

# Recording and Certification Guide for Maintenance Work Orders

## MOD Forms 707B(ADP) and 707B(IS)

1. **General.** MOD Forms 707B(ADP) and 707B(IS) are Maintenance Work Orders (MWOs) used to provide a record of Maintenance activity and means of certification for that activity. This poster provides information specific to the Maintenance recording and certification aspects that are completed on the rear of the MWOs.

**Note:** The information on this poster is equally applicable to any recording and certification continuation sheets that may be used (eg MOD Form 707BE).

2. **References.** This poster is to be read in conjunction with the following publications:

- a. MOD Form 799/5A(ADP)
- b. MOD Posters 300A - 300D
- c. MOD Form 799/5A(IS)
- d. MOD Form 799/5B(IS)
- e. MOD Poster 330
- f. Manual of Airworthiness Maintenance - Documentation (MAM-D) Part 1 Chapter 2.2 - Maintenance Recording - Conventions and Guidance.
- g. MAM-D Part 1 Chapter 2.1 - Maintenance Recording - General Principles.
- h. Manual of Airworthiness and Maintenance-Processes (MAM-P) Chapter 2.4 - Certification and Maintenance Documentation.

3. **Certificate of Work.** The 'Certificate of Work' is divided into the following sections:

a. **Work Required.** The 'Work Required' Column is used to annotate work that needs to be carried out. The entries should be brief but as descriptive as possible, in a logical order to allow for an easily followed audit trail and including any reference to Technical Information (TI), as required. There needs to be enough space left between each entry in this column to allow a more detailed entry in the corresponding 'Work Done' Column, plus an additional line to act as a space between entries in the 'Work Done' Column (**see Example 1**).

b. **Trade Code.** The tradesperson raising the task in the 'Work Required' Column enters the appropriate trade code in this column. Alternatively, when a tradesperson annotates the work they have carried out, and the trade code has not been entered already, they must enter their own trade in the column.

c. **Work Done.** A full detailed description of the work carried out by the principal tradesperson, plus that of any Work Assistance, must be recorded (refer to MAM-D Part 1 Chapter 2.2).

d. **Tradesperson's Certification.** Boxes within this area must be filled in by the suitably authorized 1st signatory of the task carried out. Before certifying any entries, the individual is to satisfy themselves that the 1st signature responsibilities criteria detailed in MAM-P Chapter 2.4 have been met.

(1) **Working Hours.** Enter the time taken to complete the task being certified, taking into account the considerations detailed in MAM-D Part 1 Chapter 2.1.

(2) **Time/Date.** Enter the time and date the associated task was completed.

(3) **Printed Name and Signature.** Enter details and certify, as required.

e. **Supervisor's Certification.** Boxes within this area must be filled in by the suitably authorized 2nd signatory of the task carried out. Before certifying any entries, the individual is to satisfy themselves that the 2nd signature responsibilities criteria detailed in MAM-P Chapter 2.4 have been met.

(1) **Working Hours.** Enter the time taken to complete the task being certified, taking into account the considerations detailed in MAM-D Part 1 Chapter 2.1.

(2) **Time/Date.** Enter the time and date the associated task was completed.

(3) **Printed Name and Signature.** Enter details and certify, as required.

4. **Examples.** The examples, whilst not exhaustive, are provided in support of the information detailed at **Paragraph 3** and the publications listed at **Paragraph 2**, as an illustrative guide to completion of the 'Certificate of Work'.

