

Instructions for Use

Parachute Maintenance Work Order Log - RAF Form 7380 Equipment Conditioning Label - MOD Form 731

1. RAF Form 7380 is used to record, in conjunction with the MOD Form 707A(N/O/A), the number of RAF Form 7381s and MOD Form 707B(ADP)'s raised by the bay supervisor. Use of RAF Form 7380 is restricted to registering Maintenance certificates for: Scheduled Maintenance, Before Use Inspections (BUI) and Acceptance Maintenance.

Note: Acceptance Maintenance is to be documented on a MOD Form 707B(ADP).

Raising the Work Order Log

2. The Bay Supervisor is to raise a Parachute Maintenance Work Order Log by completing the paragraphs below:

- a. **SNOW.** (Serial Number of Work). The SNOW is a 4 digit number obtained from the MOD Form 707A(N/O/A).
- b. **Date.** Enter date obtained from MOD Form 707A(N/O/A).
- c. **Bay.** Enter bay where Maintenance activity will be performed.
- d. **Bay Supervisor.** Enter Bay Supervisor name.
- e. **AM/PM.** Delete as appropriate to signify shift.

Compiling the Work Order Log

3. The Bay Supervisor is to compile the Work Order Log prior to end of shift by completing the paragraphs below:

- a. **ASSY Type (Col A).** Enter the assembly type.
- b. **RAF Form 7381 or 707B ORN (Col B).** On the next available line enter a tick (3) for RAF Form 7381 (Daily Parachute Maintenance Certificate) raised. For Acceptance Maintenance strike through pre-printed number and enter MOD Form 707B(ADP) ORN.
- c. **Achievement (Col C to E).** Enter as appropriate, from RAF Form 7381 or MOD Form 707B(ADP), the number of assemblies that have been: Packed, subject to a BII inspection or acceptance Maintenance.
- d. **QC (Col F).** Enter the number of assemblies that have been subject to a quality control inspection and subsequently returned to the unserviceable stock awaiting re-packing.

e. **Tradesperson/Person A (Col G).** Print, as appropriate, the name of the tradesperson entered on the RAF Form 7381 or MOD Form 707B(ADP).

f. **Supervisor/Person C (Col H).** Print, as appropriate, the name of the supervisor(s) entered on the RAF Form 7381 or MOD Form 707B(ADP).

g. **Remarks (Col I).** This may be used as directed by local management.

h. **Achievement Totals (Page 2).** This block is a local management aid to collate the totals of each type of assembly packed for service use per shift.

4. **RAF Form 7380 Co-ordinator (Page 2).** The RAF Form Co-ordinator is to complete this block to certify that all RAF Form 7381's and MOD Form 707B's registered on this form have been accounted for and checked for accuracy prior to passing them to the Records Co-ordinator.

5. **Records Co-ordinator (Page 2).** The Records Co-ordinator is to complete this block to certify that all the information on the RAF Form 7381s and MOD Form 707B(ADP)'s, associated with the RAF Form 7380, have been transferred onto the appropriate MOD Form 715 series. It is also the Records Co-ordinator's responsibility to ensure that prior to releasing equipment for service use, that the Maintenance periodicities or use and finite life limitations as laid down in the relevant equipment AP 108C series, AP108C-0001-5F(R) or AP 101P-0001-2(R)1 are not exceeded.

6. **Disposal.** Completed RAF Form 7381s and MOD Form 707B's relevant to the RAF Form 7380 are to be archived together for a period of 27 months prior to destruction.

MOD Form 731 Equipment Label (Serviceable)

7. The MOD Form 731 Equipment Label is to be used to label Life Preservers as serviceable. The compilation of the form is self explanatory, however, the Remarks block is to contain the following:

"This Life Preserver is to be returned to the **AFPSU** and **NOT USED** if the Valise 'RED Safety Tie' is not intact or on completion of a parachute descent.
26 Weekly Bay Maintenance Due: _____"

with required dates entered. The Safety Warnings block is to contain the following statement:

"Contains Non-Flammable Gas".