

Instructions for Use

LITS Item Deferred Capture Log - MOD Form 704Z(LITS)

1. **General.** MOD Form 704Z(LITS) (LITS Item Deferred Capture Log) is to be used to record all STItems that are fitted to an aircraft/equipment type but cannot be entered onto the LITS database, either because one or more pieces of mandatory information cannot be obtained from the STItem and/or its accompanying log card, or the data which has been captured is subject to ratification or clarification prior to its entry into the LITS database.
2. **Removal and Insertion.** The MOD Form 704Z(LITS) is to be inserted into, and removed from, Section 3 of the MOD Form 700C in accordance with the Instructions for Controlled Forms on MOD Form 799/1, except that a 3 digit sheet serial number is to be used. The person raising a new MOD Form 704Z(LITS) is to complete both the aircraft/equipment type serial number and the sheet number prior to recording any other information on the form.
3. **Raising an Entry.** To raise an entry on the MOD Form 704Z(LITS) the Co-ordinator of a Maintenance Work Order that contains information that meets the criteria in Para 1, is to ensure that the following actions are carried out:
 - a. Enter the originator's MOD Form 707B SNOW and original date, using one line of the MOD Form 704Z(LITS) for each STItem that cannot be registered onto the LITS database.
 - b. Enter all information available, including, where possible, a full description of the STItem, the fitted position, and the serial and part numbers. Fields may be left blank if the required information is not available, but the reason for deferral box is to clearly state why the MOD Form 704Z(LITS) entry has been raised.
 - c. Print the name of the person authorizing the deferment (holding auth MAMP-G703) and the period for which the data capture is being deferred. Deferments are to be for a specified period e.g. date or flying hours.
 - d. All LITS items with Standard Maintenance Tasks (SMT) codes entered onto the F704Z(LITS) are to have their remaining life tracked by placing an entry in the aircraft F700 Supplementary Maintenance Record (SMR) log (F727C & F727D) and/or F721B(LITS).
4. **To extend the Period of Deferment.** Before signing the 'Supervisor' block of the appropriate MOD Form 707 series, the person authorizing the extension to the period of deferment is to ensure that:
 - a. The specified period of deferment is appropriate and the minimum necessary.
 - b. Details of the entry from the MOD Form 704Z(LITS) to the associated MOD Form 707 series, including a reference to the original MOD Form 707 series, have been transferred correctly.
 - c. The new deferment period has been entered in the second 'Deferred Until' block and the first block has been ruled through.
 - d. The name of the person authorizing the new deferment period has been printed in the second 'Print Name of Person Authorizing Deferment' block and the first block has been ruled through. Deferments are to be for a specified period e.g. date or flying hours.
 - e. All LITS items with Standard Maintenance Tasks (SMT) codes entered onto the F704Z(LITS) are to have their remaining life tracked by placing an entry in the aircraft F700 Supplementary Maintenance Record (SMR) log (F727C & F727D) and/or F721B(LITS).
 - f. The new MOD Form 707 series reference and date have been recorded in the 'Last SNOW' and 'Last Date' blocks of the MOD Form 704Z(LITS).
5. **Clearing an Entry.** To clear an entry on the MOD Form 704Z(LITS), the following actions are to be carried out:
 - a. Raise the new MOD Form 707B(IS) for the LITS data capture.
 - b. Once full data has been obtained and the STItem has been entered onto the LITS database, enter the new SNOW and name of the individual co-ordinating the MOD Form 707B(IS) in the clearance box.