

Instructions For Use

Oil Replenishment / Sampling Record - MOD Form 737

SOAP Sample Label - MOD Form 730C

Spectrometric Oil Analysis Programme Sample Form - MOD Form 730(1710NAS)

Oil Replenishment / Sampling Record - MOD Form 737

1. The MOD Form 737 can be used for either:
 - a. The recording of oil replenishments only for items not subject to examination under a Spectrometric Oil Analysis Programme (SOAP).

or

 - b. The recording of oil replenishments and sampling for items being examined under a SOAP. When subject to a SOAP examination it is to be used in conjunction with the appropriate Spectrometric Oil Analysis Programme Sampling Form. (See Paragraphs 7 and 8).
2. Certification for replenishment is to be made on MOD Forms 705, 707B(ADP) or 707B(IS), and for oil sampling on MOD Forms 707B(ADP), and 707B(IS).
3. The MOD Form 737 is to be completed as follows:
 - a. Enter the component details in the appropriate columns. If subject to SOAP examination, enter the Sampling Periodicity, Last Sample Details and oil added since last sample. If not subject to SOAP examination, strike through SOAP examination columns.
 - b. **Every** oil replenishment is to be recorded as follows:
 - (1) Enter the DTG, Place and current Airframe hours.
 - (2) Enter the Replenishment Rig Serial Number if rig used.
 - (3) Enter the Batch Number(s) of the oil used, when known.
 - (4) Enter the amount of oil added, in either litres, pints or kilograms.
 - (5) Enter the Total content in the tank after replenishment. (Army See **Note 1**)
 - (6) Complete the 'Name' column.

- c. Ensure each oil change is recorded (See **Note 2**).
4. When a sample is taken from an item subject to a sampling programme, the MOD Form 737 is to be completed as follows:
 - a. Complete the 'DTG', 'Place' and 'Airframe Hours' columns.
 - b. Indicate that a sample has been taken by writing "**SAMPLE**" across the Oil Replenishment column. Annotate whether the sample was 'Hot' or 'Cold' by deleting as appropriate. Enter the tradesperson's name in the 'Name' column and annotate details of the sample in the 'Remarks' column, eg Activity number and/or SNOW.
 - c. In the corresponding line of the 'Components Subject To SOAP Examination Only' block, complete the Component Running Hours and Sample Bottle Number columns.
(See **Notes 3 and 4**).
5. If the sampling periodicity is changed, delete the existing figure and enter the new figure in the next vacant square against the heading 'Sampling Periodicity'. (Ensure that the date/hours due on the Scheduled and Out of Phase Maintenance Record is brought up to date).
6. **Component Replacement.** When a component is replaced, the Maintenance Work Order Co-ordinator is to raise a new MOD Form 737 and enter details of the new component and any unchanged component. If subject to a SOAP examination, the Last Sample Details and oil added since last sample are to be brought forward from the previous form, which may then be removed from the MOD Form 700C.

SOAP Sample Label - MOD Form 730C

7. The MOD Form 730C is a stick-on label for oil sample bottles and is to be used in conjunction with MOD Form 730(1710NAS). The details relating to the component from which the sample was taken are to be entered on MOD Form 730C which is to be identified by a bottle number taken from its associated MOD Form 730(1710NAS). (See **Note 5**).

Spectrometric Oil Analysis Programme Sample Form - MOD Form 730(1710NAS)

8. The MOD Form 730(1710NAS) supplied with the transit bottle is to be completed and despatched together with the sample.

Notes:

1. **Army Only.** Where the cumulative total is required, in addition to recording each oil replenishment, enter the cumulative total in the remarks column.
2. Any work carried out on oil wetted systems subject to SOAP examination, including any maintenance, modification or component replacement, is to be recorded. Enter the DTG, Place, Airframe Hours, Component Running Hours and make an entry in the remaining columns.
3. If a sample is due, it is to be taken before any oil replenishment is undertaken.
4. When the clearance signal is received, the signal reference number is to be entered in the appropriate column by an authorized supervisor.
5. Notification of the introduction/withdrawal of a Spectrometric Oil Analysis Programme together with the instructions for the compilation of the MOD Form 730C will be given by MOD through Command Headquarters.