

Instruction for Use

Loose Article Register - MOD Form 704LA

1. The MOD Form 704LA is to be used in lieu of MOD Form 704 for loose article search deferment iaw MAM-P Chapter 4.14.
2. MOD Forms 704LA are to be inserted and removed from the MOD Form 700C iaw instructions for controlled forms on MOD Form 799/1.

Recording a Loose Article Register Entry.

3. Before signing the 'Supervisor' block of the appropriate MOD Form 707 series, the person authorizing the Loose Article Register entry is to ensure that:
 - a. The specified period of deferment is appropriate.
 - b. The entry has been copied verbatim from the associated MOD Form 707 series. A detailed description of the loose article, including, where appropriate, the size, location, Part No/NSN and any other relevant information that could assist with subsequent related MWOs, is required.
 - c. The associated MOD Form 707 series reference, date and airframe hours of the original entry are to be entered into the 'Orig SNOW', 'Orig Date' and 'Airframe Hours' block provided.
 - d. The 'Maintenance Data System (MDS)' block is annotated as required.
 - e. The specific period for which the corrective maintenance has been deferred is entered in the first available 'Deferred Until' block.
 - f. The name of the person authorizing the deferment has been printed in the first available 'Authorized by (print)' block.

Clearing a Loose Article Register Entry.

4. To clear an entry from the Loose Article Register, the authorized persons are to carry out the following:
 - a. Copy verbatim the entry from the MOD Form 704LA to the appropriate MOD Form 707 series.

Note: For RAF only, this action is to be carried out by the MOD Form 700C Co-ordinator.
 - b. If the loose article is found or its original location confirmed, strike through the 'N' box in the 'Item Found' section. Enter the SNOW that cleared the work and print their name.

- c. If the loose article is not found at the next maintenance opportunity and the Line Manager decides an entry is no longer required, strike through the 'Y' box in the 'Item Found' section. Enter the SNOW that cleared the work and print their name.