

Compilation Guide - MOD Form 765 (Parts 1 and 2)

General

1. The MOD Form 765 Unsatisfactory Feature Report (UFR) is used to capture Technical Information (TI) amendment requests throughout the Defence Air Environment.
2. The MOD Format 765 is an editable PDF version of MOD Form 765. The instructions for MOD Form 765 apply to MOD Format 765 also.
3. The MOD Poster 302A and 302B provide user compilation guidance and instructions for the progression of the report.

Notes:

1. The MOD Form 765 may be used for a variety of TI; therefore, there are no specific time limits set for individual action, or amendment completion. If deemed necessary, time limits may be enforced, but such time limits are to be managed and promulgated by process owners/sponsors of the affected TI.
2. Where a form is completed and passed between organizations electronically, it is the responsibility of the process owner/sponsors of the affected TI to ensure that suitable measures have been put in place to confirm the authenticity of the report Certification. The associated signature blocks are to be '**Digitally Signed**'.

Fig 1 - Example of completed MOD Format 765 (front).

MOD Format 765 (Revised Feb 24)				
Unsatisfactory Feature Report (For Defence Air Environment Technical Information)				
Reference: MOD Poster 302 series				
Part 1 - Originator		Date		
Title/Address		18/01/2018		
FS B Shilling XXX DT (Engines) MOD Abbey Wood Bristol BS34 8QW		Reference 765/XXX/DT/2018/001		
		Unit Point of Contact & Ext FS B Shilling		
		Email Address beatrice.shilling100@mod.gov.uk		
Affected Document (AP, DAP, Form etc)		Amendment/Revision/Issue State		
Technical Information (TI) Reference		MOD Form 705(Platform)		
Title		Oct-12		
Flight Servicing Certificate				
Element				
Name/Signature block				
Ac Type	Ac Mark	Other Types/Marks which may be affected		
Platform	Mk 1	Mk 2 also affected		
Originator's Report				
Unsatisfactory feature(s)				
'Name/Signature' blocks are too small for legible entries.				
Recommended Change (use continuation sheet(s) if required)				
Increase size of 'Name/Signature' blocks. May be necessary to reduce number of columns from five to four to achieve this.				
<input type="checkbox"/> I know of no other TI/Logistic Information Systems (LIS) that may be affected by this recommendation. <input checked="" type="checkbox"/> Other TI/LIS affected/further effects* have been reported at: 765/XXX/DT/2018/002 (eg MOD Form 765 or Remedy Record Ref)				
Signature	Rank/Grade and Name	Tel No.	Email address	Date
	FS B Shilling	9679 555 1234	beatrice.shilling100@mod.gov.uk	25/01/2018
Part 2 - Subject Matter Expert (SME) Report**				
Recommended change agreed, reduce number of servicing columns to four to allow for larger 'Name/Signature' blocks.				
Passed to TI Sponsor on: [] [] [] [] [] Info copy(s) to: _____				
Signature	Rank/Grade and Name	Tel No.	Email address	Date
	Sqn Ldr C Berry	9679 555 5678	chris.berry999@mod.gov.uk	29/02/2018

* Tick box as required. * Delete as appropriate.
** An appropriate SME is an individual with experience and knowledge of the affected TI and associated Air System or equipment.

Part 1 - The originator of the report is to complete all fields in Part 1 as follows:

1. 'Title/Address', 'E-Mail Address' and 'Date' fields. Enter details, as appropriate.
2. 'Unit Point of Contact & Ext' fields. If the originating unit has a point of contact for all UFRs raised, enter their details.
3. 'Reference' field. Enter a unique identifier. The identifier does not need to take a specific format, but as a minimum, is to include reference of the originating Station(Stn)/Ship/Unit and a reference number, to provide means of tracking the report. For example: 765/BEN/33Sqn/2019/08 is the 8th UFR to be raised at RAF Benson in 2019 and the report originated on 33 Sqn.

Note:

Stns/Ships/Units may utilize a centralized area for allocating all UFR reference numbers.

4. 'Affected Documentation' fields. Enter details, as appropriate. If the TI is related to a specific Air System or equipment type, enter the details.
5. 'Originators Report' field. Provide as much detail as possible to support both the unsatisfactory feature that has been identified and the proposed recommended changes. Where required, use continuation sheets to provide additional supporting evidence and proposals of draft documents. Indicate whether the proposed changes will affect any other TI, providing reference of any associated reports.
6. Once all fields in **Part 1** have been completed, the originator is to certify the report and enter their details in the associated fields.
7. The report is then to be forwarded to a relevant Subject Matter Expert (SME).*

Part 2 - An appropriate SME* is to complete Part 2 of the report as follows:

1. Ensure that **Part 1** of the UFR has been accurately and fully completed.
2. Consider the recommended changes to determine whether the proposal is appropriate.
3. Enter a narrative in **Part 2**, stating whether the proposal is approved or rejected and detailing the reasons why. If the SME considers an alternative to the recommended change is more appropriate, details of the alternative are to be included, using continuation sheets, as required.
4. Once the SME is satisfied that **Parts 1 and 2** of the UFR are correctly compiled, they are to certify the report and enter their details in the associated fields.
5. Approved UFRs are to be passed to the TI sponsor with an information copy sent to the appropriate stakeholders. UFRs that are not approved are to be returned to the originator.

* An appropriate SME is an individual with experience and knowledge of the affected TI and associated Air System or equipment.