

Official (When Completed) Aircraft Repair Task Folder

**Task
Number**

Task Details

Aircraft/Assembly Type & Mark	Serial No.	Original Aircraft/Assembly MWO	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Aircraft/Assembly Location	Parent Unit	Arising Date	Categorization
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Assessor/Surveyor	Date Task Commenced	Date Task Completed	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

	Task Request	Assessment Report
Date Sent		

Task Folder Contents

Mandatory

Task Request	Tool Kit Contents Lists (MOD Form 757 Series)	Contacts and Position Record
Assessment Report (MOD Format 768A)	Copy of Completed MOD Format 768D	DPPE Register
Working Hour Consumption Register	Handover Certificate (MOD Format 768L)	Team Manager's Task Debrief Report

Enclosures

Enclosure	Title/Description	Enclosure	Title/Description
1		22	
2		23	
3		24	
4		25	
5		26	
6		27	
7		28	
8		29	
9		30	
10		31	
11		32	
12		33	
13		34	
14		35	
15		36	
16		37	
17		38	
18		39	
19		40	
20		41	
21		42	

Official (When Completed)

Task Completion Certificate

Appointment	Certified Actions Carried Out			
	Rank	Name	Signature	Date
AR Control				
Surveyor				
SNCO Tech Dev				
SNCO Tech Support				
FS AR				
OC AR				
Tech Admin				
SQAC				

Actions

AR Control

1. Ensure task folder is complete as per the Enclosure and Mandatory Contents list.
2. Where required, act on comments contained in the Team Manager's Debrief Report.

Surveyor

1. Ensure all drawings are either: Destroyed or Archived for Historical Data Preservation.
2. Where Required, act on comments contained in the Team Manager's Debrief Report.

SNCO Tech Support

Where Required, act on comments contained in the Team Manager's debrief report.

FS AR

Comment on Team Manager's Debrief Report.

OC AR

Comment on Team Manager's Debrief Report.

AR Documentation Co-ordinator (Technical Admin)

1. Send copy of Task Debrief Report to Team Managers and SQAC.
2. Update task details on computer database.

SQAC

Any Quality issues either raised or observed to be commented on.