Occurrence Investigation Report.

3.1 Header
3.1.1 Enter the QOR reference number and subject, taken from the header of the related MOD Format 791 (Quality Occurrence Report).

3.2 Part A – Investigation Report
3.2.1 Section 1
Enter the subject of the investigation, date received from the Tasking Organization and the Investigating Organization details.

3.2.2 Section 2
Provide a brief narrative of the nature and extent of the investigation, resultant findings and, where possible, the root cause.

3.2.3 Section 3
Complete as appropriate. Attribute ownership for any follow-up action(s) and timescales for completion.

3.2.4 Section 4
Complete as appropriate.

3.2.5 Section 5
Complete as appropriate, indicating whether it is believed that the actions proposed in Section 3 will remedy the quality failing and are achievable in the timescale given.
3.2.6 **Section 6**
Complete as appropriate. Annotate accordingly if the Investigating Officer is also the Investigating Organization QSO. On completion of the investigation, return the QOIR to the Tasking Organization QSC detailed in Section 12 of the original QOR.

3.3 **Part B – Follow-Up Action**

3.3.1 **Section 7**
Complete the tick box as appropriate. Confirm the initial QOR classification, enter any supporting comments and complete the 'Tasking Organization Releasing Officer/QSC Details’ fields.

**Note:**
For external (off-Stn/Ship/Unit) QOIRs, the Releasing Officer must be a minimum authority level J or an authorized nominated representative. For internal (on-Stn/Ship/Unit) QOIRs, the Releasing Officer may be the QSC or nominated representative.

3.3.2 **Section 8**
Copies of the completed QOIR are to be distributed as appropriate, but as a minimum to include the following:

Originator, QSO, Section Quality Manager/Co-Ordinator, Head of Section, QSC (identified at sections 4, 5, 8, 9 and 12 of the original QOR) and the Investigating Organization (identified at Section 1 of the QOIR).

4 **Quality Audit Recording**
The MOD Format 792 is divided into two parts, as follows:


Part B – Quality Audit Record.

There is provision to compile up to eight Quality Audit Records (Part B, Annexes A to H) per Quality Audit Summary Report (Part A).

The following instructions must be followed when completing the MOD Format 792.

4.1 **Header**
Enter a unique audit reference number (to be determined by local procedures), Part B Annexes used and the date of the audit.

4.2 **Part A - Quality Audit Summary Report**

4.2.1 **Section 1**
The Audit Team Leader is to enter following:

1. The type of audit.
2. Details of the organization being audited.
3. Organization tasking the audit.
4. Scope and purpose of the audit.

4.2.2 **Section 2**
Provide a narrative of the overall audit findings, resultant recommendations and actions. Include details of ownership for any outstanding corrective action(s),
timescales for completion and the references of any MOD F791 (Quality Occurrence Report) and/or any other reports that were raised. Complete the personal details blocks.

4.2.3 **Section 3**
A suitably authorized departmental representative (Head of Section/Section Quality representative) is to enter comments in response to the narrative at Section 2. Complete the personal details blocks. The signature confirms acceptance of the audit report.

4.2.4 **Section 4**
Enter comments, as required, in response to the narrative at Section 2 and the comments at Section 3. Complete the personal details blocks.

**Note:**
For Self Audits, the completion of Section 4 may be delegated to the QSC; however, this must be stipulated in single Service policy/local orders.

4.2.5 **Section 5 – Distribution**
Send the action copy of the report to the audit tasking authority. Copy the report to others as appropriate.

4.3 **Part B – Quality Audit Record**

4.3.1 **Section 1**
The Audit Team Leader/Auditor is to provide details of the:

1. Area or process that is being audited.
2. Details of the post-holder conducting the audit.
3. Details of the post-holder representing the area or process being audited.
4. Type of audit being undertaken, by ticking the appropriate box.

4.3.2 **Section 2**
The Audit Team Leader/Auditor is to complete as required. This may include any special requirements, such as the conduct and scope for the audit and make references to any documents that the audit is measured against.

4.3.3 **Section 3**
The Auditor is to complete as follows:

4.3.3.1 **3a – Serial No**
Allocate a serial number to all entries. The numbering must run consecutively to identify individual audit records.

4.3.3.2 **3b – Audit Checklist**
This may include a specifically targeted question set, or details of sub-areas, processes and activities under review.

4.3.3.3 **3c – Reference**
Enter references to established procedures, orders, etc, that are used to audit against.

4.3.3.4 **3d – Audit Findings**
Enter the findings of the audit.
4.3.3.5  **3e – Action(s) Taken/Proposed**
Enter the details of any action(s) taken or proposed to resolve audit findings. For findings that cannot be resolved at the time, enter details of any MOD Format 791 (Quality Occurrence Report) or other reports raised.

4.3.3.6  **3f – Complete**
Initial and date this box, once all related actions/follow-up actions have been completed or transferred.

**Note:**
Rows will automatically expand to fit contents. Additional lines may be added to Section 3 by clicking to the right of a row and selecting the ‘enter/return’ key.

4.4  **Retention of audit records**
Once the audit is complete, retain the audit records in accordance with the procedure detailed in RA 4815(3).
Chapter 2.4.10

Instructions For Use – MOD Format 740(SDC)

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2 MOD Format 740(SDC) – Military Aviation Documentation Scanning and Disposal Certificate</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Part 1</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Part 2</td>
<td>2</td>
</tr>
<tr>
<td>2.3 Part 3</td>
<td>2</td>
</tr>
<tr>
<td>2.4 Part 4</td>
<td>2</td>
</tr>
<tr>
<td>2.5 Part 5</td>
<td>2</td>
</tr>
<tr>
<td>3 Retention</td>
<td>2</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

MAP-01 Chapter 7.6.1 details the policy regarding the scanning and electronic storage of Military Aviation Engineering Documentation (MAED). MOD Format 740(SDC) enables users to provide an auditable trail where scanning and disposal of MAED is to be implemented.

