

Instructions for Use

Aircraft Maintenance Log - MOD Form 707A

MOD Form 799/5

(Revised May 26)

Sheet 1 of 3

1. **General.** The Aircraft Maintenance Log (AML) is used to record details of all faults, work required and a brief description of the action taken. Throughout these Instructions for Use the term Maintenance Work Order (MWO) refers to either of the following forms:
 - a. MOD Form 707B(IS).
 - b. MOD Form 707B(ADP).
2. **Insertion and Removal of MOD Forms 707A.** MOD Forms 707A are to be inserted and removed from the MOD Form 700C in accordance with the instructions for Controlled Forms on MOD Form 799/1. The authorized person removing a form is to ensure that the next Serial Number of Work (SNOW) in the sequence has been entered on the next MOD Form 707A.
3. **Form Completion.** An Aircraft is placed Unserviceable by raising an entry in its AML.
4. The person reporting the fault, or detailing the work required, is to complete the blocks as detailed in the sub-paragraphs below. In addition, if the co-ordinating certificate on the MOD Form 705 has been completed, they are to inform the MOD Form 700C Co-ordinator immediately.
 - a. **SNOW:** The SNOW is a 4-digit number that is to run consecutively up to a maximum of 9999, before recommencement at 0001.

Note: The relevant DT may mandate other occasions (eg at Major Maintenance) when the SNOW sequence is to recommence at 0001.
 - b. **Date.** Enter the date when the Aircraft was placed Unserviceable.
 - c. **When/How Found (WHF) Code.** Enter the appropriate code justified to the right as follows:
 - (1) For Aircrew reported faults, including all pre-flight faults, enter the code derived from **Table 1**.
 - (2) For Groundcrew/Maintenance reported faults or work detailed, insert the relevant code relating to the entry, from **Tables 2 to 4** as appropriate.

Notes:

 1. Unused boxes are to be left blank.
 2. WHF codes are managed by the appropriate Logistic Information System (LIS). See **Tables 2 to 4** for the relevant point of contact.
 - d. **Airframe (A/F) Hours.** Enter the airframe hours, including the minutes at which the Aircraft was placed Unserviceable.
 - e. **Originators Printed Name.** Print the name of the person entering the Symptom/Work Required.
 - f. **Symptom/Work Required.** Enter details of the Unserviceability, symptom or work required. This should include a short title of any applicable SI(T), MWO, Work Card or ADF/Limitation entry.
 - g. **B/F Box.** When several entries are made at one time for which the details in **Paragraphs 4b, d and e** are the same, the details should be completed only for the first entry and for subsequent entries the 'B/F' Block should be initialled. Full details are required for each first entry on a new sheet.
 - h. **707B Box.** The individual raising the MWO or MOD Form 707B(AFRC) in accordance with the appropriate Instructions for Use is to tick the '707B' Block in the AML entry.
 - i. **LIS JCN.** If an Electronic MWO (EMWO) has been raised enter the Job Control Number (JCN) in the appropriate box (if required by the LIS). For GOLDesp On-Line (GOL) procedures refer to JAP100A-0409 series. LITS and IMDS do not require the use of this box.
5. The individual co-ordinating the MWO or the MOD Form 707B(AFRC), in accordance with the relevant Instructions for Use, is to:
 - a. Complete the '**Action Taken / Co-ordination**' Block of the AML entry by entering a brief synopsis of the work carried out. This is to include sheet/line or LIS ORN details for any MOD Form 703 or 704 deferrals.
 - b. Complete the 'Co-ord Printed Name' Block of the AML entry.

Notes:

 1. The action at **Paragraph 5 b** above is not to be carried out until after the MWO or the MOD Form 707B(AFRC) is certified as co-ordinated.
 2. When an entry has been raised to allow an update to Maintenance records, or LIS data, to be carried out, and providing no Maintenance has been undertaken against the relevant SNOW, the individual completing the AML entry may be different to the individual completing the associated MWO.
6. With the exception of Aircrew accepted faults (See **Paragraph 10**), faults that cannot be eliminated immediately and are acceptable for flight are to be recorded in accordance with MOD Form 799/2 or MOD Form 799/3 as appropriate.
7. **Pre-Flight Faults (See MAM-P Chapter 4.1).** When the Responsible Aircrew Member has signed the acceptance certificate on the MOD Form 705, no further Maintenance activities are normally undertaken. However, if a fault becomes

apparent after the Aircrew's acceptance, then only upon specific request from the Responsible Aircrew Member, may an appropriate tradesperson undertake limited Corrective Maintenance on the Aircraft or its equipment. The extent of pre-flight Corrective Maintenance is detailed in MAM-P Chapter 4.1.

