

General Instructions For Use

1. **Introduction.** 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 Policy and the particular needs of parachutes.
2. Regardless of any additional detailed recording made elsewhere, the MOD Form 700 must at all times reflect the serviceability state of the parachute to which it refers.
3. **Entries.** All entries in the MOD Form 700 are to be legible and made in black permanent ink (except where the use of another colour or medium is specified).
4. **Erroneous Entries.** Erroneous entries in the MOD Form 700 are to be ruled through and the statement “**Entered in Error**” (or “**EinE**” if there is insufficient space) is to be made and cleared by a signature and printed name, or initials only if space is limited (eg amending an incorrect Serial Number of Work (SNOW) on a MOD Form 707A(P)).
5. **Certifying Work.** Unless otherwise stated, work is to be certified by a full signature and a printed name below. On the occasions where initials are detailed as being acceptable, individuals should be aware that the use of initials has the same legal significance as a full signature and requires no lesser degree of care or scrutiny of the task undertaken.
6. **Register of Controlled MOD Forms (MOD Form 713P).** The MOD Form 713P is a Register of Controlled MOD Forms. Controlled forms are only to be inserted, or removed, by appropriately authorized personnel (MAMP-E515) iaw MAM-P Chapter 2.4 as follows:
 - a. **Insertion.** Enter the next Serial Number in sequence for the particular form on the MOD Form 713P. Enter this Serial Number and any other header detail on the form. File the form in the appropriate section of the MOD Form 700.
 - b. **Removal.** When a form is removed from the MOD Form 700, its Serial Number is to be struck through on the MOD Form 713P and the adjacent shaded box is to be initialled by the appropriately authorized person. Part-completed forms are to have all empty lines ruled through. In addition, the individual removing the controlled form must certify, as appropriate, that:
 - (1) The sheet being removed has been completed, in accordance with the appropriate regulations and IFU, paying particular attention to the following:
 - (a) Forms containing carried forward or brought forward entries have been correctly transferred and certified, where applicable (eg MOD Form 721P).
 - (b) Forms requiring co-ordination certification (eg MOD Form 705P) have been correctly certified.
 - (2) Any outstanding entries have been transferred, either to the appropriate MOD Form 707 series form, or as otherwise detailed in Paragraph 9.
 - (3) The form being removed has been retained or disposed of in accordance with the appropriate regulations and IFU.
 - c. **Retention/Disposal.** Controlled forms removed from MOD Form 700 are to be retained as detailed in MAM-D Part 1 Chapter 2.3, or the appropriate IFU.
7. **Removal and Disposal of the MOD Form 713P.** Insert a new MOD Form 713P as a continuation sheet. The MOD Form 713P may be destroyed only when the last recorded controlled form has been permanently removed from the MOD Form 700.

Note: When a section of the MOD Form 713P is completed, an authorized person is to transfer the Serial Number of all in-use forms to a new MOD Form 713P and initial the form ‘Previous Sheet Completed’ box to certify this action. In order to maintain an audit trail, the removed MOD Form 713P is to be retained until the next MOD Form 713P is completed or 6 months, whichever is the longer, and then destroyed.
8. **Insertion and Removal of Uncontrolled MOD Forms.** Although the insertion and removal of uncontrolled forms is not registered, or specifically designated a MAM-P authority level, the same level of due care and attention is to be afforded as with controlled forms. In particular:
 - a. **Insertion.** To provide an appropriate audit trail, header details and Sheet/Serial Numbers (where applicable) are to be entered in the same manner as controlled forms, or as detailed in the associated IFU.
 - b. **Removal.** Any entries to be carried forward or transferred to a new sheet are to be completed in accordance with the associated IFU, or as detailed in Paragraph 11.
 - c. **Retention/Disposal.** The form being removed is to be retained or disposed of as detailed in MAM-D Part 1 Chapter 2.3 or associated IFU. Individual Retention Categories can be found within the MAM-D Part 2 (Catalogue of MOD Forms) tables.
9. **Carrying Forward Entries for MOD Form 700 Husbandry Reasons.** This applies to the following MOD Forms:
 - MOD Form 704.

10. Entries on non-controlled forms may be transferred directly to a new form.

11. To maintain an audit trail of controlled forms, a transfer for husbandry reasons may be undertaken to transfer all open entries to a new form and to remove the old form.

a. Original entry being transferred is to be closed by annotating the following:

(1) **“Transferred to Sheet...../Line.....”**.

(2) Print the name of the individual responsible for transferring the entry.

Note: This entry may be abbreviated, for example: “TX 62/4 Smith”.

b. The new entry is to be copied verbatim from the old form and include a reference to the original entry by annotating the following:

(1) **“Certified True Copy from Sheet...../Line.....”**.

(2) Print the name of the individual responsible for certifying the entry.

Note: This entry may be abbreviated, for example: “CTC 60/1 Smith”.

There is no requirement to raise MOD Form 707 series forms for the transfer of entries.

12. **Cross-Referencing Entries in the MOD Form 700.** Where there is a requirement to cross-reference entries in the MOD Form 700C then the cross-reference is to consist of one of the following:

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

b. Originating Reference Number (ORN) consisting of a unique SNOW, Parachute Serial Number and day, month and year from the relevant MWO.

c. A Logistic Information System (LIS) Job Control Number (JCN) or equivalent.

13. A statement should be made to cross-reference back to the original entry, wherever possible.

14. **Amendment Approval.** The MOD Forms contained in a MOD Form 700 are not to be amended without prior approval of the Military Aviation Authority (DSA-MAA-Reg-CAw4-MAPLIS) and the form Sponsor. Unsatisfactory features of MOD Forms should be reported using the MOD Form 765 procedure in MAM-D Part 2 (MOD Posters 302A and 302B).