

## Section 2.1 - Basic Skills Record

| Date                                         | Competence                                                                                                                     | Licence Category | Service Number | Assessor's Rank, Name and Signature |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|-------------------------------------|
| <b>General Air System Maintenance</b>        |                                                                                                                                |                  |                |                                     |
|                                              | Awareness of hazards when working with Air System – noise, heat, moving surfaces, rotables, intakes, exhausts, safety devices. | A, B1, B2        |                |                                     |
|                                              | Safety precautions when using fluids, gases and chemicals.                                                                     | A, B1, B2        |                |                                     |
| <b>Mechanical Fitting Practices (Common)</b> |                                                                                                                                |                  |                |                                     |
|                                              | Related safety practices.                                                                                                      | B1               |                |                                     |
|                                              | Use a range of hand tools and power tools to achieve a dimensional accuracy of 0.010 in/0.25mm.                                | B1               |                |                                     |
|                                              | Interpret and work to engineering drawings.                                                                                    | B1               |                |                                     |
|                                              | Use basic tools and equipment for: cutting, forming, and joining commonly used materials (ferrous and non-ferrous).            | B1               |                |                                     |

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| <b>Mechanical Fitting Practices (Common)(cont'd)</b> |                                                                                                                                              |                  |                |                                     |
|                                                      | Mark out using measuring equipment eg micrometers, rulers, Vernier callipers, Vernier height gauges, squares, vee blocks and surface tables. | B1               |                |                                     |
|                                                      | Select and use feeler, slip, limit, go/no go gauges.                                                                                         | A, B1            |                |                                     |
|                                                      | Fit and remove thread inserts.                                                                                                               | A, B1            |                |                                     |
|                                                      | Drill and tap a threaded hole.                                                                                                               | B1               |                |                                     |
|                                                      | Drill and ream perpendicular holes in ferrous and non-ferrous materials.                                                                     | B1               |                |                                     |
| <b>Assembly/Disassembly Practices (Common)</b>       |                                                                                                                                              |                  |                |                                     |
|                                                      | Apply correct procedures: Material storage and handling.                                                                                     | B1, B2           |                |                                     |

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| <b>Assembly/Disassembly Practices (Common)(cont'd)</b> |                                                                                                                                         |                  |                |                                     |
|                                                        | Identification of a range of materials.                                                                                                 | B1, B2           |                |                                     |
|                                                        | Cleaning and contamination control.                                                                                                     | A, B1, B2        |                |                                     |
|                                                        | Use of a range of common assembly and disassembly tools plus specific application tools. A, B1, B2 Adjust, set and use torque wrenches. | A, B1, B2        |                |                                     |
|                                                        | Identify standards and specifications of common use parts ie nuts, bolts, washers and split pins.                                       | A, B1, B2        |                |                                     |
|                                                        | Identify part numbers and serial numbers from an approved component overhaul manual or illustrated parts catalogue.                     | A, B1, B2        |                |                                     |
|                                                        | Fit and remove a range of common use components eg split pins, tabs, spring and plain washers, plain and lock nuts.                     | A, B1, B2        |                |                                     |
|                                                        | Demonstrate competence when wire locking a variety of assemblies.                                                                       | A, B1, B2        |                |                                     |