2 MOD Format 740(SDC) – Military Aviation Documentation Scanning and Disposal Certificate

The MOD Format 740(SDC) is only available in electronic format from MAP-02. It may be completed electronically and printed for certification by signature of the various stages in the process. A separate MOD Format 740(SDC) is required to be kept with each electronic copy made of the documents listed on Part 1 of the form.

2.1 Part 1

Provide details of the MAED to be scanned. The information provided is to be sufficient to enable the documents scanned to be uniquely identified. For example:

An entry for a series of MOD Form 707B(IS) that are to be scanned may be made as follows:

MOD Form 707B(IS), SNOW {give SNOW range: note that SNOWs are to run consecutively}, Aircraft No, Date {give date of first and last SNOW}  

An entry for a series of MOD Form 707A that are to be scanned may be made as follows:

MOD Form 707A, Type, Mk, Serial No, Sheet No {give range of Sheet Nos}, SNOW {give SNOW range: note that SNOWs are to run consecutively}, Date {give date of first and last SNOW}
2.2 **Part 2**
After scanning the documents listed in Part 1, a 100% check is to be carried to verify that each page that has been scanned:

1. Is legible.

2. Has been reproduced in its entirety.

The 100% check is to be carried out by a person eligible to hold level C authorizations. When the 100% check is complete, the person carrying out the task is to complete the Certification of Completeness and Quality Check.

2.3 **Part 3**
Authorization to destroy is only to be given after completion of the Completeness and Quality Check. An authority level J is responsible for completing the Authority to Destroy.

2.4 **Part 4**
When Parts 2 & 3 have been completed, the original MAED may be destroyed. Upon completion of the destruction of the listed documents at Part 1, the Destruction Record is to be completed.

2.5 **Part 5**
When/if data is subsequently transferred to new Digital Storage Media, the quality of the transferred data is to be assured and the name of the person carrying out the transfer, plus the date of transfer, are to be recorded.

3 **Retention**
The completed MOD Format 740(SDC) is to be kept at the documentation retention location specified at MAP-01 Chapter 7.6.
Chapter 2.4.11

Instructions For Use – MOD Format 762 Series

New Chapter at Issue 2 – Content Transferred from MAP-01 Chapter 11.5.2

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Superseded Instructions</td>
<td>1</td>
</tr>
<tr>
<td>1.3 Applicability</td>
<td>1</td>
</tr>
<tr>
<td>2 Policy for the use of MOD Form Series</td>
<td>2</td>
</tr>
<tr>
<td>3 MOD Format 762 recording</td>
<td>2</td>
</tr>
<tr>
<td>3.1 Associated aircraft engineering documentation</td>
<td>2</td>
</tr>
<tr>
<td>3.2 MOD Format 762 recording</td>
<td>2</td>
</tr>
<tr>
<td>3.3 Recording requirements</td>
<td>2</td>
</tr>
<tr>
<td>3.4 Associated radiograph requirements</td>
<td>3</td>
</tr>
<tr>
<td>4 Signature requirements for MOD Format 762</td>
<td>3</td>
</tr>
<tr>
<td>5 Receipt of MOD Format 762 by Stn/Ship/Unit</td>
<td>3</td>
</tr>
<tr>
<td>6 MOD Format 762 when submitted as part of an MOD F760</td>
<td>3</td>
</tr>
<tr>
<td>7 MOD Format 762A(RW) – NDT Task and Equipment Control Form</td>
<td>4</td>
</tr>
<tr>
<td>7.1 General</td>
<td>4</td>
</tr>
<tr>
<td>7.2 Front Page</td>
<td>4</td>
</tr>
<tr>
<td>7.3 Back Page</td>
<td>4</td>
</tr>
<tr>
<td>8 MOD Format 762A(RW)CS – NDT Task and Equipment Control Form</td>
<td>5</td>
</tr>
<tr>
<td>Continuation Sheet</td>
<td>5</td>
</tr>
<tr>
<td>9 Document Retention</td>
<td>5</td>
</tr>
<tr>
<td>10 Reference</td>
<td>5</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

RA 4504 and MAP-01 Chapter 11.5 detail the Regulation, Acceptable Means of Compliance (AMC), Guidance Material (GM) and associated processes for Non Destructive Testing (NDT) within the MoD Military Air Environment (MAE). This chapter details Instructions For Use (IFU) for MOD Format 762 Series documentation contained within Chapter 1.7.

1.2 Superseded Instructions

MAP-01 Chapter 11.5.2

1.3 Applicability

These instructions are applicable to all Regional NDT Teams (RNDTTs) using MOD Format 762 Series and to Navy Command RNDTTs using MOD Format 762A(RW) and MOD Format 762A(RW)CS.
2 Policy for the use of MOD Form Series
MOD Format 762 Series documentation is to be used by RNDTTs whenever they carry out
NDT inspections of military aircraft and for RW Work Instruction development purposes in a
limited form.

3 MOD Format 762 recording

3.1 Associated aircraft engineering documentation
NDT tasks must be raised and signed for on the appropriate form within the MOD
Format 700 or scheduled maintenance work cards in accordance with the associated
publications. The results of NDT tasks that do not require secondary interpretation
(eg radiography; see paragraph 3.4) must be assessed and the tasks signed for as
soon as possible. The entries made must include:

1 Confirmation of the NDT Work Instruction (WI).
2 A brief summary of the results (eg no faults apparent, faults inside (or outside)
limits stated in the appropriate document).
3 The statement ‘MOD Format 762 [NDT Report serial number] refers’, if a MOD
Format 762 is required to be raised.

