

Instructions for Use

Scheduled Maintenance Control Record - MOD Form 707MCR

1. **General.** The Scheduled Maintenance Control Record (MOD Form 707MCR) is to be used in conjunction with MOD Forms 707MS, 707MP, 707MC and 707G(ADP).
2. **Raising a MOD Form 707MCR.**
 - a. NCO IC Eng Records is to:
 - (1) Ensure the appropriate number of 707MCRs are produced for the maintenance pack being raised.
 - (2) Complete the header details on each required 707MCR, excluding the Serial Number of Work (SNOW).
 - (3) Enter the relevant trade code and Card Nos into their respective blocks.
 - (4) In the numbered cells, rule through and initial (in RED ink) any card numbers which are not used. For a consecutive group of numbers, initial the first and last numbers in the group.
 - (5) Any out of sequence cards (eg Advance Information Leaflets) are to be entered in the spare blocks on the rear of the form.
 - (6) Enter the maintenance AP details, amendment state, amendment date, 'Name', 'Initials' and 'Signature' on the certificate on the rear of the form.
 - (7) Place the 707MCR together with a copy of the relevant cards (eg work orders/maintenance records).
 - b. Maintenance Supervisor is to:
 - (1) Ensure all required cards are present.
 - (2) In the 707MCR header detail, enter the SNOW from the MOD Form 707A raised for the scheduled maintenance.
 - (3) On receipt of a completed work order/maintenance record, initial the appropriate card number block on the 707MCR.
 - (4) When all cards have been completed, return the completed MOD Form 707MCR and associated cards to Eng Records.
3. **Retention and Disposal.** The MOD Form 707MCR is to be retained and disposed of iaw MAM-D Part 1 Chapter 2.3.