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| <b>Assembly/Disassembly Practices (Common)(cont'd)</b>                                                                                                                                                                    |                                                                                                                                               |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Measure shafts, bores, flanges, and adjacent surfaces using a variety of precision measuring instruments and record dimensions.               | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Disassemble and assemble an Air System component IAW manufacturers overhaul manual.                                                           | B1, B2            |                |                                     |                       |  |                   |  |
| <b>Wiring and Looming (Common)</b>                                                                                                                                                                                        |                                                                                                                                               |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Identify cables and cable values by reference to Maintenance manuals.                                                                         | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Identify a range of electrical component symbols.                                                                                             | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Interpret a range of electrical wiring diagrams and schematic circuits.                                                                       | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Select and use appropriate cable stripping tools.                                                                                             | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Using at least two crimping systems, select appropriate cable crimping tools and crimp cables to prepare cable ends or plug/socket terminals. | B1, B2            |                |                                     |                       |  |                   |  |
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| <b>Wiring and Looming (Common)(cont'd)</b> |                                                                                                                                                  |                  |                |                                     |
|                                            | Solder cables to single and multi-pin connectors/tag boards.                                                                                     | B1, B2           |                |                                     |
|                                            | Check an Air System electrical circuit for continuity in conjunction with an electrical wiring diagram.                                          | B1, B2           |                |                                     |
|                                            | Carry out basic fault-finding techniques using a range of test meters/equipment.                                                                 | B1, B2           |                |                                     |
|                                            | Prepare and install a simple loom, using at least two binding methods.                                                                           | B1, B2           |                |                                     |
|                                            | Discuss and demonstrate the use of a range of test meters/equipment to measure voltage, current, and resistance in practical task circumstances. | B1, B2           |                |                                     |
|                                            | Carry out bonding and insulation tests.                                                                                                          | B1, B2           |                |                                     |
|                                            | Explain/demonstrate how to inspect Air System areas for HIRF protection.                                                                         | B1, B2           |                |                                     |
|                                            | Carry out inspection for lightning strike protection.                                                                                            | A, B1, B2        |                |                                     |

