Instructions for Use

Aircraft Maintenance Log - MOD Form 707A

1. The Aircraft Maintenance Log is used to record details of all faults, work required and a brief description of the action taken. Throughout these Instructions for Use the term Maintenance Work Order (MWO) refers to MOD Form 707B(ADP).

2. Insertion and Removal of MOD Forms 707A. MOD Forms 707A are to be inserted and removed from the MOD Form 700C iaw the instructions for Controlled Forms on MOD Form 799/1. The person removing a form is to ensure that the next Serial Number of Work (SNOW) in the sequence has been entered on the next MOD Form 707A.

Use of the Aircraft Maintenance Log (MOD Form 707A)

3. The Aircraft Maintenance Log is used as follows:

a. An Aircraft is placed unserviceable by raising an entry in the Aircraft Maintenance Log. The person reporting the fault, or detailing the work required, is to complete those blocks as detailed in the sub-paragraphs below. In addition, if the co-ordinating certificate on the MOD Form 705 has been completed, they are to inform the MOD Form 700 Co-ordinator immediately.

(1) **SNOW:** The SNOW is a 4-digit number which is to run consecutively up to a maximum of 9999, before recommencement at 0001, irrespective of when scheduled maintenance occurs.

(2) **Date.** Enter the date when the Aircraft is placed unserviceable.

(3) **When How Found (WHF) Code.** For aircrew reported faults this block is to be completed by entering for each fault the WHEN DISCOVERED CODE as detailed in TO 1C-17A-06, Chapter 1, Section IV (Reproduced in Table 1 Sheet 2) and the FLIGHT SAFETY HAZARD CODE taken from Table 2 Sheet 2. For Groundcrew reported faults and work detail, insert the appropriate WHEN DISCOVERED CODE as detailed in TO 1C-17A-06, Chapter 1, Section IV (Reproduced in Table 1 Sheet 2).

(4) **Airframe Hours.** Enter the airframe hours, including the minutes, at which the Aircraft was placed unserviceable.

(5) **Originator's Printed Name.** Print the name of the person entering the Symptom/Work Required.

(6) **Symptom/Work Required.** Enter details of the unserviceability, symptom or work required.

Note: When several entries are made at one time for which the details in Paragraphs 3a (2),(4) and (5) are the same, the details should be completed only for the first entry and for subsequent entries the B/F block should be initialled. Full details are required for each first entry on a new sheet.

b. The Tradesperson undertaking the work is to raise a MWO or MOD Form 707B(AFRC) in accordance with the appropriate Instructions for Use and tick the '707B' block in the Aircraft Maintenance Log entry.

c. The individual co-ordinating the MWO or the MOD Form 707B(AFRC), iaw the relevant instructions for use, is to complete the 'Action Taken' block of the Aircraft Maintenance Log entry by entering a synopsis of the work carried out, including details of items removed and replaced, and complete the 'Co-ord Print Name' block.

Note: When an entry has been raised to allow an update to maintenance records or LIS data to be carried out, and providing no maintenance has been undertaken against the relevant SNOW, the individual completing the MOD Form 707A entry may be different to the individual completing the associated MWO.

d. With the exception of aircrew-accepted faults, see Paragraph 6, faults that cannot be eliminated immediately and are acceptable for flight are to be recorded in accordance with MOD Form 799/2 or MOD Form 799/3 as appropriate.

Pre-Flight Faults (see MAM-P, Chapter 4.1)

4. When a Responsible Aircrew Member has signed the acceptance certificate on the MOD Form 705, no further maintenance is normally to be carried out on that Aircraft. However, if a fault becomes apparent after the Responsible Aircrew Member has accepted an Aircraft, and then only at the specific request of that aircrew member, an appropriate tradesperson may attempt limited corrective maintenance on the Aircraft or its installed equipment. Limits on the extent of pre-flight corrective maintenance are detailed in MAM-P, Chapter 4.1, these are summarized as follows:

a. Recycling of circuit breakers and switches.

b. Adjustments or component changes detailed by the PT in the Aircraft Topic 2(N/A/R)1.

c. As determined at the time by a person holding auth MAMP-G702, if authorized to do so in accordance with MAM-P, Chapter 4.1.

Note: No maintenance should be carried out that either requires an independent inspection or affects the declared readiness state of the Aircraft.

5. Should it be decided that corrective maintenance is to be undertaken on the Aircraft following acceptance of the Aircraft by the Aircraft Commander, the following procedure is to be followed:

a. Authorized work is to be documented by an entry in the MOD Form 700C, with completion of the relevant documentation and Electronic Maintenance Work Order if appropriate. Full work recording and co-ordination may be completed post Aircraft departure. However, in all cases, the following entry is to be made in the Maintenance Work Order prior to Aircraft departure:

"Pre-flight maintenance to be carried out."

