Defence Safety Authority

Manual of Airworthiness Maintenance – Documentation (MAM-D)

Part 1 – Governance and Guidance

Military Aviation Authority

Military Aviation Authority
MAA

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Chapter 0.0 Contents

0.1 Table of Contents

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Chapter 0.1 - Preliminaries

Chapter 1.1 - Amendment List

1. General

The table below lists the release dates of all versions of this publication, from the current issue of the Manual of Airworthiness Maintenance - Documentation (MAM-D) to the initial issue of the Manual of Maintenance and Airworthiness Processes - Supplement (MAP-02).

Table 1. Amendment List

MAM-D Issue No.	Date Incorporated
►Issue 5◄	►May 2026◄
Issue 4	October 2024
Issue 3	May 2022
Issue 2	June 2020
Initial Issue	November 2019
MAP-02 Issue No.	**Date Incorporated**
Following Issue 18 of the MAP-02, a full review was carried out and the manual was re-issued as the MAM-D.	
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4	October 2012
3	July 2012
2	December 2011
Initial Issue	July 2011

1.2. Preface

1. General

1.1. Introduction

The Manual of Airworthiness Maintenance - Documentation (MAM-D) comprises a comprehensive catalogue of forms and formats, associated Instructions for Use (IFU) and detailed user guidance for engineering documentation used in the Defence Air Environment (DAE). For clarity, the generic term Technical Information (TI) is used throughout this publication to denote Forms, Formats and associated IFU.

The publication is divided into two parts:

Part 1 - Governance and Guidance.

Part 2 - Catalogue of Forms (MOD Form 700 and associated series).

1.2. Associated Publications or Instructions

This publication supports RA4800-4900 series of Regulatory Articles within the MAA Regulatory Publications – Part 145.

1.3. Applicability

This manual is applicable to all personnel responsible for the management and compilation of Maintenance records within the DAE.

Note: The forms and formats contained in the MAM-D are approved by their sponsors, and funded by the MAA, for use on Air Systems and/or associated Products, Parts and Appliances within the DAE. The MAA, as the Publication Organization and sponsor of the MAM-D, does not authorize the use of MAM-D forms and formats outside the DAE.

1.4. Non-UK MOD-Owned Air System

"Where the Air System is Non-UK MOD-Owned, ownership of regulatory responsibility by either the TAA or TAM needs to be agreed within the Sponsor’s approved model for TAw management; refer to RA 1162 – Air Safety Governance Arrangements for Civilian Operated (Development) and (In-Service) Air Systems, or refer to RA 1163 – Air Safety Governance Arrangements for Special Case Flying Air Systems. Dependant on the agreed delegation of TAw responsibilities TAM may be read in place of TAA as appropriate throughout this Manual."

2. Structure and Layout

The structure and layout of the MAM-D chapters will differ depending upon their content; as such, there is no defined layout. However, chapters will include the following information, where applicable:

1) **Introduction.** A brief description of the chapter content and any background information necessary for the reader to understand the context.
2) **Associated Publications or Instructions.** A list of associated publications (including titles) that are not directly referred to within the chapter but may aid subject clarity.
3) **Applicability.** States the applicability of the chapter.
4) **Responsibilities.** Specific responsibilities at Station/Ship/Unit level.

3. Conventions

3.1. Mandated Written Entries

Where a specific wording is mandated for entry on a MOD Form, it will be indented and highlighted as in the following example:

"I certify that work is completed in accordance with…[enter details]"

The mandated entry will be written in bold and advice on the written entry entered in square brackets.

3.2. Changes

Amended text will be highlighted as follows:

►red text◄ where new text has been incorporated.

►◄ when a word or sentence has been removed.

Where a chapter's content is substantially changed, for instance following a regulatory review, the statement ►This chapter has been substantially re-written; for clarity, no change marks are presented - please read chapter in entirety◄ will appear immediately below the chapter title.

To avoid confusion and to ensure that information is presented in a clear manner, amendments made to MOD ►Forms and Formats◄ within the MOD Form 700 series will not be highlighted. Reference is to be made to both the form/format and the associated IFU to ensure users fully understand all requirements.

4. Amendments

The amendment process for the MAM-D and associated Catalogue of Forms, including the responsibilities associated with the process, are detailed in Part 1 Chapter 3.2. An Air System removed from the Military Register will initiate removal of all associated MOD Forms & Formats from the MAM-D Part 2.

5. Publication

Updates to the MAM-D (released as Issues) will be promulgated on the MAA Intranet and Internet websites (Gov.uk and DefNet). Where timing of updates to these separate websites differ, primacy resides in the most current version of either website available at any location.

6. Advice and Guidance

The DSA-MAA-Reg-Eng-MAMD team may be approached for advice and guidance relating to the MAM-D.

7. Contact Information

MAM-D queries can be directed to DSA-MAA-Reg-Eng-MAMD team; contact details as follows:

DSA-MAA-Reg-Eng-MAMD, Juniper Level 1, Wing 3, #5104, MOD Abbey Wood North, Bristol, BS34 8QW.

E-mail: DSA-MAA-MAMD-Enquiries@mod.gov.uk (this is a multi-user account).

Chapter 2.1 - Maintenance Recording – General Principles

1. General

1.1. Introduction

Maintenance recording and Certification is required to provide a level of Assurance for the Continuing Airworthiness of an Air System and/or associated Product, Parts and Appliances. As well as informing Airworthiness decision making, it also provides a legal record and enables Quality Assurance, data exploitation, investigations and details an auditable trail of the work carried out. Without effective control, recording and Certification of Maintenance activity, an Air System's Continuing Airworthiness may become compromised, and Air Safety undermined. The Certification of Maintenance recording is legally binding, and the accuracy of the record is to be confirmed before certifying.

The principal functions of recording used in the Maintenance of Air Systems and/or associated Product, Parts and Appliances are to provide a:

1) Means of showing the serviceability state of an Air System and/or associated Product, Parts, and Appliances.
2) Means of certifying and recording that Maintenance work has been carried out.
3) Technical history throughout the life of an Air System or certain specified components.
4) Forecast of when Maintenance requirements will become due.
5) Method for asset management and tracking.

Note: Means of Certification will be determined by the relevant Type Airworthiness Authority (TAA), local procedures/orders or associated Technical Information (TI). This includes, but is not limited to, signature, electronic Personal Identification Number, Smart Card and authorized stamp.

1.2. Associated Publications or Instructions

1) RA 1207 - Air Safety Data Management and Exploitation
2) RA 1223 - Airworthiness Information Management
3) RA 1310 - Air System Document Set
4) RA 4810 - Technical Information (MRP 145.A.45)
5) RA 4813 - Maintenance Records (MRP 145.A.55)
6) RA 4947 - Continuing Airworthiness Management - MRP Part M Sub Part
7) RA 4948 - Documentation - MRP Part M Sub Part G
8) RA 4962 - Special Instructions (Technical) - MRP Part M Sub Part C
9) RA 4964 - Continuing Airworthiness Management Records - MRP Part M Sub Part C
10) JSP 440 - Defence Manual of Security, Resilience and Business Continuity
11) JSP 740 - Acceptable Use Policy (AUP) for Information and Communications Technology (ICT)
12) Manual of Airworthiness Maintenance - Processes (MAM-P)

1.3. Applicability

This chapter is applicable to all personnel conducting the recording and Certification of Maintenance within the Defence Air Environment (DAE). Refer to MAM-D Part 1, Chapter 1.2 for additional guidance.

1.4. Additional Information

This chapter makes specific reference to the MOD Form 700 series of forms and formats, which are published and endorsed for use by the MAA; however, the generic principles of Maintenance recording and Airworthiness Information Management are equally applicable to an electronic Information System (IS) and any TAA endorsed forms.

2. Maintenance Recording

2.1. General

All Maintenance work carried out on Air Systems and/or associated Product, Parts and Appliances is to be recorded on the appropriate Maintenance documentation. For each task, the person reporting the Fault, or detailing the work, is to raise an entry in the relevant Maintenance Log (ML) (eg MOD Form 707A).

Notes:

1) Maintenance recording general principles can be found in Part 1 Chapter 2.1.
2) Maintenance recording conventions and guidance can be found in Part 1 Chapter 2.2.
3) Further guidance on Maintenance recording and Certification for the MOD Form 700 series can be found in the MOD Poster 300 series and the MOD Form 799 series Instructions for Use (IFU).
4) Further guidance on the implications of, and responsibilities for, signing Air System Maintenance documentation can be found in the Manual of Airworthiness Maintenance - Processes (MAM-P) Chapter 2.4 - Certification and Management of Maintenance Documentation.

2.2. Maintenance Log

Each task raised in the ML is to provide details of the Fault/actions required and remedial action taken. In order to provide an Audit trail and for ease of reference, each arising is to be allocated a unique reference number. When using the MOD Form 700 series, this is achieved by allocating each arising a Serial Number of Work (SNOW), coupled with the Serial Number of the Air System or work area and date that the task is raised to create an Originating Reference Number (ORN). Upon completion of the task, a brief explanation of work done is to be detailed on the ML.

2.3. Maintenance Procedures (MPs)

2.3.1. Allowable Formats

Maintenance activities that are complex or require specific sequences of operation may be detailed in MPs. Electronic, hard copies or a combination of both can be utilized for MPs as directed/issued by either the TAA in the relevant 2(N/A/R) or CAMO as applicable.

