Compilation Instructions
MOD Form and Format 760
Narrative Fault Report

References:

A.   RA 4814 - Occurrence Reporting.

B.   RA 5825 - Fault Reporting and Investigation.

C.   RA 5850(8) - Failures, Malfunctions and Defects.

D.   Manual of Airworthiness Maintenance - Processes (MAM-P) Chapter 9.2 - Narrative Fault Reporting Using MOD Form 760 Series.

E.   Manual of Airworthiness Maintenance - Documentation (MAM-D) Part 2.

F.   Defence Logistics Framework (DLF).

Introduction

1.   The MOD Form 760 (Narrative Fault Report) is submitted iaw References A and D. Users are encouraged to utilise the editable electronic version (MOD Format 760) contained in Reference E.

2.   Handwritten reports are to be completed in block capitals, be legible, and compiled in BLACK ink to allow for a clear copy when photocopied by the receiving Type Airworthiness Authority (TAA)/Delivery Team (DT).

3.   Irrespective of whether the form or format is used, no entries are to be made in the non-data areas to the right of the heavy line in **Fields 1** to **9**.

4.   TAA and Contractors are also to refer to References B and C for amplification of these instructions.

Security

5.   The completed MOD Form/Format 760 is to be classified iaw the requirements of current Regulations.

6.   When using the MOD Format 760, security classification is to be selected from the drop down menus at the top and bottom of each page.

7.   When using the MOD Form 760, security classification is to be stamped in red at the top and bottom of each page.

Originator

Responsibilities. The originator of the report is to complete the following fields, before forwarding the report to the Supply Organisation:

8.   **Field 1 - MOD Form 760.** Enter the following details:

   a.   **From.** Record the Ship/Station/Unit/Establishment/Contractor raising the MOD Form 760, prefixing PQS/DQA if appropriate.

   b.   **Fault Report Reference (FRR).** Enter the complete FRR in the clear space. A unique serial number is to be used consisting of the abbreviated unit title, a three-digit number and the year (eg KIN/017/86). The three digit number is to start with 001 on the first of January each year, and each number is to be used only once during each year. A unit file reference may form part of the FRR.

   c.   **Date.** Enter the date that the report was raised.

   d.   **Omnibus Report.** If identical faults are discovered on several items having the same management code and stock number, tick the box. Representative details of one of the faulty items are to be entered in **Field 8**. The other fault arisings are to be listed in **Field 9** quoting the originator's reference of the related MOD Form 707 and the serial number, if any, of each item found faulty. Omnibus reports are not to be used for items subject to Mandatory Fault Reporting Instructions (MFRI)/Blacklist if those instructions require all faulty items to be retained.

   e.   **Faulty Item DT.** Enter the DT responsible for the faulty item, if known.

9.   **Field 2 - MOD Form 707 or ERN.** Enter the following details:

   a.   **Originator.** Record the Ship/Station/Unit/Establishment/Contractor reporting the fault.

   b.   **Originator's Reference Number.** Record the Originator's Reference Number (ORN) of the associated MOD Form 707. For equipment not subject to MOD Form 707 recording, allocate an Engineering Records Number (ERN) as follows: In the first four boxes enter a unique serial number followed by the date in the next six boxes, leaving the last five boxes blank.

   c.   **707/ERN.** Tick the appropriate box.

10.   **Field 3 - Status of Equipment.** Tick boxes as appropriate, taking note of the following:

a. For Exchange Services equipment found faulty when brought into use, insert **"Z"** in the Not-In-Use Block.

b. When a fault is found on In-Use equipment, the Supply Officer is to consult the appropriate specialist Engineering Officer on the need for all stocks of the faulty item to be examined. If any such examination is made, the MOD Form 760 is to retain 'In-Use' status, and the details of the examination of the NIU items (eg Quantity checked and quantity faulty) are to be reported in **Field 9**.

c. Contractors are also to initiate a stock investigation and report as above.

11. **Field 4 - Occasion for Report.** Enter the following details:

   a. Tick one of the reasons as occasion for report.

   b. Enter any references associated with the report.

