

General Instructions For Use

1. **Introduction.** The Reaper GCS MOD Form 700 consists of a variety of specified loose-leaf forms, selected from the MOD Form 700 numerical series, to suit the maintenance policy. The forms are held in a MOD Form 700C - Aircraft Maintenance Form Cover (using either 38mm or 50mm ring binders).
2. Regardless of any additional detailed recording made elsewhere, the MOD Form 700C must at all times reflect the serviceability state of the GCS to which it refers.
3. The forms contained within the MOD Form 700 constitute certificates under the Navy, Army or Air Force Acts. Once signed, maintenance documents constitute legally binding certificates; therefore, the importance of correct recording and certification cannot be over emphasized:

“ALL PERSONNEL ARE REMINDED THAT IT IS AN OFFENCE TO SIGN A CERTIFICATE WITHOUT FIRST ENSURING ITS ACCURACY”.

The responsibilities of personnel certifying these forms are detailed in MAM-P Chapter 2.4.

4. **Entries.** All entries in the MOD Form 700 are to be legible and made in black permanent ink (except where the use of another colour or medium is specified).
5. **Erroneous Entries.** Erroneous entries in the MOD Form 700 are to be ruled through and the statement “Entered in Error” (or “EinE” if there is insufficient space) is to be made and cleared by a signature and printed name, or initials only if space is limited (eg amending an incorrect SNOW on a MOD Form 707A). The use of correction fluid is prohibited.
6. **Certifying Work.** Unless otherwise stated, work is to be certified by a full signature and a printed name. On the occasions where initials are detailed as being acceptable, individuals should be aware that the use of initials has the same legal significance as a full signature and requires no lesser degree of care or scrutiny of the task undertaken.
7. **Register of Controlled MOD Forms (MOD Form 713).** The MOD Form 713 is a Register of Controlled MOD Forms. A list of controlled forms is identified on the MOD Form 799/1(Reaper)(GCS) and these are only to be inserted, or removed, by appropriately authorized personnel. Controlled forms are to be inserted, removed and retained as follows:

- a. **Insertion.** Enter the next serial number in sequence for the particular form on the MOD Form 713. Enter this serial number and any other header detail on the form. File the form in the appropriate section of the MOD Form 700C.

Notes:

1. Where a MOD Form 705(A/C type) has a month/number layout for the Sheet No (eg. MAR/07), then at the start of each month a new MOD Form 705(A/C type) is to be recorded in the MOD Form 713 with the number being sequential from 01.
 2. For ease of use the MOD Form 713 has been created as one main block front and rear. The blocks may be further sub-divided by separating each MOD Form with a horizontal rules line across the ‘Form No’ column.
- b. **Removal.** When a form is removed from the MOD Form 700C, its serial number is to be struck through on the MOD Form 713. Part completed forms are to have all empty lines ruled through. In addition, the individual removing the controlled form must certify, as appropriate, that:
- (1) The sheet being removed has been completed, in accordance with the appropriate regulations and instructions for use.
 - (2) Any outstanding entries have been transferred to the appropriate MOD Form 707 series form.
 - (3) The form being removed has been retained or disposed of in accordance with the Topic 2(R)1 and JSP 440.

This is done by initialling the shaded box adjacent to the sheet serial number on the MOD Form 713 and, where necessary, carrying out the following:

- (1) Where the form being inserted includes a “previous sheet completed” or “entries brought forward” certificate (eg MOD Form 721), certify that the previous sheet has been completed or entries brought forward by signing at the appropriate section.

c. **Retention/Disposal.** Controlled forms removed from MOD Form 700C are to be retained as detailed in the Topic 2(R)1.

8. **Removal and Disposal of the MOD Form 713 from MOD Form 700C.** When a section of the MOD Form 713 is completed, an authorized person is to transfer the serial number of all in-use forms to a new MOD Form 713 and initial the form “Previous Sheet Completed” box to certify this action. In order to maintain an audit trail, the removed MOD Form 713 is to be retained until the next MOD Form 713 is completed or 6 months, whichever is the longer, and then destroyed.
9. **Cross Referencing Entries in the MOD Form 700C.** Where there is a requirement to cross reference entries in the MOD Form 700C then the cross

reference is to consist of one of the following:

- a. Sheet/page number and line number/letter.
- b. Originating Reference Number (ORN) consisting of a unique Serial Number of Work (SNOW) and day, month and year from the relevant MWO.

A statement should be made to cross reference back to the original entry, wherever possible.

10. Transfer of Aircraft Documentation Between Units. Instructions for the transfer of aircraft documentation between units are contained in MAM-D Part 1 Chapter 3.

11. Amendment Approval. The MOD Forms contained in a MOD Form 700C are not to be amended without prior approval of the Military Aviation Authority Regulator (DSA -MAA-Reg-CAw4-MAPLIS) and the form sponsor. Unsatisfactory features of MOD Forms should be reported using the MOD Form 765 procedure in MAM-D Part 2 (MOD Posters 302A and 302B).