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**Ministry  
of Defence**

**JSP 886  
THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 3  
SUPPLY CHAIN MANAGEMENT**

**PART 301  
CONDITIONING OF TECHNICAL EQUIPMENT WITHIN  
THE MILITARY AIR ENVIRONMENT (MAE)**

<b>VERSION RECORD</b>		
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1.0	01 Jul 08	Initial JSP 886 Publication
1.1	24 Jul 09	Rewrite and Conversion of the Leaflet to be Applicable to the MAE Only.
1.2	10 May 10	Chap 1, Annex B, Paras 3a and 5 - Amended to reflect signature by an Authorised Conditioner and the Conditioning Stamp requirement deleted. Para 3b is Reworded to ensure the condition on the voucher agrees with that on the Form 731.
1.3	14 Feb 12	Formatting and Style Update.
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## **CHAPTER 1: CONDITIONING OF EQUIPMENT**

### **PURPOSE**

1. The Purpose of this leaflet is, within the Military Air Environment (MAE), to outline the responsibilities of supply staff in the conditioning of technical equipment. Policy for the conditioning of technical items within the MAE is provided in JAP 100A-01 Chapter 9.5.

### **INTRODUCTION**

2. Logistics transformation within the MAE has replaced 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Line with Depth, which has no recognized sub-divisions. This has allowed MAE PTs to adopt Depth repair strategies that are optimized to their business arrangements and which may not fit the traditional R2/R3/R4 and T3/T4 model. Notwithstanding this, existing MAE Log IS relies on the R2/R3/R4 designations to identify repairable assets and route unserviceable equipment to the appropriate repair location. This leaflet details interim procedures pending the development of a pan-defence process.

3. The act of conditioning an item of equipment requires an authorised person to determine and state whether the item is serviceable and, if not, whether it is repairable, and in broad terms where such repair should be effected. The routing of equipment for repair is largely directed by the terms of the appropriate support contract and will be detailed in the aircraft Topic 5W (or equivalent) and / or support contract documentation.

### **AUTHORITY TO CONDITION EQUIPMENT**

4. OCs Forward and Depth are responsible for selecting and authorising personnel of appropriate rank and trade to condition technical equipment in accordance with [MAP-01 Chapter 9.5 Technical Equipment - Conditioning and Preparation for Movement or Storage](#) and for maintaining a register of personnel so authorised.

5. Items of C class serviceable equipment may be categorised Serviceable by a Supply tradesman when it is re-packed and re-labelled within the Supply organisation. If, however, a safety certificate is required, then technical assistance is to be sought.

### **When Conditioning is Not Required**

6. Conditioning is not required in the following instances:
- a. When items are the subject of cannibalisation as defined in JAP100A-01 Chapter 6. They do not require conditioning unless they are returned to the Supply organisation.
  - b. When items have been received from industry as new and unbroached. The accompanying Form 640 or equivalent document will provide confirmation that the item was serviceable when dispatched.

### **CONDITION CATEGORIES**

7. The categories to be used when assessing the condition of equipment are as follows:
- a. **Serviceable.** This is to be used for an item of equipment that is fit for immediate use and capable of performing its designed function.

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b. **Unserviceable.** Technical equipment that is unfit for immediate use and incapable of performing its designed function is to be conditioned 'Unserviceable'. To facilitate the routing of unserviceable assets to the appropriate repair location / organisation, the Unserviceable equipment should be further annotated with the qualifier R2, R3, R4 in accordance with the Topic 5W or equivalent as follows:

(1) **R2.** The annotation R2 is to be applied where the item is to be routed to an in-system (ie MOD account). For example, where depth repairs are conducted at an MOB and the unserviceable asset remains on the repairing unit MJDI account.

(2) **R3.** The annotation R3 is only to be used for items using designated specialist repair arrangements as notified by the PT in the Topic 5W or equivalent.

(3) **R4.** The annotation R4 is to be applied where the item is to be routed to an out of system account (eg: as an external issue to a repair contractor) or where there is no recorded depth repair route and further advice is required from the PT.

In all cases the PT published (Topic 5W or equivalent) repair policy provided the definitive authority for use of repair descriptors R2, R3, R4. [Where the topic 5 or equivalent is not available, the PT remains the ultimate authority on repair policy and hence repair codes to be used].

c. **Scrap.** An item of scrap is an item of P or L class technical equipment that is unfit for its designed use to the extent that it cannot be repaired economically.