**Example 1 - Certificate of Work**

	*RN Only		Tradesperson				Supervisor			
	Work Required	Trade Code W/Hrs*	Work Done	Working Hours	Time Date	Signature Printed Name	Working Hours	Time Date	Signature Printed Name	
1	TR BEARING WEAR CHECK TO BE CARRIED OUT.	23	TR BEARING WEAR CHECK CARRIED OUT IAW AP101C-0307-1D2,	•			•			
2			CHAPTER 53-31-02, WC 601, AMDT JUN 14.	01*30	1600 04/06/19	Signature 1 <sup>st</sup> SIGNATORY NAME	00*30	1600 04/06/19	Signature 2 <sup>nd</sup> SIGNATORY NAME	
3				•			•			
4	INDEPENDENT INSPECTION FOR CORRECT ASSEMBLY AND	23	INDEPENDENT INSPECTION RECORDED ON MOD FORM 707C	•			•			
5	FUNCTIONAL TEST REQUIRED IN RESPECT OF WORK CARRIED OUT		(IND), THIS SNOW, SHEET 3.	•			•			
6	ON THIS SNOW, THIS SHEET, LINES 1 TO 2 INCLUSIVE.			•			00*30	1600 04/06/19	Signature 2 <sup>nd</sup> SIGNATORY NAME	
7				•			•			
8	PFT REQUIRED IAW AP101C-1307-5M, PART 4, ANNEX G.	23	REQUIREMENT TRANSFERRED TO MOD FORM 707A ORN 1234XV567050619	•			00*30	1200 05/06/19	Signature 2 <sup>nd</sup> SIGNATORY NAME	
9				•			•			
10	VIBE 2 TR DYNAMIC BALANCE TO BE CARRIED OUT DURING ENGAGED	23	VIBE 2 TR DYNAMIC BALANCE CARRIED OUT DURING ENGAGED GROUND RUN	•			•			
11	GROUND RUN.		(F705BH 05/JUN REFERS) IAW AP101C-1307-1D2, CHAPTER 53-21-11, WC 501,	01*30	1600 05/06/19	Signature 1 <sup>st</sup> SIGNATORY NAME	00*30	1600 05/06/19	Signature 2 <sup>nd</sup> SIGNATORY NAME	
12			AMDT JUN 14. PEAK VALUE MEASURED AT 0.12 IPS.	•			•			

**Certification**

Certification entries may be recorded as follows:

1. Adjacent to the last line of the 'Work Done' entry being certified (**see work Lines 1 and 2**).
2. Centralized to the 'Work Done' entry being certified, with Gull-wing brackets used to highlight the start and finish of each task (**see work Lines 10 to 12 inclusive**).

**Note:** Gull-wing brackets are to be used to identify single tasks only and must not be used to certify multiple tasks.

3. Administration tasks (eg those entries that have been transferred to another document) are to be certified by a suitably authorized 2<sup>nd</sup> signature. They do not require 1<sup>st</sup> signatory certification (**see work Lines 4 to 6 inclusive and 8**).

**Example 2 - Certificate of Work**

	*RN Only		Tradesperson				Supervisor			
	Work Required	Trade Code W/Hrs*	Work Done	Working Hours	Time Date	Signature Printed Name	Working Hours	Time Date	Signature Printed Name	
1	AIRCRAFT TO BE RAISED ON JACKS IAW AP101B-0403-1A, CHAPTER 07-	23	AIRCRAFT RAISED ON JACKS POSITIONED IAW AP101B-0403-1A,	•			•			
2	10, PARA 6.9, AL 21.		CHAPTER 07-10, PARA 6.9, AL 21.	01*30	1600 04/11/19	A Smith SMITH 28	00*30	1600 04/11/19	W White WHITE	
3				•			•			
4		23	WORK ASSISTANCE FOR WORK DONE THIS SNOW, SHEET 2, LINES	01*30	1600 04/11/19	J Pinkman PINKMAN 25	•	1600 04/11/19	W White WHITE	
5			1 AND 2.	01*30	1600 04/11/19	B Brown BROWN	•	1600 04/11/19	W White WHITE	
6				•			•			

**Work Assistance**

1. Where multiple tradespersons are used to complete a task, one tradesperson is to sign for the task (1<sup>st</sup> signatory).
2. Any further 1<sup>st</sup> signatories against the same task must be added as **"Work Assistance"** in a separate entry in the 'Work Done' Column, but under the same trade as the primary task entry.
3. The supervisor of the task (2<sup>nd</sup> signatory) is to certify the associated 'Supervisor' Blocks for each 1<sup>st</sup> signatory entry but need only record their 'Working Hours' against the primary task entry.

**Note:** Where the first and second signatories are different trade groups/codes, but are both signing for work within their trade boundaries, carry out the following:

- a. Annotate the 'Trade Code' Column with the trade code of the task.
- b. Annotate the first signatory's trade code in the 'Printed Name' Box adjacent to the tradesperson's name (**see work Lines 2 and 4**).
- c. Working Hours expended for each trade are then to be entered on the front sheet of the MWO (**Block 2** of the MOD Form 707B(IS) or **Block 6** of the MOD Form 707B(ADP)).