## 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'.

Unsatisfactory Feature Report         (For Defence Air Environment Technical Information)         Reference: MOD Poster 302 series         Part 1 - Originator       Date         Title/Address       Date         FS B Shilling       Tebring         XXX DT (Engines)       Date         MOD Abbey Wood       Bristol         Bistol       Bistol         B334 8QW       Est Shilling         Affected Document (AP, DAP, Form etc)       FS B Shilling to Totat & Ext         Technical Information (TI) Reference       Amendment/Revision/Issue State         MOD Form 708(Platform)       Oct-12         Title       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       Unsatisfackary feature(s)         '' Name/Signature' blocks.       May be necessary to reduce number of columns from five to four to achieve this.         '' Other TI/Logistic Information Systems (LI5) that may be affected by this recommendation.         '' Other TI/LiS affected/further effects' have been reported at: [785/XXX/DT/2018/002]       [00D Form 766 or Remedy Record Ref]         Signature       Rank/Gr	(For D		MOD Forma (Revised P
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Part 2 - Subject Matter Expert (SME) Report**	✓ □ I know of no othe	r TI/Logistic Information Syste	

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/33Sgn/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 repo
1. Ensure that Part 1 of the UFR has been accurately and fully
2. Consider the recommended changes to determine whether the
3. Enter a narrative in <b>Part 2</b> , stating whether the proposal is a why. If the SME considers an alternative to the recommended alternative are to be included, using continuation sheets, as rec
4. Once the SME is satisfied that <b>Parts 1 and 2</b> of the UFR are report and enter their details in the associated fields.
5. Approved UFRs are to be passed to the TI sponsor with an i stakeholders. UFRs that are not approved are to be returned to

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

ort as follows:

completed.

the proposal is appropriate.

pproved or rejected and detailing the reasons change is more appropriate, details of the quired.

e correctly compiled, they are to certify the

information copy sent to the appropriate o the originator.