#### **CONDITIONING LABELS TO BE USED**

8. The condition of an item of equipment is to be stated on the equipment labels which are to be attached to the item prior to its return to stores. The equipment labels to be used are:

a. **MOD Form 731.** The MOD Form 731 is used on Class P and L equipment which is conditioned Serviceable / Unserviceable. Photocopies may be used but the conditioning signature MUST be original.

b. **Form 3910.** The Form 3910 is used on Class C equipment which is conditioned Serviceable and which is being returned to the Supply Sqn or is being re-packed or re-labelled, as permitted by Paragraph 6 above, by Supply tradesmen.

c. **Form 3910C.** The Form 3910C is used on equipment of any class which is conditioned Scrap and is returned to the Supply Chain.

9. When Class P or L equipment is declared Serviceable, the condition and safety certificates on MOD Forms 731 are to be signed to certify the condition and to show that the equipment is properly prepared for movement or storage. The unused side of the MOD Form 731 is to be used to record a change in condition to or from Serviceable whenever it is practicable to do so: the superseded side is to be clearly crossed through in such cases.

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### **Label Completion**

10. All of the information called for on the conditioning labels is to be entered clearly and correctly by the technical equipment conditioner iaw [MAP-01 Chapter 9.5 Technical Equipment - Conditioning and Preparation for Movement or Storage](#), in particular, all hazard and other safety related information.

11. If the item is subject to Quality Occurrence Report action (QOR), annotate the Form 600 VDU line 7 accordingly and allocate equipment Priority 09 for return.

12. If there is insufficient space on a technical equipment label for the entry of all the information required, the information is to be entered on a sheet of paper, which is to be securely fastened to the reverse side of the label. Whenever a new technical equipment label is attached to an item of equipment, any previous technical equipment label is to be removed and destroyed.

### **PREPARATION OF CONDITIONED EQUIPMENT FOR MOVEMENT OR STORAGE**

13. The person conditioning an item of technical equipment is to ensure that it is properly prepared and packaged for movement and storage on station, [MAP-01 Chapter 9.5 Technical Equipment - Conditioning and Preparation for Movement or Storage](#) refers. The Logistics Organization is responsible for packing it for any subsequent movement off the unit.

14. Any individual item of technical equipment that does not bear labels that have been correctly prepared and signed by an authorised person or which has not been correctly prepared for transit as above, is not to be accepted into the Logistics Organization for on move. Unless and until each item of technical equipment is properly prepared for internal transfer to the Logistics Organization in accordance with the foregoing paragraphs the transaction is to be suspended

15. Following satisfactory receipt of equipment returned from user flights or sections, the marking and packing of equipment into outer crates or containers is the responsibility of the Logistics Organisation; however when necessary he is to seek advice from OC Forward / Depth.

### **Equipment Held in Main Stock**

16. If deterioration occurs or is suspected in items of equipment in store, the Logistics Organization is to arrange for an independent assessment of the condition of these stores by suitably qualified staff.

### **Equipment Subject to Special Regulations**

17. **Ranges Requiring Special Handling.** Annex A lists the more important ranges of equipment subject to special regulations and / or safety precautions.

18. **Security Classified Equipment.** Equipment classified as RESTRICTED or higher is subject to special disposal instructions and is not to be scrapped without the authority of the PT concerned.

19. **Aircrew Wrist Watches.** When unserviceable, the two (2) major types of aircrew wrist watches are to be conditioned as follows:

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a. Watch, Wrist Electronic General Service (L class store), if still unserviceable after battery change, is to be conditioned as scrap and mutilated.

b. Watch, Wrist Electronic Chronograph (P class store) is to be conditioned Unserviceable (R4) for repair under contract, including battery change.

20. PTs may authorise the return to depot of Serviceable equipment which has been issued forward of a Supply Squadron. In this event, equipment with the original packaging intact may be returned to the depot without an MOD Form 731 / Form 3910. When the original packaging is not intact, equipment is to be returned with an MOD Form 731 / Form 3910 completed in accordance with Paragraphs 14 to 16.

**Notes:**

<sup>1</sup> An individual who has been authorised to condition items of equipment as scrap is not to exercise that authority in respect of any items for which he is personally accountable as an inventory holder.

