

General Instructions For Use

1. **Introduction.** The MOD Form 700 consists of a variety of specified loose-leaf forms, selected from the MOD Form 700 numerical series, to suit the Maintenance policy and the particular needs of a given Aircraft type. The forms are held in 3 binders (2 binders where MOD Form 700D use is not mandated):

- a. MOD Form 700A - Aircraft Log Book Cover.
- b. MOD Form 700C - Aircraft Maintenance Form Cover (using either 38mm or 50mm ring binders).
- c. MOD Form 700D - Engineering Record Card Cover (optional, see MAM-D Part 1 Chapter 3).

2. Regardless of any additional detailed recording made elsewhere, the MOD Form 700C must at all times reflect the serviceability state of the Aircraft to which it refers.

3. The forms contained within the MOD Form 700 constitute certificates under the Navy, Army or Air Force Acts. Once signed, Maintenance documents constitute legally binding certificates; therefore, the importance of correct recording and certification cannot be over-emphasized:

“ALL PERSONNEL ARE REMINDED THAT IT IS AN OFFENCE TO SIGN A CERTIFICATE WITHOUT FIRST ENSURING ITS ACCURACY ”.

The responsibilities of personnel certifying these forms are detailed in MAM-P Chapter 2.4.

4. **Entries.** All entries in the MOD Form 700 are to be legible and made in black permanent ink (except where the use of another colour or medium is specified).

5. **Erroneous Entries.** Erroneous entries in the MOD Form 700 are to be ruled through and the statement “Entered in Error” (or “EinE” if there is insufficient space) is to be made and cleared by a signature and printed name, or initials only if space is limited (eg amending an incorrect Serial Number of Work (SNOW) on a MOD Form 707A). The exception to this rule are erroneous entries on Maintenance Data Systems (MDS) Maintenance Work Orders (MWOs) which are to be corrected in accordance with JAP 100C-02 Chapter 13. The use of correction fluid is prohibited.

6. **Certifying Work.** Unless otherwise stated, work is to be certified by a full signature and a printed name below. On the occasions where initials are detailed as being acceptable, individuals should be aware that the use of initials has the same legal significance as a full signature and requires no lesser degree of care or scrutiny of the task undertaken.

7. **Register of Controlled MOD Forms (MOD Form 713).** The MOD Form 713 is a Register of Controlled MOD Forms. Separate MOD Forms 713 must be maintained for the MOD Form 700A and MOD Form 700C. A list of controlled forms is identified on the MOD Form 799/1(Platform) and these are only to be inserted, or removed, by appropriately authorized personnel as follows:

a. **Insertion.** Enter the next serial number in sequence for the particular form on the MOD Form 713. Enter this serial number and any other header detail on the form. File the form in the appropriate section of the MOD Form 700A/C.

Notes:

1. Where a MOD Form has a month/number layout for the Sheet No. (eg MOD Form 705(Platform) - JAN/01), then at the start of each new month a new MOD Form is to be inserted and recorded in the MOD Form 713 with the number being sequential from 01.

2. MOD Form 725(Platform) may require a different numbering system and this will be specified on the associated Instructions For Use (IFU).

3. The MOD Form 713 can be sub-divided, at the user's discretion, in order to allocate the appropriate number of blocks for high and low usage forms. This is achieved by drawing a horizontal ruled line across the 'Form No.' column which extends across the full width of the table. The applicable MOD Form No. is then to be written in the 'Form No.' column against the appropriate section.

b. **Removal.** When a form is removed from the MOD Form 700A or MOD Form 700C, its serial number is to be struck through on the MOD Form 713 and the adjacent shaded box is to be initialled by the appropriately authorized person. Part-completed forms are to have all empty lines ruled through. In addition, the individual removing the controlled form must certify, as appropriate, that:

(1) The sheet being removed has been completed, in accordance with the appropriate regulations and IFU, paying particular attention to the following:

(a) Forms containing carried forward or brought forward entries have been correctly transferred and certified, where applicable (eg MOD Form 721).

(b) Forms requiring co-ordination certification (eg MOD Form 705) have been correctly certified.

(2) Any outstanding entries have been transferred, either to the appropriate MOD Form 707 series form, or as otherwise detailed in **Paragraph 9**.

(3) The form being removed has been retained or disposed of in accordance with the appropriate regulations and IFU.

c. **Retention/Disposal.** Controlled forms removed from MOD Form 700C are to be retained as detailed in MAM-D Part 1 Chapter 2.3, or the appropriate IFU. Copies of Limitations Log and Acceptable Deferred Faults (ADF) Log pages, produced in accordance with **Paragraph 16 a**, are to be retained until an appropriately authorized person approves their destruction.

8. **Removal and Disposal of the MOD Form 713.**

a. **MOD Form 700A.** Insert a new MOD Form 713 as a continuation sheet. The MOD Form 713 may be destroyed only when the last recorded controlled form has been permanently removed from the MOD Form 700A.

b. **MOD Form 700C.** When a section of the MOD Form 713 is completed, an authorized person is to transfer the serial number of all in-use forms to a new MOD Form 713 and initial the form 'Previous Sheet Completed' box to certify this action. In order to maintain an audit trail, the removed MOD Form 713 is to be retained until the next MOD Form 713 is completed or 6 months, whichever is the longer, and then destroyed.