8. Should it be decided that Corrective Maintenance is to be undertaken on the Aircraft, following the acceptance of the Aircraft by the Responsible Aircrew Member, then the following procedure is to be followed:

a. The pre-flight Maintenance work is to be documented with an entry in the AML, with completion of the relevant documentation and EMWO if appropriate. Full work recording and co-ordination may be completed post Aircraft departure. However, in all cases, the following entry is to be made in the '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."

Note: Details of any such MWO raised in accordance with **Paragraph 8 a** must be updated within the LIS prior to sortie details being entered.

b. If the tradesperson undertaking the task cannot complete all the necessary remedial action on a pre-flight fault, eg functional test of the affected system, an entry is to be recorded to this effect in accordance with MOD Form 799/2 or MOD Form 799/3 as appropriate. The MWO Co-ordinator is to annotate the SNOW of the entry to which the pre-flight fault relates in the 'Accepted Faults' Block of the next 'After Flight Declaration' Block of the Flight Servicing Certificate.

Aircrew Accepted Faults (See MAM-P Chapter 4.1) - The following procedure is not applicable if a MOD Form 705C is in use to record changes in Aircrew during a period of continuous charge.

9. The Responsible Aircrew Member is to ensure an AML entry is raised for each fault that becomes apparent during flight.

10. If the Aircraft Commander deems the fault acceptable for the next sortie they are to:

- a. Certify the AML entry for each Aircrew accepted fault in the 'Aircrew Accepted Fault' Box.
- b. Enter the SNOW for each such Aircrew accepted fault, together with the SNOWs of any previous Aircrew accepted faults, in the 'Accepted Faults' Block of the Flight Servicing Certificate, adjacent to their After Flight declaration.

11. Prior to the next crew-in the MOD Form 700C Co-ordinator (or the Aircraft Commander if the Aircraft is on a period of continuous charge) is to enter the SNOW for each such Aircrew accepted fault, together with the SNOWs of any previous Aircrew accepted faults, in the 'Aircrew Accepted Faults' Block adjacent to the Aircrew Acceptance Certificate. If the subsequent Aircraft Commander does not accept any one of the Aircrew accepted faults, the Aircraft is to be placed Unserviceable.

12. On completion of the flying period any faults recorded iaw **Paragraph 10** are to be rectified iaw MAM-P Chapter 4.1, and the entry is to be closed in accordance with **Paragraph 5**.

13. **Flying Requirements (See MAM-P Chapter 3.1).** Flying requirements and recording of checks/requirements immediately prior to take off are to be recorded in accordance with MOD Form 799/5(AFRC).

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

14. **Extension of Component Life and Deferral of Scheduled or Out of Phase Maintenance.** Refer to MAM-P Chapter 4.3 for the procedures to follow in order to extend component lives or defer scheduled Out of Phase (OOPs) Maintenance tasks. If a lifed component or a Scheduled Maintenance or OOPs Maintenance extension is granted by an authorized person, then the MWO Co-ordinator is to ensure the following actions have been completed:

- a. The authorized Engineering Officer has signed the MWO.
- b. Enter the extension authorized in the 'Action Taken' Block in the relevant AML entry.
- c. If applicable, amend the relevant forecast sheet/log iaw the Instructions for Use pertaining to that form.
- d. If applicable, the relevant LIS is updated by an authorized person.
- e. Complete the AML entry by entering the name of the MWO Co-ordinator.

15. **Tool Control (See MAM-P Chapter 4.13.1).** Whenever hand tools are required for use on the Aircraft the procedures in MAM-P Chapter 4.13.1 are to be followed.

16. **Off Line Operation.** On occasion Aircraft types that utilize a LIS for work recording and Maintenance forecasting, may have a requirement to operate off-line procedures in accordance with the appropriate publication. When co-ordinating the AML entry the individual responsible is to ensure that any short period activities, which will become due within the off-line period, are re-forecast using the appropriate MOD Form 721 or MOD Form 722. Additionally, the person undertaking the recovery procedure is to ensure that all AML entries are entered sequentially.

