

Instructions for Use

MOD Form 767 Series

Joint Aircraft Recovery and Transportation Documentation

MOD Form 767 Series

1. **General.** The MOD Form 767 series of forms are used by the Joint Aircraft Recovery and Transport Squadron (JARTS) to record:

- a. Aircraft or un-crated component transportation including, if required, dismantling and erection.
- b. Aircraft recovery.
- c. Aircraft assessment.
- d. Spares recovery.

2. The following paragraphs detail the specific compilation instructions for each of the forms within the MOD Form 767 series.

MOD Form 767A - Aircraft Recovery and Transportation Instructions and Certificates

3. **General.** The MOD Form 767A is used to instruct the Team Leader and detail the task. It also acts as a register for all other MOD Forms associated with the task, Losing/Receiving Unit certification and task closure.

- a. **Part A - Task.** The Task Controller must complete the authorization certificate prior to passing the form to the Team Leader.
- b. **Part B – Team.** To be completed by the Team Leader, entering the details of the Team Members. Team Members must sign against their name to certify they have been fully briefed by the Team Leader on the task and their responsibilities.
- c. **Part C – Register of MOD Form 767 series.** The Team Leader must ensure the appropriate box is initialled when a form is raised as part of the task documentation.
- d. **Part D – Team Leader’s Pre-Load Certification.** When applicable, the Maintenance Work Order (MWO), Serial Number Of Work (SNOW), must be entered as well as any remarks applicable to the task. Prior to working on the load, the Team Leader is to carry out a full inspection of the load, with the Losing Unit representative in attendance, ensuring any damage identified is recorded in the MOD Form 700C.

e. **Part E - Losing Organization.** To be completed by NCO or above from the Organization from which the Aircraft or equipment is removed.

f. **Part F - Receiving Organization.** To be completed by NCO or above from the Organization receiving the Aircraft or equipment.

g. **Part G - Team Leader Task Closure.** Team Leaders must ensure all the task documentation is complete, enter any remarks pertinent to the task and close the task by completing the signature block.

h. **Part H - Task Closure.** JARTS Plans must ensure all the task documentation is complete, enter any remarks pertinent to the task and close the task by completing the signature block.

MOD Form 767B – Aircraft Recovery and Transportation Clearance Certificates

4. **General.** The MOD Form 767B is used to record that the Aircraft is in a safe condition prior to personnel commencing any work or task. The form must be raised by the Task Controller (raised in triplicate should the Aircraft be burnt or categorized as scrap).

- a. **Part A – Explosives Clearance.** To be completed by an authorized SNCO of the appropriate trade.
- b. **Part B – Radioactive Clearance.** To be completed by a Radiac Safety Officer or authorized person.
- c. **Part C – Classified Equipment.** To be completed by an authorized SNCO of the appropriate trade.
- d. **Part D – Fuel Drainage.** To be completed by an authorized SNCO of the appropriate trade.
- e. **Part E – Substances Hazardous to Health.** To be completed by an authorized SNCO of the appropriate trade.
- f. **Part F – Safety Certificate.** To be completed by an authorized SNCO of the appropriate trade.
- g. **Part G – Disposal Safety Certificate.** To be completed by an Engineering Officer. (To be completed with Part F when the Aircraft will be disposed of by burning or sold as scrap).

MOD Form 767C – Aircraft Recovery and Transportation Loading and Transportation Certificates

5. **General.** The MOD Form 767C is used to record the loading and inspection of Aircraft or un-crated components. Instructions are at the top of the page.

- a. **Header Detail.** Details the task.
- b. **Part A - Team Leader (Loading).** To be completed by the authorized person in charge of the task.
- c. **Part B - Transport Driver (Loading).** To be completed by the Transport Driver(s) of the load(s).
- d. **Part C - Team Leader and/or Driver (Transporting).** The Team Leader and/or Driver must enter the inspections completed on the consignment during the journey and complete the signature box.

MOD Form 767D – Aircraft Recovery and Transportation, Transportation Damage Report.

6. **General.** The MOD Form 767D is used to report any damage that occurs during any phase of the task. The Maintenance Organization must make an appropriate entry in the Air System Document Set (ADS). The MOD Form 767D must be raised in triplicate which, when completed, must be distributed as detailed in Table 1. The form consists of the following four parts:

- a. **Header Detail.** Details of the task.
- b. **Part A - Team Leader's Report.** The Team Leader must fully complete Part A.
- c. **Part B - Consignee's Receipt.** The consignee must complete Part B as a receipt for accepting a copy of the report with Part A completed only.
- d. **Part C - OC JARTS.** Part C must be completed by OC JARTS.

MOD Form 767F – Aircraft Recovery Certificates.

7. The MOD Form 767F is used on salvage tasks to confirm that the landowner is satisfied that total clearance of their land has been effected. It is also to advise the Defence Infrastructure Organisation (DIO) Remediation Officer that the recovery party has completed its task. Where total clearance has not been effected due to the complexities of remediation, then all parties are to agree an appropriate stage to handover to DIO, and ensure work carried to that point is agreed and annotated satisfactory. When completed it must be distributed as detailed in Table 1. The Team Leader must raise a MOD Form 767F for each landowner on whose land Aircraft debris lies. It consists of the following four parts:

- a. **Header Detail.** The Aircraft Recovery Officer (ARO) enters details of the task, the relevant Defence Estates Organisation Office and its number in the 'Compensation' block.

- b. **Part A - Defence Infrastructure Organisation (Land).** The ARO must request the landowner to complete Part A.

- c. **Part B - Aircraft Recovery Officer.** To be completed by the ARO. The Team Leader is to initial the appropriate number(s) in Part C of the MOD Form 767A.

- d. **Part C - Annexes.** To be completed by any organization other than those listed above that wish to add a report/comment as an annex.

8. **Retention and Disposal.** The MOD Form 767 series are Category E documents and are to be retained at the discretion of the relevant Mil CAMO.

Table 1. MOD Form 767 Series Distribution Details

MOD Form	Description
MOD Form 767A	1 copy to Team Leader on site.
MOD Form 767B	1 copy each to task file, unit receiving Aircraft and scrap contractor (when finally disposed).
MOD Form 767C	1 copy to driver of each vehicle. Passed by Driver(s) to load controller or Team Leader on site.
MOD Form 767D	1 copy each to consignee (Part A completed only), Forward (Air) unit and task file.
MOD Form 767F	1 copy (including copies of any Annexes) each to task file, Defence Infrastructure Organisation estate manager and each landowner.