

# Instructions for Use

## MOD Form 715 Series

MOD Form 799(AEA)

(Revised Sep 23)

Sheet 1 of 3

### MOD Form 715 Series

1. **General.** The MOD Form 715 series of forms are used to maintain historical records for Survival Equipment (SE) and Aircrew Equipment Assemblies (AEA). The record for an SE/AEA item will consist of a MOD Form 715 plus a minimum of one each of MOD Form 715/1 to MOD Form 715/4 inclusive. Entries must be made in black ink unless specified otherwise. Entries made in error are not to be erased, but ruled through and initialled by the person making the correction. Dates must be entered in the format 'DD MMM YY' (eg '28 FEB 08').

2. **Retention and Disposal Instructions.** MOD forms 715, 715/1, 715/2, 715/3, 715/4, 715/5, 715/6A, 715/6B and 715(Drill) are to be retained for the life of the equipment or until no longer required by the Aircrew.

### MOD Form 715 - Survival Equipment/Aircrew Equipment Assembly Record

3. **General.** MOD Form 715 is used as the lead sheet for the SE/AEA item record. The form provides the following information:

- a. A record identification by serial number and subject item.
- b. A record of relevant management information.
- c. Registration of associated MOD Forms 715/1 to 715/6.
- d. Certification of specified items (at manufacturer's and contractor's works only).

4. **Responsibilities for Raising.** At manufacturer's and contractor's works, the Quality Officer (QO) i/c Quality Assurance Section (QAS) must ensure that the manufacturer/contractor raises a MOD Form 715, as appropriate, for life rafts and for quick release fittings (QRFs) fitted to parachutes and parachute assemblies. For all other SE and AEA (Aircrew List), a MOD Form 715 must be raised by the user unit.

**Note:** Additionally, at manufacturer's and contractor's works only, the 'Manufacture/Proofing/Surveillance Certificate' must be completed, as appropriate, by the QAS.

5. **Compilation.** The MOD Form 715 is completed as detailed in the following paragraphs:

- a. In the 'Item Identification' blocks, enter the following information:
  - (1) 'Ident No.' - Section/reference number, NATO stock number and part

number, For AEA, enter "AEA".

(2) 'Description' - Item description. For AEA enter "AEA"; for omnibus items, record description (eg Coverall Aircrew Mk 16).

(3) 'Type/Mark' - Item, type and mark. For AEA enter the Aircraft type in pencil.

(4) 'Serial No.' - Manufacturer's serial number. For AEA, enter "AEA".

(5) 'Unit Serial No.' - Unit, squadron or flight serial number in pencil.

#### Notes:

1. Aircraft harnesses have a reference number that is only used for identification of a complete assembly for each Aircraft seat.

2. The Unit Serial Number is used to link all the forms in the record. When an item is transferred between units and a new Unit Serial Number is allocated, the old number must be erased and the new number entered on all the registered forms in pencil.

3. Manufacturers and contractors may leave the Unit Serial Number box blank. Users must allocate and enter the unit, squadron or flight serial number for an item received with a MOD Form 715 compiled by a manufacturer or contractor.

b. In the 'Register of Associated Forms' blocks, one each of MOD Form 715/1 to MOD Form 715/4 must be raised and annotated.

**Note:** MOD Forms 715/5, 715/6A and 715/6B are to be raised as required and annotated accordingly. Instructions on these forms can be found at **Paragraphs 21, 24 and 27** respectively.

c. In the 'Management Information' blocks, complete the relevant fields as appropriate, ensuring that details of any outstanding modifications, instructions and bay Maintenance are recorded. Unit Serial Number, rank and date due information must be recorded in pencil.

### MOD Form 715/1 - AEA/Component Record

6. **General.** The MOD Form 715/1 is used to record identification, lifestream and replacement details of AEA and components of the subject item.

7. **Responsibilities for Raising.** The person raising MOD Form 715/1 must annotate the parent MOD Form 715 and must copy the Unit Serial Number and sheet number from the parent MOD Form 715 onto the MOD Form 715/1. A

separate line is then to be raised for each of the following:

- a. Item of AEA.
- b. Lified component.
- c. Item having a serial number.
- d. Item requiring scheduled Maintenance.

