Compilation Guide to MOD Form 707B(ADP)

To be compiled in BLACK ink ball point pen such that a good copy is made on No Carbon Required forms.

Area 5

Continuation Sheets

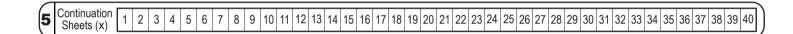**REQUIREMENT:** When the following are raised: MOD Form 707B(ADP) Spillover
MOD Form 707BE / BF / BH
MOD Form 707C(IND)
MOD Form 707C M1 / M3 / M4 } Work Continuation Sheets

ENTRY: Cross the next vacant number as each continuation sheet is raised. If more than 40 continuation sheets are required, local arrangements are to be made.

Note 1: MOD Form 707B(ADP) Work Centre / Working Hours Spillover

Should there be a requirement to raise a MOD Form 707B(ADP) work centre / working hours spillover, record it as being raised by crossing the next vacant box.
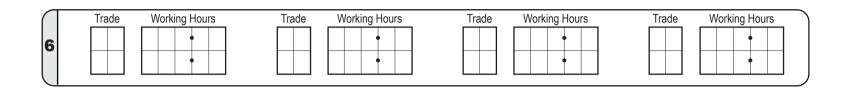

Note 2: Certificate of Work Continuation Sheet

This form is to be used when there is insufficient space in the certificate of work of the original Work Order.
The person raising the continuation sheet is to copy the originators reference from the original Work Order and enter the sheet serial number taken from AREA 5 of the original Work Order.
Continuation sheets are to be completed in the same way as the original Certificate of Work, and the working hours totals transferred to the original Work Order.

Area 6

Trade and Working Hours

REQUIREMENT: Mandatory.

ENTRY:

1. Enter the code for the trade from Table 4 of the relevant MOD Form 799. Total the working hours expended for each trade as listed in JAP 100C-02. Enter the working hours in the boxes provided. Use leading zeros where required.

eg: A TECH M expended 9 hours 35 min   Total =   `2 3`   `0 0 9 3 5`

2. If a tradesperson, or party of tradespeople, travel(s) from the Parent Unit to repair a fault, a single entry for all travelling and preparation working hours is to be made. Enter the code for 'Travel' (21) and the working hours used in preparation for the task, travelling from and returning to the Parent Unit.

3. When the working hours are for 'Labour' the working hours are to be included with those of the principle trade that was assisted.

4. MOD employed civilians and contractors are to record their trade as the Service titled trade nearest to their own.

Area 7

LIS Action

REQUIREMENT: As detailed for LIS Equipped Units.

ENTRY: To be completed by the Supervisor of the first work entry that requires LIS action, whether LIS has been updated or not.
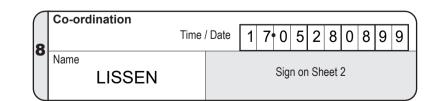

Area 8

Co-ordination

REQUIREMENT: Mandatory.

1. The Co-ordinator is to print their Name, 4 digits for the time, 2 digits for the day, month and year.

2. Sheet 2 is to be signed iaw MAM-D Part 1, Chapter 2.1.

3. The Maintenance Work Order (MWO) Co-ordinator is also to clear the relevant MOD Form 707A or 707A(N/O/A) entry.

Note:
The action at Paragraph 3 is not to be carried out until after the 707B ADP has been certified as Co-ordinated.

4. The Co-ordinator is to ensure the Time / Date in AREA 8 is later than the Start Time / Date in AREA 1.

5. For Work Types 52 and 58 enter the Time / Date the reported unserviceability was cleared.