

Compilation Guide - MOD Form 765 (Parts 3 and 4)

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 (rear).

Part 3 - Technical Information Sponsor				
<input checked="" type="checkbox"/>	Report agreed.			
<input type="checkbox"/>	Report partially agreed.			
<input type="checkbox"/>	Report not agreed.			
<input checked="" type="checkbox"/>	Amendment(s) passed to Publication Organization.			
<input type="checkbox"/>	Information copied to other Service users.			
<input type="checkbox"/>	No other TI/LIS are affected by this recommendation.			
<input checked="" type="checkbox"/>	Other TI/LIS are affected by this recommendation and have been reported at (eg MOD Form 765 or REMEDY RECORD Reference):	MOD Form 705(Platform Mk2) also affected - 765/XXX/DT/2018/002		
Comments (Include continuation sheet(s) if necessary)				
Recommended change fully supported.				
Date Unit Feedback despatched		Passed to Publication Organization on		
10/10/2018		10/10/2018		
Signature	Rank/Grade and Name	Tel No.	Email address	Date
	Wg Cdr H Rollins	9679 555 9999	harry.rollins777@mod.gov.uk	10/10/2018
Part 4 - Publication Organization				
<input type="checkbox"/>	Interim report issued, Ref		Dated	
<input type="checkbox"/>	Temporary amendment issued, formal amendment will follow.			
<input checked="" type="checkbox"/>	Recommendations will be actioned in Amdt/Issue/Rev*	Revision Oct 19	to be issued	October 19
<input type="checkbox"/>	I know of no other TI that may be affected by this recommendation.			
<input checked="" type="checkbox"/>	Other TI affected have been reported at:	765/XXX/DT/2018/002 (MOD Form 765 Ref)		
Remarks				
Recommended changes have been carried out as requested and approved by TI Sponsor.				
Copy returned to TI sponsor, info copies to Shilling, B (Originator), (FLC) & DES-Mer-DT-Multi				
Signature	Rank/Grade and Name	Tel No.	Email address	Date
	CT I Mackaye	9679 555 5555	jain.mackaye@mod.gov.uk	21/08/2019

✓ Tick box as required * Delete as appropriate

Part 3 - The recognized TI sponsor is to:

1. Consider the UFR in consultation with any appropriate Subject Matter Expert (SME)* and agree, partially agree or reject the proposal, as applicable, indicating their decision in the tick boxes provided.
2. Determine if the proposed amendment will have any effect on other TI, indicating their decision in the tick boxes provided and annotating reference of any associated reports.
3. Provide a detailed narrative in the 'Comments' field, providing information in support of their decision.
4. Once all fields in **Part 3** have been completed, the originator is to certify the report and enter their details in the associated fields.
5. Notify the originator and any information addressees of the outcome and the action to be taken. Where the proposal is approved, send the UFR to the Publication Organization (PO) with the necessary publishing instructions.

Part 4 - The PO are to:

1. Indicate the action taken in the associated check boxes, providing information on the expected amendment incorporation date and amendment/issue/revision status.
2. Provide any amplifying comments to support the PO's actions.
3. The responsible individual from within the PO is to certify the report and enter their details in the associated fields.
4. Forward completed UFRs to:
 - a. The originator.
 - b. TI sponsor.

Note: MOD Form 765s are to be retained for a period determined by the relevant Type Airworthiness Authority or delegated sponsor of the affected TI. As a minimum, they are to be retained until the next amendment/revision of the affected TI.

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