8. **Compilation.** For each line used, an entry is to be made in each column as follows:

- a. Column (a) - 'Item No.'. Item number.
- b. Column (b) - 'AEA/Component'. Description of the AEA or component. Up to twenty-five like items (eg Coverall Aircrew Mk 16) held for the casual flight or SME purposes may be omnibus recorded on one MOD form 715.
- c. Column (c) - 'Date Fitted'. Date fitted or issued, as appropriate.
- d. Column (d) (top line) - 'Lot'. Lot number, as applicable.
- e. Column (d) (bottom line) - 'Serial No.'. Serial number, as applicable.
- f. Column (e) (top line) - 'Size'. Size.
- g. Column (e) (bottom line) - 'Qty'. The quantity is only to be entered where items are not serial numbered but have the same lot number.
- h. Column (f) (top line) - 'Type'. Type.
- i. Column (f) (bottom line) - 'Mark'. Mark
- j. Column (g) (top line) - 'Date Manufactured'. Date of manufacture (dates must be in the format 'DD MMM YY' (eg '28 FEB 09')).
- k. Column (g) (bottom line) - 'Date Due Replacement'. Date replacement due, entered in red ink (dates must be in the format 'DD MMM YY'). For on-condition items, enter "**LOC**".

**Note:** The replacement date may not relate to the date of manufacture.

9. **Replacement of Items.** The remaining columns are used to record up to three replacements of the recorded items. When a replacement has occurred, the appropriate line and column must be completed by entering the following:

- a. Column (h) - 'Date Fitted'. Date replacement fitted.
- b. Column (j) (top line) - 'Lot'. Lot number of replacement item, as applicable.
- c. Column (j) (bottom line) - 'Serial No.'. Serial number of replacement item, as applicable.
- d. Columns (k) (top line) - 'Date Manufactured'. Date of manufacture of replacement item.

e. Columns (k) (bottom line) - 'Date Due Replacement'. Date replacement due, entered in red ink (dates must be in the format 'DD MMM YY'). For on-condition items, enter "LOC".

**Note:** When all three change columns for one sub-component or item are filled and a further change is required, the complete entry must be ruled through and a new line started.

## MOD Form 715/2 - Maintenance and Transfer Record

10. **General.** MOD Form 715/2 is used to record SE/AEA Maintenance details and inter-unit transfers.

11. **Responsibilities for Raising.** The person raising MOD Form 715/2 must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number from the parent MOD Form 715 onto the MOD Form 715/2.

12. **Compilation.** MOD Form 715/2 is to be completed as follows:

a. 'Section 2a-Maintenance Record'. Enter the details of the required Maintenance tasks:

(1) Column (a) - 'Item No.(s)'. The item number copied from the relevant line of the MOD Form 715/1.

**Note:** When several items require the same Maintenance, these items may be recorded individually on a single line (eg 1, 2, 3, 4 and not 1-4)

(2) Column (b) - 'Type of Maintenance'. Type and periodicity of the Maintenance required (eg BM 15 - Bay Maintenance 15 weekly).

(3) Column (c) - 'Date Due'. Date Maintenance due.

(4) Column (d) - 'Work Order ORN'. On completion of Maintenance task, record the Originator's Reference Number (ORN).

### Notes:

1. Details of the next required Maintenance for the item must be entered in the next available line, as detailed in **Paragraph 12 a (1), (2) and (3)**.

2. When some items of AEA are not available, they should be noted in the Management Information box of the parent MOD Form 715 and maintained as soon as possible. This is not an authority to extend a periodicity.

b. 'Section 2b Transfer Record'. The completion of the Transfer Record is self-explanatory.

## MOD Form 715/3 - Repair, Replacement and Deviation Record

13. **General.** MOD Form 715/3 provides a brief description of any work carried out other than embodiment/satisfaction of modification or technical instructions, scheduled Maintenance or replacement of life-expired equipment. Full details of repairs and replacements must be recorded on the appropriate MOD Form

707 and entered on the MOD Form 715/3, complete with their authority and the associated details.

14. **Responsibilities for Raising.** The person raising a MOD Form 715/3 must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number onto the MOD Form 715/3.

15. **Compilation.** Details of all repairs, replacements and deviations from the Standard List must be recorded by entering the following:

- a. Column (a) - The item number copied from the relevant line of the MOD Form 715/1.
- b. Column (b) - 'Date'. Date work completed.
- c. Column (c) - 'Work Details'. A brief description of the work.
- d. Column (d) - 'Work Order ORN'. The ORN of the relevant Work Order.

#### MOD Form 715/4 - Modification and Instruction Record

16. **General.** MOD Form 715/4 is used to record all relevant modifications and technical instructions.

