

# Instructions for Use

MOD Form 799(MC)

(Revised Apr 23)

## Maintenance Record Identification Sheet - MOD Form 707MC

1. **General.** The MOD Form 707MC is to be used in association with a MOD Form 707MP and MOD Form 707MS.
2. **Compilation Instructions.**
  - a. Complete the 'Sheet No.' field using the next available sheet number from the parent MWO.
  - b. Complete the 'Aircraft/Equipment/Assembly/Type, Mark and Serial No.' field with the relevant details.
  - c. Complete the 'Copy No.' field as allocated by the responsible Organization/Eng Records.
  - d. Enter the Aircraft Technical Publications (ATP) Reference relating to the Maintenance Procedure/Schedule.
  - e. Complete the 'Amendment' and 'No. of Sheets' fields with the details from the relevant Maintenance Procedure/Schedule.
  - f. Annotate if a MOD Form 707MCR has been raised by deleting 'Yes/No' field as appropriate, and complete the 'No. of Sheets' field.
  - g. Enter the Originators Reference Number(ORN). This is formed from the SNOW/Aircraft No./Day/Mth/Year.
  - h. Enter the task detail, eg Major/Minor/ECU out/Flexible package/MP type or number.
  - i. Enter the 'Work Card Numbers' involved in the package from first work card to last work card.  
**Note:** Numbers may run, for example, from 1 to 20 or where a package is split under several MOD Form 707MC for Management purposes from a higher number, eg from 5 to 11.
  - j. The 'Pre-issue Inspection' Certificate is to be raised detailing the Unit/Section to whom the Maintenance Procedure/Schedule is being issued.  
**Note:** Where the Maintenance Procedures are issued forward of the Maintenance Procedure Control Organization, the actions to complete the 'Copy No.' and the 'Pre-issue Inspection' Certificate are to be completed by the Task Supervisor prior to use.
3. **Use of MOD Form 707MC.** Tradespersons and Supervisors are to identify themselves by entering their printed name, initials, signature and Trade in the 'Identification of Tradespersons/Supervisors' table. The table continues overleaf allowing the identification of 43 Tradespersons and Supervisors.
4. **Closing MOD Form 707MC.** To close the MOD Form 707MC the Co-ordinator is to:
  - a. Ensure the Documented Work and any associated Stage Checks, Independent Inspections and Functional Tests have been correctly Certified and, if required, transferred to another Maintenance Document.
  - b. Ensure that all documentation for the task is present and correct.
  - c. Totalize the individual Trade Workhours and complete the 'Trade' and 'Workhours' boxes. The totalized individual Trade Workhours are to be included in the total Workhours for the parent MWO.
  - d. Complete the 'Time/Date', 'Name' and 'Signature' fields in the 'Co-ordination' box.
  - e. The 'Management Aid' box may be used to make notes of assistance to Local Management. It is not mandatory to enter information into the box.
5. **Retention and Disposal.** The MOD Form 707MC is to be retained and disposed of in accordance with the MAM-D Part 1 Chapter 2.3.