2.4. Electronic Information System (IS) Produced Work Orders

Electronic IS may provide a facility for producing Pre-printed Maintenance Work Orders (PPMWO) for a range of common tasks. These work orders standardize the entries

required to certify compliance with a task, but they do not replace the content of the appropriate Air System Document Set (ADS). Electronic IS-produced work orders are maintained by the appropriate publishing authority and are authorized for use subject to the following:

1) The content and amendment of an electronic IS-produced work order is to be controlled and appropriately authorized.
2) When using the MOD Form 700 series of Forms or Formats, the work orders are to match the latest version of the appropriate MOD Form 700 series form or format from the MAM-D.
3) The complete list of pre-printed work orders for a particular Air System/Product, Parts and Appliances are to be made available by the relevant publishing authority or generated automatically by the electronic IS. This list is to include adequate information to assure currency of the Maintenance data contained within each work order.
4) Before using a work order, the individual undertaking the work is to certify that the version number (or equivalent identifier) is correct.

2.5. Formats

2.5.1. Description

A format is an electronic version of a form. MOD Form 700 series formats are authorized by the MAA and included in the MAM-D.

2.5.2. Electronic Versions of Forms

The electronic version of a form is known as a format, allowing completion by computer. Not all forms have corresponding formats and not all formats have corresponding forms. A format may be generated by an electronic IS (eg ►◄GOLDesp) or downloaded from the MAM-D Part 2 - Catalogue of Forms.

Notes:

1) Only formats provided in the MAM-D or by an approved electronic IS are authorized for use.
2) Where the requirement exists to download and save a format, consideration is to be given to the Airworthiness implications of saving the editable content. Where deemed necessary, saveable formats may be identified in single Service or local orders.
3) When printing formats, refer to the requirements detailed in Chapter 3.1, Para 4.7.2.
4) It is the responsibility of the user to ensure the correct revision of a format is being used.
5) The process for amending a format, is the same process for amending forms, as detailed in Part 1 Chapter 3.2. When submitting a request to amend a format, it is the responsibility of the originator to confirm if the amendment is also applicable to a corresponding form.

2.5.3. Pre-Printed Maintenance Work Orders (PPMWO) Formats

Tasks of a repetitive nature, for which there is no MP or existing electronic IS produced work order, may be recorded using a PPMWO format. PPMWO formats may refer to authorized Maintenance tasks but are not to contain so much technical content as to

invalidate the necessity to refer to the relevant Maintenance manuals. Tasks identified as suitable for inclusion on formats are to be either:

1) Specific to a Station (Stn)/Ship/Unit's work practice and not an Air System or Product, Parts and Appliances Maintenance task where a TAA authorized MP, Topic 1 procedure or electronic IS work order would be more appropriate.

2) A combination of existing authorized tasks on one work order for ease of management.

Note: Whilst it is accepted that PPMWOs provide a convenient means of Maintenance recording, measures are to be taken to ensure the validity of the format and accuracy of the content.

2.5.4. Control of PPMWO Formats

Where a need for a PPMWO format is identified, the following control measures are to be applied, as a minimum:

1) The content and order of data is to be appropriately approved by an individual holding authority level J.

2) Where the content can be affected by changes to other documents, publications or policy, processes are to be in place to amend the formats to reflect those changes.

3) Processes are to be in place to ensure only authorized and current versions of formats are used. The process is to require the user to certify that the version is correct before use by reference to MAM-D, the local serial number and/or version number shown on the format.

4) A review of the validity and continued requirement for the format is to be carried out annually.

5) A register of local formats is to be maintained, which records:

    5.1. The amendment state of the MOD Form 700 format.

    5.2. A unique local serial number.

    5.3. Title.

    5.4. Date of next review.

6) Printing and the use of PPMWO formats is to comply with MAM-D Part 1 Chapter 3.1.

2.5.5. ►Default Processes◄

►Default Processes are standardised Maintenance task templates created and authorized within an approved electronic Information System (IS), such as GOLDesp, by MilCAM delegated personnel. They provide pre-populating electronic Maintenance Work Orders (MWOs) with defined task steps to improve efficiency and reduce manual entry.

Default Processes must be:

1) Version-controlled and auditable.

2) Traceable to approved Technical Information (TI).

3) Reviewed and authorized by appropriately delegated personnel under MilCAM governance.

Note: These processes are not printed and are not classified as Pre-Printed Maintenance Work Order (PPMWO) formats or MOD Formats.

A register of Default Processes is to be maintained locally, detailing the title, version, authorizing authority, and date of next review. Their use must not replace the requirement to refer to Maintenance manuals or other mandated TI, and they must not contain sufficient technical content to invalidate the need for reference to source documentation. ◄

3. Use of Mandatory Maintenance Documentation

Mandatory Maintenance documentation and electronic IS data will be promulgated by the relevant TAA. Instructions for completing MOD Forms can be found in the associated MOD Form 799 series IFU. Guidance specific to non-MOD Form 700 series forms and electronic IS procedures will be promulgated through relevant TI.

4. Serviceability State of an Air System

4.1. General

Regardless of any additional detailed recording made elsewhere, the associated technical log (eg MOD Form 700) is to reflect the serviceability state of the Air System at all times.

4.2. Unserviceable

The technical log can show an Air System to be Unserviceable in one of the following ways:

1) If a limitation or deferred Fault is shown as due for review in the Limitations Log (eg MOD Form 703) or Acceptable Deferred Fault (ADF) Log (eg MOD Form 704 series).
2) If a component replacement is shown as due in the appropriate forecast log or electronic IS equivalent.
3) If a Preventive Maintenance operation is shown as due in the appropriate forecast log.
4) If compliance with a Special Instruction (Technical) (SI(T)) is due.
5) If there is an open ML entry for any reason, other than a flight test.

Note: An Air System may be Serviceable despite an open electronic IS Maintenance Work Order (MWO) when operating under off-line procedures.

4.3. Serviceable

An Air System is assessed as Serviceable and cleared for flight where:

1) It is not shown as Unserviceable as in items 1 to 5 of Paragraph 4.2 above.
2) The completion of the necessary flight servicing has been certified.
3) MOD Form 700C or electronic IS equivalent co-ordination has been certified.

5. Preventative Maintenance

5.1. Recording Actions

The following recording actions are provided for guidance for when a Preventive Maintenance operation becomes due:

1) The Air System is to be placed Unserviceable by making an entry in the ML in accordance with (iaw) the appropriate IFU.

2) On completion of Preventive Maintenance, the individual with 3rd signature responsibility is to ensure that the operation has been re-forecast in the appropriate forecast log.

Note: Latitudes in Preventive Maintenance operations, when approved by a suitably authorized individual, are to be recorded on an MWO and by amending the relevant forecast log or electronic IS database.

3) The individual with 3rd signature responsibility is to print their name on the relevant ML entry to certify that all the work required by that entry has been completed and correctly documented.

5.2. Further Guidance

Further guidance on Preventive Maintenance can be found in MAM-P Chapter 4.1 – Types of Maintenance.

6. Corrective Maintenance

6.1. Recording Actions

Corrective Maintenance encompasses the recovery actions required upon the discovery of a Fault. The following recording actions are provided for guidance:

1) Any person considering an Air System to be Unserviceable for any reason is to record the fact immediately in the ML iaw the appropriate IFU.
2) The person making the entry is to inform the individual in charge of the Air System of the action they have taken.
3) The Tradesperson responsible for undertaking the rectification are to record the actions taken on the appropriate documentation, iaw the appropriate IFU or TI.
4) When approved and certified by a suitably authorized individual, entries in the ML referring to Faults that are acceptable for flight or which cannot be rectified immediately, are to be cleared by transferring them to the Limitations Log or ADF Log.
5) The individual with 3rd signature responsibility is to print their name on the relevant ML entry once all the work required by that entry has been completed and correctly documented.

Notes:

1) For electronic IS which support a hard copy MOD Form 700C, a hard copy printout of the updated Limitation or ADF Log is to be inserted in the appropriate section of the MOD Form 700C.
2) Certification of the appropriate MWO, by the individual authorizing the deferment or imposing the limitation, signifies that this action has been carried out.

6.2. Further Guidance

Further guidance on Corrective Maintenance can be found in MAM-P Chapter 4.1 – Types of Maintenance. Further guidance on deferment of Maintenance can be found in MAM-P Chapter 4.8 – Deferment and Concession of Maintenance.

7. Component Replacement

7.1. Recording Action

Parts dismantled, or components removed for access or replaced by another component, require an entry to this effect recorded on the appropriate MWO.

The associated entry is to contain the nomenclature and serial number of the component and refer to any associated TI that details its removal or fitment.

In addition to the requirements of Paragraph 2 of this Chapter, the supervisor of the Tradesperson responsible for removing or fitting a component is to ensure that:

1) Engineering Record Cards (ERCs) are updated and removed from/inserted into the technical log, as applicable.
2) All Preventive Maintenance tasks recorded against that item are deleted or updated in the associated forecast log, as applicable.
3) Any limitations, concessions or deferred faults recorded against that item are removed, or inserted into, their respective logs, as applicable.
4) The Air System weight and balance data is updated, as required.

Notes:

1) For removed items, details of any associated faults, limitations and concessions are to be transferred onto the Equipment Conditioning Label (MOD Form 731 or equivalent).
2) The removed item is to be appropriately conditioned and prepared for movement (see MAM-P Chapter 4.10 - Technical Equipment - Conditioning and Preparation for Movement or Storage).