<sup>2</sup> Hazard not present when handled under normal circumstances.

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**ANNEX A: SPECIAL PROCEDURES OR RESTRICTIONS IN THE ASSESSMENT OF THE CONDITION OF CERTAIN EQUIPMENT**

**Items Containing Explosives and Other Items Requiring Safety Precautions**

1. The Examining Officer is to ensure that all explosive components have been removed, that all other safety precautions have been carried out and that equipment such as air bottles, ERUs, ejector seats, pneumatic shock absorbers, etc., have been rendered safe. When the Examining Officer is satisfied that these conditions have been met he is to complete and sign the certificate on Form 3910C or MOD Form 731 as appropriate. The certificate is to indicate clearly the condition of the equipment and any action taken to render it safe for handling. Labels must be attached to all items whatever their condition.

**Hazardous Equipment**

2. Many items of Service equipment contain materials of a hazardous nature which must be given special handling and storage conditions. Examples of such hazardous materiel are given in Table 1 below:

**Table 1: Examples of Hazardous Materiel.**

<b>Ser</b>	<b>Type of Hazard</b>	<b>Hazardous Items</b>
1	Radioactive sources	Radioactive thermionic valves and Radiac instrument test sources
2	Toxic material	Liquid oxygen, poisons and acids
3	Corrosive materials	Photographic developers, fixing agents and disinfectants, etc
4	Gases	Hydrogen, oxygen, acetylene
5	Explosive substances	Ammunition etc
6	Inflammable material	All liquid fuels, F & L, white spirit, methylated spirit, etc
7	Magnetic Material	Magnets fitted with Magnetrons, Klystrons, Backward Wave Tubes, or equipment containing these valves.
8	Live Electronic	Electronic Equipment with its mains or standby battery connected Equipment

3. Such hazardous materiel may sometimes be contained within larger sub-assemblies or main equipments which will therefore require special treatment and handling. When information is not contained in HSIS, examining and supervising officers are to ensure that a safety data sheet is available with the equipment and that the appropriate safety precautions are taken by all personnel handling such equipment. In addition they are to ensure that the nature of the hazard is clearly identified and marked on outer containers in accordance with MOD or NATO standards, as appropriate. Details of container markings are shown in Defence Standards Publications DEF 1234.

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**ANNEX B: A GUIDE TO THE DIVISION OF RESPONSIBILITIES BETWEEN  
ENGINEERING AND SUPPLY PERSONNEL - COMPLETION OF CONDITIONING  
LABELS**

**Authorised Conditioner**

1. [MAP-01 Chapter 9.5 Technical Equipment - Conditioning and Preparation for Movement or Storage](#) refers.
2. Arrange with Logistics staffs for collection of repairable or surplus serviceable item.

**Unit Supply Staff**

3. On Collection / Return to Store, Check Form 731 and confirm that:
  - a. The label is signed and dated and the signatory is an Authorised Conditioner IAW JAP 100A-1 Chapter 9.5.
  - b. The voucher must match the condition stated on the Form 731.
  - c. Ensure that an STC container is used if specified in the documentation and that:
  - d. The STC is securely fastened.
  - e. The Form 731 is visible without disturbing the security of the STC stowage.
  - f. Ensure the ERC, if applicable, accompanies the item.

**Stockholding Group Prior to Acceptance**

4. Check that the item is:
  - a. Clearly identified with 'condition' readily ascertainable such as Form 731 / Form 3910, as appropriate, or package unbroached.
  - b. Adequately protected for storage. If not, protect against dust and accidental damage whilst in store.

**Prior to Despatch Off-Base**

5. Check the label for clear identification and if Form 731 has been used, check that the appropriate condition block has been signed and dated. In addition:
  - a. Check that the ERC is enclosed, if applicable.
  - b. For C class stores, if the package is broached:
    - (1) Ensure that the PPQ is correct.
    - (2) Seal and affix the completed Form 3910.

**Notes:**

1. Other than for deficient test leads, few items can be conditioned as Serviceable if incomplete.
2. If a replacement item is received in an STC, items are to be exchanged and the STC properly stowed and secured for transit. A duplicate Form 731 (fully completed) is to be firmly attached in such a manner that the STC does not need to be opened again in order to read the Form 731.
3. A Form 3910 raised in the Supply organisation may be signed by a Supply tradesman.