12. **Field 5 - Aircraft or Ground Installation.** Enter the following details:

   a. Aircraft Type, Mark, Serial No. and Airframe hours.

   b. Ground Installation details, if applicable.

   c. For Not-In-Use equipment include Aircraft type and mark, where known.

13. **Field 6 - System.** Enter the system as designated in the relevant Aircraft Document Set.

14. **Field 7 - Main Equipment.** If the item is a designated Main Equipment in JAP100C-02, enter the Main Equipment title, Serial No. and Total Usage.

15. **Field 8 - Details of Parent Assembly.** For modular engines, if the module is not the faulty item, enter the module details in this field. Enter the following details:

   a. **Quarantined.** Tick box if the Parent Assembly has been quarantined.

   b. **Description.** Enter the description of the Parent Assembly. For Electrical Engineering Test Equipment enter 'EETE'.

   c. **Section/Reference, NATO Reference, Part Number.** Insert one identifying reference for the Parent Assembly in the clear boxes, ticking the appropriate reference box.

   d. **Serial Number.** Enter the serial number of the Parent Assembly.

   e. **Usage.** Enter the usage details of the Parent Assembly, if applicable, including the total usage.

16. **Field 9 - Details of Faulty Item (The subject of this report).** Enter the following details:

   a. **Description.** Enter the description of the faulty item.

   b. **Part Number.** Enter the part number of the faulty item.

   c. **Quarantined.** Tick box if the faulty item has been quarantined.

   d. **Section Reference/NATO Reference.** Insert one identifying reference for the faulty item in the clear boxes, ticking the appropriate box.

   Note: Please ensure that the reference number entered is that of the faulty item and not the replacement.

   e. **WIN/WUC (As applicable, for Aircraft equipment faults only).** If the faulty item is subject to WUC codes, enter the WUC. For Aircraft not subject to WUC codes, enter the WIN.

   f. **Serial Number.** Enter the serial number of the faulty item.

   g. **Usage.** Enter the usage details of the faulty item (where applicable), including the total usage, unless it is a designated Main Equipment. Where an equipment is fitted with an hours run meter, the reading is to be entered in this block.

   h. **ERC.** Tick the box if an Engineering Record Card (ERC) is enclosed with the faulty item.

   i. **ATP Details/Installed Position.** Air Technical Publication (ATP) details for the faulty item are to be entered. Additionally, if two or more identical items are fitted to the parent assembly, enter the installed position of the faulty item. For electronic equipment, enter the circuit reference.

   j. **Relevant Mods, STIs, SIs,PIs, PWIs, NTIs, etc embodied.** Record as appropriate.

17. **Field 10 - Narrative Report.** The narrative is to be of the following format, stating sub-headings and endorsing with 'N/A' if not applicable. If the space provided is insufficient, or any supporting evidence is to be included, a further report may be attached. Any such attachment is to be cross referenced here and must display the same FRR as in **Field 1**.

   a. **Symptom**

b.   **Fault.**

c.   **Circumstances of Discovery.** Include the environmental conditions such as height, temperature, G, Mach number, stage of flight and whether fire occurred. Where appropriate, give details of:

(1)   **Aero Engines and Associated Equipment.** Include all relevant parameters and settings.

(2)   **Electrical Instrument and Radio.** Include all relevant parameters and settings such as mode of operation, vibration, voltage, frequency, state of fuses etc.

(3)   **Alighting Gear, Centre Section and other Structure which is Subject to Landing Loads.** Aircraft weight, number of landings (including heavy landings) since fitted.

(4)   **Ammunition and Explosives.**

(a)   Filler.

(b)   Date of filling and manufacture.

(c)   Identify the lot, task and batch number.

(d)   Quantity held red-carded where applicable.

(e)   Availability of item for examination.

(f)   Known quantity of same lot or batch. Quote the quantity and date if consumed.

(g)   Type of storehouse.

(h)   Type of packaging and lining.

(i)   Time of exposure.

(j)   Setting of fuzes.

(k)   Nature of target.

(5)   **Unsatisfactory Design for Maintenance.**

(a)   Working hours expended removing the part from the parent assembly.

(b)   Working hours expended refitting the part to the parent assembly.