8. Repairs

8.1. Recording Action

When conducting a repair to an Air System and/or associated Product, Parts and Appliances (see Note 1), the suitably authorized individual responsible for carrying out the work is to enter brief particulars of the repair, the reference or authority and any relevant batch numbers/material identification on the MWO. On occasions when metal used to affect an Air System primary structure repair has been supplied in any other than its finally heat-treated condition, Certificate of Conformity details are also to be recorded.

In all instances, details of completed repairs (see Note 2) are to be recorded in the relevant electronic IS history record and:

1) The Maintenance & Repair Record Card (eg MOD Form 745 or electronic IS equivalent) in the applicable ‘Record of Repairs, Important Rectifications and Reconditioning’ section, or:
2) The appropriate section of the Assembly/Component Record Card (eg MOD Form 749/735 series or electronic IS equivalent) or:
3) For Military Registered Civil Derived Air Systems with CAA oversight, the appropriate document/record as directed by the relevant Military Continuing Airworthiness Management Organization (Mil CAMO).

Notes:

1) This includes all Topic 6 repairs or equivalent, repairs carried out by units within the relevant Forward Maintenance resources and those carried out by an external repair or Depth organization, whether Service or civilian (eg 1710 NAS, BAe Systems).
2) The details to be recorded on the electronic IS record/ERC are to be, as a minimum, the date the repair was carried out, the repair scheme that was followed and a unique reference number to link the electronic IS record/ERC entry to the specific MWO (eg ORN or SNOW) on which the repair was recorded/certified.
3) If the repair results from an Accident, details of the Accident are to be recorded in the appropriate section of the Airframe Record Card (eg MOD Form 744, Section 5).

8.2. Further Guidance

Further guidance on repairs can be found in MAM-P Chapter 4.5 – Aircraft Repair.

9. Environmental Damage Prevention and Control (EDPC)

Whenever EDPC activities are carried out, a record to this effect is to be recorded in the relevant electronic IS history record and either:

1) The Maintenance & Repair Record Card (MOD Form 745), or:
2) The appropriate section of the Assembly/Component Record Card (MOD Form 749/735 series).

Note: Details of Husbandry Faults of a minor nature that cannot be rectified immediately, eg localized areas of finish requiring touch-up, specific areas requiring cleaning, etc, are to be entered directly on the Acceptable Deferred Husbandry Log (eg MOD Form 704A) iaw the IFU. Husbandry Faults of this nature need not be entered initially in the ML.

10. Modifications

10.1. Air Recording System

When it is necessary to embody or remove a Modification, the Air System is to be placed Unserviceable in the ML. The serial number of the Modification and authority for embodiment/removal is also to be recorded. The associated Modification leaflet or TI will specify additional recording requirements, but the following list is provided for guidance:

1) If a Modification is embodied/removed in part only, the state of the embodiment/removal is to be shown in detail.
2) If the Modification entails a change in basic weight and moment, the change is to be stated and the Air System basic weight and Centre of Gravity recalculated.
3) The associated Air System Modification embodiment record card (eg MOD Form 746 or electronic IS equivalent) is to be updated with the Modification details.
4) Certification of Modification embodiment/removal is to be made on the appropriate MWO.
5) Embodiment/removal is to be recorded to capture the following:

5.1. Modifications and Service issued instructions of direct operating interest to Aircrew (eg MOD Form 703A1).

5.2. Frequently moved Modifications & Service issued instructions of direct operating interest to Aircrew (eg MOD Form 703A2).

6) Electronic IS, as applicable.

10.2. Uninstalled Component Recording

Certification of a Modification embodiment or removal to/from an uninstalled component is to be carried out on the appropriate MWO. In addition, any associated record card is to be updated with details of the Modification. Whenever a Modification is removed, the assembly or component affected is to be examined and any markings referring to the Modification embodiment are to be deleted.

11. Role Equipment Recording

Although Role Equipment could be classified as a Modification, it is intended to be routinely installed and removed to meet operational requirements. Therefore, it is inappropriate to record role changes on the Modification embodiment record card (eg MOD Form 746). The role change is to be identified in the ML and Certification of the changes are to be recorded on the MWO and any associated role state documentation (eg MOD Form 706(H) Role State). Weight and moment changes should not affect basic weight and moment data, and only the current operating weight is to be recalculated and documented, as appropriate.

11.1. Further Guidance

Further guidance on Role Equipment can be found in MAM-P Chapter 7.4 – Air System Role Equipment: Maintenance, Modification and Control.

12. Compliance with Special Instruction (Technical) (SI(T))

12.1. General

Recording action for compliance with an SI(T) will be detailed within the SI(T); however, the following is provided for guidance:

1) Compliance with an SI(T) is to be recorded in the relevant Maintenance Log.
2) Recurrent SI(T) are to be scheduled in the relevant forecast log.
3) Initial and non-recurrent SI(T) compliance is to be recorded in the same manner as Corrective Maintenance.
4) Recurrent SI(T) compliance is to be recorded in the same manner as Preventive Maintenance.
5) SI(T) compliance on uninstalled Product, Parts and Appliances is to be annotated on the Product, Parts and Appliances and/or associated accompanying documentation (eg ERC or conditioning label).

13. Flight Testing of Air Systems

Whenever any Maintenance work undertaken on an Air System requires a flight test, airborne check, taxi check or ground run by Aircrew prior to flight to prove the serviceability of the system, the individual with 2nd signature responsibility is to detail the extent of the test(s) or check(s) as a flying requirement on the MWO concerned. They are then to raise an ML entry and Aircraft Flying Requirement Certificate (AFRC) (eg MOD Form

707B(AFRC) or electronic IS equivalent) iaw the associated IFU. The AFRC is to specify the extent of the requirement and, if applicable, cross refer to any associated Flight Test Schedule (FTS).

As part of the after-flight declaration on completion of the required activity, the Responsible Aircrew Member is to complete the AFRC iaw the associated IFU.

Note: Detailed instructions when using the MOD Form 707B(AFRC) can be found on the MOD Form 799/5(AFRC).

13.1. Continuous Charge Partial Test Flight (PTF)/Airborne Check (AC)

An Air System is only to be authorized for a Continuous Charge PTF or AC if the correct system functionality can be solely assessed by the Responsible Aircrew member. In addition, the following statement is to be made on the reverse of the MWO and signed by a suitably authorized individual:

"Air System authorized for continuous charge operations subject to satisfactory Partial Test Flight*/Airborne Check*" (* delete as applicable).

14. Pre-flight ►Fault◄ Recording

There may be occasions when Faults occur after the Responsible Aircrew Member has taken charge of the Air System. Under these circumstances, limited Corrective Maintenance activity may be authorized, as detailed in MAM-P - Chap 4.1 - Types of Maintenance. Although the method of Maintenance recording is the same for Corrective Maintenance, the following points are to be adhered to:

1) The Air System is to remain under the charge of the Responsible Aircrew Member.
2) Full work recording and co-ordination may be completed post Aircraft departure.
3) The following entry is to be made in the 'Work Required' column on the MWO:

"Pre-flight Maintenance to be carried out."

The entry is to be cleared prior to Aircraft departure by a suitably authorized individual, stating in the 'Work Done' column:

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

4) 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.

Note: Further details of recording requirements for pre-flight Corrective Maintenance when using the MOD Form 700 series are detailed in the MOD Form 799/5.

15. Maintenance Recording Whilst on Continuous Charge

When recording Maintenance activity whilst an Air System is under Continuous Charge operations, the following procedures are to be adhered to:

1) Authorized work is to be documented by an entry in the appropriate technical log. The following entry is to be made on the appropriate MWO:

"Pre-flight Maintenance to be carried out."

2) The entry is to be cleared by a suitably authorized individual, stating in the associated work done column:

"Pre-flight Maintenance carried out at …[Insert details of system being maintained] … during period of Continuous Charge. Continuous Charge not broken*/Continuous Charge broken – flight servicing required*" (* delete as applicable).

Note: MAM-P Chapter 4.1 – Types of Maintenance provides further guidance on the level of Maintenance activity permitted under Continuous Charge.

16. Ground Running of Helicopter for Maintenance with Rotors Turning

There are occasions when helicopters are ground run with rotors turning for Maintenance purposes. However, because of the ground resonance Risk, the helicopter is to be in a safe state to lift off.

As a result of Maintenance action, it may not be possible to complete all the flight servicing requirements because of outstanding MWOs. In these circumstances, the Rotors Engaged Ground Running Flight Servicing Certificate (eg MOD Form 705B(H) or electronic IS equivalent) is to be used in lieu of the relevant Flight Servicing Certificate to prepare the helicopter for flight and Aircrew acceptance. The results of the ground run are then to be recorded on the relevant MWO.

Notes:

1) If the ground run is conducted without rotors turning, no additional forms are required, and all recording and Certification action takes place on the relevant MWO.

2) The Rotors Engaged Ground Running Flight Servicing Certificate is not to be used if it is intended that the helicopter take off immediately after the ground run.

17. Administration Tasks

Once an Air System has been prepared for flight or is on Continuous Charge, there may be occasions when, in order to carry out an administrative task (eg electronic IS data updates), a requirement exists to make an entry in the ML. Such entries do not render the Air System Unserviceable, provided the Airworthiness of the Air System is not compromised by the administrative task.

All such entries are to be made in the ML and the appropriate MWO raised. The entry is to be cleared by a suitably authorized individual, stating in the associated work done column:

"For recording purposes only."

18. Responsibilities

Individuals at Stn/Ship/Unit level are responsible for:

1) Ensuring that all Maintenance activity is accurately recorded on the appropriate documentation and iaw the associated IFU or TI.

2) Ensuring that all Maintenance documentation being used is at the correct amendment state, prior to use.