Table 1 - CODE for Aircrew Reported Faults

(1) Flight Phase		(4) Mission Codes	
On Ground Prior to Engine Start	109	Anti Armour	AA
On Ground After Engine Start	100	Casevac	CS
During Flight	103	Communications	CX
Flight Test	106	Display	DF
		AEW/AAW	EW
(2) Operational Effect		Fighter	FF
Ground Abort	2	Flight Test	FT
Air Abort (ESD*)	3	General	GL
Air Abort (No ESD*)	8	Ground Suppression	GS
Duty Not Carried Out	4	Load Lift	LL
Duty Partially Carried Out	5	Lattoral Manoeuvre	LM
Flight Limitation	6	Miscellaneous	MC
Take Off Delay	7	Ferry - All Aircraft Types	QN
Duty Carried Out	9	Reconnaissance - Apache	RC
*ESD = Engine Shut Down		Search and Rescue	SR
(3) Flight Safety Hazard		Strike	SS
Yes	Y	ASV	SV
No	N	ASW	SW
Note: All entries associated with an Aircraft incident are to be classified 'Y'.		Troop Lift	TL
		ASUW	UW
The code for an Aircrew Reported Fault is generated from a combination of: (1) Flight Phase + (2) Operational Effect + (3) Flight Safety Hazard + (4) Mission Codes (Only if required by TAA or LIS).			

Table 2 - MDS When/How Found Codes (Groundcrew/Maintenance Reporting)

Annual Maintenance (BBMF Only)	258	B1	619
Physical Condition Survey (PCS) (BBMF Only)	259	Primary /Flexible / B2	620
		Primary* / 16 Week Special Check / B3	621
Physical Condition Survey - Ageing Aircraft Audit (PCS AAA) (BBMF Only)	260	Primary ** / 32 Week Special Check / B4	622
		Minor / Equalized 1 / C1 Check / B5	623
B Servicing - 25 Hr	411	Minor* / Equalized 2 / C2 Check	624
B Servicing - 50 Hr	412	Minor** / Equalized 3 / C3 Check	625
B Servicing - 100 Hr	413	Equalized 4 / C4 Check	626
B Servicing - 200 Hr	414	Equalized 5	627
B Servicing - 300 Hr	415	Equalized 6	628
B Servicing - 400 Hr	416	Major / Survey / QA / ACS / ARC	629
B Servicing - 8 / 600 Hr	417	Before Flight / Daily / Essential Checks	630
B Servicing - 900 Hr	418	Turn Round / Replenishment OTR	631
B Servicing - 150 Hr	419	After Flight / Post Taxi Recovery / Technical	632
B Servicing - 450 Hr	450	Operational Readiness	633
Normal Use / Operation	600	Ground Handling / Hazard	634
Out of Phase (OOP(Excluding LIFEX))	603	Local Management Inspection	635
Role Change	604	Material State Audits	636
Cannibalization	605	Equalized 7	640
Transferred from ADF/LIM Log	606	Equalized 8	641
Modification	607	Equalized 9	642
SI(T)	608	Equalized 10	643
ALTI/Signal	609	Equalized 11	644
Pre-Issue Acceptance	610	Equalized 12	645
Life Expired (LIFEX)	611	Zonal Maintenance	646
Bay Maintenance	612	Health Unit Monitoring System (HUMS)	647
Before Use	613	Forward	650
During Test	614	Depth 1	651
During Preparation	615	Depth 2	652
Other	616	Depth 3	653
Fault Diagnosis	617	LIS Data Unavailable	654
Note: New When How Found Codes are to be requested from DES Digital-LS-SD-Airworthiness (MULTIUSER) <DESDigital-LS-SD-Airworthiness@mod.gov.uk> prior to submission of MOD Form 765 for update of this table.			