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| <b>Wiring and Looming (Common)(cont'd)</b>                                                                                                                                                                                |                                                                                |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Insert/extraction of electrical inserts in a variety of electrical connectors. | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Inspection of electrical cable looms/bundles and cable trunking.               | B1, B2            |                |                                     |                       |  |                   |  |
| <b>Electrical Power/Avionic Systems (Common)</b>                                                                                                                                                                          |                                                                                |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Reading and interpretation of electrical schematic and wiring diagrams.        | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Replace a range of Avionic LRUs and operate associated BITE.                   | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove/Refit Power Distribution Control & Protection equipment.                | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Generator power check/voltage adjustment.                                      | B1, B2            |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Internal lighting bulb and filament changes.                                   | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Replacement of ovens, boilers and beverage makers.                             | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Compass/Standby Compass compensation swing and calculations.                   | B1, B2            |                |                                     |                       |  |                   |  |
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| <b>Electrical Power/Avionic Systems (Common)(cont'd)</b> |                                                                                                                                                                              |                   |                |                                     |
|                                                          | Implement ESD procedures.                                                                                                                                                    | A, B1, B2         |                |                                     |
| <b>Sheet Metal Practices</b>                             |                                                                                                                                                                              |                   |                |                                     |
|                                                          | Use a range of hand tools, folding and bending machines and guillotine to shape aluminium alloy to achieve an accuracy of: $\pm 0.5$ x bend angle, $\pm 0.030$ ins/0.075 mm. | B1                |                |                                     |
|                                                          | Interpret engineering drawings and calculate size of material required to produce a component of material with one or two bends.                                             | B1                |                |                                     |
|                                                          | Bend metal to a bend radius, angle and dimensions as given by an engineering drawing.                                                                                        | B1                |                |                                     |
|                                                          | Use a range of hand & power tools to position rivet holes to an accuracy of: $\pm 0.030$ ins/0.75 mm.                                                                        | B1                |                |                                     |
|                                                          | Identify a range of solid and blind rivets and fasteners.                                                                                                                    | B1                |                |                                     |
|                                                          | Identify, select and use a range of rivet setting equipment.                                                                                                                 | B1                |                |                                     |
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| <b>Sheet Metal Practices (cont'd)</b> |                                                                                           |                         |                |                                     |
|                                       | Set a range of rivets in aluminium sheet. Range to include raised and countersunk rivets. | B1                      |                |                                     |
|                                       | Select and use a range of rivet closing tools.                                            | B1                      |                |                                     |
|                                       | Select and use sheet-gripping pins.                                                       | B1                      |                |                                     |
|                                       | Identify rivet setting faults.                                                            | B1                      |                |                                     |
|                                       | Remove defective rivets without causing further damage to skin.                           | B1                      |                |                                     |
|                                       | Select and install oversize rivets as instructed in SRM.                                  | B1                      |                |                                     |
|                                       | Set a range of other fasteners in aluminium sheet.                                        | B1                      |                |                                     |
|                                       | Removal of corrosion and re-protection of aluminium sheet.                                | B1                      |                |                                     |
|                                       |                                                                                           |                         |                |                                     |
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| <b>Sheet Metal Practices (cont'd)</b>                                                                                                                                                                                     |                                                                                                                                 |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Cut and shape material to required profile, finish edges and deburr using approved procedures.                                  | B1                |                |                                     |                       |  |                   |  |
| <b>Composite and Non-Metallic Practices (other than wood and fabric)</b>                                                                                                                                                  |                                                                                                                                 |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Identification of the characteristics and properties of common composite and non-metallic materials other than wood and fabric. | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Identification of sealing and bonding agents.                                                                                   | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Detection of defects/deterioration in composite and non-metallic material.                                                      | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Repair of composite and non-metallic materials and structures.                                                                  | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Inspection of a structure using a mirror and light source.                                                                      | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Use at least one of the following NDT procedures: dye penetrant or fluorescent dye.                                             | B1                |                |                                     |                       |  |                   |  |
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| <b>Maintenance Practices</b>                                                                                                                                                                                              |                                                                          |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove & replace a range of flexible hoses including clips and brackets. | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove and replace a range of rigid pipes, including clips and brackets. | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Locate components using a referencing system, eg station numbers.        | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Carry out heavy landing/turbulence check.                                | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Assist in the raising/lowering of an Air System on or off jacks.         | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Jack an Air System level to rigging position.                            | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Assist in the towing of an Air System.                                   | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove and refit a range of Air System panels.                           | A, B1             |                |                                     |                       |  |                   |  |
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| <b>Maintenance Practices (cont'd)</b> |                                                                                                                                                                                            |                         |                |                                     |
|                                       | Lubrication of bearings, flight controls and undercarriage.                                                                                                                                | A, B1                   |                |                                     |
|                                       | Daily Flight Servicing (DFS):<br>a) Conduct DFS, including the raising of MF700C entries (eg fuel state).<br>b) Check & replenish oil, hydraulic and pneumatic systems and tyre pressures. | A, B1                   |                |                                     |
|                                       | Technical Flight Servicing (TFS):<br>a) Conduct and record TFS, including Supplementary Flight Servicing.<br>b) Connect and use correctly, ground electrical power.                        | A, B1                   |                |                                     |
|                                       | Replenish oxygen system.                                                                                                                                                                   | A, B1                   |                |                                     |
|                                       | Inspect engine using boroscope.                                                                                                                                                            | B1                      |                |                                     |
|                                       | Assist in pressurisation test.                                                                                                                                                             | B1                      |                |                                     |
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| <b>Maintenance Practices (cont'd)</b>                                                                                                                                                                                     |                                      |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Operational check of ground power.   | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Carry out VHF Radio check.           | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove/refit Main and APU batteries. | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Remove/refit Emergency battery.      | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Replace carpets.                     | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Replace crew seats.                  | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Replace passenger seats.             | A, B1             |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Check seatbelts for serviceability.  | A, B1             |                |                                     |                       |  |                   |  |
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| <b>Maintenance Practices (cont'd)</b> |                                                                       |                         |                |                                     |
|                                       | Replace and test a range of Airframe/engine system components/boards. | B1                      |                |                                     |
|                                       | Check emergency equipment.                                            | A, B1                   |                |                                     |
|                                       | Functional test of emergency equipment.                               | A, B1                   |                |                                     |
|                                       | Inspect and test Engine and Airframe fire detecting systems.          | B1                      |                |                                     |
|                                       | Inspection and functional testing of fire protection systems.         | B1                      |                |                                     |
|                                       | Replace fire bottle.                                                  | B1                      |                |                                     |
|                                       | Removal/refit of Flight Control and subsequent rigging of system.     | B1                      |                |                                     |
|                                       | Functional checks on hydraulically operated flight controls.          | B1                      |                |                                     |
|                                       | Hydraulic PFCU change.                                                | B1                      |                |                                     |
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| <b>Maintenance Practices (cont'd)</b> |                                                                     |                   |                |                                     |
|                                       | Replace and test fuel pump.                                         | B1                |                |                                     |
|                                       | Hydraulic reservoir inspection, fluid replenishment and recharging. | A, B1             |                |                                     |
|                                       | Hydraulic system component changes.                                 | B1                |                |                                     |
|                                       | Engine driven hydraulic pump change (EDP).                          | B1                |                |                                     |
|                                       | Electrical hydraulic pump change (ACMP).                            | B1                |                |                                     |
|                                       | Hydraulic pump quill drive inspection.                              | B1                |                |                                     |
|                                       | Functional test of windscreen wiper system.                         | A, B1             |                |                                     |
|                                       | Removal/refit of windscreen wiper blade.                            | A, B1             |                |                                     |
|                                       |                                                                     |                   |                |                                     |
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| <b>Maintenance Practices (cont'd)</b> |                                                      |                   |                |                                     |
|                                       | Wheel removal/installation.                          | A, B1             |                |                                     |
|                                       | Wheel brake removal/installation.                    | A, B1             |                |                                     |
|                                       | Bleed hydraulic brakes.                              | A, B1             |                |                                     |
|                                       | Replace oleo seals.                                  | B1                |                |                                     |
|                                       | Functional test of anti-skid system.                 | B1                |                |                                     |
|                                       | Replace vacuum pump.                                 | B1                |                |                                     |
|                                       | Retrieve data from central Maintenance system (CMU). | B1                |                |                                     |
|                                       | Assist in APU removal/refit.                         | B1                |                |                                     |
|                                       |                                                      |                   |                |                                     |
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| <b>Maintenance Practices (cont'd)</b> |                                                         |                         |                |                                     |
|                                       | Windows & Transparencies cleaning and polishing.        | A, B1                   |                |                                     |
|                                       | Replacement of door seals.                              | B1                      |                |                                     |
|                                       | Remove/refit cockpit windshield.                        | B1                      |                |                                     |
|                                       | Assist in power plant removal/refit.                    | B1                      |                |                                     |
|                                       | Rig engine thrust lever.                                | B1                      |                |                                     |
|                                       | Replenish water/methanol system.                        | A, B1                   |                |                                     |
|                                       | Application of one/two component sealers and compounds. | B1                      |                |                                     |
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| <b>Maintenance Practices (cont'd)</b>                                                                                                                                                                                     |                                                          |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Assist in propellor removal/refit.                       | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Check propellor track.                                   | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Mooring and picketing (helicopter only).                 | A3, B1.3          |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Removal/refit main rotor head (helicopter only).         | B1.3              |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Removal/refit transmission driveshaft (helicopter only). | B1.3              |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Removal/refit main rotor gearbox (helicopter only).      | B1.3              |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Removal/refit tail rotor (helicopter only).              | B1.3              |                |                                     |                       |  |                   |  |
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| <b>Logbook Owner:</b>                                                                                                                                                                                                     |                                                          | <b>Signature:</b> |                |                                     |                       |  |                   |  |

