Compilation Guide For MOD Form 731 'Unserviceable'

Left-hand annotations:

Indicate whether the originating work order was MDS reportable

Enter the Ship/Station/Unit/Contractor (and its Code if known), taken from the originating work order.

Enter the NATO Stock Number or the Section and Reference Number. (bar code area if required).

The Part Number is to be entered if known (bar code area if required).

Logistic Information System (LIS) use only.

Enter the Serial No, in full, including all punctuation. If no Serial No, enter "None" (bar code area if required).

Enter the description or name of the item. For LITS tracked items enter the LITS Equipment Type and the description, if space permits. (bar code area if required).

Enter the A/C Type/Mark or the Equipment from which the item was removed.

Indicate if item is subject to Quality Occurence Report (QOR)/Incident Report (IR)/Calibration and handle in accordance with current instructions.

If a fault report was raised against the arising, enter the applicable fault report serial number: eg. MOD Form 760 No. RN Form S2022 No.

LIS Work Order No.: Insert the Work Order No created by the Logistic Information System (LIS) if different from the ORN. (bar code area if required).

GOLDesp/LITS use only. AT300B Series, Desktop Instructions for Menu-step AT3600 refers(LITS only) (bar code area if required).

Annotate if Asset is to be tracked by a Logistic Information System (LIS). Name the LIS in the next box.

Enter a short statement on any safety warnings that are applicable to the item: eg. **Mercury, Sulphuric Acid, Asbestos, Compressed Nitrogen.**

Complete the Conditioning and Safety Certificate in accordance with: MAM-P, Chapter 4.10 and relevant aircraft Topic 5W.

Top annotations:

Enter the ORN from the originating work order. For aircraft arisings all boxes are to be filled.

Work No	Aircraft No	Day	Mth	Yr
1 2 3 5	Z Z 2 3 4	0 1	0 1	1 0

For non-aircraft arisings the Aircraft No boxes are to be ruled through.

Work No	Aircraft No	Day	Mth	Yr
2 3 4 5		0 2	0 2	1 0

Right-hand annotations:

Indicate whether the item has an Engineering Record Card (ERC) (refer to the relevant aircraft Topic 5A1). If yes, enter the relevant Form No: eg. MOD Form 735.

For a component which has its life monitored, complete the relevant blocks and enter "N/A" in the other blocks.

If the aircraft/equipment is subject to WUC/WINs enter the appropriate WUC/WIN.

Enter the Fault/Symptom/Reason for Removal. For a fault arising, enter the full symptoms from the originating work order; any relevant information to aid diagnosis is to be entered in brackets.

GOLDesp On-Line (GOL) use only.

Bottom annotations:

Enter any item deficiencies. This is mandatory information.

The quantity of items should always be included, a single item must be entered as "one". Only in exceptional circumstances should an omnibus MOD Form 731 be raised. Where equipment is to be returned to a supply organisation multiple quantities are not are not permitted.

LITS use only. To be used for the following:
(a) To indicate the component is a ST Item.
(b) To provide a record that the ST Item's Electronic Service Record has been checked for currency and updated when necessary.

MOD Form 731 (Facsimile)

MOD Form 731
(Revised Apr 12) **PPQ = 500**

Equipment Conditioning Label UNSERVICEABLE

FOLD HERE

Ship/Station/Unit/Contractor	MDS Reportable Y / N*	Work No	Aircraft No	Day	Mth	Yr

NATO Stock No / Sect & Ref No*

Part No

UNSERVICEABLE

NSCM / CAGE

Serial No

Description

Ac Type / Mark or Equipment:

Fault Report Reference:	Deficiencies:	Quality Occurrence Report / Incident Report / Calibration* Yes / No*
		Qty	WUC
			WIN

LIS Work Order No

LITS Equipment Type / GOLDesp

Tracked Asset	**LIS**	Yes / No *	Name of LIS:

Safety and Hazard Information

Condition and Safety Certificate

The signature(s)/stamp(s) below certify item condition and that the relevant Safety Precautions / Inhibiting / Preservation actions have been taken.

	Condition	Rank & Name	Date	Signature/Stamp
Test/Repair* 2nd Line*				
Test/Repair* 3rd/4th Line* /Suffix* /Scrap*				

* Delete as Appropriate   **UNSERVICEABLE**

FOLD HERE

UNSERVICEABLE   **UNSERVICEABLE**

Life Data

ERC Attached	Yes / No*		ERC Form Number	
Authorised Life			Authority	
Total Usage Since		New	Reconditioned	Installed
Life Remaining To / Date Due		Bay Maintenance	Reconditioning	Finite Fatigue

Fault Information Area

Fault / Failure

Symptoms / GOLDesp Symptoms Code / Description

Reasons for Removal

Significant Trackable Item (STItem)(LITS only)	**PDF - 417 Bar Code / GOLDesp Data Information** *
STItem Y / N *	ESR Checked for Currency/Updated * Y / N *
Rank/Name	
Unit	

* Delete as Appropriate   **UNSERVICEABLE**   **UNSERVICEABLE**

Physical Instructions

1. Whenever any component is removed or is in transit, 2** MOD Forms 731 are to be completed iaw this Poster and attached as follows:
   a. **For immediate packing.**
      (1) Individually protect the MOD Forms 731 in polythene.
      (2) Securely attach one MOD Form 731 to the component and the other to the outside of the packaging.
   b. **For transit unpacked or for packing at a later date.**

   (1) Fold the MOD Form 731 down the dotted line.
   (2) Protect the MOD Forms 731 in polythene.
   (3) Securely attach the MOD Forms 731 to the component.

   Note: Personnel later packing a component are to undertake the actions of para 1a.

** 1 MOD Form 731 may be used when equipment or components are to be Conditioned, Test/Repair 2nd Line