

Instructions for Use

Heavy Supply Parachute Equipment Receiving/Issuing Certificate - RAF Form 7383 Light Parachute Equipment Receiving/Issuing Certificate - RAF Form 7384

1. RAF Forms 7383 and 7384 are used to record the receipt or issue of parachute equipment between the Airborne Forces Parachute Support Unit (AFPSU) and user formations. The forms are a single page, colour coded, No Carbon Required (NCR) document, raised in quadruplicate.
 - a. **Start Time/Date.** Start time and date.
 - b. **Finish Time/Date.** Finish time and date.
Note: Times are to be entered in 24 hour format, eg 3pm 25 Sep 23 is entered as 1500250923.
 - c. **Task.** HQ 1 Group task number or exercise name.
 - d. **Vehicle Reg No.** Collecting or delivery vehicle registration details.
 - e. **AFPSU No.** Unique serial number from AFPSU maintained register.
 - f. **Unit Form.** Name of unit receiving or returning the equipment.
 - g. **Transaction Type.** Tick appropriate transaction type.
 - h. **Issued/Received.** Quantity of equipment being returned or issued.
 - i. **Balance.** When equipment is received, the plus (+) or minus (-) balance remaining, after the quantity returned is deducted from the quantity issued to the Unit/task.
Note: This column is for use by the AFPSU Stock Controller and is only completed for receipts of equipment by AFSU.
 - j. **Remarks/Serial Nos.** For local management use.
 - k. **Person Returning/Receiving.** The rank, name and signature of the driver or person receiving/returning the equipment to concur the transaction.
 - l. **AFPSU Load Checker.** The rank, name and signature of the AFPSU person issuing or receiving the equipment to concur the transaction.

3. The completed RAF Forms 7383 or 7384 are to be distributed as follows:
 - a. **Original (Black).** Dispatch to OC Supply RAF Henlow.
 - b. **Duplicate (Red).** Retain and held by AFPSU.

- c. **Triplicate (Green).** Dispatch to Unit concerned (see **Paragraph 2 f**).
 - d. **Quadruplet (Blue).** Hand to driver of the collection or delivery vehicle as their receipt.
4. **Disposal.** On completion of the receipt or issue the completed RAF Forms 7383 or 7384 are to be retained for a period of 27 months and then destroyed.