| Date                                                                                                                                                                                                                      | Competence                                         | Licence Category  | Service Number | Assessor's Rank, Name and Signature |                       |  |                   |  |
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| <b>Maintenance Practices (cont'd)</b>                                                                                                                                                                                     |                                                    |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Flight control rigging.                            | B1                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Main rotor track and balance (helicopter only).    | B1.3              |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | VHF comms LRU replacement and communication check. | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | HF LRU replacement and communication check.        | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | VHF nav LRU replacement and system tests.          | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Aerial replacement (various).                      | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Radio standing wave (VSWR) measurement tests.      | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | ATC/TCAS system component replacement and tests.   | B2                |                |                                     |                       |  |                   |  |
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| <b>Maintenance Practices (cont'd)</b> |                                                                                                                |                  |                |                                     |
|                                       | Intercommunication/passenger address component replacement and tests.                                          | B2               |                |                                     |
|                                       | Removal/installation of pitot static instruments.                                                              | B1, B2           |                |                                     |
|                                       | Check calibration of a pitot static system using a pitot static leak tester.                                   | B1, B2           |                |                                     |
|                                       | Inertial reference unit/platform initialisation check.                                                         | B2               |                |                                     |
|                                       | Test ILS/VOR systems using appropriate test equipment eg Nav 401/402.                                          | B2               |                |                                     |
|                                       | Gyroscopic instrument component replacements and functional tests.                                             | B2               |                |                                     |
|                                       | Fuel quantity indicating functional testing.                                                                   | B2               |                |                                     |
|                                       | General engine and Air System temperature/pressure and flow instrumentation component replacement and testing. | B2               |                |                                     |

