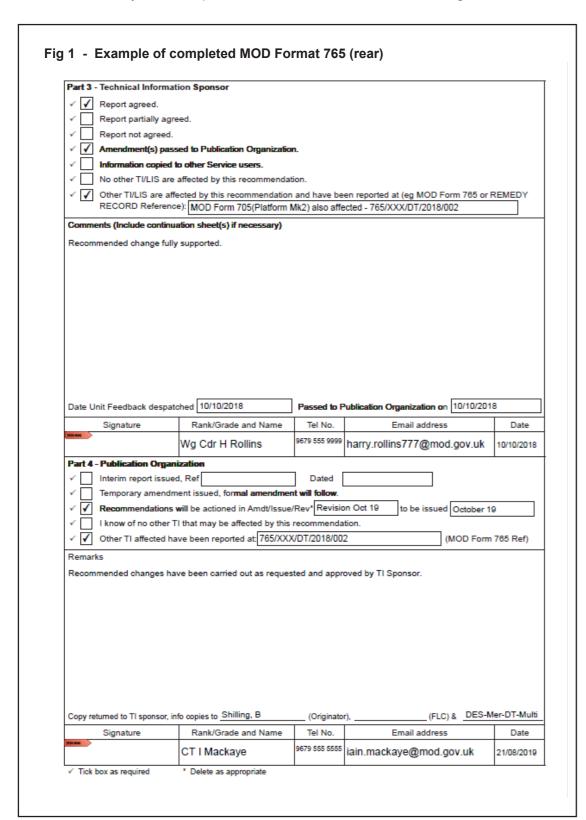
Compilation Guide - MOD Form 765 (Parts 3 and 4)

General

- 1. The MOD Form 765 Unsatisfactory Feature Report (UFR) is used to capture Technical Information (TI) amendment requests throughout the Defence Air Environment.
- 2. The MOD Format 765 is an editable PDF version of the MOD Form 765. The instructions for MOD Form 765 apply to the MOD Format 765 also.
- 3. The MOD Posters 302A and 302B provide user compilation guidance and instructions for the progression of the report.

Notes

- 1. The MOD Form 765 may be used for a variety of TI; therefore, there are no specific time limits set for individual action, or amendment completion. If deemed necessary, time limits may be enforced, but such time limits are to be managed and promulgated by process owners/sponsors of the affected TI.
- 2. Where a form is completed and passed between organizations electronically, it is the responsibility of the process owner/sponsors of the affected TI to ensure that suitable measures have been put in place to confirm the authenticity of the report Certification. The associated signature blocks are to be 'Digitally Signed'.



Part 3 - The recognized TI Sponsor is to:

- 1. Consider the UFR in consultation with any appropriate Subject Matter Expert (SME)* and agree, partially agree or reject the proposal, as applicable, indicating their decision in the tick boxes provided.
- 2. Determine if the proposed amendment will have any effect on other TI, indicating their decision in the tick boxes provided and annotating reference of any associated reports.
- 3. Provide a detailed narrative in the 'Comments' field, providing information in support of their decision.
- 4. Once all fields in **Part 3** have been completed, the TI Sponsor is to certify the report and enter their details in the associated fields.
- 5. Notify the originator and any information addressees of the outcome and the action to be taken. Where the proposal is approved, send the UFR to the Publication Organization (PO) with the necessary publishing instructions.

Part 4 - The PO are to:

- **1**. Indicate the action taken in the associated check boxes, providing information on the expected amendment incorporation date and amendment/issue/revision status.
- 2. Provide any amplifying comments to support the PO's actions.
- 3. The responsible individual from within the PO is to certify the report and enter their details in the associated fields.
- 4. Forward completed UFRs to:
 - a. The Originator.
 - b. TI Sponsor.

Note: MOD Form 765s are to be retained for a period determined by the relevant Type Airworthiness Authority or delegated sponsor of the affected TI. As a minimum, they are to be retained until the next amendment/revision of the affected TI.

^{*}An appropriate SME is an individual with experience and knowledge of the affected TI and associated Air System or equipment.