Compilation Guide to MOD Form 707A(N/O/A)
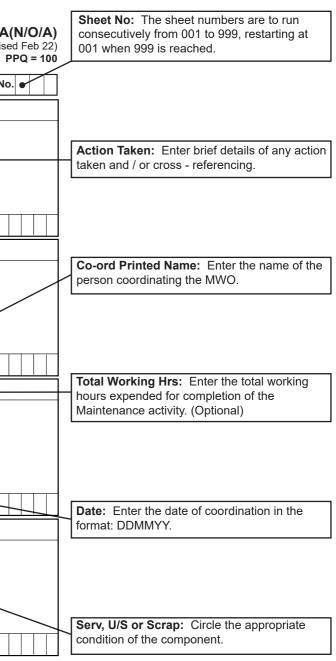## To be compiled in BLACK ink ball point pen such that a good copy is made on No Carbon Required forms.

MOD Form 707A(N/O/A)

The Non/Off Aircraft Maintenance Work Order Log (MOD Form 707A(N/O/A) is to be used to record details of all Non/Off aircraft maintenance activities. All in-use documents of the MOD Form 707A(N/O/A) are to be retained in a MOD Form 700C. Authorized personnel are responsible for insertion / removal of the MOD Form(s) 707A(N/O/A) to and from the MOD Form 700C using a MOD Form 713, Register of Controlled MOD Forms. Completed forms are to be inserted or removed from the MOD Form 700C iaw the MOD Form 799/1.

Bay Identifier: Enter the Originating Ship/Stn/Unit and Work Centre codes under Bay Identifier (AP100C - 05 or MOD Form 799/5A(IS)).

Bay SNOW Allocation: Enter Bay SNOW allocation, as allocated by local management.

Originating Reference Number (ORN): Insert the appropriate from the following:
  i. Aircraft ORN for Aircraft originated faults, taken from the associated MOD Form 731.
  ii. For all other arisings copy the SNOW, work area/Bay Identifier Code and Date, into the format identified below:

S	N	O	W						D	D	M	M	Y	Y

JCN / LITS WO No: (Information systems (IS) users only). Enter the JCN generatd by the associated IS systems.

Originator's Printed Name: Print the name of the person entering the Maintenance activity.

SNOW: Enter the next consecutive number from the Bay allocation.

B/F: The 'B/F' block should be initiated with a tick on the following occasions:
  i. When several entries are made for which the ORN and Originators printed name is the same.
  ii. For multiple line like entries where the Originators printed name, Maintenance activity and NSN/Part No. are the same.

Bay Identifier

SNOW No. Allocation

Non / Off Aircraft Maintenance Work Order Log

MOD Form 707A(N/O/A)
(Revised Feb 22)
PPQ = 100

Sheet No: The sheet numbers are to run consecutively from 001 to 999, restarting at 001 when 999 is reached.

Action Taken: Enter brief details of any action taken and / or cross - referencing.

Co-ord Printed Name: Enter the name of the person coordinating the MWO.

Total Working Hrs: Enter the total working hours expended for completion of the Maintenance activity. (Optional)

Date: Enter the date of coordination in the format: DDMMYY.

Serv, U/S or Scrap: Circle the appropriate condition of the component.

NSN/Part No: Enter either the full NSN or Part No. of the component.

MWO Raised: Insert tick to indicate a Maintenance Work Order has been raised.

Symptom/Work Required: Enter a brief description of the Maintenance activity required.

Description: Enter a brief description of the item.

Serial No: Enter the Serial No. of the component, if available

Form field labels: From, To, ORN, JCN / LITS WO No., Serv, U/S, Scrap, Total Working Hrs, Originator's Printed Name, Symptom/Work Required, Action Taken, SNOW, Date, NSN / Part No., Serial No., Description, MWO Raised (✓), Co-ord Printed Name, Date, B/F