The entry is to be cleared by the person holding auth MAMP-G702, stating in the 'Work Done' column:

"Pre-flight maintenance carried out on [insert details of system being maintained], no further flight servicing required."

b. If the tradesperson undertaking the task cannot complete all the necessary remedial action on a pre-flight fault, eg functional test of the affected system, an entry is to be recorded to this effect in accordance with MOD Form 799/2 or MOD Form 799/3, as appropriate.

c. The MWO Co-ordinator is to annotate the SNOW of the entry to which the pre-flight fault relates in the 'Accepted Faults' block of the next after flight declaration block of the Flight Servicing Certificate.

Aircrew Accepted Faults (see MAM-P, Chapter 4.1)

6. Aircrew may only accept faults for further flight, when an Aircraft lands during a period of continuous charge, or undergoes a Thru Flight, Quick Turn or Replenishment Servicing, or when a waiver of flight servicing is to be authorized. In this instance the following procedure is to be followed:

a. The responsible aircrew member is to ensure an Aircraft Maintenance Log entry is raised for each fault that becomes apparent during flight.

b. If they deem the fault acceptable for the next sortie they are to:

(1) Certify the MOD Form 707A entry for each aircrew accepted fault.

(2) Enter the SNOW for each such aircrew accepted fault, together with the SNOWs of any previous aircrew accepted faults, in the 'Accepted Faults' block of the Flight Servicing Certificate, adjacent to their 'After Flight Declaration'.

c. Prior to the next crew-in the MOD Form 700 Co-ordinator (or the Responsible Aircrew Member if the Aircraft is on a period of Continuous Charge) is to enter the SNOW for each such aircrew accepted fault, together with the SNOWs of any previous aircrew accepted faults, in the 'Aircrew Accepted Faults' block adjacent to the Aircrew Acceptance Certificate. If the subsequent Responsible Aircrew Member does not accept any such aircrew accepted fault, the Aircraft is to be placed unserviceable.

7. On completion of the flying period, or if any such fault is not accepted by the oncoming aircrew, any faults recorded in accordance with Paragraph 6 are to be rectified in the normal manner and the entry is to be closed in accordance with Paragraph 3.

Extension of Component Life, Scheduled or Out of Phase Maintenance (See MAM-P, Chapter 4.1)

8. When a lifted component or a scheduled or out of phase maintenance is granted an extension, the MWO Co-ordinator is to:

a. Ensure the Officer authorizing the extension has signed the MWO.

b. Enter the extension authorized in the 'Action Taken' block of the Aircraft Maintenance Log entry that called for the component to be changed or the scheduled or OOP maintenance to be undertaken.

c. If applicable, amend the relevant forecast sheet/log in accordance with the Instructions for Use of that form.

d. If applicable, update any Logistics Information System (LIS) data.

e. Complete the Aircraft Maintenance Log entry 'Co-ord Print Name'.

Flying Requirements (See MAM-P, Chapter 3.1)

9. Flying requirements and recording of checks/requirements immediately prior to take off are to be recorded in accordance with MOD Form 799/5(AFRC).

Note: Flying requirements may be certified as part of the 'After Flight Declaration' on a pre-printed entry on the MOD Form 705 when detailed by the PT for high frequency Scheduled Flying Requirements.

Tool Control (See MAM-P, Chapter 4.13.1)

10. Whenever hand tools are required for use on the Aircraft the procedures in MAM-P, Chapter 4.13.1 are to be followed.

Retention Instructions

11. All on Aircraft work or work carried out on Uninstalled Engines/APUs on MOD Form 707A is to be classed as Category A (Retained for the life of the Aircraft plus 5 years).

12. All Role Equipment work carried out on MOD Form 707A it to be classed as Category B (Retained until the work it records has been invalidated by documented work carried out subsequently).

Table 1 - When Discovered Code

Definition	Code
Before Flight - Abort	A
Before Flight - No Abort	B
In-Flight – Abort	C
In-Flight – No Abort	D
After Flight	E
Between Flights - Groundcrew (when not associated with an inspection)	F
Ground Alert / Operationally Ready - Not Degraded	G
ThruFlight, PostFlight Inspection	H
PreFlight or Combined PreFlight/PostFlight Inspection	J
During Training or Maintenance on Training Equipment	L
Scheduled Inspection	M
Ground Alert	N
Functional Check Flight	P
Special Inspection	Q
Quality Control Check	R
Depot Level Maintenance	S
During Scheduled Calibration	T
During Unscheduled Calibration	V
In Shop Repair/Disassembly Maintenance	W
Engine Test Cell Operations	X
Upon Receipt or Withdrawal from Supply Stocks	Y
Eddy Current Inspection	Z
Magnetic Particle Inspection	1
During Operation of Built-In-Test (BIT) Detection Systems	2
Home Station Check	3

Definition	Code
Corrosion Control Inspection	4
Aircraft Refurbishment	5
Other NDI	6
X-Ray Inspection	7
Ultrasonic Inspection	8
Fluorescent Penetrant Inspection	9

Table 2 - Flight Safety Hazard

Flight Safety Hazard	
Yes	Y
No	N