

# 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 tradesperson and supervisor.
5. Tasks can either be certified individually, or as grouped tasks. Tradespersons and supervisors are to complete the appropriate 'Certification & Time/Date/Month (T/D/M)' and 'Working Hours' columns against each task that they were responsible for.

### Example 1 - Single Operation Certification on a MOD Form 707MS

Associated Cards	Power	Code	Tradesperson		Brief details of suspected fault(s) and SNOW(s)	Supervisor	
			Working Hours	Certification and TDM		Working Hours	Certification and TDM
BLOCK 1 5320001	FUSELAGE - AUXILIARY STRUCTURE ZONE 210 Flight Deck Floor. Examine as far as possible.						
BLOCK 2 2510012	EQUIPMENT/FURNISHINGS - FLIGHT COMPARTMENT ZONE 211 Tactical Nose Wheel Chock (i) Remove (ii) Examine (iii) Check dimensions (AP101B-0704/0705-2R(1) Part 2, Leaflet 004) (iv) Refit		HH:MM	INITIALS & TDM		HH:MM	INITIALS & TDM

A tradesperson 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' **Paragraph 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

ENTER TRADE CODE	Tr Wc HH:MM	Tr Certif	Br suspt	S Wc	S Certif
4.36 External hydraulic power supply					
Switch OFF (DAP 101B-4104-1EG Chap. 21-00) (End of work block)					
5 COMPLETION					
AIRFRAME					
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 2.27Nm (ii) Wire-lock (End of work block)					

A tradesperson 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' **Paragraph 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 **Paragraph 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	Tradesperson		Brief details of suspected fault(s) and SNOW(s)	Supervisor	
			Working Hours	Certification and TDM		Working Hours	Certification and TDM
BLOCK 1 5320001	FUSELAGE - AUXILIARY STRUCTURE ZONE 210 Flight Deck Floor. Examine as far as possible.						
BLOCK 2 2510012	EQUIPMENT/FURNISHINGS - FLIGHT COMPARTMENT ZONE 211 Tactical Nose Wheel Chock (i) Remove (ii) Examine (iii) Check dimensions (AP101B-0704/0705-2R(1) Part 2, Leaflet 004) (iv) Refit		HH:MM	FULL SIGNATURE & TDM		HH:MM	FULL SIGNATURE & TDM

A tradesperson 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' **Paragraph 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 **Paragraph 1** above, to clearly define the operations they are certifying.

### Example 6 - Whole Page Certification on a MOD Form 707MP (see Note 6)

ENTER TRADE CODE	Tr Wc HH:MM	Tr Certif	Br suspt	S Wc	S Certif
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					
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 CWP					
Depress & 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 & 300					
Trip (DAP 101B-4104-1HA Chap 55-50)					
4.16 Aircraft					
Lower off jacks (DAP 101B-4104 1CD MP 07 20/01)					
4.17 Circuit breaker 242					
Set (DAP 101B-4104-1HA Chap. 55-50) and ensure that A-SKID warning lamp lights					
4.18 External hydraulic power supply					
(i) Switch ON					

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

1. Certify the entry as detailed in 'General Instructions' **Paragraph 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	Tradesperson		Brief details of suspected fault(s) and SNOW(s)	Supervisor	
			Working Hours	Certification and TDM		Working Hours	Certification and 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 tradesperson 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' **Paragraph 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

ENTER TRADE CODE	Tr Wc HH:MM	Tr Certif	Br suspt	S Wc	S Certif
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					
Switch OFF (DAP 101B-4104-1EG Chap. 21-00)					
4.12 MLG LH up-lock					
Close manually					

A tradesperson 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' **Paragraph 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 **Paragraph 1** above, to clearly define the operations they are certifying.

#### Notes:

1. All tradespersons 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 tradesperson, each tradesperson involved in the task is to certify the associated entry.
4. Supervisors may certify one entry to supervise multiple tradespersons 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.