3.2 MOD Format 762 recording
MOD Format 762 must be raised and a copy forwarded to the appropriate RNDTT on the following occasions:

1 Whenever a fault indication is found using an NDT L2 WI.
1 At each radiographic inspection.
2 When specifically required by a WI in the relevant aircraft Topic 5G or equivalent
publication.
3 On first use of a Provisional NDT L2 WI.
4 When any change is found when monitoring an existing fault indication (NDT L2
WIs only).

3.3 Recording requirements
If a fault is found resulting from a scheduled maintenance work card requirement, the
work card must be cross-referenced to the appropriate MOD Form 707 or equivalent
that registers the fault. This Form must refer to the MOD Format 762, (if raised), by NDT Report serial number.
Whenever an MOD F762 is raised, the following entry must be made on the next
clear line of the associated Certificate of Work:

‘MOD Format 762 [NDT Report serial number] to be consulted.’
An entry must also be made in any management field as follows:

‘MOD Format 762 [NDT Report serial number] to be attached.’
Whenever the application of any NDT L2 WI results in an MOD Format 762
being raised, the RNDTT member must:
1. Raise 2 copies of MOD Format 762.

2. Obtain the necessary signatures on both copies of the MOD Format 762.

3. Forward the copy bearing original signatures to the Stn/Ship/Unit concerned and retain the duplicate as required.

The MOD Format 762 must be actioned as described in paragraph 3. Actions to be taken by a Stn/Ship/Unit on receipt of an MOD Format 762 are described in paragraph 5, whilst paragraph 6 details the retention and disposal of MOD Format 762s and radiographs.

3.4 Associated radiograph requirements

Due to the potential complexity of interpretation, radiographic inspections will require a secondary interpretation unless clearly stated otherwise in the NDT WI. Where a secondary interpretation is required and another NDT L2 is not available on site, the radiographs and the associated MOD Format 762 must be forwarded to an RNDTT by the quickest appropriate means so that the secondary interpretation can be carried out.

4 Signature requirements for MOD Format 762

The signature blocks on MOD F762 must be completed as follows:

1. When a MOD Format 762 is raised for a WI, the NDT L2 completing the work or interpreting the radiograph must sign the block 'Report issued by* Radiography Initial Interpretation*'.

2. The NDT L2 who carries out the second interpretation must complete the block marked 'Radiography 2nd Interpretation'.

5 Receipt of MOD Format 762 by Stn/Ship/Unit

On receipt of MOD Format 762 at a Stn/Ship/Unit, the 'MOD Format 762 [NDT Report serial number] to be consulted' entry on the relevant Certificate of Work must be cleared as follows:

1. By making the following entry on the form:
   'For results see attached MOD Format 762 [NDT Report serial number]: corrective [or no corrective] maintenance required.'

2. By completing the signature blocks in accordance with RA 4806 and MAP-01, Chapter 4.3.2.

3. By attaching the MOD Format 762 to the relevant MOD Form 707B Series or equivalent.

4. By completing and returning the Receipt and Action Certificate portion of the MOD Format 762 to the appropriate RNDTT.

5. If corrective maintenance is required, it must be raised in the normal way.

6. The Stn/Ship/Unit copy of an MOD Format 762 is to be retained with the relevant MOD Form 707 and a copy attached to the relevant engineering record card (if required).

6 MOD Format 762 when submitted as part of an MOD F760

A Stn/Ship/Unit that needs to attach a copy of an MOD Format 762 to an MOD F760 when undertaking narrative fault reporting action must attach a duplicated copy of the
MOD Format 762, not the copy bearing the original signatures. Narrative Fault Reports must be submitted in accordance with RA 4308 and MAP-01, Chapter 7.5.1.

7 MOD Format 762A(RW) – NDT Task and Equipment Control Form

7.1 General
MOD Format 762A(RW) is available in protected MS Word only, enabling information to be entered only into designated fields. The field boxes are to be completed as detailed below.

7.2 Front Page
1 Visit No: This number is generated from the NDT Database.
2 NDT Tech I/C: Enter the name of NDT L2 in charge of the visit.
3 Travel Hours: Enter the time taken to travel to and return from the establishment visited.
4 Establishment: Enter the name of the establishment visited.
5 Contact Number: Enter the contact telephone numbers of the unit contact.
6 No of Persons: Enter the number of persons visiting the unit.
7 Continuation Sheets: Enter the number of Continuation Sheets (MOD Format 762A(RW)/CS) used.
8 DES Hours: Enter the time spent waiting at the unit for aircraft to be prepared or time spent with a detachment awaiting tasking.
9 DTG Raised: Enter the Date Time Group on commencement of the task.
10 DTG Cleared: Enter the Date Time Group once all task work has been completed.
11 Additional Info: This box is provided for local management use.
12 Equipment Control: The Item, Qty and Ser/Batch No boxes are to be completed with all equipment used in the visit.
13 Tool Control Check: The tool control certificates are to be completed prior to leaving the RNDTT and subsequently prior to departing the final unit visited.
14 Personal Dosimetry: The NDT L2, PED S/No, Task Dose and signature boxes are to be completed by the task RPS on completion of all radiography tasks.
15 Radiation Monitoring Survey: The NDT L2 Work Instruction (WI) Location, Settings, Control Panel and Barrier boxes are to be completed by the task RPS.
16 Customer Feedback: To comply with ISO9001 requirements the NDT Tech I/C is to present the form to the unit representative and request customer feedback. The unit rep is requested to fill in the boxes making supporting comments where deemed necessary.