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| <b>Maintenance Practices (cont'd)</b> |                                                                                                |                   |                |                                     |
|                                       | Flight director system functional tests.                                                       | B2                |                |                                     |
|                                       | Radio altimeter system test utilising appropriate (555) test set.                              | B2                |                |                                     |
|                                       | DME functional testing utilising appropriate test set.                                         | B2                |                |                                     |
|                                       | Weather radar system component replacements and functional testing.                            | B2                |                |                                     |
|                                       | Auto throttle systems experience and functional testing (optional, fixed wing only).           | B2                |                |                                     |
|                                       | Automatic flight modes experience and functional testing (optional, fixed wing only).          | B2                |                |                                     |
|                                       | Stability augmentation systems experience and functional testing (optional, helicopters only). | B2                |                |                                     |
|                                       | ADF component replacements and functional tests.                                               | B2                |                |                                     |
|                                       |                                                                                                |                   |                |                                     |
| <b>Logbook Owner:</b>                 |                                                                                                | <b>Signature:</b> |                |                                     |
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| <b>Maintenance Practices (cont'd)</b>                                                                                                                                                                                     |                                                                                            |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Discuss/demonstrate typical Maintenance practices on electronic flight instrument systems. | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Discuss/demonstrate typical Maintenance practices on flight management systems.            | B2                |                |                                     |                       |  |                   |  |
| <b>Military Systems</b>                                                                                                                                                                                                   |                                                                                            |                   |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Military comms (secure, link16, datalinks, etc).                                           | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Weapons.                                                                                   | A, B1, B2         |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Observation/Targeting (EO/IR sights).                                                      | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Targeting (radar).                                                                         | B2                |                |                                     |                       |  |                   |  |
|                                                                                                                                                                                                                           | Crew escape systems (AAES/CES).                                                            | A, B1             |                |                                     |                       |  |                   |  |
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| <b>Military Systems (cont'd)</b> |                                    |                  |                |                                     |
|                                  | Laser systems.                     | B1, B2           |                |                                     |
|                                  | EFD/HUMS.                          | A, B1, B2        |                |                                     |
|                                  | Cargo systems (inc jettison).      | A, B1            |                |                                     |
|                                  | IR lighting.                       | A, B1, B2        |                |                                     |
|                                  | Defence Aid Suite (RWR, LWR, etc). | B2               |                |                                     |
|                                  | Countermeasures.                   | A, B1, B2        |                |                                     |

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