

Instructions for Use

Outstanding LITS Entry Log - MOD Form 707AL(LITS)

Outstanding LITS Entries - General Principles (MAM-P, Chapter 2.4).

1. These instructions constitute a concession to the normal co-ordination principles detailed under Reference A; which is to be applied by Co-ordinators only when operational circumstances demand.
2. Where an aircraft or equipment subject to LITS recording is urgently required, but where LITS is not immediately available for recording a particular completed task, the subject Maintenance Work Order (MWO) and associated MWO Log entry may be co-ordinated and closed providing:
 - a. The Co-ordinator is satisfied that safety is not compromised (ie. All other Reference A requirements have been met).
 - b. The outstanding entry has been recorded in the Outstanding LITS Entry Log (Log), MOD Form 707AL(LITS).
3. The subject MWO is to be retained until such time as LITS becomes available, when the required entry is to be immediately made and the associated Log entry cleared. Thereafter, the MWO is to be returned for normal archive retention.

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4. MOD Form 707AL(LITS) is used to record co-ordinated on and off aircraft tasks for which LITS entries remain outstanding. Usage is to accord with the appropriate instructions detailed in the following paragraphs. (Note: the Log should not be confused with the MOD Form 704Z(LITS), used to defer 'capture' of a STItem onto LITS).

On-Aircraft Use

5. **Insertion & Removal.** MOD Forms 707AL(LITS) are to be inserted into and removed from the MOD Form 700C in accordance with the instructions for controlled forms on MOD Form 799/1, except that the person raising a new sheet is to strike through the words 'Work Centre' in the Aircraft Serial No/Equipment No/Work Centre field title and complete the Aircraft Serial No/Equipment No.
6. **Line Entry.** When appropriate (see Paragraphs 1 and 2), the Co-ordinator of the subject MWO is to enter the SNOW, Date and LITS Entry Requirement on the next available line of the Log.

7. **Line Clearance.** When the outstanding entry has been actioned on LITS an authorized Co-ordinator is to clear the Log entry by completing the Date and Printed Name fields.

Off-Aircraft Use

8. **Insertion.** MOD Forms 707AL(LITS) are to be inserted adjacent to the in-use MWO Log. The person raising a new sheet is to enter the next Sheet No in sequence, strike through the words 'Aircraft Serial No/Equipment No' in the Aircraft Serial No/Equipment No/Work Centre field title and complete that field.
9. **Line Entry and Clearance.** Line Entry and Clearance procedures are as detailed in Paragraphs 6 and 7.
10. **Removal, Retention and Disposal.** MOD Forms 707AL(LITS) are not to be removed until all line entries have been closed and all unused lines ruled through. Removed forms are to be retained in accordance with local instructions for a period of 12 months. Thereafter, the forms may be destroyed.