

Instructions For Use

Weight and Balance Operating Data Form - MOD Format 702(GOLDesp)

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1. **General.** This form is held within the GOLDesp application and is to be printed and placed in Section 6 of the MOD Form 700C after recording any changes to the weight (basic or variable), Moment or Centre of Gravity (C of G) of the Aircraft (including all role changes). It is to reflect the Current Operating weight and balance condition of the Aircraft iaw MAM-D Part 1. The Aircraft's weight and balance data can be updated by the following methods:

- a. Through the GOLDesp Menu Screen.
- b. Within an Electronic Maintenance Work Order (EMWO).

Procedures and Policy for the recording of weight and balance in GOLDesp are laid down in the JAP(D) 100A-0409 series of publications.

2. **Insertion and Removal.** Updating Aircraft weight and balance data through the GOLDesp Menu Screen should only be carried out during preparation and subsequent recovery of an Aircraft check weigh. All changes to the Aircraft basic weight through modification action, or variable weight through role change action are to be recorded in the corresponding MOD Form 707B(IS). The Aircraft must be updated after a user has installed or removed role equipment, or any equipment referred to in the Weight and Balance tables. An updated MOD Format 702(GOLDesp) Weight and Balance Operating Data Form is then to be placed in **Section 6** of the MOD Form 700C. Other assets, such as engines, may also have weight and balance records and can be updated in the same way as Aircraft. Updates should only be carried out by a suitably authorized person.

Off-Line Operations

3. Collection of GOLDesp data is principally by the strict use of correct entries in the relevant MOD Form 707 series forms to maintain continuity between on-line and off-line operation. The process for off-line documentation is to be implemented on the basis that the Aircraft or component will eventually be recovered to the GOLDesp system.

4. It is advisable for units operating off-line for prolonged periods (more than 2 weeks) where a parent unit is still operating GOLDesp on-line, to ensure that copies of all documentation are sent back to the parent unit for slow time system update. This process will greatly reduce the impact of full Aircraft data recovery on its return to the GOLDesp boundary. It will also reduce the sub-asset system recovery and catch-up workload.

5. Aircraft weight and moment data is to be updated and recorded in the MOD Form 700C and MOD Form 707B(IS) as normal. Manuscript updates are to be made on the latest GOLDesp Weight and Balance Operating Data Form (MOD Format 702(GOLDesp)) contained in **Section 6** of the MOD Form 700C. Manual calculations are to be made to determine the new totals and the results annotated in the next available spaces below the originals as appropriate.

6. Completion of the MOD Form 707B(IS) is to be co-ordinated by authorized personnel only. The MWO is to be co-ordinated as per on-line operation with the addition of working hours recorded by rate and trade. The relevant MOD Form 707B(IS) entry is to include all removal/installation serial and part number information.

7. Subsequent recovery operations are to ensure that all weight and balance adjustments are correctly recorded in GOLDesp using the documented procedures.

8. **Printing the MOD Format 702(GOLDesp).** The Asset Weight and Balance Operating Data Form can be printed by selecting the Weight and Balance Data Inquiry from any menu. Carrying out a search via the Weight and Balance Criteria screen against the Item serial number will display the Item Weight and Balance List screen from where the form may be previewed and printed. The form may also be previewed and printed by using the link in the Log Book of the respective Item Maintenance screen.

9. **Retention and Disposal Instructions.** Completed MOD Formats 702(GOLDesp) are to retained iaw MAM-D Part 1 Chapter 2.3.