3) The control and management of MPs and PPMWOs.

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Chapter 2.2 - Maintenance Recording – Conventions and Guidance

1. General

1.1. Introduction

In support of Airworthiness and to promote standard practices across the Defence Air Environment (DAE), this chapter provides a set of conventions and guidance for completing Maintenance documentation in the MOD Form 700 series.

Note: The conventions detailed in this chapter are in direct support of Regulation and therefore must be complied with. The guidance detailed in this chapter is provided as 'best practice' and is not mandatory.

1.2. Associated Publications or Instructions

1) RA 4813 - Maintenance Records (MRP 145.A.55)
2) ►◄
3) MOD Form 799/1 - General Instructions for Use

1.3. Applicability

This chapter is applicable to all organizations and personnel conducting and recording Maintenance activities within the DAE.

2. Maintenance Recording Conventions

2.1. General

The following generic conventions are in direct support of Regulatory Articles (RAs) and must be complied with:

1) When recording Maintenance activity, a full detailed description of the work carried out must include the guidance outlined within RA4813 and RA4814(1).
    1.1. Reference to any Technical Instruction (TI) that was used to aid the task (including the amendment state of the publication).
    1.2. Serial number, and appropriate life recording data, of any item/component fitted/removed as part of that task.
    1.3. The batch number of standard parts and consumables used ►on all Maintenance activities, ◄ detailed on un-broached equipment packaging, or on acceptable accompanying documentation.
    1.4. The serial number of any calibrated tools, equipment and particularly test equipment, used to confirm the serviceability of an Air System.
2) Each person must be identified and sign for the work they complete within that task.
3) Parts dismantled, or components removed for access or if replaced, require an appropriate record to this effect. The record is to contain the complete nomenclature and serial number of such items and refer to any associated TI references that describe its removal/refit/replacement.
4) Maintenance records shall only be certified by suitably authorized individuals.
5) Maintenance activity is to be recorded in chronological order, where possible, to provide an easy to follow Audit trail of the work undertaken. For example, an entry

detailing item/component disconnection/removal is followed with a corresponding open entry to reconnect/refit the item/component.

6) To provide a complete Audit trail, cross referencing of entries is to be carried out, where applicable. These entries are to provide enough specific detail to prevent misunderstanding or ambiguity, such as:

   6.1. Sheet/page number and line number/letter.

   6.2. Originating Reference Number (ORN) consisting of a unique Serial Number Of Work (SNOW), Aircraft serial number (if applicable) and day, month and year from the relevant MWO.

   6.3. An electronic Information System (IS) Job Control Number (JCN), if applicable and different from the ORN.

   6.4. A statement made to cross refer back to the original entry, where possible.

7) Where a task has not been completed in its entirety, any outstanding requirements are to be adequately recorded on the associated Maintenance Work Order (MWO).

Note: When certifying a Maintenance record, personnel are implicitly stating that they have completed, supervised, or coordinated the associated task in accordance with applicable orders, leaflets and instructions and that they have correctly recorded the serviceability state of the Air System and/or associated Product, Parts and Appliances.

2.2. MOD Form 700 Series

The following conventions are specific to the MOD Form 700 series, in support of the MOD Form 799/1 and must be complied with:

1) All entries in the MOD Form 700 series are to be legible and made in black permanent ink (except where the use of another colour or medium is specified).

2) The use of correction fluid on the MOD Form 700 series is prohibited.

3) ►Erroneous entries in the MOD Form 700 series are to be ruled through and 'EinE' entered next to the entry ('EinE' denotes 'Entered in Error'). This is to be certified by a printed name and signature or initials. ◄

►◄

3. Working Hour Recording

Entries on MWOs are subject to working hour recording. When recording the time taken to complete a task, consideration is to be given to time spent:

1) Conducting research and Fault investigation.

2) Briefing Tradesperson.

3) Providing ►Work Assistance. ◄

4) Collecting and returning tools, Product, Parts and Appliances and spares.

5) Completing the relevant documentation and electronic IS (including associated documentation - eg MOD Form 731, MOD Form 760 etc).

4. Further Information

For specific detail on the Certification of the MOD Form 707 series, refer to MOD Posters 334 and 335, and the associated MOD Form 799 series. For Air Systems and/or Product, Parts and Appliance types that use an electronic IS for Maintenance recording, personnel are to consult the relevant TI.

5. Responsibilities

All personnel required to record and certify Maintenance activity on the MOD Form 700 series are to ensure that they comply with the conventions within this chapter, the Instructions for Use of the associated form and the MOD Poster 300 series, where applicable.

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Chapter 2.3 – Retention of Maintenance Records

1. General

1.1. Introduction

To maintain an Audit trail for Maintenance activities it is necessary to retain certain records. Once completed, Defence Air Environment (DAE) engineering documentation forms a Maintenance record and, as such, is categorized according to the relevance of the information to the Continuing Airworthiness of the Air System or Product, Parts and Appliances to which it relates; it also provides an aid to engineering investigations. Additionally, with the introduction of electronic work recording and/or asset management, a large amount of the information recorded previously on hard copy documents can be entered directly into the relevant electronic Information System (IS). Therefore, in this chapter, any reference to forms or documents includes their electronic equivalents that are entered directly into, and subsequently stored by, an electronic IS.

This chapter provides examples of retention categories that can be applied to DAE engineering documentation and the equivalent electronic data entered directly into, and subsequently stored by, an electronic IS. It also details how the categories are selected and provides the generic retention/disposal instructions for the associated form/data.

1.2. Associated Publications or Instructions

1) RA 1223 - Airworthiness Information Management
2) RA 1225 - Air Safety Documentation Audit Trail
3) RA 4813 - Maintenance Records (MRP 145.A.55)
4) RA 4964 - Continuing Airworthiness Management Records - MRP Part M Sub Part C
5) JSP 441 - Defence Records Management Manual
6) The Civil Evidence Act 1995
7) The Police & Criminal Evidence Act 1984
8) British Standard PD 0016:2001 – Document Scanning. Guide to Business Documents
9) British Standards Institution BSI 0008- Evidential weight and legal admissibility of information transferred electronically.
10) Defence Logistics Framework (DLF)

1.3. Applicability

This chapter is applicable both to paper and electronic engineering documentation used throughout the DAE.

2. DAE Engineering Documentation Retention Categories

All DAE engineering documentation is to be categorized by the relevant Type Airworthiness Authority (TAA), or delegated sponsor, according to the relevance of its content to either the Maintenance of Airworthiness or support of Airworthiness investigations when completed. Completed documentation should be retained only if the information it contains continues to be relevant to either the Maintenance of Airworthiness

or support of Airworthiness Investigations. Electronic work orders and records are to be retained for the same period as their hard copy equivalent.

3. Promulgation of Categorization and Retention Period

Paragraph 4 provides examples of retention categories that may be applied to engineering documentation used throughout the DAE. The appropriate category, retention period and any specific-to-document disposal and/or retention instructions, will be promulgated by the relevant TAA or sponsor. If no instructions are issued, Table 1 details the minimum retention periods for each documentation category.

4. Retention Categories

4.1. Category A

Category A documents contain information that is required to maintain an Audit trail of key events that could affect the Airworthiness of the Air System or Product, Parts and Appliances through its life. The documents are to be retained for the life of the individual Air System or Product, Parts and Appliances in MOD service, plus 5 years, unless additional arrangements are made.

4.2. Category B

Category B documents contain Airworthiness information that is to be retained to maintain an Audit trail of key events for the period that the documented work could affect the Airworthiness of the Air System/Product, Parts and Appliances or inform Airworthiness investigations. The documentation is to be retained until the work it records has been invalidated by documented work carried out subsequently. This may be managed by linking retention of some Category B documents to a Scheduled Base Maintenance (SBM), Major or equivalent Depth Maintenance if the work carried out at SBM, Major or Depth invalidates previous work.

If the TAA or Military Continuing Airworthiness Management Organization (Mil CAMO) consider that elements of SBM, Major or equivalent Depth Maintenance do not invalidate previous work (or cannot be confirmed to invalidate previous work), they are to specify, in the relevant Topic 2(N/A/R)1 or Aviation Engineering Standing Orders, the retention requirements peculiar to the circumstance. As a minimum, Category B documents that record the following activities should be retained for the same period as Category A documents:

1) Initial compliance with a SI(T).
2) Aircraft or component repairs, including Topic 6 repairs and any associated off-Aircraft records relating to the local manufacture of parts used to affect the repair.
3) Installation of lifed components that will remain installed for a duration exceeding the periodicity between SBM, Major or Depth Maintenance.

Notes:

1) Category B documents that are to be retained for the same period as Category A documents, are to be held in a separate folder/location to other Category B documents, in order to ease retention/disposal and the retrieval of records for the Airworthiness review process.

2) The requirement to re-categorize documents from Category B to Category A does not apply to the Maintenance Log, as all relevant information is recorded on the appropriate Maintenance Work Order (MWO).

4.3. Category C

Category C documents contain Airworthiness information that is to be retained until it can no longer affect the associated Air System or Product, Parts and Appliances. Such information is only required to maintain an Audit trail of events that could affect, or have affected, the Airworthiness of the Air System or Product, Parts and Appliances until a further check of the same system is carried out.

4.4. Category D

Category D documents contain Airworthiness information that, once replaced, transferred or cleared, is no longer of any Airworthiness value. Such documents, providing all information has been replaced, transferred or cleared, may be disposed of.

