

Compilation Guide to MOD Forms 707MP and 707MS

General Instructions.

1. This poster provides instructions on the compilation and certification of entries on MOD Forms 707MP and 707MS.
2. MOD Forms 707MP and 707MS are used in conjunction with the MOD Form 707MC - Maintenance Record Identification Sheet, and the MOD Form 707MCR - Scheduled Maintenance Control Record.
3. MOD Forms 707MP and 707MS (referred to as Maintenance Records), when authorized for use by the relevant Type Airworthiness Authority, are used to record and certify prescribed maintenance tasks.
4. When certifying work on MOD Forms 707MP and 707MS, supervisors must ensure that the method used, clearly and unambiguously, shows the activity or activities carried out by each tradesman and supervisor.
5. Tasks can either be certified individually, or as grouped tasks. Tradesmen and supervisors are to complete the appropriate 'Certification & Time/Date/Month (T/D/M)' and 'Manhours' columns against each task that they were responsible for.

Example 1 - Single operation certification on a MOD Form 707MS

Associated Cards	Power	Code	Tradesman		Brief details of suspected fault(s) and SNOW(s)	Supervisor	
			Man Hours	Certification and TDM		Man Hours	Certification and TDM
BLOCK 1 FUSELAGE - AUXILIARY STRUCTURE ZONE 210							
5320001 Flight Deck Floor. Examine as far as possible.							
BLOCK 2 EQUIPMENT/FURNISHINGS - FLIGHT COMPARTMENT ZONE 211							
2510012 Tactical Nose Wheel chock. (i) Remove. (ii) Examine. (iii) Check dimensions (AP 101B-0704/0705-2R(1) Part 2, Leaflet 004. (iv) Refit			HH:MM	INITIALS & TDM			HH:MM INITIALS & TDM

A tradesman and/or supervisor is to certify a single operation as follows:

1. Rule horizontal lines immediately above and below the operation they are certifying (see **Note 5**).
2. Certify the entry as detailed in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).

Note:
Individual operations identified by pre-printed brackets within a block must be treated as a single operation and certified individually.

Example 5 - Complete block certification on a MOD Form 707MP

Associated Cards	Power	Code	Tradesman Manhour	Tradesman Certification & TDM	Brief details of suspected fault (suspected fault SNOW(s))	Supervisor Manhour	Supervisor Certification & TDM
4.36 External hydraulic power supply	Switch OFF (DAP 101B-4104-1EG Chap. 21-00) (End of work block)						
	AIRFRAME						
5. COMPLETION							
5.1 External hydraulic power supply	Disconnect (DAP 101B-4104-1EG Chap. 21-00)						
5.2 Main wheel drive covers	Refit (Chap. 20-31)						
5.3 Pressure gauges	Remove from the brake unit valves						
5.4 Bleed valves	(i) Torque tighten to 2.27 N m (ii) Wire-lock (End of work block)						

A tradesman and/or supervisor is to certify a complete block of operations as follows:

1. Rule horizontal lines immediately above and below the block they are certifying (see **Note 5**).
2. Certify the entry as detailed in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).
3. Enter the associated trade code in the 'Code' column.
4. Insert arrows either side of their certification entries, extending to each of the lines entered at **Para 1** above, to clearly define the operations they are certifying.

Example 2 - Complete multiple operations on block certification on a MOD Form 707MS

Associated Cards	Power	Code	Tradesman		Brief details of suspected fault(s) and SNOW(s)	Supervisor	
			Man Hours	Certification and TDM		Man Hours	Certification and TDM
BLOCK 1 FUSELAGE - AUXILIARY STRUCTURE ZONE 210							
5320001 Flight Deck Floor. Examine as far as possible.							
BLOCK 2 EQUIPMENT/FURNISHINGS - FLIGHT COMPARTMENT ZONE 211							
2510012 Tactical Nose Wheel chock. (i) Remove. (ii) Examine. (iii) Check dimensions (AP 101B-0704/0705-2R(1) Part 2, Leaflet 004. (iv) Refit			HH:MM	FULL SIGNATURE & TDM			HH:MM FULL SIGNATURE & TDM

A tradesman and/or supervisor is to certify multiple operations within a block, or a complete block of operations as follows:

1. Rule horizontal lines immediately above and below the operations or block they are certifying (see **Note 5**).
2. Certify the associated entry as detailed in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).
3. Insert arrows either side of their certification entries, extending to each of the lines entered at **Para 1** above, to clearly define the operations they are certifying.