(c)   Working hours expended undertaking maintenance in situ.

(d)   Working hours expended undertaking maintenance in the bay.

(e)   Frequency of removal or maintenance of the part.

(f)   Any other relevant data.

(6)   **Equipment Subject to Sampling.** Refer to MAM-P Chapter 4.3.

(7)   **Avionic Equipment Tested by ATE and/or MTE.** Record the schedule serial number and indicate if the faulty item was tested by ATE an/or MTE. Attach ATE printouts, where appropriate.

(8)   **Air Launched Guided Missiles.** When explosive components are involved, the data required in **Paragraph 17.c(4)** above is to be recorded. Otherwise, guided weapons and their test equipment are to be treated as Main Equipment.

(9)   **Aircraft Tyres.**

Record the following:

(a)   Distance travelled immediately prior to failure.

(b)   If failure immediately followed a rapid turn-round servicing, the previous landings, the taxiing distance, and the duration of the turn-round.

(c)   History of heavy landings

(d)   Runway surface and condition.

(e)   Crosswind.

(f)   Aircraft weight.

(g)   Length of skid marks.

(h)   Reference(s) of photographs of the tyre and skid marks.

(i)   Inflation pressure of the tyre at the last Before Flight or Turn Round Servicing.

(j)   The All Up Mass of the Aircraft, role fit at time of failure and any changes to fit during Aircraft operations that day.

(k)   Number of running landings completed on that sortie, prior to the failure.

(l)   Where possible, information on the meteorological conditions at the time of failure.

(m) Where applicable, Aircraft taxi speed and length of Aircraft taxi.

(10) **Items Subject to Warranty.** Details of the manufacturer's warranty are contained in the appropriate Engineering Record Card. The date of delivery to the Service and the reporting unit's recommendation regarding the claim are to be included. Ensure the box in **Field 3** is ticked.

(11) **Software.**

(a) **Flight Programs.** Include configuration and mission date, together with the events leading up to a fault. For example, switch and mode settings and changes.

(b) **Ground Test Programs.** Record the testing, local and external conditions such as switch settings and the equipment state, in the cockpit and externally.

(12) **Trial Items.** If a faulty component is fitted with items undergoing a Service trial, the narrative report is to be annotated 'Trial Item Fitted' and the authority quoted.

d. **Action Taken.** State the action taken on the faulty item described in **Field 9**.

e. **Subsequent Damage.** Quote subsequent damage or effect. Where a component is reported faulty as a result of vibration, give full details of vibration levels before and after replacement and, when applicable, attach copies of vibration reports.

f. **Operational/Mission Effect.**

g. **Probable Cause.** Give details of diagnosis and include reference to any test schedule which can assist in identifying the fault.

h. **Inspection.** Enter date of last Maintenance/repair. Include inspection and other manufacturer's stamps and markings.

i. **Omnibus Reports.** Quote, for all subject items, the ORN of the MOD Form 707, the serial number and usage. State the quantity involved, serial numbers, usage and details of Aircraft installation for all subject items. Do not omnibus any previous MOD Form 760.

j. **Recommendations.**

k. **Type of Material Failure.** In the case of material failure, tick the box to indicate the type of material. Tick the software box to indicate a software fault.

l. **Enclosures.** Identify and give reference to all enclosures such as Pilot's reports, photographs and drawings etc. A copy of the Pilot's report is always to be attached if **Field 4** refers to an Aircraft accident or Incident report. All enclosures are to display the applicable MOD Form 760 FRR. If applicable, include copies of relevant Incident signals.

18 **Field 11 - Signature Block.** The originator is to complete and sign the relevant blocks in **Field 11**. Certification of this field confirms that:

a. The faulty item which is the subject of the MOD Form 760 has been identified on a corresponding MOD Form 707.

b. Both forms show a common originator and ORN.

c. The same status of equipment, either 'In-Use' or 'Not-In-Use', is shown on both forms.

d. **Fields 1** to **10** have been completed iaw these Instructions for Use.

Supply Organisation

Note: Detailed instructions for the Supply Organisation can be found in Reference E. These Instructions for Use deal with the specific elements of the MOD Form 760.