17. **Responsibilities for Raising.** The person raising a MOD Form 715/4 must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number onto the MOD Form 715/4. A MOD Form 715/4 block must be opened for each item of equipment recorded on the MOD Form 715/1 that is currently subject to a modification or technical instruction.

18. **Compilation.** An entry must be made for each modification or technical instruction as follows:

- a. Column (a) - 'Date'. Date on which the modification or technical instruction was embodied/complied with.
- b. Column (b) - 'MOD/Inst No.'. The type and number of the modification or technical instruction (eg Mods, RTIs, STIs, etc).
- c. Column (c) - 'Work Order ORN'. The ORN of the relevant work order. Under column (c) in the shaded area, enter description of the equipment.
- d. Block (d) - 'Item No.'. Item number from MOD Form 715/1.

19. **Modification or Technical Instruction Removal.** When a modification or technical instruction is removed from an item of equipment, the appropriate entry must be ruled through in red ink. Details of the removal must be entered on the next line.

20. **Modification or Technical Instruction Cancelled or Superseded.** When a

modification or technical instruction is cancelled or superseded, the appropriate entry must be ruled through in blue ink and details of the suspension or cancellation entered in blue ink on the next available line.

#### MOD Form 715/5 - Life Consumption Record

21. **General.** MOD Form 715/5 is used on equipment, as detailed in DAP108A-0006-2(N/A/R)1, to record consumption of Life Measurement Units (LMUs). Pre-numbered boxes are provided for convenient recording of the consumption of up to 500 LMUs.

22. **Responsibilities for Raising.** The person raising the MOD Form 715/5 must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number onto the MOD Form 715/5. The header of the form is then to be completed as follows:

- a. The LMU applicable to the item must be defined by ticking the appropriate box in the 'Life Measurement Units' block.
- b. The 'Authorized Life' block must be completed by entering the maximum permitted number of LMUs in red ink.

**Note:** When MOD Form 715/5 is raised for an item having only part of its life remaining, the consumed 'LMU No.' and associated 'Date' boxes must be crossed off.

23. **Compilation.** As each LMU is consumed, the appropriate LMU number must be crossed off and the date must be entered.

#### MOD Form 715/6A - CELB Programming/Almanac Update Record

24. **General.** MOD Form 715/6A is used to record the supervisor's stage checks carried out on the Covert Emergency Locator Beacon (CELB).

25. **Responsibilities for Raising.** The person raising the MOD Form 715/6A, must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number onto the MOD Form 715/6A.

26. **Compilation.** Details must be recorded entering the following:

- a. Block (a) - Enter any additional information to the publication reference that the work was carried out in accordance with, if required.
- b. Column (b) - 'Item No.(s)'. Enter the item number recorded on the MOD Form 715/1.
- c. Column (c) - 'AIL/AL'. Enter the publication issue state that the work was

carried out with.

d. Column (d) - 'Programming/Almanac Carried Out iaw Weekly SPINS'. The Special Instructions (SPINS) version/number, the date, time group (DTG) and associated Work Order ORN.

e. Column (e) - 'Stage Check (Supervisor Initial Each stage Check)'. The supervisor undertaking the stage checks, must initial each stage check stating that the information within the CELB is correct.

f. Column (f) - 'Tradesperson Signature' and 'Printed Name'. Signature and printed name of the tradesperson undertaking the task.

g. Column (g) - 'Supervisor Signature' and 'Printed Name'. Signature and name of the supervisor of the task.

### **MOD Form 715/6B - GPS Programming/Almanac Update Record**

27. **General.** MOD Form 715/6B is used to record the ALMANAC Maintenance carried out on the CELB.

28. **Responsibilities for Raising.** The person raising a MOD Form 715/6B must annotate the parent MOD Form 715 and copy the Unit Serial Number and sheet number onto the MOD Form 715/6B.

29. **Compilation.** Details must be recorded entering the following:

a. Block (a) - 'Programming/Almanac of GPS Type'. State the type of GPS/CELB.

b. Column (b) - 'Item No.(s)'. Enter the Item Number recorded on the MOD Form 715/1.

c. Column (c) - 'AIL/AL'. Enter the publication issue state that the work was carried out in accordance with.

d. Column (d) - 'Programming/Almanac Carried Out iaw'. State when the Almanac/SARDOT was updated, version, DTG and associated Work Order ORN.

e. Column (e) - 'Tradesperson Signature' and 'Printed Name'. Signature and printed name of the tradesperson undertaking the task.

f. Column (f) - 'Supervisor Signature' and 'Printed Name'. Signature and name of the supervisor of the task.