9. **Insertion and Removal of Uncontrolled MOD Forms.** Although the insertion and removal of uncontrolled forms is not registered, or specifically designated a MAM-P authority level, the same level of due care and attention is to be afforded as with controlled forms. In particular:

a. **Insertion.** To provide an appropriate audit trail, header details and sheet/serial numbers (where applicable) are to be entered in the same manner as controlled forms, or as detailed in the associated IFU.

b. **Removal.** Any entries to be carried forward or transferred to a new sheet are to be completed in accordance with the associated IFU, or as detailed in **Paragraph 11**.

c. **Retention.** The form being removed is to be retained or disposed of as detailed in MAM-D Part 1 Chapter 2.3 or associated IFU. Individual retention categories can be found within the MAM-D Part 2 (Catalogue of MOD Forms) tables.

10. **Carrying Forward Entries for MOD Form 700C Husbandry Reasons.** This applies to the following MOD Forms:

- a. MOD Form 703.
- b. MOD Form 703A1/2.
- c. MOD Form 704.

d. MOD Form 704Z(LITS).

11. Entries on non-controlled forms may be transferred directly to a new form.

12. To maintain an audit trail of controlled forms, a transfer for husbandry reasons may be undertaken to transfer all open entries to a new form and to remove the old form.

a. Original entry being transferred is to be closed by annotating the following:

(1) Transferred to Sheet...../Line.....

(2) Print the name of the individual responsible for transferring the entry.

Note: This entry may be abbreviated, for example: TX 62/4 Smith.

b. The new entry is to be copied verbatim from the old form and include a reference to the original entry by annotating the following:

(1) Certified True Copy from Sheet...../Line.....

(2) Print the name of the individual responsible for certifying the entry.

Note: This entry may be abbreviated, for example: CTC 60/1 Smith.

There is no requirement to raise MOD Form 707 series forms for the transfer of entries.

13. **Cross-Referencing Entries in the MOD Form 700C.** Where there is a requirement to cross-reference entries in the MOD Form 700C then the cross-reference is to consist of one of the following:

a. Sheet/page number and line number/letter.

b. Originating Reference Number (ORN) consisting of a unique SNOW, Aircraft serial number and day, month and year from the relevant MWO.

c. A Logistic Information System (LIS) Job Control Number (JCN) or equivalent.

14. A statement should be made to cross-reference back to the original entry, wherever possible.

15. **Bracketing Together Maintenance Operations.** Only Maintenance operations contained on MOD Forms 707MP or 707MS may be bracketed together when undertaken by the same tradesperson and same supervisor. For more information on bracketing, refer to MAM-D Part 2 (MOD Poster 334).

16. **Carriage of MOD Form 700C in Parent Aircraft.**

a. **General.** A MOD Form 700C may be carried in its parent Aircraft during flight, but provision is to be made to retain original signatures for work carried out, and measures put in place to aid the re-construction of the document in the event of its loss. Therefore, a MOD Form 700C may be carried if:

(1) All documentation bearing original signatures for work carried out are removed prior to flight.

(2) A copy of the information contained in Section 2 (Limitations Log) and Section 3 (ADF Log - excluding the Husbandry Log) is retained by a ground-based Engineering Organization.

b. **Removal of Documents Bearing Original Signatures.** Documents bearing original signatures are to be removed. However, where the information contained in the removed documentation is required to remain with the Aircraft, a copy of the original documentation is to be substituted. Only in exceptional circumstances, when the Aircraft is operating in the Forward environment and there is no other way of returning such documentation, may it be carried in its parent Aircraft. Such documentation is to be removed and despatched to the Aircraft's parent Stn/Ship/Unit at the first available opportunity. Instructions for removing pages from the MOD Form 700C in order to make it suitable for carriage are given in **Paragraph 7** of this form.

c. **Copying of Information Contained in MOD F700C Sections 2 and 3.** Before the MOD Form 700C is carried by its parent Aircraft, the information contained in Sections 2 and 3 are to be copied for local retention (see **Paragraph 16 a**). For full details of retention and storage of these copies see MAM-D Part 1 Chapter 3.

17. **Transfer of Aircraft Documentation Between Units.** Instructions for the transfer of Aircraft documentation between units are contained in MAM-D Part 1 Chapter 3.

18. **Leading Particulars (MOD Form 701(Platform)).** Where a MOD Form 701 (Leading Particulars) requires handwritten entries to be recorded, relevant details are to be completed by Stn/Ship/Unit authorized personnel.

19. **Amendment Approval.** The MOD Forms contained in a MOD Form 700C are not to be amended without prior approval of the Military Aviation Authority (DSA-MAA-Reg-Eng-4000MAMD) and the form sponsor. Unsatisfactory features of MOD Forms should be reported using the MOD Form 765 procedure in MAM-D Part 2 (MOD Posters 302A and 302B).