7.3 Back Page
1 Unit/Sqn: Enter the Unit/Sqn that is being visited.
2 Fwd/Depth: Enter ‘F’ or ‘D’ dependant on whether the unit being visited is a Forward or Depth unit.
3 Usage Hours: Enter the Airframe /Component usage hours.
4  **Work Instruction:** Enter the NDT L2 WI being complied with.
5  **Task ORN:** Enter the task Originators Reference Number (ORN) as received from the user unit or from the MOD Form 707A(NOA).
6  **Aircraft/Component Ser No:** Enter the aircraft or component Serial Number if known.
7  **Man Hours:** Enter the total manhours spent on completing the task.
8  **Mon ADF Y/N:** Enter ‘Y’ or ‘N’ as applicable if the task is monitoring an Acceptable Deferred Fault (ADF) entered fault.
9  **Job No:** Enter the Job No as provided by the NDT database.
10  **Fault Y/N/ No Change:** Enter ‘Y’, ‘N’ or ‘NC’ if a fault that is being monitored has not changed size.
11  **MF762 Report Number:** Enter the MOD Form 762 Report Number raised (if applicable).
12  **A/C Docs:** Tick this box if all details required have been entered on the NDT database and any radiation doses have been transferred to the appropriate records.
13  **Dynamic Risk Assessment:** The person carrying out the task is to sign to confirm that a dynamic risk assessment has been carried out before any maintenance work is carried out on the aircraft/equipment.

8  **MOD Format 762A(RW)CS – NDT Task and Equipment Control Form Continuation Sheet**

MOD Format 762A(RW)CS is a continuation sheet for information recorded on the back page of MOD Format 762A(RW) and is available in protected MS Word only, enabling information is to be entered only into designated fields. If required, MOD Format 762A(RW)CS are to be completed in accordance with the instructions for ‘Back Page’ above and are to be allocated a sequential sheet number and the number of sheets used annotated or selected on MOD Format 762A(RW) in accordance with the instructions for ‘Front Page’ above.

9  **Document Retention**

MF 762 series formats are to be retained as detailed by their retention category. Associated radiographs are to be retained by the Regional NDT Team until superseded or for 2 years whichever is the sooner unless specifically requested by individual Project Teams.

10  **Reference**

This Chapter refers to the aircraft Topic 5G – Non-Destructive Testing Schedule or equivalent and MAP-01 Chapter 7.6.
Intentionally Blank for Print Pagination
# Chapter 2.5

*Instructions For Use – MOD Form 799 Series*

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

## 1 General

### 1.1 Introduction

Individual sub-chapters of this chapter detail Instructions For Use (IFU) for some of the miscellaneous forms listed in Chapter 1.5 that neither have associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
Chapter 2.6

Instructions For Use – RAF Form 1000 – 8000 Series

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

Individual sub-chapters of this chapter detail Instructions For Use (IFU) for some of the miscellaneous forms listed in Chapter 1.6 that neither have associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
Chapter 2.6.1

Instructions For Use – RAF Form 3806A

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General .................................................................1</td>
</tr>
<tr>
<td>1.1</td>
<td>Introduction ................................................................1</td>
</tr>
<tr>
<td>2</td>
<td>RAF F3806A – Lifting Tackle Record Card .......................1</td>
</tr>
<tr>
<td>2.1</td>
<td>Compilation ..................................................................1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter details the Instructions for Use for the RAF F3806A – Lifting Tackle Record Card.

2 RAF F3806A – Lifting Tackle Record Card

RAF F3806A provides an historical record and servicing certificate for all items of lifting tackle. The form must be retained throughout the life of the equipment. The first unit receiving an item of lifting tackle is responsible for raising the form and it should be retained and maintained by the Ground Equipment Control Section.

2.1 Compilation

2.1.1 Front Page

Provision for recording general information and details of sub-assemblies and ferrule secured eyebolts when applicable.

2.1.2 Centre Page

Inspection Certificate – To be completed whenever work is carried out on the lifting tackle. The details of that work must be entered in the activity column. Replacement sub-assemblies must be recorded on the front page, deleting the original sub-assembly. The date entered must be the date of completion. The man-hours expended, both for tradesman and supervisor, must be recorded.

Description and Safe Working Load (SWL) – The description is as given in the appropriate spares list. In the case of multi-legged slings, the SWL must show the angle at which the SWL is calculated, eg 25 cwt at 90 degrees.

2.1.3 Back Page

Transfer Details – When lifting tackle is transferred, details of the transfer must be entered in the appropriate block of the RAF F3806A which, together with the Test Certificate, is then despatched with the item of lifting tackle to the receiving unit.

Test Certificate – To be retained by the Ground Equipment Control section and cross-referenced to the RAF F3806A.
# Chapter 2.6.2

**Personnel Technical Records – Instructions for Use**

## Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3.2</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

## 1 General

### 1.1 Introduction

Personnel Technical Records are those forms used to record qualifications, employment and authorization for engineering tradesmen and, when applicable, aircrew employed on aircraft maintenance tasks. This chapter details their Instructions For Use.

## 2 RAF Form 4820 Series

The pdf files and Instructions For Use for the RAF Form 4820 series have been transferred to AP 100B-01 Order 2.2.1.

## 3 RAF Form 4124 – Aircrew Certificate of Competence to Undertake Aircraft maintenance

RA 4158 and MAP-01 Chapter 4.7.1 contain the engineering regulations governing employment of aircrew on aircraft maintenance. RAF F4124 or an authorized Information System (IS) is used to record the examination, re-examination and authorization of aircrew to undertake such maintenance.

