

Instructions for Use

Daily Parachute Maintenance Certificate - RAF Form 7381

1. RAF Form 7381 is used to record the Maintenance of Airborne Forces Parachutes in designated Parachute Maintenance Facilities. It records the tradesperson's Maintenance activity on a particular day or shift and also details the assemblies which the named 'tradesperson' has been responsible for. The RAF Form 7381 is only to be used for certifying Scheduled Maintenance and Before Use Inspections (BUI).

Note: RAF Form 7381 is **NOT** to be used to record Maintenance of Emergency Escape Parachute assemblies.

Raising Daily Parachute Maintenance Certificate

2. The Bay Supervisor is to raise a Parachute Maintenance Certificate by completing the sub paragraphs below:

- a. **SNOW/Date.** Copy from the raised parent RAF Form 7380.
- b. **Card No.** Enter the corresponding number allocated to the individual packer from the RAF Form 7380.
- c. **Parachute Type.** Enter the parachute type subject to Maintenance activity.

Note: RAF Form 7381 is **NOT** to be used to record more than one assembly type on the same form.

- d. ***AM/PM/OT.** Delete as appropriate to signify shift or overtime.
- e. ***Maintenance/BII/ADM.** Delete activity not applicable.

Compiling Daily Parachute Maintenance Certificate

3. The Task Supervisor is to compile the Daily Parachute Maintenance Certificate by completing the sub paragraphs below in the next available row:

- a. **Pallet No. (Col A).** When the assembly has been packed and placed in a pallet, enter the pallet number (if appropriate). If the parachute is to be issued before any other parachute, enter the term "FI" (First Issue) under the pallet number.
- b. **Unit No. (Col B).** Where there is a unit number for the main assembly, enter the number in Col B.
- c. **Column (Col C).** In the column heading, delete whichever of the following is not applicable, "Canopy", "Heavy Top or Segment". During the Maintenance activity enter the serial number of the canopy, heavy top or segment on the top line and the date of manufacture on the bottom line.

d. **Column (D).** In the column heading, delete whichever of the following sub components are not applicable, "Harness" or "Riser" or "Strop". During the Maintenance activity enter the unit number of the sub component on the top line, the serial number of the sub component on the middle line and the date of manufacture on the bottom line (if appropriate).

e. **Column (E).** In the column heading, delete whichever of the following sub components are not applicable, "Inner Bag" or "Dereeer". During the Maintenance activity enter the unit number of the sub component on the top line, the serial number of the sub component on the middle line and the date of manufacture on the bottom line if they sub component is the inner bag, or the mark if the sub component is a dereeer.

f. **Column (F).** In the column heading, delete whichever of the following sub components are not applicable, "QRF" or Canopy Release Unit ("CRU") or "Disconnect". During the Maintenance activity enter the following details:

(i) If the column is for a QRF and the QRF has been changed during the Maintenance activity, insert then letter "C" on the top line, otherwise leave the top line blank. Insert the serial number of the QRF on the middle line and the date due Maintenance on the bottom line.

(ii) If the column is for the Canopy Release Unit (CRU) enter a serial number for each CRU on the top and middle line. Leave the bottom line blank.

(iii) If the column is for a disconnect, insert the unit number on the top line, the serial number on the middle line and the type of disconnect (and delay) on the bottom line.

Note: Where there is more than one sub component of the same type fitted to one assembly (with the exception of the CRU's) then each subsequent sub component should be entered on the next line below and the remaining columns crossed through with a diagonal line.

g. **Column (G).** Enter the next date due Maintenance of the assembly making provision for any sub component which might become lifexpired or due before the next calculated date due Maintenance.

4. **Phase Checks (Col H).** Phase checks relate to numbered checks detailed in the individual assembly Air Publication. On completing each phase check, the checker (Person C) is to initial the appropriate column and identify themselves in the identification block at the top of the form. In the event of a packing sequence being broken (ie tea-break), on resumption of work the checker is to carry out the

last check and initial the appropriate column in RED ink.

5. **Person A and Person B (Col I).** On completion of the packing process the packer (Person A) and, if applicable to the assembly, the Assistant (Person B), are to sign in the upper and lower section respectively of the 'Tradesperson/Person A, Supervisor/Person B' column and identify themselves in the identification block at the top of the form.

6. **Person C (Col J).** On completion of the packing process the checker (Person C) is to sign in the top section of the 'Supervisor/Person C' column. If for any reason a second checker has been involved in the checking process then they are to sign the bottom section. If not already identified, the checker(s) are to identify themselves in the identification block at the top of the form.

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7. **Work Required (Col B).** This column is used when additional work is required.

8. **Unit No. (Col C).** Enter the Unit Serial Number of the assembly subjected to the additional work.

9. **Work Done (Col D).** A full description of the work done is to be entered, where possible quoting authority, eg EMER, MP. When applicable, include serial numbers and usage of items removed or replaced.

10. **Tradesperson Column (Col E).** (To be signed in accordance with MAM-P, Chapter 2.4). Initials and print name.

11. **Supervisors Column (Col F).** (To be signed in accordance with MAM-P, Chapter 2.4). Initials and print name.

12. **Co-ordination.** On completion of the task the RAF Form 7381 is checked by the bay supervisor for accuracy and correct compilation by the packer/checker. The time/date is entered in the format 1230121223 (10 digits), the person transferring the document to the documents controller appends their name and signature.

Completed RAF Form 7381s

13. When all the RAF Forms 7381s registered on the Parachute Maintenance Work Order Log have been co-ordinated the RAF Form 7380 is to be cleared in the MOD Form 707A(N/O/A) register. The package of RAF Form 7380 and associated RAF Forms 7381 are transferred to the Records Co-ordinator for details to be transcribed to the MOD Form 715 series prior to releasing equipment for service use.

14. **Disposal.** Completed RAF Forms 7381 together with the associated RAF Form 7380 are to be retained for a period of 27 months prior to destruction.