# Official (When Completed) Aircraft Repair Task Folder

Task Number					
Task Details					
Aircraft/Assembly Type & Mark	Serial No.	Original Aircraft/	Assembly MWO		
Aircraft/Assembly Location	Parent Unit	Arising Date		Categorization	
Assessor/Surveyor		Date Task Comn	nenced	Date Task Completed	
Date Sent	Task Request			Assessment Report	

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)

# **Enclosures (Continued)**

Enclosure	Title/Description	Enclosure	Title/Description
43		64	
44		65	
45		66	
46		67	
47		68	
48		69	
49		70	
50		71	
51		72	
52		73	
53		74	
54		75	
55		76	
56		77	
57		78	
58		79	
59		80	
60		81	
61		82	
62		83	
63		84	

	Rec	ord of Initial Documen	tation Issued
	Initial Docum	entation issued to the Aircraft/Assen	nbly Repair Task are listed below
MOD Format 768C*		MOD Format 768K*	MOD Format 768J (A1 to)*
MOD Format 768D*		MOD Format 768L (x2)*	COSHH/Noise/Risk Register*
MOD Format 768E*		MOD Form 757A (x2)*	
MOD Format 768F*		MOD Form 757B (x2)*	
MOD Format 768G*		MOD Form 757C (x2)*	*Complete/Delete as required
Date:	Rank:	Name:	Signature:

Record of Key Contacts and Positions for Task					
Date	Name of Contact	Company	Position	Contact Details	

# **Record of Additional Documentation Issued**

Additional Documentation issued to the Aircraft/Assembly Repair Task are listed below

	Documenta			Surveyor	
Date	Stage	Sheet No's	Rank	Name	Signature
	Stage	Sileet NO 5	IValik	Name	Signature

Task Completion Certificate					
Appointment	Certified Actions Carried Out				
Арропшнеш	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 Deport.

#### 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.