IS-equipped stations may record examination, re-examination and authorization on the computerized 'Engineering Authorization' system. Stations not so equipped must raise RAF F4124 for each aircrew member requiring authorization. Completed RAF Forms 4124 or IS prints must be retained by aircrew in their Flying Log Book, RAF Form 414, or held centrally as agreed by local management.

Each RAF F4124 has the facility to record:

1. Maintenance tasks.
2. Examiner’s initials for each task.
3. Identification of the examiners.

---

UNCONTROLLED COPY WHEN PRINTED

Chapter 2.6.2

Page 1 of 2
4 Authorization signatures.

3.1 Instructions for use

3.1.1 Initial authorization
When an aircrew member will be authorized to undertake aircraft maintenance, the engineering organization must raise an RAF F4124 by completing the header detail and entering the maintenance tasks on the front of the form.

3.1.2 Examiners
After successfully completing an examination, the examiner must enter his initials and the date against the maintenance task on the front of the form. He is also to enter his details in the ‘Examiners’ block on the rear of the form.

Note:
When an activity does not require an examination, the examiners blocks on the front of the form must be ruled through and the statement "no examination required" entered.

3.1.3 Authorizing officer
The officer authorizing the aircrew member to undertake a maintenance task must complete the next available line on the “Authorizations” block on the rear of the form.

3.1.4 Subsequent examinations/authorization

3.1.5 Examiners
After successful completion of a further examination, the examiner must initial and date against the maintenance task in the next available 'Examiners' block. He is also to enter his details in the examiners block on the rear of the form if not already entered.

3.1.6 Authorizing officer
The authorizing officer must complete the next available line on the 'Authorizations' block on the rear of the form.

4 RAF Form 7118 – Certificate of Competence for Weapons Tradesmen Employed on Aircraft Armament Systems
RAF F7118 is used to record electrical and weapon tradesmen competence to undertake or supervise maintenance activities on aircraft armament systems.
Instructions for use are contained on the back of the form. RAF F7118 must be kept with a tradesmen’s RAF F4820 whilst on the establishment.

5 RAF Form 7151 – Certificate of Competence for Locally Trained Tradesmen to Undertake NDT/VA Techniques
RAF F7151 is used in accordance with RA 4504 and Chapter 11.5 to record tradesmen’s competence to undertake Non-Destructive Testing (NDT) and Vibration Analysis (VA) techniques
Chapter 2.7

Instructions For Use – Miscellaneous Forms

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

The sub-chapters of this chapter detail the Instructions For Use (IFU) for some of the miscellaneous forms, listed in Chapter 1.7, that have neither associated MOD Forms 799/IFU nor IFU printed on the back of the forms.
Chapter 2.7.1

Instructions For Use – Army Form B6766 – Planned Alteration
Control/Completion Certificate

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

- Army Form B6766 is now obsolete and can no longer be found after MAP-02 Issue 2. This Ghost Chapter is left in as a signpost for the reader.
Chapter 2.7.2

Instructions For Use – Army Form B6836

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td></td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td></td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

- Army Form B6836 is now obsolete and can no longer be found after MAP-02 Issue 2. This Ghost Chapter is left in as a signpost for the reader.
# Chapter 04

**MAED Conventions and Guidance**

<table>
<thead>
<tr>
<th>Chapter 04</th>
<th>MAED Conventions and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Military Air Environment Documentation - Conventions and Guidance</td>
</tr>
<tr>
<td>4.2</td>
<td>Guidance on Completing MOD Forms 707B(ADP) &amp; 707B(IS)</td>
</tr>
<tr>
<td>4.3</td>
<td>Guidance on Certifying MOD Forms 707MP &amp; 707MS</td>
</tr>
</tbody>
</table>
Chapter 4.1

Military Aviation Engineering Documentation – Conventions and Guidance

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Applicability</td>
<td>1</td>
</tr>
<tr>
<td>1.3 Outline</td>
<td>1</td>
</tr>
<tr>
<td>2 Completing Military Aviation Engineering Documentation (MAED)</td>
<td>2</td>
</tr>
<tr>
<td>3 General conventions for MAED</td>
<td>2</td>
</tr>
<tr>
<td>4 Contact Details</td>
<td>2</td>
</tr>
<tr>
<td>5 Reference</td>
<td>2</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

Prior to publication of MAP-01 & MAP-02, aviation engineering forms and the related guidance for their completion were promulgated in single-Service publications. Subsequently, the forms were transferred to JAP 100A-02 and then to the Manual of Maintenance and Airworthiness Processes Supplement - MOD Form 700 Series of Forms (MAP-02); whilst specific Instructions For Use (IFUs) were created for individual forms, the general guidance and conventions previously contained in the single-Service publications was not perpetuated. The Chapter 4 series provides this general guidance and conventions.

1.2 Applicability

This chapter is applicable to all organizations and personnel conducting maintenance activities in the Military Air Environment (MAE).

1.3 Outline

Paragraph 2 sets out mandatory document completion requirements and Paragraph 3 sets out general conventions that can be applied to most types of documentation. Other than the mandatory requirements at Paragraph 2, the guidance in the Chapter 4 series is not mandatory. Any example statements may be treated as illustrative and are not necessarily to be interpreted as the only way to complete the relevant aspect. Where the guidance relates to an area that has a mandatory method of completion, the particular statement or IFU will be signposted and must be used as the authority in that instance.