### **MOD Form 715(Drill) - Survival Equipment (Drill) Maintenance Record**

30. **General.** MOD Form 715(Drill) is used for recording Maintenance on survival drill equipment. The record card allows for multi-recording like items (omnibus system) and recording equipment grouped in sets (eg life rafts, operating heads, CO2 cylinders and PSPs). The drill equipment identified below may be omnibus

recorded:

a. Helmet, Aircrew.

b. Coveralls, immersion.

c. Coveralls, Aircrew.

d. CO2 cylinders (non-disposable only).

e. Operating heads.

f. Oxygen masks.

**Note:** Only like items (eg Coveralls Mk 16A) may be omnibus recorded on one record card. Local management may wish to group life raft equipment into sets in preference to the omnibus system.

31. **Compilation.** The sections of the MOD Form 715(Drill) are to be completed as follows:

a. Equipment Details. Enter the following details:

(1) 'Unit Serial No.'. Enter local identity number (if required).

(2) 'Item Description'. Enter equipment identity.

(3) 'Type/Mark'. Enter type and mark of item.

(4) 'Serial No.'. Enter serial number of item.

(5) 'DOM'. Enter date of manufacture.

(6) 'DTD'. Enter date entered into drill use.

(7) 'DLD'. Enter date item life expires in drill use.

(8) 'Size'. Enter size of item (if applicable).

**Note:** When items are recorded as an assembly, the main item for that assembly should be entered.

b. 'Section 1 - Assembly/Component Record'. Enter the following details:

(1) 'Item No.'. Enter item number in sequence.

(2) 'Description'. Enter name of item.

(3) 'Type/Mark'. Enter type and mark of item.

(4) 'Size'. Enter size of item (if applicable).

(5) 'Serial No.'. Enter serial number of item.

(6) 'DOM'. Enter date of manufacture.

(7) 'DTD'. Enter date entered into drill use.

(8) 'DLD'. Enter date item life expires in drill use.

**Note:** The Replacement Item columns provide the facility to record one replacement for each item. When this facility is used, **Items 5 to 8** must be ruled through in black ink.

c. 'Section 2 - Modifications and Instructions Record'. Enter the following details:

- (1) 'Item No.'. Enter item number (from assembly/component record).
- (2) 'Date'. Enter date that the modification/technical instruction was embodied.
- (3) 'MOD/Inst No.'. Enter modification/technical instruction number.

**Note:** When a modification or technical instruction has been removed from the equipment, the entry must be ruled through in red. If cancelled or superseded, the entry must be ruled through in black ink.

d. 'Section 3 - Maintenance Record'. Enter the following details:

- (1) 'Date'. Enter date Maintenance task was carried out.
- (2) 'Certificate of Work'. Detail the following, as appropriate.
  - (a) Enter date Maintenance task was carried out.
  - (b) Include all repair work in accordance with the relevant AP.
  - (c) Annotate maintained/prepared/packed for drill use, quoting any cylinder/operating head fitted to life raft/life preservers for the purpose of drill.
  - (d) For omnibus items, record item number(s) and type of operation carried out.
  - (e) When several items require the same Maintenance, they may be recorded individually on a single line (eg 1, 2, 3, 4: not 1-4).
- (3) 'Work Hrs'. Enter combined tradesperson/supervisory work hours.
- (4) 'Tradesperson (Sig)'. Enter signature of tradesperson.
- (5) 'Supervisor (Sig)'. Enter signature of supervisor.

**Notes:**

1. When MOD Form 760 action is required, an ORN must be generated by entering the unserviceable item into the section workbook and recording the details of the actions taken, including cross-reference of the ORN under Certification of Work.
2. When a Drill Record Card is complete, raise a new card, transferring all

relevant details. The old card must be retained for a minimum period of 3 months. In the case of life rafts the card(s) must be retained and returned with the life raft.

3. When drill life rafts are Beyond Economical Repair (BER) they must be disposed of in accordance with DAP 108A-0006-2(N/A/R)1.

4. Wet Drill Life Preservers. A MOD Form 715/5 is to be attached to the MOD 715(Drill) and is to be completed as detailed in **Paragraphs 21 to 23** inclusive.