MOD Format 768D
(Established Sep 24)

AR Task Preparation Certificate

Work Order No.

Task No.

Sheet No:_____

Team Manager's Responsibilities

1. Any NCO taking the post of Team Manager for this task is to:
   a. Be aware of their responsibilities.
   b. Receive sufficient task worksheets for the planned work period.
   c. Receive a sufficient briefing to carry out the task.
   d. Carry out all applicable tool kit control requirements.
2. Contact the Host Unit's management to ascertain:
   a. Hazards within the work area.
   b. Medical cover/fire exits/first aid facilities etc.
   c. Local procedures for the disposal of hazardous waste (eg POL, adhesives, solvents, contaminated rags).
3. Inform the Host Unit's management of any hazardous processes that will be generated as a result of the AR task.
4. Make an overall evaluation of the risks and general working conditions of the area of operation. Any problems are to be reported to the Host Unit's management.
5. Any unresolved problems are to be reported to the SNCO I/C AR Ops Desk.
6. Brief team members on the results of **Paragraphs 2, 3 and 4,** and stress a continued awareness of potential hazards is to be maintained throughout the task.
7. Brief team members of the need to report any visible or suspected damage to the electrical wiring (especially Kapton) seen during the repair task.
8. Ensure adequate workforce/supervision is employed during all lifting operations.

Team Manager's Certificate

Certified I am aware of and understand my responsibilities as Team Manager

Date	Rank	Name	Signature

Team Members Certificate

Applicable to All team personnel

Certifies I have:

1. Read and understood the Aircraft's Safety and Maintenance Notes.
2. Received an ejection seat lecture if:
   a. Required by the Host Unit's management.

   or

   b. Required to comply with MAM-P Chapter 7.1.
3. Received a Health and Safety brief from the Team Manager.
4. Read, understood and maintain currency for initial and all subsequent additional Risk and COSHH Assessments issued to the task.
5. Signed on and off task as appropriate.

Rank	Name	Signature	From	To

Aircraft Preparation Certificate

*To be completed by AR Team Manager (**Sheet 1** only)*

I have checked the relevant Aircraft documentation to ensure the Parent/Holding Unit has carried out its responsibilities in accordance with MAM-P Chapter 4.5.

Rank:_____ Name:_____ Signature:_____ Date:_____

Electrical Safety Certificate

*To be completed by AR Team Manager (**Sheet 1** only)*

I have ensured the Aircraft is safe and earthed for Maintenance.

Rank:_____ Name:_____ Signature:_____ Date:_____

Team Members Certificate

Applicable to All team personnel

Rank	Name	Signature	From	To