4.5. Category E

Category E documents do not contain Airworthiness information required to maintain an Audit trail but may contain information required for later reference. These documents may be retained at the discretion of the relevant Mil CAMO in exercising their duty to retain Maintenance records, as detailed in RA 4964.

4.6. Category I

Category I documents contain specific retention and disposal instruction detailed on the appropriate Instructions for Use (IFU).

4.7. Category M

Category M (Miscellaneous) documents do not neatly fall within the above categories. Additional information/disposal instructions are contained within the comments field of the MAM-D Part 2 catalogue for the associated form.

5. Retention Periods

5.1. Retention Periods for each DAE Engineering Documentation Category

For documents within the MOD Form 700 series, minimum document retention period categories are listed in MAM-D Part 2 against each associated form. Completed forms are to be treated as UNCLASSIFIED unless the publication sponsor has specified a higher grading.

Table 2 details the minimum retention periods for each of the documentation categories listed in Paragraph 4. However, when necessary, longer periods of retention and specific retention locations may be determined by the document sponsor and promulgated on the appropriate IFU.

Table 2. Minimum Retention Period for DAE Retention Category

Category	Minimum Retention Period
A	Retain for the life of the individual Air System or Product, Parts and Appliances in MOD service, plus 5 years, unless additional arrangements are made.
B	Retain until invalidated by subsequent work. (Note 2)
C	May be disposed of when the information contained no longer has any bearing on the airworthiness of the Air System. They are to be retained for a minimum of 28 days, or as specified on the relevant IFU.
D	May be disposed of when the information contained is replaced, transferred or cleared and is therefore no longer of any airworthiness value.
E	Retain at the discretion of the CAMO.
I	Retain as per specific retention and disposal instructions detailed on the appropriate Instruction for Use.
M	Retain as per additional information/disposal instructions contained within the comments field of MAM-D Part 2 catalogue, pending inclusion of this information in the associated IFU.

Notes:

1) Specific retention locations will be determined and promulgated by the relevant Military Continuing Airworthiness Manager (Mil CAM).

2) Commands, in consultation with Mil CAMOs where appropriate, are to define in mid-level orders, the high-frequency activities recorded on a MWO, where the minimum retention period may be relaxed to 28 days, eg blade folding, tool control, ejection seat pins, etc.

5.2. Contractor Records

When Forward or Depth Maintenance is provided solely by a contractor organization who utilize their own record system or a civilian technical log system to record details of Air System Maintenance, the Mil CAM is to ensure that the Continuing Airworthiness Management Exposition (CAME) details the retention periods relevant to those documents.

5.3. Documents in Support of the Military Airworthiness Review Certificate (MARC)

Irrespective of the retention period normally associated with its retention category, as detailed in Paragraph 5.1, the Mil CAMO is to retain a copy of all documents that support the issue of a MARC until 5 years after the Air System has been permanently withdrawn from Service; RA 4964, RA4971 and RA 1225 refer.

5.4. Material Accounting Records

Policy for the retention of material accounting documentation, such as the MOD Form 640, is contained within the DLF.

6. Specific Criteria for Electronic Data Retained on Electronic IS

The period of retention for data on an electronic IS's main storage area is at the discretion of the TAA, in consultation with the CAMO, but is to meet the minimum requirements detailed in this chapter.

7. Scanning and Electronic Storage

The retention of hard copy documents can create storage issues. To alleviate these issues, documents may be scanned and stored electronically, enabling the original document(s) to be safely disposed of. This process will be defined by the TAA or Mil CAM but, in all cases, will require Certification that any copies are a true and legible facsimile (eg MOD Format 740(SDC)) and be subject to the same retention instructions. Guidelines for scanning are contained in British Standard PD 0016:2001.

8. Air Systems Withdrawn from Service

In the event of an Air System being withdrawn from Service, personnel are to consult the relevant TAA/Mil CAMO for guidance on the subsequent retention and/or disposal instructions for the associated Maintenance records.

9. Responsibilities

All personnel compiling and handling Maintenance records within the DAE have a responsibility to ensure that those records are managed and retained in accordance with the information contained in this chapter and the associated IFU, where applicable.

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Chapter 3.1 – MOD Form 700 Series – General Information

1. General

1.1. Introduction

A record of all Maintenance activities carried out on military registered Air Systems and Air System components is required to provide an Audit trail of the work and to enable Quality Assurance, data exploitation and investigations. The MAA recognize the MOD Form 700 as a method of recording Maintenance activity and Airworthiness data. The MOD Form 700 is an omnibus title given to a collection of MOD Forms in the 700 numerical series. When assembled and allocated to a specific Air System or Products, Parts and Appliances, the MOD Form 700 provides a history of the associated Air System or Products, Parts and Appliances and a statement of its current condition. This chapter provides guidance for the use of the MOD Form 700.

1.2. Associated Publications or Instructions

1) RA 1223 – Airworthiness Information Management
2) RA 4813 – Maintenance Records (MRP 145.A.55)
3) RA 4947 – Continuing Airworthiness Management - MRP Part M Sub Part G
4) RA 4964 – Continuing Airworthiness Management Records - MRP Part M Sub Part C

1.3. Applicability

This chapter is applicable to all personnel using the MOD Form 700 series of forms within the Defence Air Environment (DAE).

2. MOD Form 700

2.1. General

The MOD Form 700 consists of a variety of specified loose-leaf forms, selected from the MOD Form 700 numerical series, to suit the Maintenance philosophy and the particular needs of a given Air System or Products, Parts and Appliances. The forms, along with the MOD Form 700 (Divider Cards), are held in 3 binders:

1) MOD Form 700A – Maintenance Form Record.
2) MOD Form 700C – Maintenance Form Cover.
3) MOD Form 700D – Engineering Record Card Cover.

Note: These binders are high value items and should be retained by units and not sent to external long term storage. All forms being archived are to be removed from the binders prior to archiving.

2.2. MOD Form 700A – Maintenance Form Record

The MOD Form 700A is a binder used for the stowage of controlled forms, as defined in Paragraph 4.3, removed from the MOD Form 700C. The MOD Form 700A is divided into Sections, as per the MOD Form 700C, detailed in Paragraph 2.3.

Notes:

1) Section 6 of the MOD Form 700A is to contain the current Aircraft weighing forms (MOD Form 756 series) for the associated Aircraft.
2) Controlled forms are to be retained in the MOD Form 700A for the length of their retention period or the next Military Airworthiness Review (MAR), whichever is soonest. Upon completion of the next MAR, the forms are to be removed from the MOD Form 700A and, where necessary, transferred to long term storage in accordance with local procedures.
3) Where possible MOD Form 700 binders should be re-used once forms are removed into long term storage.

2.3. MOD Form 700C – Maintenance Form Cover

The MOD Form 700C is a binder used for the stowage of 'in use' forms from the MOD Form 700 numerical series which, when assembled, reflects the status of the associated Air System or Products, Parts and Appliances. For ease of navigation and to group associated information together, the MOD Form 700C is divided into sections, as detailed below:

1) Section 1 – Maintenance Log.
2) Section 2 – Limitations Log.
3) Section 3 – Acceptable Deferred Faults (ADF) Log.
4) Section 4 – Flight Servicing and Usage.
5) Section 5 – Forecast of Preventive Maintenance (see Note 3).
6) Section 6 – Weight and Moment Data.
7) Section 7 – Mechanical Information.
8) Section 8 – Avionic Information.
9) Section 9 – Role Equipment and Weapons (forms other than MOD Form 706 series) (At TAA discretion).
10) Section 10 – Miscellaneous forms, used at Type Airworthiness Authority (TAA) discretion (See Note 4).
11) Section 11 – Index, Leading Particulars, Military Airworthiness Review Certificate (MARC), General Instructions for Use.

Notes:

1) At the discretion of the TAA and depending on the Air System or Products, Parts and Appliances type, not all sections are necessarily used.
2) The MOD Form 799/1(Platform) will identify all of the sections in use, with each associated MOD Form listed within each section, as endorsed by the TAA.
3) The contents of Section 5 may be divided into two parts:
    3.1. A forecast log that details Scheduled Maintenance activities due within predefined parameters (eg 30 days and 100 flying hours).

3.2. An additional forecast log (held in a separate cover, or electronic IS, as applicable) detailing all Scheduled Maintenance activities applicable to the associated Air System, iaw the relevant Technical Information (eg Topic 2(N/A/R), Topic 5A1).

4) Consideration is to be given to amending the MOD Form 799/1(Platform) if the inclusion of a form in Section 10 is anticipated to be for a prolonged period.

2.4. MOD Form 700D – Engineering Record Card Cover

2.4.1. General

The MOD Form 700D is used to store all the Engineering Record Cards (ERCs) for components fitted to a specific Air System or Products, Parts and Appliances. Mandatory documents for inclusion in the MOD Form 700D are listed in the relevant Air System Topic 2(N/A/R)1 or Topic 5A1. The MOD Form 700D and contents accompany the Air System documents when ownership of an Air System is transferred between organizations.

2.4.2. Register of Contents

ERCs held within the MOD Form 700D are registered/controlled by the MOD Form 713A which are to be filed in the front of the MOD Form 700D.

3. Work Recording on Electronic Information Systems (IS)

3.1. Presentation of Information

When recording work, or associated activities, on an electronic IS, there is no requirement to use specific MOD Form 700 numerical series layouts for displaying information on the electronic IS screen.

Note: Any forms printed from an electronic IS for insertion into the MOD Form 700C are to be appropriately sponsored as detailed in Paragraph 4.2 and listed within the MAM-D Part 2 - Catalogue of Formats for reference.