Responsibilities. The Supply Organisation representative is to complete the followng fields, before forwarding the report to the Equipment Supply Depot (ESD) or Senior Specialist Officer, as applicable:

19. **Field 12 - QAA, Distributor/ESD, Manufacturer.** Enter the identity of the Quality Assurance Authority (QAA), the Distributor or Equipment Supply Depot (ESD) and the Manufacturer of the faulty item.

20. **Field 13 - Disposal Details.**

RAF/RN. Record the disposal details and the authority for disposal of all equipment not quarantined at the reporting unit.

Army. Record details of disposal action for equipment returned to the Aviation Supply Unit RCL for quarantine. Exceptionally, where the equipment is retained in quarantine by the reporting unit, enter the unit title.

21. **Field 14 - Additional Information for Not-In-Use Items and Electrical Engineering Test Equipment (EETE).** For Not-In-Use reports or for EETE, provide the results of of any inspections carried out, Contract No, Lot/Batch No, Allotment Voucher No, Packaging Details and Receipt details.

22. **Field 15 - Supply Action.** Enter the following details:

    a. **Scarce Item.** Tick as appropriate. Scarce items are those which are, or are expected to be, the subject of cannibalization, diversion orders, or have high value incidence of priority demands. Hi-Value items are to be regarded as scarce.

    b. **Supply Authority.** Enter the Supply Management Branch with responsibility for the faulty item.

    c. **Signature.** The Senior Supply Officer's signature is required for scarce items, Not-In-Use and warranty reports only.

    Note: Single Service policy will define the appropriate Senior Supply Officer authority level.

Equipment Supply Depot (ESD)

Note: Only applicable for Not-In-Use items.

Responsibilities. The ESD representative is to complete the following, before forwarding the report to the Senior Specialist Officer.

23. **Field 16 - ESD Recommendations.** Enter the following details:

    a. **Investigation Required.** Delete YES or NO as appropriate and tick which organization is recommended to undertake the investigation.

    b. **MFRI Action.** Tick if MFRI is recommended.

    c. **Stock Holdings.** Enter current levels of stock held.

    d. **Stock Examination Recommended.** Tick, if recommended.

Senior Specialist Officer

Responsibilities. The Senior Specialist Officer is to:

24. Verify the content and validity of the MOD Form 760 iaw Reference A and these Instructions for Use.

25. Complete and certify the relevant blocks of **Field 17**.

26. Ensure the expeditious dispatch of an accurate and relevant MOD Form 760 from the Stn/Ship/Unit to the relevant TAA or DT.

Note: Single Service policy will define the level at which authorization is held.

TAA/DT

Responsibilities. The TAA/DT representative is to:

27. **Field 18 - TAA/Delivery Team Decision.** Enter the following information:

    a. **Investigation Required.** Delete YES or NO, as applicable.

