

# Compilation Guide For MOD Form 731 'Serviceable'

Enter the Ship/Station/Unit/Contractor (and its Code if known) where the item was made serviceable.

Enter the Originators Reference Number (ORN) of the work order on which the item was made serviceable. Not all serviceable arisings will be attributed to an Aircraft eg when equipment Primary packaging has been broached. In this instance the Aircraft No. boxes are to be ruled through.

Indicate whether the item has an Engineering Record Card (ERC). If yes, enter the relevant Form No: eg MOD Form 735.

## SERVICEABLE - Equipment Conditioning Label

MOD Form 731  
(Revised Apr 12)  
PPQ = 500

For a component which has its life monitored, complete the relevant blocks and enter "N/A" in the other blocks.

Enter the NATO Stock Number or the Section and Reference Number. (bar code area if required).

The part number is to be entered if known. (bar code area if required).

Enter the Serial Number, in full, including all punctuation. If no Serial Number, enter "None". (bar code area if required).

Enter the description or name of the item. For LITS tracked items enter the LITS Equipment Type and the description, if space permits.

LITS/GOLDesp On-Line (GOL) use only. AT300B Series, Desktop Instructions for Menu-step AT3600 refers. (LITS only) (bar code area if required).

Ship/Station/Unit/Contractor (Where made Serviceable)		Work No	Aircraft No	Day	Mth	Yr	<b>SERVICEABLE</b>	
NATO Stock No / Sect & Ref No*							<b>Life Data</b>	
		ERC Attached Yes / No *		ERC Form Number				
		Authorised Life		Authority				
Part No		Total Usage Since		Life Remaining To / Date Due				
		New		Bay Maintenance				
		Reconditioned		Reconditioning				
		Installed		Finite Fatigue				
Serial No		<b>Tracked Asset</b>		LIS Yes / No *		Qty		Quality Occurrence Report (QOR) / Incident Report (IR) / Calibration* Yes / No*
		NSCM / CAGE		Name of LIS:				
Description		<b>Safety and Hazard Information</b>						
LITS Equipment Type / GOLDesp		<b>Is Part / Serial No* Different Yes / No *</b>						
		Original Part No						
		Original Serial No						

Annotate if Asset is to be tracked by a Logistic Information System (LIS), and place name of the LIS in the box below.

Indicate if item is subject to a Quality Occurrence Report (QOR)/Incident Report (IR)/Calibration and handle in accordance with current instructions.

The quantity of items should always be included, a single item must be entered as "one". Only in exceptional circumstances should an omnibus MOD Form 731 be raised. Where equipment is to be returned to a supply organization multiple quantities are not permitted.

Logistic Information System (LIS) use only.

Enter a short statement on any safety warnings that are applicable to the item: eg. Mercury, Sulphuric Acid, Asbestos, Compressed Nitrogen.

If Part or Serial Number has changed, annotate the applicable blocks with the original part or serial number.

GOLDesp On-Line (GOL) use only

LIS Work Order No: Insert the Work Order No. created by the Logistic Information System (LIS) if different from the ORN. (bar code area if required).

Where deficiencies exist for items conditioned Serviceable, these must be approved by the appropriate responsible person/organisation (local unit engineering management) to ensure the deficiency does not impact item usability for receiving organisation/end user prior to conditioning of MOD Form 731. Refer to MAM-P, Chapter 4.10.

Serviceability codes A1 or A2 are to be entered as applicable iaw MAM-P Chapter 4.10 paragraph 1.7. Additionally, if the person receiving the item needs information that may assist them, enter it here: eg Mod states, Special blanks fitted, Inhibited.

LITS use only. To be used for the following:  
(a) To indicate the component is a STItem.  
(b) To provide a record that the STItem's Electronic Service Record has been checked for currency and updated when necessary.

FOLD HERE		<b>SERVICEABLE</b>		<b>SERVICEABLE</b>		FOLD HERE	
LIS Work Order No							
Deficiencies							
Remarks							
<b>Significant Trackable Item (STItem)(LITS RAF only)</b>		<b>PDF - 417 Bar Code / GOLDesp Data Information *</b>					
STItem Y / N *	ESR Checked for Currency/Updated * Y / N *						
Rank/Name							
Unit							
<b>Condition and Safety Certificate</b>							
The signature/stamp below certifies that the item is serviceable and that the relevant Safety Precautions / Inhibiting / Preservation actions have been taken.							
Condition	Rank & Name	Date	Signature/Stamp				
<b>SERVICEABLE</b>							

\* Delete as Appropriate

### SERVICEABLE

- Physical Instructions**
- Whenever any component is removed or is in transit, 2 MOD Forms 731 are to be completed IAW this Poster and attached as follows:
    - For immediate packing.**
      - Individually protect the MOD Forms 731 in polythene.
      - Securely attach one MOD Form 731 to the component and the other to the outside of the packaging.
    - For transit unpacked or for packing at a later date.**
      - Fold the MOD Form 731 down the dotted line.
      - Protect the MOD Forms 731 in polythene.
      - Securely attach the MOD Forms 731 to the component.
- Note:** Personnel later packing a component are to undertake the actions of **Paragraph 1 a.**

Complete the Conditioning and Safety Certificate iaw: MAM-P Chapter 4.10.