4. Control of the MOD Form 700 and MOD Form 700 Series Forms

4.1. MOD Form 700C Content

The MOD Forms listed in Table 3 are considered to be the minimum requirement for inclusion in the MOD Form 700C.

Table 3. MOD Form 700C Forms (Minimum Requirement)

MOD Form series	Form Title	IFU series
701	Leading Particulars	Nil
702 Series (see Note 1)	Weight & Balance Data	799/9(W&B)
703	Limitations Log	799/2
704	Acceptable Deferred Faults (ADF) Log	799/3
705(Platform)	Flight Servicing Certificate (FSC)	799/4
705 SSR	Supplementary Flight Servicing Register	799/4(SFS)
705 SSC	Supplementary Flight Servicing Certificate	799/4(SFS)
707A	Aircraft Maintenance Log	799/5
710 (see Note 2)	Military Airworthiness Review Certificate (MARC)	Nil
713	Register of Controlled MOD Forms	799/1
721 Series (see Note 3)	Forecast Sheet	799/6
724 to 726 Series (see Note 4)	Flying Log and Equipment Running Log	799/4 Series
799/1	General Instructions for Use	Nil
799/1(Platform)	Aircraft Maintenance Form (MOD Form 700) - Index	Nil

Notes:

1) Forms from within the MOD Form 702 series, or approved alternatives (eg electronic IS printout or platform specific form), as directed by the TAA.
2) If the original MOD Form 710 MARC is filed, a copy is to be included in Section 11 of the MOD Form 700C.
3) The MOD Form 700C is to provide means of forecasting Preventive Maintenance. This can be via the MOD Form 721 series or an approved alternative (eg electronic IS printout or platform specific form).
4) The MOD Form 724 to 726 series of forms are used at the discretion of the TAA, depending upon the specific usage recording needs of the associated Air System or Products, Parts and Appliances.

4.2. Controlled Forms

Due to the relevance of the Airworthiness information contained, and in order to maintain an auditable record, a number of forms in the MOD Form 700 numerical series are designated ‘controlled’ forms. As controlled forms, their use and disposal are subject to specific conditions. The controlled forms listed in Table 4 are considered to be the minimum required in the MOD Form 700.

Table 4. Designated MOD Form 700 Controlled Forms (Minimum Requirement)

MOD Form No.	MOD Form No.
MOD F703	MOD F705(SSC) & MOD F705(SSR)
MOD F703AE	MOD F706B or MOD Form 706B(Platform)
MOD F703A1 & MOD F703A2	MOD F707A
MOD F703B or MOD Form 703B(Platform)	MOD F713
MOD F704	MOD F721B
MOD F704A	MOD F721C or MOD Form 721C(Platform)
MOD F704B	MOD F724 or MOD Form 724(Platform)
MOD F704D	MOD F725(Platform)
MOD F704LA (where used)	

Notes:

1) The appropriate MOD Form 799/1(Platform) details which forms are controlled within a particular Air System or Products, Parts and Appliances type MOD Form 700C.
2) Additional controlled forms may be included, at the discretion of the TAA.

4.3. Insertion and Removal of Forms into/from MOD Form 700

The insertion and removal of forms is only to be conducted by suitably authorized individuals. Instructions for the insertion and removal of MOD forms into/from MOD Form 700C are detailed on the MOD Form 799/1 General Instructions for Use.

4.4. Loss of Air System or Products, Parts and Appliances Maintenance Records

In order to comply with RA 4947, and in order to maintain a suitable level of data integrity and Airworthiness assurance, the Military Continuing Airworthiness Management Organization (Mil CAMO) is responsible for developing a procedure for lost Air System or Products, Parts and Appliances maintenance records, including any search or investigation requirements and a policy on the use of duplicated documents. While the detail of the Mil CAMO-approved procedure has precedence, it may be based on the following generic procedure:

1) The loss of any Air System or Products, Parts and Appliances Maintenance forms or electronic data is initially reported to the appropriate authority level J, who will determine the scope of an investigation into the circumstances of the loss and extent of initial searches.
2) The loss is also to be reported to the appropriate Mil CAMO and, where appropriate, the TAA, who may wish to instigate further investigations.
3) In the event of a loss of MOD Form 700 series documentation, if the original Maintenance records are not recovered, duplicate forms may be raised on the authority of the appropriate level K, using a Duplicate Engineering Documentation Authorization Certificate (MOD Form 700Z). All duplicate forms raised are to be

endorsed “Duplicate Form” in red ink across the top and detail (on the reverse of the attached MOD Form 700Z) the actions involved in the searches and investigations for the missing form, along with any cross-referencing to remedial actions.

4) When documentation is lost after it has undergone electronic data capture, the loss of the documentation must be dealt with by the relevant suitably authorized individual in a manner they deem appropriate to ensure an adequate Audit trail.

5) When the loss relates to ERCs, the relevant Products, Parts and Appliances is to be quarantined at the Station (Stn)/Ship/Unit reporting the loss until the ERC is found, a duplicate is authorized, or the appropriate DT issues disposal instructions.

4.5. Transfer of Air System or Products, Parts and Appliances Maintenance Forms

When Air Systems or Products, Parts and Appliances are transferred between Stns/Ships/Units, the associated Maintenance forms are forwarded to the receiving organization or document custodian (where applicable). When using the MOD Form 700 series of forms, the documents are to be dispatched by the most suitable means, with an accompanying MOD Format 743 - Aircraft Engineering Documents Transfer Certificate. Associated management and historical documents may also be enclosed with the Maintenance forms. Care is to be taken to prevent contamination of the documents during transit and specific DT direction may need to be sought before documents are attached to, or enclosed with, the Products, Parts and Appliances to which they refer.

4.6. Retention of Documentation

Retention instructions for forms in the 700 numerical series will be promulgated by the TAA, via the authorized sponsor. Further guidance on the retention of forms is detailed in Part 1 Chapter 2.3.

4.7. Printing of Forms

4.7.1. Printing from the Catalogue of Forms

The Catalogue of Forms is to be used for reference purposes and is not to be used to print forms for routine usage within the DAE unless specifically directed to within the associated MAM-D Part 2 catalogue. However, in extremis, it is permissible to print a form and use it temporarily until the correct form can be supplied. Any forms printed are subject to the same retention criteria as the MAA endorsed hard copy.

4.7.2. Printing from an Electronic IS.

Forms printed from an electronic IS are subject to the same retention criteria as the MAA endorsed hard copy forms.

Notes:

1) It is recommended that when printing forms and formats, the colour paper specified in the associated Part 2 catalogue should be used. Local orders may authorize printing on uncoloured paper, if required.

2) Table 5 details the recommended paper specifications when printing direct from the MAM-D or an electronic IS. These specifications increase the likelihood of the documents withstanding normal handling and filing and remaining legible for the duration of their retention period.

Table 5. MOD Form 700 Series Paper Specifications

Retention Category	Examples	Paperweight (g/m2)	Opacity (%)	Whiteness CIE
A,B,D & M	Leading particulars, registers, Equipment History Cards, Maintenance Forms	120	96	160
C & E	Daily use & Flight Servicing Forms	100	94	160

4.8. Impounding of Documents Following an Incident

In order to comply with RA 4964, a procedure will be promulgated by the Military Continuing Airworthiness Manager (Mil CAM) that details the actions required to quarantine Continuing Airworthiness records in the event of an Air System Incident. This is to aid any subsequent Service Inquiry and, as a minimum, the MOD Form 700C, MOD Form 700A and any associated electronic IS data for the Air System involved is to be impounded immediately.

4.9. Carriage of MOD Form 700C in Parent Aircraft

4.9.1. General

A MOD Form 700C may be carried in its parent Aircraft during flight but provision is to be made to ►preserve◄ original signatures for work carried out and measures put in place to aid the re-construction of the document in the event of its loss. Therefore, a MOD Form 700C may be carried if ►the following are identically copied and distributed to a ground based engineering organisation◄:

All documentation bearing original signatures for work carried out ►◄.

►◄Section 2 (Limitations Log) and Section 3 (ADF Log – excluding the Husbandry Log) ►◄.

4.9.2. ►◄Documents Bearing Original Signatures

►◄Only in exceptional circumstances, when the Aircraft is operating in the Forward environment and there is no ►◄ way of ►distributing copies of documents bearing original signatures, then it may be carried in the◄ parent Aircraft. Such documentation is to be ►copied and distributed◄ to the parent Stn/Ship/Unit at the first available opportunity. ►◄

4.9.3. Copying of Information Contained in MOD F700C Section 2 and Section 3

The information contained in MOD Form 700C Section 2 and Section 3 is a record of the condition of an Air System, drawn from several sources. Reconstruction of these sections in the event of loss of the MOD Form 700C is difficult and time consuming. Therefore, prior to the carriage of the MOD Form 700C in its parent Aircraft, extant entries in Section 2 (Limitations Log) and Section 3 (ADF Log – see Note 1) are to be copied prior to flight. However, where the source of an entry can be retained, the following may be applied:

1) Where copies have been taken but time constraints preclude copying of subsequent entries, the entries may be carried without copying, however; the parent Maintenance Work Order(s) (MWO) is to be retained until the Aircraft ceases to carry the MOD Form 700C during flight.

2) Prior to operation in an area where copying facilities may be unavailable, an Aircraft's parent Stn/Ship/Unit (see Note 2) are to ensure that copies of extant entries on all the forms contained in Section 2 & 3 (excluding the Husbandry Log) are taken and retained. Subsequent entries may be carried without copying but the parent MWOs are to be retained until the Aircraft ceases to carry the MOD Form 700C during flight.

