

# General Instructions for Use - AVRPAS

1. **Introduction.** The Aircraft Maintenance Log (AVRPAS) consists of a variety of specified loose-leaf forms selected to suit the Maintenance policy and the particular needs of AVRPAS. The forms may be held in 2 binders:

- a. MOD Form 700A: Aircraft Log Cover (AVRPAS).
- b. MOD Form 700C: Aircraft Maintenance Log (AVRPAS).

2. Regardless of any additional detailed recording made elsewhere, the Aircraft Maintenance Log (AVRPAS) must reflect the serviceability state of the RPAS configurable items under the control of the Detachment/Flight.

3. The forms contained within the Aircraft Maintenance Log (AVRPAS) constitute an official certificate. Once signed, Maintenance documents constitute legally binding certificates; the importance of correct recording and certification cannot be over emphasized.

**"ALL PERSONNEL ARE REMINDED THAT IT IS AN OFFENCE TO SIGN A CERTIFICATE WITHOUT FIRST ENSURING ITS ACCURACY".**

The responsibilities of personnel certifying these forms are detailed in the MRP.

4. **Entries.** All entries in the Aircraft Maintenance Log (AVRPAS) are to be legible and made in black permanent ink (except where the use of another colour or medium is specified).

5. **Erroneous Entries.** Erroneous entries in the Aircraft Maintenance Log (AVRPAS) are to be ruled through and the statement "**Entered in Error**" (or "**EIE**" 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 SNOW on a form ABC). The use of correction fluid is prohibited.

6. **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 or scrutiny of the task undertaken.

7. **Register of Controlled Forms (AVRPAS) Form.** Separate Register of Controlled Forms (AVRPAS) forms must be maintained for the Aircraft Log Cover (AVRPAS) and Aircraft Maintenance Log (AVRPAS). A list of controlled forms is identified on the List of Controlled Forms and these are only to be inserted, or removed, by appropriately authorized personnel. Controlled forms are only to be inserted, or removed, with the approval of the appropriately authorized personnel.

Controlled forms are to be inserted, removed and retained as follows:

a. **Insertion.** Enter the next serial number in sequence for the particular form on the Register of Controlled Forms (AVRPAS). Enter this serial number and any other header detail on the form. File the form in the appropriate section of the Aircraft Log or Aircraft Maintenance Log (AVRPAS).

**Note:** For ease of use the Register of Controlled Forms (AVRPAS) has been created as one main block front and rear. The blocks may be further subdivided by separating each form with a horizontal ruled line across the 'Form No.' column.

b. **Removal.** When a form is removed from the Aircraft Log (AVRPAS) or Aircraft Maintenance Log (AVRPAS), its serial number is to be struck through on the Register of Controlled Forms (AVRPAS). 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 Instructions for Use.
- (2) Any outstanding entries have been transferred either to the appropriate Change of Serviceability Log 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 instructions for use. This is done by initialling the shaded box adjacent to the sheet serial numbers on the Register of Controlled Forms (AVRPAS) and, where necessary, carrying out one of the following:

(a) Where the form being inserted includes a "previous sheet completed" or "entries brought forward" certificate (eg Forecast Sheet - Basic & Flexible Maintenance (AVRPAS)), certify that the previous sheet has been completed or entries brought forward by signing at the appropriate section.

(b) Where the form being removed has a completion certificate, ensure that the coordinator's signature block has been completed.

c. **Retention/Disposal.** Controlled forms removed from the Aircraft Logs (AVRPAS) are to be retained as detailed in the MRP or the appropriate Instructions for Use.

8. **Removal and Disposal of the Register of Controlled Forms (AVRPAS).**

a. **Aircraft Log (AVRPAS).** Insert a new Register of Controlled Forms (AVRPAS) as a continuation sheet. The Register of Controlled Forms (AVRPAS) may be destroyed only when the last recorded controlled form has been permanently removed from the Aircraft Log (AVRPAS).

b. **Aircraft Maintenance Log (AVRPAS).** When a section of the Register of Controlled Forms (AVRPAS) is completed, an authorized person is to transfer the serial number of all in-use forms to a new Register of Controlled Forms (AVRPAS) and initial the form 'Previous Sheet Completed' box to certify this action. In order to maintain an audit trail, the removed Register of Controlled Forms (AVRPAS) is to be retained until the next Register of Controlled Forms (AVRPAS) is completed, or 6 months, whichever is the longer, and then destroyed.

9. **Insertion and Removal of Uncontrolled MOD Forms.** Although the insertion and removal of uncontrolled forms is not registered, or specifically designated a MAP 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 Instructions for Use.

b. **Removal.** Any entries to be carried forward or transferred to a new sheet are to be completed in accordance with the associated Instructions for Use, or as detailed in Paragraph 11.

c. **Retention.** The form being removed is to be retained or disposed of as detailed in MAM-D Part 1 or associated Instructions for Use. Individual Retention Categories can be found within the MAM-D Part 1.

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 only be undertaken to transfer all open entries to a new form and to remove the old form. In this case, entries are to be copied verbatim to the new form and need not be transferred via the appropriate Change of Serviceability Log (AVRPAS).

12. **Cross Referencing Entries in The Aircraft Log (AVRPAS).** Where there is a requirement to cross reference entries in the Aircraft Log (AVRPAS) 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 Serial Number of Work (SNOW), Aircraft serial number, and day, month and year from the relevant MWO.

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

14. **Transfer of Aircraft Documentation Between Organizations.** Instructions for the transfer of Aircraft documentation between units are contained in the MRP.

15. **Amendment Approval.** The forms contained in an Aircraft Log (AVRPAS) are not to be amended without prior approval of the AVRPAS CAE. Unsatisfactory features of forms should be reported using the 765 procedure in the MRP.