

Instructions for Use

MOD Form 799(Maintenance)
(Revised Apr 23)

MWO Register Control Sheet - MOD Form 707G(ADP)

MWO Register - MOD Form 707H(ADP)

1. **General.** The MWO Register Control Sheet (MOD Form 707G(ADP)) and MWO Register (MOD Form 707H(ADP)) are used for ease of management during Scheduled Maintenance in place of MOD Form 707A, and are normally held forward of the MOD Form 700.

MWO Register Control Sheet - MOD Form 707G(ADP)

2. A MWO Register Control Sheet is used to control MWO Registers (MOD Forms 707H(ADP)) and identify the Scheduled Maintenance Controller(s) initials used on the MOD Form 707H(ADP) (See **Note 1**).

3. A MOD Form 707G(ADP) is to be raised by the person placing the Aircraft Unserviceable on MOD Form 707A for the Scheduled Maintenance to be undertaken. They are to complete **Field 1 and 2** on MOD Form 707G(ADP), using codes taken from MOD Form 799/5A(ADP) where necessary. MOD Form 707G(ADP) is then to be issued to the Scheduled Maintenance Controller.

4. The Scheduled Maintenance Controller is to use MOD Form 707G(ADP) to control raising and clearing of MOD Forms 707H(ADP), as required. On completion of the Scheduled Maintenance, the Controller is to ensure all MOD Forms 707H(ADP) have been accounted for, and any unused numbers struck through. They are to complete **Field 6** of MOD Form 707G(ADP) by entering total Trade Workhours (rounded down to nearest hour) for the Scheduled Maintenance undertaken on MOD Forms 707MS associated MOD Forms 707MP (RAF Forms 2988 for older Aircraft), and Co-ordinate MOD Form 707G(ADP) in **Field 8** and MOD Form 707A entry.

MWO Register - MOD Form 707H(ADP)

5. MWO Register is used to report all faults and to detail other work required during Scheduled Maintenance.

MOD Forms 707H - Insertion, Removal and Retention.

6. The Scheduled Maintenance Controller is responsible for booking MOD Forms 707H(ADP) IN and OUT on MOD Form 707G(ADP) as follows:

a. **Insertion.** Against the next serial number available on MOD Form 707G(ADP) (See **Note 2**) initial the 'Initial IN' block. Enter this serial number, and any other header detail onto MOD Form 707H(ADP). File in appropriate folder.

b. **Removal.** A MOD Form 707H(ADP) is not to be removed until all entries have been completed and empty lines struck through. The serial number on the MOD Form 707G(ADP) is to be struck through and the 'Initial OUT' block initialled.

c. **Retention.** Completed MOD Forms 707H(ADP) are to be returned to Engineering Records for retention in the Aircraft Log Book (MOD Form 700A).

Use of the MWO Register (MOD Form 707H(ADP))

7. a. The person reporting a Fault or detailing Work Required is to complete headed blocks by entering:

(1) **SNOW.** The next SNOW in sequence (See **Note 2**).

(2) **By Whom.** The name of the person reporting the Fault or Work Required (See **Note 3**).

(3) **Date.** Date at which the Fault or Work Required was detailed (See **Note 3**).

(4) **Fault/Work Required.** Details of Fault or Work Required. When OOP Codes or CLR Numbers are used, a clear and concise description of work to be undertaken is also to be entered.

b. **707B.** Person raising MOD Form 707B(ADP) to undertake work is to tick '707B' block.

c. **Management Aid.** This column to be completed in accordance with instructions from Local Management.

d. **Action Taken.** On receipt of a Co-ordinated MOD Form 707B(ADP), the Scheduled Maintenance Controller is to indicate, in brief, action taken.

Elim = Eliminated

NFF = No Fault Found

703/4 = MOD Form 703/4 entry

WD = Work Done

Free Text Area = For other details (ie MOD Not embodied)

e. **SWS.** The Scheduled Maintenance Controller is to tick the SWS box when work involved disturbance of the Special Weapons System.

f. **Controller.** The Scheduled Maintenance Controller is to print their name in the 'Controllers' block. This printed name may be entered either manually, or if a computer generated Format is being used, electronically. This certifies that:

(1) Documentation appertaining to task has been Co-ordinated.

(2) They have completed the actions detailed in **Para 7 d and 7 e.**

(3) Relevant entries have been completed in the associated MOD Form 700.

Notes:

1. The Scheduled Maintenance Controller is defined as the NCO or NCOs appointed by Local Management to undertake overall control of a Scheduled Maintenance.

2. **Block Allocations.** When considered advantageous by Unit Management, SNOWs and MOD Form 707H(ADP) sheet serial numbers may be allocated inblocks by Activity/Trade. When block allocations are in use, SNOWs and MOD Form 707H(ADP) sheet serial numbers are to be used in sequence within the allocated blocks. On completion of the Scheduled Maintenance the Scheduled Maintenance Team Leader is to strike through any unused SNOWs and MOD Form 707H(ADP) serial numbers before Co-ordinating MOD Form 707G(ADP).

3. When several entries are made at one time for which details in **Para 7 a (2) and (3)** are the same, 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.