Subsequent chapters will concentrate on specific forms (eg MOD Form 707B(IS)). They are as follows:

1 Chapter 4.2 – Guidance on Completing MOD Forms 707B(ADP) & 707B(IS).
2 Chapter 4.3 – Guidance on Certifying MOD Forms 707MP & 707MS.

Additional chapters will follow as required/requested.
Completing Military Aviation Engineering Documentation (MAED)

Regulation, Acceptable Means of Compliance, Guidance Material and associated processes on completing MAED is contained within RA 4813(1) and MAP-01 Chapter 7.2. The following requirements are mandatory:

1. Erroneous entries on aircraft maintenance documentation must be ruled through and the statement "Entered in Error" (or "EinE" if there is insufficient space) must be made and cleared by a signature and printed name, or initials only if space is limited. The exception to this rule is that erroneous entries on Maintenance Data System (MDS) Maintenance Work Orders (MWOs) must be corrected in accordance with JAP 100C-02 Chapter 13, Paragraphs 5.9 and 5.10. The use of correction fluid is prohibited.

2. Whenever there is a requirement to cross-refer entries, the cross-reference must consist of one of the following:
   2.1 Sheet/page number and line number/letter.
   2.2 Originating Reference Number (ORN) consisting of a unique Serial Number Of Work (SNOW), aircraft serial number (if applicable) and day, month and year from the relevant MWO.
   2.3 A Logistic Information System (LIS) Job Control Number (JCN) if applicable and different from the ORN.
   2.4 If possible a statement should be made to cross-reference back to the original entry.

General conventions for MAED

The following guidance is appropriate to all forms of engineering documentation:

1. Entries on documents should be made using black ink. The use of red ink is allowed in certain circumstances (ie raising an Aircraft Flying Requirement Certificate (AFRC) on an Aircraft Maintenance Log (MOD Form 707A)); however, caution must be observed in situations when red lighting conditions are in force (ship borne or tactical operations).

2. Entries must be made in legible handwriting; the use of block capitals is advised. Supervisors and document co-ordinators are responsible for the legibility of entries and signatures on all completed documents.

Contact Details

Any queries regarding conventions and guidance for completing MAED must be directed to DSA MAA Reg CAw4 (Multiuser); contact details as follows:

1. DSA MAA Reg CAw4 (Multiuser), Juniper Level 1, Wing 4, #5104, MOD Abbey Wood North, Bristol, BS34 8QW.

2. Tel: MOD Abbey Wood (9679) Ext 82551 or 030679 82551

Reference

This chapter refers to the following publications:

1. RA 4813(1) and MAP-01 Chapter 7.2 – Recording of Aircraft Maintenance.
Chapter 4.2

Guidance on Completing MOD Forms 707B(ADP) & 707B(IS)

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>1</td>
</tr>
<tr>
<td>1.3</td>
<td>1</td>
</tr>
<tr>
<td>1.4</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.1</td>
<td>2</td>
</tr>
<tr>
<td>3.2</td>
<td>3</td>
</tr>
<tr>
<td>3.3</td>
<td>3</td>
</tr>
<tr>
<td>3.4</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1. Example of a completed rear of MOD Form 707B(IS)</td>
<td>2</td>
</tr>
<tr>
<td>Figure 2. Example of different trade codes and trade assistance signing on the rear of MOD Form 707B(IS)</td>
<td>4</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction

This chapter is intended to give engineering tradesmen some guidance on completing the rear of the MOD Forms 707(ADP) and 707B(IS) - the Certificate of Work. A wide variety of tasks may be recorded on the back of the job card and adherence to the following conventions and guidance allows the work to be recorded in a logical and consistent manner throughout the Military Air Environment (MAE).

1.2 Associated publications

This chapter is associated with the following publications:

1 CAE 4000: Continuing Airworthiness Engineering Regulations.
2 JAP 100C-02 – The Maintenance Data System - Work Recording.

1.3 Applicability

This chapter is applicable to all engineering personnel conducting maintenance activities within the MAE and recording it using MOD Forms 707B(ADP) & 707B(IS).

1.4 Terms used

Throughout the chapter the MOD Forms 707B(ADP) & 707B(IS) will be referred to as Maintenance Work Orders (MWOs).
2 Completion of MOD Forms 707B(ADP) & 707B(IS)

The instructions for completing the front of the MOD Form 707B(ADP) are contained within the JAP 100C-02 and on MOD Posters 300A - 300D, whilst the instructions for the front of the MOD Form 707B(IS) are in MOD Forms 799/5A(IS) & 799/5B(IS) and also on MOD Poster 330. Note that the mandated actions laid out in the appropriate Instructions For Use (IFUs) and any Regulations, Acceptable Means of Compliance (AMC), Guidance Material (GM) and associated processes regarding recording of maintenance published within CAE 4000 take precedence over the guidance or conventions stated below.

3 Completion of the Certificate of Work

3.1 "Work Required" column

The "Work Required" column is used to annotate work that needs to be carried out. The entries should be brief but as descriptive as possible, including any reference to maintenance documentation as required. There needs to be enough space left between each entry in this column to allow a more detailed entry in the "Work Done" column next to the corresponding entry in the "Work Required" Column, plus an additional line to act as a space between entries in the "Work Done" column.

Entries should be recorded in a logical order to allow for an easily followed audit trail of the work carried out on the Certificate of Work (see Figure 1). Instances where an item/component has been disconnected/removed should be followed with a corresponding entry in this column to reconnect/refit the item/component.

*Figure 1. Example of a completed rear of MOD Form 707B(IS).*
3.2 **“Trade Code” column**

The tradesman raising the task in the “Work Required” column enters the appropriate trade code in this column. Alternately, when a tradesman annotates the work that he has carried out, and the trade code has not been entered already, he must enter his own trade in the column.

