

Official (When Completed) Aircraft Repair Task Folder

**Task
Number**

Task Details

Aircraft/Assembly Type & Mark	Serial No.	Original Aircraft/Assembly MWO	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Aircraft/Assembly Location	Parent Unit	Arising Date	Categorisation
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Assessor/Surveyor	Date Task Commenced	Date Task Completed	Task Total Working Hours
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

	Task Request	Assessment Report
Date Sent		

Task Folder Contents

- | | | |
|--|---|--|
| †Task Request | *Copy of Completed MOD Format 768D | *Team Manager's Task Debrief Report |
| †Assessment Report (MOD Format 768A) | *Handover Certificate (MOD Format 768L) | †Mandatory |
| *Tool Kit Contents Lists (MOD Form 757 Series) | *DPPE Register | *Delete as required depending on Task Categorisation |

Enclosures

Enclosure	Title/Description	Enclosure	Title/Description
1		22	
2		23	
3		24	
4		25	
5		26	
6		27	
7		28	
8		29	
9		30	
10		31	
11		32	
12		33	
13		34	
14		35	
15		36	
16		37	
17		38	
18		39	
19		40	
20		41	
21		42	

Official (When Completed)

Task Completion Certificate

Appointment	Certified Actions Carried Out			
	Rank	Name	Signature	Date
Surveyor				
AR Control				
SQEP Co-ord				
Other Nominated				
FS/OC AR				
SQAC				
Tech Admin				

Actions

Surveyor

1. Ensure all drawings are either: Destroyed or Archived for Historical Data Preservation.
2. Where Required, act on comments contained in the Team Manager's Debrief Report.

AR Control

1. Ensure task folder is complete as per the Enclosure and Mandatory Contents list.
2. Where required, act on comments contained in the Team Manager's Debrief Report.

SQEP Co-ordinator

Where Required, act on comments contained in the Team Manager's Debrief report.

Other Nominated (Nominated, if required by OC/FS AR)

Where required, act on comments contained in Team Manager's Debrief Report.

FS or OC AR

Comment on Team Manager's Debrief Report.

SQAC

Any Quality issues either raised or observed to be commented on in Team Manager's Debrief Report.

AR Documentation Co-ordinator (Technical Admin)

1. Send copy of Task Debrief Report to Team Managers and SQAC.
2. Update task details on computer database.