3) Where the Aircraft is supported by an electronic IS that hosts the current Section 2 and Section 3 of the MOD Form 700C and when the electronic IS has been used to produce the original pages currently held in the binder, the requirement for additional copies to be produced and retained as described above may be disregarded. Any documents from Section 2 or Section 3 that are not hosted by the electronic IS are to be copied and retained as described above.

4) When the Aircraft ceases to carry the MOD Form 700C during flight, a suitably authorized individual may authorize destruction of the copies (see Note 3 and Paragraph 6).

Notes:

1) This process applies to all forms in Sections 2 & 3 that contain entries (excluding the Husbandry Log) eg, the 'List of Modifications and Service Issued Instructions of Direct Operating Interest to Aircrew' and 'TAA-Granted Concessions', etc.

2) Copies of Section 2 & 3 are to be made by the Stn/Ship/Unit best placed to provide support for the application.

3) Where it better suits an Aircraft's method of operation, Mil CAMs may authorize the Maintenance of a permanent copy of the forms contained in Sections 2 & 3 on condition that procedures are in place to ensure that the copy meets the requirements of this chapter.

4.10. Inclusion of Forms into the MOD Form 700C

4.10.1. MOD Form 700 Series

Only the relevant TAA, or nominated authorized sponsor, can authorize the use of a MOD Form 700 series form within the MOD Form 700C by approving a change to the appropriate MOD Form 799/1(Platform).

4.10.2. Non-MOD Forms

If there is an urgent requirement to amend a new MOD Form 700 series form for inclusion in the MOD Form 700C and delaying its release poses a perceived Airworthiness Risk, the TAA may authorize the use of an interim form, pending publication in the MAM-D. The interim form is not classified as a MOD Form 700 series form and does not require MAA endorsement prior to use. The insertion should be for a defined period, pending publication of the MOD Form 700 series form or expiry of the temporary TAA Authorised form requirement.

5. Responsibilities

5.1. Stn/Ship/Unit

Individuals at Stn/Ship/Unit level are responsible for:

1) Inserting and removing controlled forms into/from the MOD Form 700C.

2) Where necessary, preparing MOD Form 700C for carriage in its parent Aircraft, including the production of copies of original documents, when required.
3) Taking appropriate action when Maintenance forms or electronic data are lost.
4) Transferring Maintenance forms when Air Systems or Product, Parts and Appliances are transferred between Stns/Ships/Units.
5) The initial impounding of documentation following an Incident.

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Chapter 3.2 – MOD Form 700 Series - Through Life Management

1. General

1.1. Introduction

The MOD Form 700 series of forms and formats are used to record Maintenance activity throughout the Defence Air Environment (DAE). This chapter aims to provide information on the through life management of the MOD Form 700 series.

1.2. Associated Publications or Instructions

1) RA 1310 - Air System Document Set
2) RA 1223 - Airworthiness Information Management
3) RA 4810 - Technical Information (MRP 145.A.45)
4) RA 4813 - Maintenance Records (MRP 145.A.55)

1.3. Applicability

This chapter is applicable to all users and sponsors of MOD Form 700 series forms and formats.

2. Sponsors of MOD Form 700 Series Forms and Formats

In order to maintain the integrity of the information contained within them, all MOD Form 700 series forms and formats published within the Manual of Airworthiness Maintenance - Documentation (MAM-D) are to be sponsored by a suitably authorized individual.

1) For all Air System or equipment specific forms and formats, the nominated sponsor is the relevant Type Airworthiness Authority (TAA)/Delivery Team Leader or delegated suitably authorized individual.

2.1. Sponsor Responsibilities

2.1.1. General

Sponsors are to familiarise themselves with the forms and formats that they sponsor and regularly check that the details contained within the MAM-D Part 2 - Catalogue of Forms are correct.

2.1.2. Content of TI

Sponsors are to ensure that the content provided, or information requested, within the forms and formats they sponsor, is relevant and unambiguous. To that end, the use of dedicated Instructions for Use (IFU) is recommended for all forms and formats (see Paragraph 4.3).

2.1.3. Sponsor Details

Details of specific form and format sponsors can be found in the tables contained within the MAM-D Part 2 - Catalogue of Forms. Sponsors are to be identified by their full primary role (eg. DSA-MAA-Reg-Eng-4000MAMD or DSA-MAA-Reg-Eng-4900).

2.1.4. Change of Sponsor

If the sponsor details are found to be incorrect or if a change of sponsor is deemed necessary, notification of sponsor change can be submitted to the MAA in one of the following ways:

1) If the requirement for a change of sponsor is identified during the amendment of the associated form/format, include the following statement in Part 3 of the MOD Form/Format 765:

   '[Insert new Sponsor primary role details] is assuming responsibilities of sponsor for the [insert MOD Form No.] and is appropriately authorized to do so.'

   Part 3 of the MOD Form/Format 765 is then to be approved by the new Sponsor.

2) If the requirement for a change of sponsor is identified during normal business (eg. changes to personnel or roles), notification can be submitted via e-mail to the group mailbox (DSA-MAA-MAMD-Enquiries@mod.gov.uk).

3. Amendments

3.1. General

In order to maintain an Audit trail of changes and integrity of information, changes to the MAM-D and associated Catalogue of Forms may only be implemented by the DSA-MAA-Reg-Eng-MAMD team. Furthermore, proposed changes are to be submitted using one of the following:

1) MOD Form 765 contained in Part 2 of the MAM-D.
2) MOD Format 765 contained in Part 2 of the MAM-D. (preferred option)
3) MOD Format 765 produced by an electronic IS (eg. Resolve) (see Note 3).

Notes:

1) Guidance on the compilation of the MOD Form/Format 765 can be found on the MOD Poster 302 series.
2) The processes detailed in this paragraph are equally applicable to the development of new forms and formats.
3) Whilst it is appreciated that use of electronic IS can expedite the process, it has also been identified that, due to access restrictions, form sponsors may be unable to complete the approval section of the report. In this case, one of the amendment methods detailed at Paragraph 3.1 items 1 and 2 is to be used.
4) The MAM-D Team do not have access to resolve and therefore PDF versions of the 765 is to be submitted.

3.2. Amendment Incorporation

Changes to the MAM-D Part 1 (Governance and Guidance) and Part 2 (Catalogue of Forms) often require a level of adjustment and negotiation between the MAA-Reg-Eng-MAMD team and the associated sponsor. As a result, the MAA have not set a minimum timeline for the incorporation of amendments. However, in all cases, amendment requests will be prioritized for incorporation, based on the following criteria:

1) Perceived Airworthiness Risk.
2) Implications of the recommended change (procedural/grammatical etc).
3) Number of other associated outstanding amendment requests.

Notes:

1) The MAM-D Part 2 is published quarterly.
   1.1. February, May, August, November.
   1.2. Publications outside of this will be actioned if an amend is deemed Rapid – Risk to Life.
2) MAM-D Part 2 tasks from MOD Form 765s are linked to the following MAM-D PIs.
   1.1. Over 12 Months – Red
   1.2. 9 – 12 Months – Amber
   1.3. < 9 Months – Green

3.3. Submission of Amendment Requests

3.3.1. Generic Forms and Formats

For generic forms and formats, sponsored by the MAA, the MOD Form/Format 765 is to be submitted to the group mailbox (DSA-MAA-MAMD-Enquiries@mod.gov.uk) for completion of Part 3.

3.3.2. Platform/Equipment Specific Forms and Formats

For platform/equipment specific forms and formats, the MOD Form/Format 765 is to be submitted to the appropriate Sponsor for completion of Part 3, prior to being sent to the group mailbox (DSA-MAA-MAMD-Enquiries@mod.gov.uk).

Note: If the proposed changes also affect the associated Instructions for Use and both forms are sponsored by the same individual, both changes may be captured on the same MOD Form/Format 765. In all other cases, a separate MOD Form/Format 765 is required for each affected form or format.

4. Conventions and Guidance for Amendment Submissions

4.1. Considerations

Before proposing amendments to existing forms/formats, or the establishment of new forms/formats, consideration is to be given to the following:

1) Is the proposed amendment relevant, accurate and unambiguous?
2) Is the information presented in a clear manner and has sufficient space been provided for users to make handwritten entries, where required?
3) Assess the Airworthiness content of the form/format. This will determine the retention category and whether the form/format should be designated as “controlled”.

Note: The DSA-MAA-Reg-Eng-MAMD team will provide guidance to Sponsors and the Regulated Community, where possible. However:

1) It remains the responsibility of the Sponsor to ensure that the MOD Forms and Formats they sponsor are relevant, accurate and unambiguous.
2) It is the responsibility of the originator to ascertain if the proposed amendment or establishment has implications to another MOD Form or Format and submit further amendment requests, as required.

4.2. Structure and Layout

Due to the nature of their individual requirements, the structure, layout and content of MOD Forms and Formats contained within the MAM-D will differ. To aid development, draft proposals are to be attached to any MOD Form 765 amendment request to ensure the requirement is fully understood.

4.3. Instructions for Use (IFU)

4.3.1. General

IFU for MOD Forms/Formats may be presented in one of the following 3 ways:

1) On a dedicated MOD Form 799 series form.
2) On a dedicated poster within the MOD Poster 300 series.
3) Contained within the associated MOD Form/Format to which they refer.

Note: For ease of use, IFU for related MOD Forms/Formats may be combined on the same MOD Form 799 series form. However, consideration needs to be given to the amount of information being presented.