3.3 **“Work Done” column**

A full detailed description of the work carried out by the principal tradesman, plus that of any trade or labour assistance, must be recorded. The description of work must include the following (where appropriate):

1. Authority reference for the work carried out.
2. Reference to any Technical Information as defined within RA4810 that was referenced to aid the task (including the amendment state of the publication).
3. Serial number, and life recording data, of any item/component removed as part of that task. Any additional items/components that are on any attached Additional Item Idents (AIIs) must also be included in the task description.
4. The batch number of engineering consumables (ie non-lifed nuts, bolts, “o” ring seals, etc, that are known as “C” class stores and FLAP) used as part of the item/component refit or reconnection when batch details are known, detailed on unbrouched equipment packaging or on accompanying MOD F731 or MOD F3910 equipment labels.
5. The serial number of any test/measuring equipment (TME) used to confirm the serviceability of an aircraft system.

**Note:**

Where a LIS carries out any of the functions above automatically, that information does not need to be repeated on the rear of the MWO unless the tradesman considers it necessary to do so. For LIS that do not record additional item/components on the same MWO, follow the specific procedures appropriate to the LIS.

3.4 **“Tradesman” columns**

The Man-hours, Time/Date, Printed Name and Signature boxes within this area must be filled in by the 1st signatory of the task carried out. This is to be recorded by either of the following methods (as illustrated in Figure 1), unless a preferred method is mandated by single Service policy:

1. Adjacent to the last line of the “Work Done” entry being certified.
2. Centralized to the “Work Done” entry being certified, with Gull Wing brackets used to highlight the start and finish of each task. Gull Wing brackets must not be used to certify multiple tasks and are to be used to identify single tasks only.

Any further signatories against the same task must be added as either “Trade Assistance” or “Labour Assistance” in a separate entry in the “Work Done” column, but under the same trade code as the primary task entry (illustrated in Figure 2).

Where the first and second signatories are different trade groups/codes, but are both signing for work within their trade boundaries (and it is deemed necessary to capture
the man-hours expended against those trades, carry out the following (illustrated in Figure 2):

1. Annotate the “Trade Code” column with the trade code of the task.
2. Annotate the first signatory’s trade code in the “Printed Name” box adjacent to the tradesman’s name.

**Note:**

Man-hours expended for each trade can then be entered in Block 2 (MOD Form 707B(IS)) or Block 6 (MOD Form 707B(ADP)).

*Figure 2. Example of different trade codes and trade assistance signing on the rear of MOD Form 707B(IS).*
Chapter 4.3

Guidance on Certifying MOD Forms 707MP & 707MS

Table of contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>1</td>
</tr>
<tr>
<td>1.3</td>
<td>1</td>
</tr>
<tr>
<td>1.4</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.1</td>
<td>2</td>
</tr>
<tr>
<td>3.2</td>
<td>2</td>
</tr>
<tr>
<td>3.3</td>
<td>2</td>
</tr>
<tr>
<td>3.4</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Figure 1. Example of a ‘Single Operation Certification on a MOD Form 707MS’</td>
<td>3</td>
</tr>
<tr>
<td>Figure 2. Example of a ‘Single Operation Certification on a MOD Form 707MP’</td>
<td>4</td>
</tr>
<tr>
<td>Figure 3. Example of a ‘Group of Operation Certification on a MOD Form 707MP’</td>
<td>4</td>
</tr>
<tr>
<td>Figure 4. Example of a ‘Complete Block Certification on a MOD Form 707MP’</td>
<td>4</td>
</tr>
<tr>
<td>Figure 5. Example of a ‘Complete Block Certification on a MOD Form 707MS’</td>
<td>5</td>
</tr>
<tr>
<td>Figure 6. Example of a ‘Whole Page Certification on a MOD Form 707MP’</td>
<td>5</td>
</tr>
<tr>
<td>Figure 7. Example of a ‘Not Applicable Certification’</td>
<td>6</td>
</tr>
</tbody>
</table>

1 General

1.1 Introduction
This chapter is intended to give engineering tradesmen some guidance on the various ways they can certify tasks on the appropriate MOD Forms 707MP or 707MS (and RAF Form 2988 for older aircraft) that they have carried out. This chapter does not cover how to raise a Maintenance Procedure (MP) or how to fill out the cover sheet (MOD Form 799(MC)); those instructions are contained within the MOD Form 799(MC).

1.2 Associated Publication
This chapter is associated with the following publication:

1 CAE 4000 Series: Continuing Airworthiness Engineering Regulations.

1.3 Applicability
This chapter is applicable to all engineering personnel conducting maintenance activities within the MAE and recording them using MOD Forms 707MP and 707MS.
1.4 Terms Used
Throughout the chapter the MOD Forms 707MP and 707MS, and RAF Form 2988, will be referred to as Maintenance Records (MRs)

2 Certification of MOD Forms 707MP and 707MS
When certifying work on F707MP and F707MS, supervisors must ensure that the method used, clearly and unambiguously, shows the activity or activities carried out by each tradesman.

3 Certification Methods for Maintenance Records (MRs)

3.1 General
At present there are no Instructions for Use (IFU) for the completion of MRs. The only instructions available relate to completing the cover sheet – MOD Form 707MC, contained within the MOD Form 799(MC). Guidance on how to certify against tasks on MRs were historically detailed in the now obsolete AP 100C-06; these historic details have formed the basis of this chapter and unless instructed otherwise, each tradesman or supervisor is free to select and use the most appropriate and practical of the methods detailed in the following paragraphs. The tradesman and supervisor must use the same method for each task(s) certified on the MRs.