Example 6 - Whole page certification on a MOD Form 707MP (see **Note 6**)

Associated Cards	Power	Code	Tradesman Manhour	Tradesman Certification & TDM	Brief details of suspected fault (suspected fault SNOW(s))	Supervisor Manhour	Supervisor Certification & TDM
4.7 RH brake pedal	Repeat item 4.6 for RH brake						
4.8 LH and RH brake pedals	Repeat item 4.6 using both pedals together						
4.9 Brake test button	(i) Release (ii) Ensure that the L and R pressure indicators fall to zero						
4.10 Brake pedals	Release						
4.11 External hydraulic power supply	Switch OFF (DAP 101B-4104-1EG Chap. 21-00)						
4.12 MLG LH up-lock	Close manually						
4.13 Test 2 button on the CVR	Depress and ensure that the A-SKID warning caption illuminates as long as the test button is depressed						
4.14 MLG LH up-lock	Open manually						
4.15 Circuit breakers 242 and 300	Trip (DAP 101B-4104-1HA Chap. 20-50)						
4.16 Aircraft	Lower off jacks (DAP 101B-4104-1CD MP 07 20/1)						
4.17 Circuit breaker 242	Set (DAP 101B-4104-1HA Chap 20-50) and ensure that A-SKID warning lamp lights						
4.18 External hydraulic power supply	(i) Switch ON						

A tradesman and/or supervisor is to certify a whole page of operations as follows:

1. Certify the entry as detailed in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).
2. Enter the associated trade code in the 'Code' column.
3. Insert arrows either side of their certification entries, extending to the start and finish of the page, to clearly define the operations they are certifying (see **Note 5**).

Example 3 - Single operation certification on a MOD Form 707MP

Associated Cards	Power	Code	Tradesman Manhour	Tradesman Certification & TDM	Brief details of suspected fault (suspected fault SNOW(s))	Supervisor Manhour	Supervisor Certification & TDM
3.2 Wheel brakes	Bleed (Chap. 20-31)						
3.3 Pressure gauges	Connect to the LH and RH brake unit bleed valves.						
3.4 Main wheel drive covers	Remove (Chap. 20-31)						
3.5 Brake selector handle	Ensure set to the normal position						

A tradesman and/or supervisor is to certify a single operation as follows:

1. Rule horizontal lines immediately above and below the operation they are certifying (see **Note 5**).
2. Certify the entry in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).
3. Enter the associated trade code in the 'Code' column.

Example 4 - Group operation certification on a MOD Form 707MP

Associated Cards	Power	Code	Tradesman Manhour	Tradesman Certification & TDM	Brief details of suspected fault (suspected fault SNOW(s))	Supervisor Manhour	Supervisor Certification & TDM
4.7 RH brake pedal	Repeat item 4.6 for RH brake						
4.8 LH and RH brake pedals	Repeat item 4.6 using both pedals together						
4.9 Brake test button	(i) Release (ii) Ensure that the L and R pressure indicators fall to zero						
4.10 Brake pedals	Release						
4.11 External hydraulic power supply	Switch OFF (DAP 101B-4104-1EG Chap. 21-00)						
4.12 MLG LH up-lock	Close manually						

A tradesman and/or supervisor is to certify a group operation as follows:

1. Rule horizontal lines immediately above and below the operations they are certifying (see **Note 5**).
2. Certify the entry as detailed in 'General Instructions' **Para 5** (see **Notes 1, 2, 3 and 4**).
3. Enter the associated trade code in the 'Code' column
4. Insert arrows either side of their certification entries, extending to each of the lines entered at **Para 1** above, to clearly define the operations they are certifying.

Notes:

1. All tradesmen and supervisors are to ensure that they have entered their details on the associated MOD Form 707MC prior to certifying any entries on MOD Forms 707MP or 707MS.
2. When certifying an entry, and where space permits turn the page through 90 degrees and use full signatures. Initials may be used to certify entries, if restricted by space. There is no requirement to enter printed names on MOD Forms 707MP and 707MS, as these will have been captured on the MOD Form 707MC (see **Note 1** above).
3. Where an operation, or multiple operations, are completed by more than one tradesman, each tradesman involved in the task is to certify the associated entry.
4. Supervisors may certify one entry to supervise multiple tradesmen or multiple operations, providing the criteria at 'General Instructions' **Paragraph 4** are met.
5. If the operation(s) block, or page being certified, is clearly defined by pre-printed lines, there is no requirement to rule additional lines.
6. A whole page can only be certified providing there are no block separators. A block separator is defined as a change of block paragraph number, or where a horizontal line has divided a page.
7. The 'Code' column on a MOD Form 707MS must not be used to annotate the trade code of the individual(s) carrying out the task(s). Instead, the specified code from the associated Topic-5A1 (Master Maintenance Schedule) must be entered in the column by the individual raising the work package.
8. Bracketing multiple operations together is not permitted. Any slight mistake with the brackets can lead to ambiguity as to which tasks are being certified. Drawing a horizontal line removes that ambiguity.
9. When there are single operations, or whole blocks not applicable to the task, the supervisor must rule-off the operation/block. A diagonal line from bottom-left to top-right must be ruled through the area and the supervisor must certify the entry and detail why the operation/block is not required in the 'Brief details of suspected faults and SNOW(s)' column.
10. Details of any faults arising are to be transferred to the associated Maintenance Log and detailed in the 'Brief details of suspected faults and SNOW(s)' column.