    b. **Remarks.** Provide any evidence in support of the 'Investigation Required' recommendation.
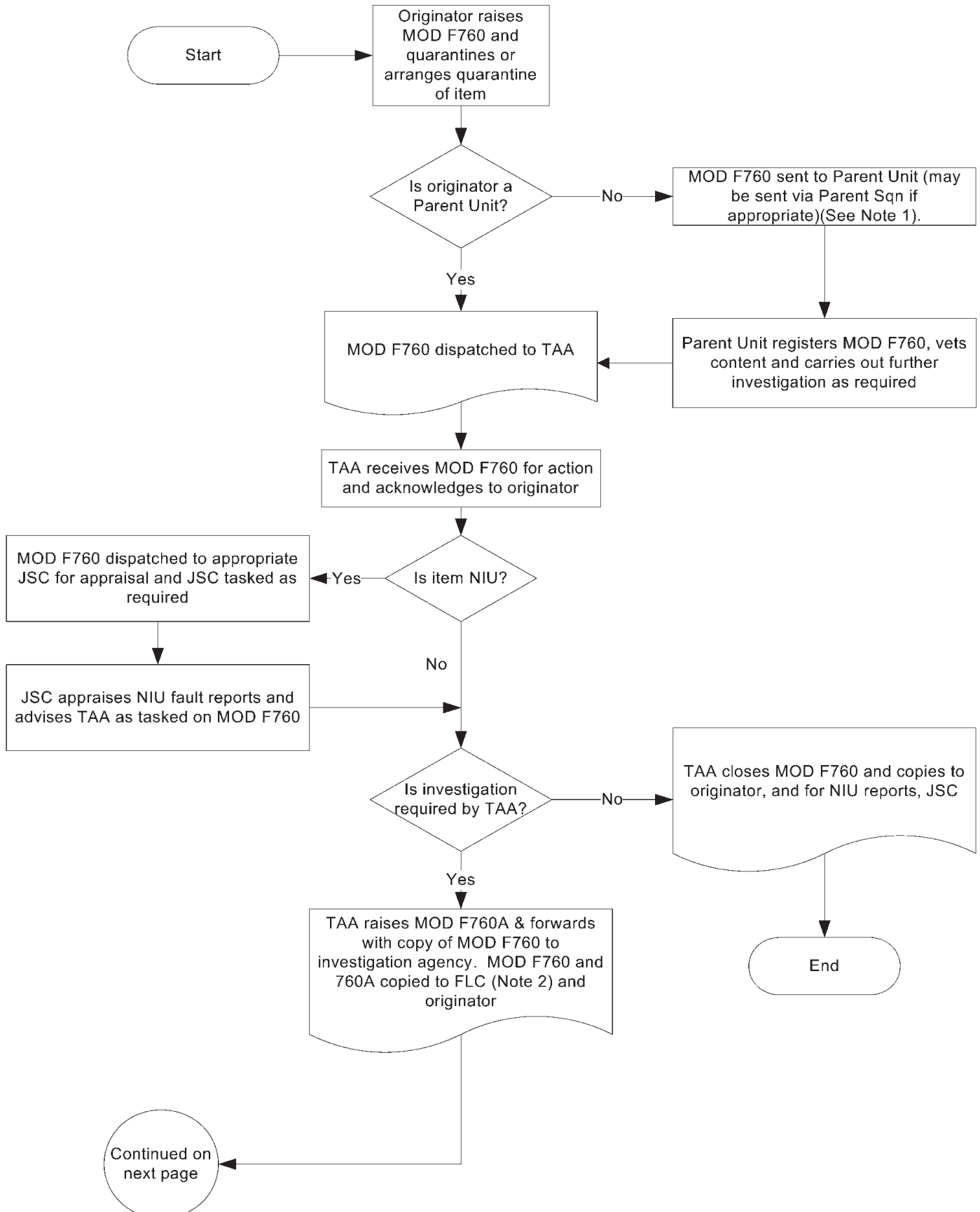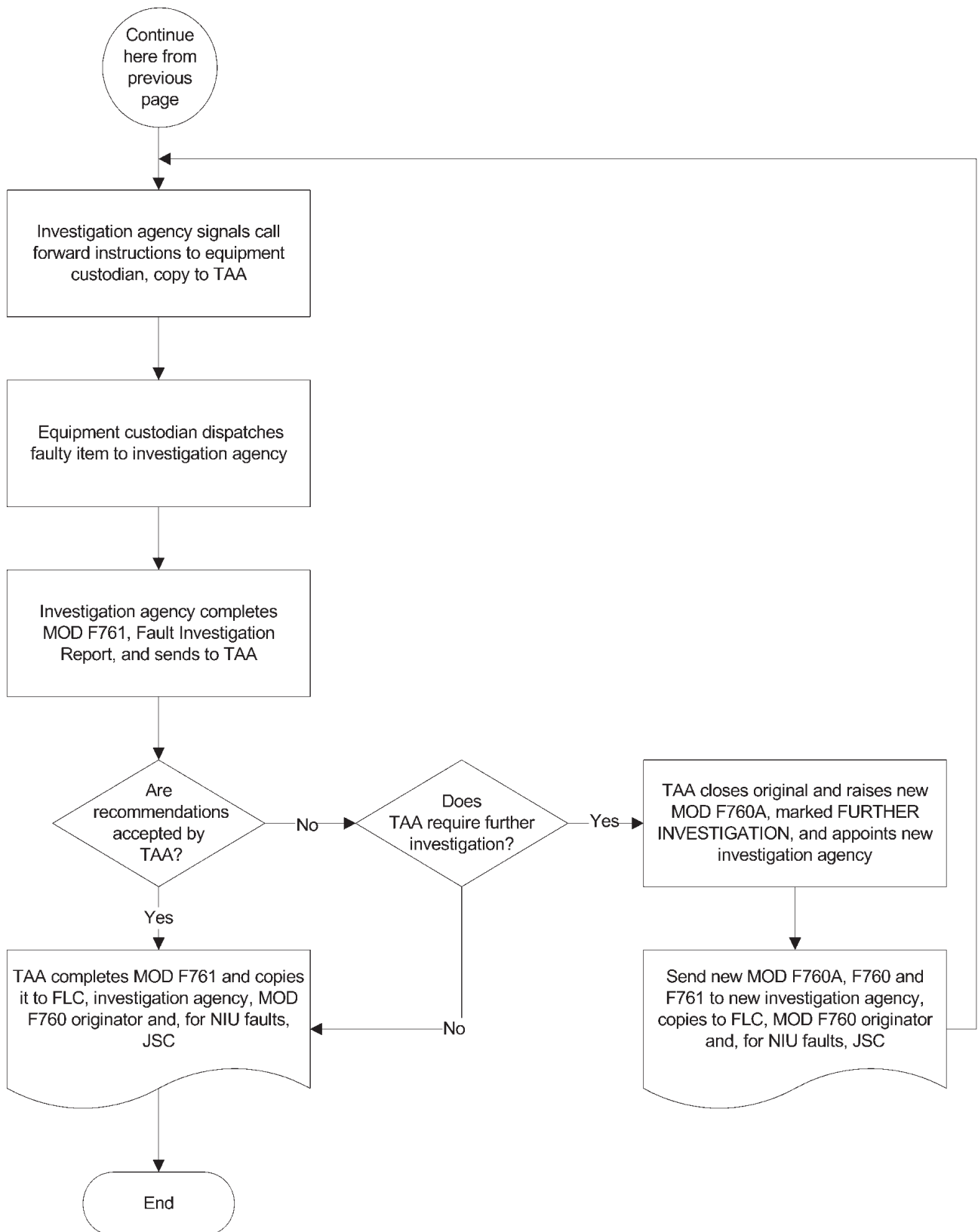
    Notes:

    1. If an investigation is not required, inform the originating unit and/or the ESD.

    2. If an investigation is required, raise a MOD Form 760A and task the most appropriate agency with the investigation iaw Reference A.

28. **Field 19 - Distribution.** Record the distribution of information copies by the TAA/DT as required.

29. **MOD Form 760 Process Map.** The flow chart below provides guidance on handling and progressing MOD Form 760 Narrative Fault Reports. Detailed arrangments for a specific Air System or equipment type may vary slightly from the processes illustrated but are not to alter any of the principles implicit in the guidance shown. Further details of arrangements for specific Air System or equipment type can be obtained from the appropriate Delivery Team (DT).

Figure 1. Process for Fault Reporting Using the MOD Form 760 Series of Forms.

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Investigation agency signals call forward instructions to equipment custodian, copy to TAA

Equipment custodian dispatches faulty item to investigation agency

Investigation agency completes MOD F761, Fault Investigation Report, and sends to TAA

Are recommendations accepted by TAA? —No→ Does TAA require further investigation? —Yes→ TAA closes original and raises new MOD F760A, marked FURTHER INVESTIGATION, and appoints new investigation agency

Yes ↓

No ↓

TAA completes MOD F761 and copies it to FLC, investigation agency, MOD F760 originator and, for NIU faults, JSC

Send new MOD F760A, F760 and F761 to new investigation agency, copies to FLC, MOD F760 originator and, for NIU faults, JSC

End

Notes:

1   For the purpose of clarity, Parent Unit has been used to describe the Parent Stn/Ship/Unit.

2   Copies to appropriate Front Line Command (FLC).