Specific Requirements

The majority of information contained within IFU will be bespoke to the form/format to which it relates. However, the following paragraphs are to be included in all IFU for each associated MOD Form/Format, where applicable:

4) **General.** An overview of the associated form/format.
5) **Insertion and Removal.** Instructions and information on who is authorized to insert and remove the associated form/format into and from the MOD Form 700C, dependent upon whether it is designated as “controlled” or not.
6) **Compilation Notes/Specific Responsibilities.** This can either be listed by role or working logically through the associated form/format.

5. Ordering MOD Form 700 Series Forms

MOD Form 700 series forms can be ordered as follows:

1) Via the ‘Millie On-Line Portal’ at http://millie2.web.logis.r.mil.uk.
2) If the associated form does not appear on the Millie On-Line Portal, via an e-mail request to (DSA-MAA-MAMD-Enquiries@mod.gov.uk).

Note: The ordering of MOD Forms may be controlled at a central location within a Stn/Ship/Unit. Personnel are therefore advised to check single-Service or local orders before ordering MOD Form 700 series forms.

6. Responsibilities

6.1. Sponsors

Sponsors of MOD Form 700 series forms and formats are responsible for the content and through life management of the information they sponsor.

6.2. All Users

All users of MOD Form 700 series forms and formats are responsible for:

1) The compilation and handling of MOD Form 700 series forms and formats in accordance with MAM-D Part 1, the associated IFU and MOD Poster 300 series, where applicable.
2) Submitting amendment requests iaw Paragraph 3 whenever a fault, anomaly or potential improvement is identified.

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Chapter 3.3– MOD Form 700 Series – Engineering Record Cards

1. General

1.1. Introduction

Engineering Record Cards (ERCs) are designed to maintain a permanent technical record of usage, major servicing, repairs, and Modifications to airframes, aero–engines and other specified Product, Parts and Appliances, including installation and custodian details. For Air System types that use an electronic Information System (IS) for asset management and work recording, ERCs are held electronically and can be printed as a generic ERC for Air Systems or components being dispatched outside the electronic IS boundary.

ERCs are designed to complement each other when used in connection with major assemblies such as airframes. Whilst specific ERCs required to support specific Air Systems and associated Product, Parts and Appliances are listed in the relevant Topic 5A1, the basic relationships between the cards are as detailed in Figures 1 to 3.

Figure 1. Airframe Records

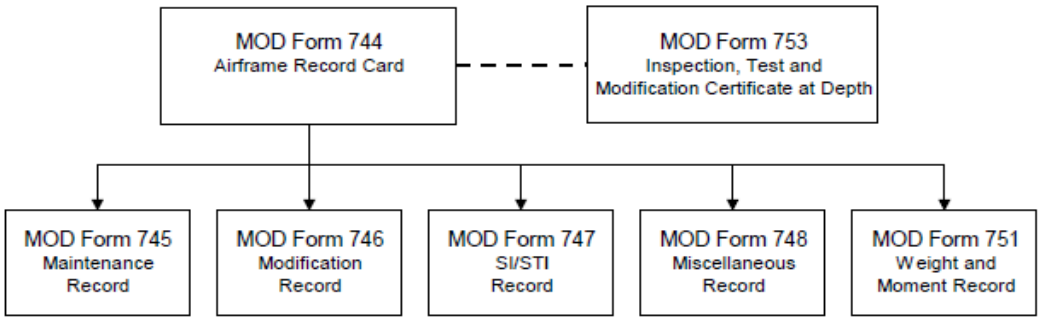


Figure 2. ECU or Complex Major Assembly Records

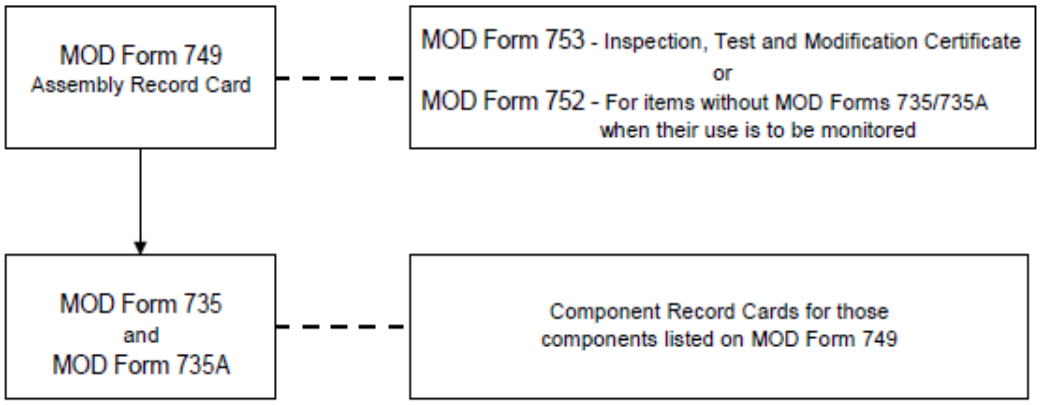
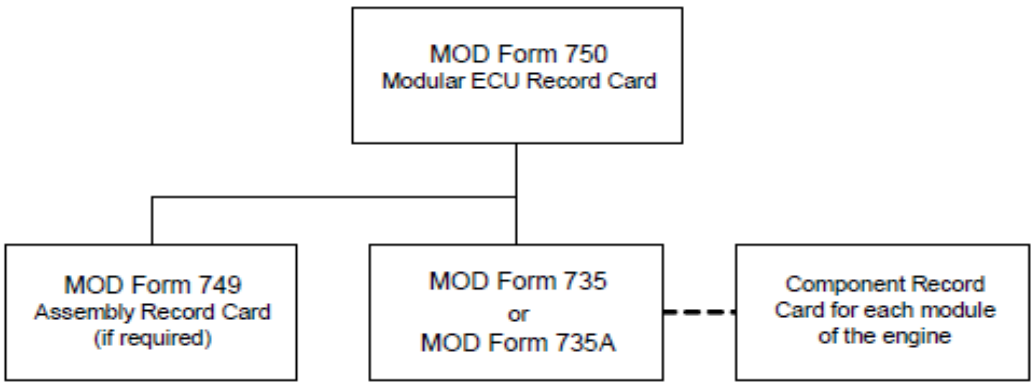


Figure 3. Modular Engine Records



1.2. Associated Publications or Instructions

1) RA 1223 – Airworthiness Information Management
2) RA 4809 - Acceptance of Components (MRP 145.A.42)
3) RA 4813 - Maintenance Records (MRP 145.A.55)
4) RA5815 - Instructions for Sustaining Type Airworthiness

1.3. Applicability

This chapter is applicable to all personnel responsible for the Maintenance and management of Air Systems and components subject to usage tracking within the Defence Air Environment (DAE).

2. Requirement for Engineering Record Cards (ERCs)

2.1. Initiating ERCs

The requirement for a component, assembly or sub-assembly to be subject to ERC recording will be promulgated by the Type Airworthiness Authority (TAA) in the relevant Master Maintenance Schedule/Topic 5A1.

2.2. Local Engineering History

When a local engineering history is required to be kept, units may raise ERCs under local management control for components not falling into the above categories defined at Paragraph 2.1. These do not necessarily have to be recorded in the Topic 5A1 or electronic IS, transferred between units or given to the manufacturer.

2.3. Maintenance Organizations

Maintenance organizations are to raise ERCs as continuation cards of the original ERC as follows:

1) **MOD Forms 745, 746, 747 and 748.** These ERCs may be used as continuation cards for assembly/component ERCs.
2) **Change of Part Number.** If the embodiment of a Modification changes the manufacturer's part number and/or the stores reference number of Product, Parts and Appliances previously supported by an ERC, a new ERC is to be raised

containing all relevant information. The new ERC takes the next available serial number.

3) **Reconditioning.** Assemblies or components not having a finite life have a new ERC raised at each reconditioning, with the relevant information transferred to the new ERC and the re-conditioned life restarted at nil. The new ERC takes the next available serial number.

4) **Finite Lives with an Intermediate Reconditioning.** Assemblies or components having finite lives with an intermediate reconditioning are to have the original ERC reissued and all lifing is to be cumulative from new.

5) **Multiple Life Measurement Unit (LMU).** Multiple LMU recording may be affected using MOD Form 752 in place of a specific ERC section, provided that an entry to that effect is made in that section. In such cases, the MOD Form 752 is to be retained with the subject ERC.

3. Recording Conventions

The following conventions are to be followed when using ERCs:

1) ERC serial numbers are entered in ink, with serial number totals in pencil or via a digital editing software if a Format document.

2) For any Air System or component, the initial ERC will be serial number ‘one’. Subsequent ERCs will be numbered in sequence and opened as soon as one of the information spaces in the open ERC becomes full.

3) Complete ERCs are to be closed and carry the note “see record card Serial No. [enter relevant number]”.

4) Continuation ERCs are to be attached to record ERC number ‘one’.

5) The terms ‘Support Installation’ or ‘Related Assembly’ appearing on MOD Forms 735, 735A and 749 are interpreted as either:

   1.1. The Airframe.

   1.2. ECU - if a component forms part of an ECU.

   1.3. Complex Assembly - and if the component forms part of a complex assembly (eg Main Rotor Head).

4. Responsibilities

All personnel responsible for the Maintenance and management of Air Systems and components subject to usage tracking are to ensure that ERCs are generated and updated as directed by the relevant Master Maintenance Schedule/Topic 5A1, and in accordance with the associated Technical Information.