**Table 3 - LITS When/How Found Codes
(Groundcrew/Maintenance Reporting)**

16-WK SP CHK	621	FLT SERV (SIM) - P	601P	SI(T)	608
32-WK SP CHK	622	FLT SERV (SIM) - W	601W	STI/SI	608
A Check STM	618	FLT SERV (SIM) - X	601X	SURVEY	629
AF / POST TAXI RECOV	632	FLT SERV (SIM) - Z	601Z	TR / REPLEN / OTR	631
ACS	629	GS - BEFORE USE	821	TRANS FROM ADF/LIM	606
ALTI/SIGNAL	609	GS - DURING PREP	822	QA	629
ARC	629	GS - DURING TEST	823	ZONAL MAINTENANCE	646
BMAR	629	GS - LIFEX	828		
B Check STM	620	GS - MODIFICATION	827		
BAY MAINTENANCE	612	GS - NORMAL OPER	803		
BEFORE USE	613	GS - OOP EXCL LIFEX	826		
BF / DAILY / ESS CHK	630	GS - OTHER	830		
C1 Check STM	623	GS - SCHED MAINT	824		
C2 Check STM	624	GS - STI/SI	825		
C3 Check STM	625	GS - TXFR FR ADF/LIM	829		
C4 Check STM	626	HUMS	647		
CANNIBALIZATION	605	LIFEX	611		
DTADS DEBRIEF	DTADS	MAJOR	629		
DURING PREP	615	MINOR	623		
DURING TEST	614	MINOR *	624		
EQUALISED 1	623	MINOR**	625		
EQUALISED 2	624	MODIFICATION	607		
EQUALISED 3	625	NOT INSTALLED	610	Notes: 1. This table lists all on Aircraft LITS WHF codes. The description may vary by platform and is populated on selection. 2. New When/How found codes are to be requested from DES Digital-LS-SD-Airworthiness (MULTIUSER) <DESDigital-LS-SD-Airworthiness@mod.gov.uk> prior to submission of MOD Form 765 for update of this table. 3. Codes may be available to select on LITS before inclusion on this form.	
EQUALISED 4	626	OOP EXCLUDING LIFEX	603		
EQUALISED 5	627	OP READINESS	633		
EQUALISED 6	628	OTHER	616		
EQUALISED 7	640	PRIMARY	620		
EQUALISED 8	641	PRIMARY*	621		
EQUALISED 9	642	PRIMARY **	622		
EQUALISED 10	643	PRIMARY Plus	655		
EQUALISED 11	644	PWI/LEI	609		
EQUALISED 12	645	ROLE CHANGE	604		
FLEXIBLE PIMARY	620	SCHED MAINT	602		

**TABLE 4 - GOLDesp When/How Found Codes
(Groundcrew/Maintenance Reporting)**

B Servicing - 25 Hr	411	Other	616	Depth 1	651
B Servicing - 50 Hr	412	Fault Diagnosis	617	Depth 2	652
B Servicing - 100 Hr	413	B1	619	Depth 3	653
B Servicing - 125 Hr (Apache 64E only)	425	Primary / Flexible / B2	620	LIS Data Unavailable	654
B Servicing - 150 Hr	419	Primary* / 16 Week Special Check / B3	621		
B Servicing - 200 Hr	414	Primary ** / 32 Week Special Check / B4	622		
B Servicing - 250 Hr (Apache 64E only)	426	Minor / Equalized 1 / C1 Check / B5	623		
B Servicing - 300 Hr	415	Minor* / Equalized 2 / C2 Check	624		
B Servicing - 400 Hr	415	Minor** / Equalized 3 / C3 Check	625		
B Servicing - 450 Hr	416	Equalized 4 / C4 Check	626		
B Servicing - 500 Hr (Apache 64E only)	427	Equalized 5	627		
B Servicing - 8 / 600 Hr	417	Equalized 6	628		
B Servicing - 900 Hr	418	Major / Survey / QA / ACS / ARC	629		
B Servicing - 1000 Hr (Apache 64E only)	428	Before Flight / Daily / Essential Checks	630		
Normal Use / Operation	600	Turn Round / Replenishment OTR	631		
Out of Phase (OOP(Excluding LIFEX))	603	After Flight / Post Taxi Recovery / Technical	632		
Role Change	604	Operational Readiness	633		
Cannibalization	605	Ground Handling / Hazard	634		
Transferred from ADF/LIM Log	606	Local Management Inspection	635		
Modification	607	Equalized 7	640		
SI(T)	608	Equalized 8	641		
ALTI/Signal	609	Equalized 9	642		
Pre-Issue Acceptance	610	Equalized 10	643		
Life Expired (LIFEX)	611	Equalized 11	644		
Bay Maintenance	612	Equalized 12	645		
Before Use	613	Zonal Maintenance	646		
During Test	614	Health Unit Monitoring System (HUMS)	647		
During Preparation	615	Forward	650		

Notes:

1. For faults found during Preventive Maintenance, including zonal and survey operations, select the Task Code for the original Task being carried out from the 'Found Task Code' drop-down, on the associated corrective EMWO (while the preventive EMWO is still open) iaw JAP(D) 100A-0409-1.
2. New When How Found Codes are to be requested from DES Digital-LS-SD-Airworthiness (MULTIUSER) <DESDigital-LS-SD-Airworthiness@mod.gov.uk> prior to submission of MOD Form 765 for update of this table.