Note:

1 The Time/Date/Month (TDM) and tradesman’s/supervisor’s man-hours must be entered against each work shift, which must be ruled off. Where a group of operations, a full block, or complete page of work is completed, the TDM and man-hours must be entered for the complete group, block or page.

2 There is no need for tradesmen, or supervisors, to enter their printed name on the MRs along with their initials/signatures when using the methods explained below as long as their full details are captured on the cover sheet (MOD Form 707MC).

3 The ‘Code’ column on a MOD Form 707MS must not be used to annotate the trade code of the person carrying out the task(s). Instead, the specified code from the platform’s Topic 5A1 (Master Maintenance Schedule (MMS)) must be entered in this column by the person raising the work package.

3.2 Single Operation
A tradesman, or supervisor, may certify a single operation with their initials only. If the operation is contained within a block of numerous operations, the tradesman should rule a line both immediately above and below the operation in question (see Figure 1 and Figure 2).

Note:

1 An operation is defined as the ‘work required’ detail as shown in the right hand column of the ‘work detail’ area.

2 Individual operations linked by pre-printed brackets within the ‘work detail’ area must be treated as a single operation.

3.3 A Group of Operations, Complete Block or Whole Page
Apart from the method described above for Single Operations, all other work must be certified using the following method. A tradesman, or supervisor, may certify more
than one operation, a complete block of operations or a whole page of operations as follows:

1. Draw a horizontal line across the whole page immediately above the first operation to be certified (for a group of operations within a block or page).

2. Draw a horizontal line across the whole page immediately below the last operation to be certified, unless the last operation to certify is the last of a block and the 707MP/MS already has a line drawn across the page.

3. Turn the page through 90 degrees and sign, using a full signature, between the lines drawn in stages 1 and 2 above. Close any remaining space between the lines and signature using arrows (see Figure 3, Figure 4, Figure 5 and Figure 6 below).

**Note:**

1. If a whole page is being certified there is no need to draw a line at the top and bottom of the page (although tradesmen, or supervisors, may do this if they wish). The tradesman, and supervisor, must ensure that the arrows cover the entire length of the page to encompass every operation to be certified.

2. A whole page can only be certified providing that there are no block separators. A block separator is defined as a change of block paragraph number, or where a horizontal line has divided a page.

3. Bracketing multiple operations together is not advised. Any slight mistake with the brackets can lead to ambiguity as to which tasks are being certified. Drawing a horizontal line removes that ambiguity and so it is advised against the use of brackets.

### 3.4 Operations that are Not Applicable

When there are single operations, or whole blocks, that are not applicable to the task, the supervisor must rule off the operation/block. A diagonal line from bottom left to top right must be ruled through the area and the supervisor must initial and TDM the entry with a brief entry in the suspected faults box as to why the operation/block is not required (see Figure 7).

*Figure 1. Example of a ‘Single Operation Certification on a MOD Form 707MS’.*
Figure 2. Example of a 'Single Operation Certification on a MOD Form 707MP'.

Figure 3. Example of a 'Group of Operation Certification on a MOD Form 707MP'.

Figure 4. Example of a 'Complete Block Certification on a MOD Form 707MP'.
Figure 5. Example of a ‘Complete Block Certification on a MOD Form 707MS’.

Figure 6. Example of a ‘Whole Page Certification on a MOD Form 707MP’.

Table: Example of a 'Whole Page Certification on a MOD Form 707MP'.

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Details</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>LH and RH brake pedals</td>
<td>Release both pedals. Release Item 4.6.</td>
</tr>
<tr>
<td>4.9</td>
<td>Brake test button</td>
<td>Release. Release the LH and RH pressure indicators to zero.</td>
</tr>
<tr>
<td>4.10</td>
<td>Brake pedals</td>
<td>Release.</td>
</tr>
<tr>
<td>4.11</td>
<td>External hydraulic power supply</td>
<td>Switch OFF (DAP 101B-4104-1EG Chap.21-00).</td>
</tr>
<tr>
<td>4.12</td>
<td>MLG LH up-lock</td>
<td>Close manually (DAP 101B-4104-1HA).</td>
</tr>
<tr>
<td>4.13</td>
<td>Test 2 button on the CWP</td>
<td>Depress and ensure that the A-SKID warning light illuminates as long as the test button is depressed (DAP 101B-4104-1HA Chap.55-55).</td>
</tr>
<tr>
<td>4.14</td>
<td>MLG LH up-lock</td>
<td>Open manually (DAP 101B-4104-1HA Chap.55-55).</td>
</tr>
<tr>
<td>4.15</td>
<td>Circuit-breakers 242 and 500</td>
<td>Trip (DAP 101B-4104-1HA Chap.55-55).</td>
</tr>
<tr>
<td>4.16</td>
<td>Aircraft</td>
<td>Lower off jacks (DAP 101B-4104-1HA Chap.55-55).</td>
</tr>
<tr>
<td>4.18</td>
<td>External hydraulic power supply</td>
<td>Set the pressure to 27000 kPa (270 bar) and the flow to 50 l/min (DAP MP 26-51/5).</td>
</tr>
</tbody>
</table>
Figure 7. Example of a ‘Not Applicable Certification’.

<table>
<thead>
<tr>
<th>DETAILS OF THIS CARB</th>
<th>TRADEMARK</th>
<th>BRIEF DETAILS OF ASSOCIATED FAMILY (A) AND MODE(S)</th>
<th>SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Enter: Some details may be more applicable to A/C etc. A/C may mesh well.
- End: Initials: TBM.